BYLAWS

NJCAA HANDBOOK

2026-27

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ARTICLE I

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (NJCAA)

Section 1. NAME

The name of this not-for-profit corporation shall be the National Junior College Athletic Association (NJCAA).

Section 2. MISSION

A. The NJCAA's mission is to promote, govern and foster a competitive environment for two-year college athletics. The NJCAA recognizes the diverse nature of its membership, always providing a consistent and inclusive governance structure that provides opportunities for all stakeholders and emphasizes the academic, athletic, and community involvement goals of all student-athletes.

B. Unlawful discrimination is incompatible with this mission and detracts from the Association's goal of promoting healthy and fair competition. The NJCAA prohibits unlawful discrimination based on sex, race, color, national origin, ancestry, disability, religion, creed, sexual orientation, age or any other characteristic protected by applicable law in the NJCAA's governance, programs, regulations and employment practices.

ARTICLE II

MEMBERSHIP

Section 1. MEMBERSHIP

A. Membership: By majority vote of the Board of Regents, an institution's membership application may be awarded or denied. The National office will determine Region placement for new members.

A.1. Applicant institutions must meet the following guidelines:

A.1.a. Applicant institution must be accredited by one of six region accrediting agencies.

A.1.b Online colleges are not eligible for membership. The NJCAA defines an online college as an entity that offers less than 20% of their courses in a traditional, in-person, and synchronous setting.

A.1.c Applicant institution must designate a full-time employee to serve as Director of Athletics. This individual may hold other titles within the institution.

A.1.d Additional items to be considered for NJCAA membership include but are not limited to facilities, budgets, personnel, safety and student welfare, and Athletic Department strategic plan.

A.2. Application for Membership. An official NJCAA Membership Application should be accompanied by a check for $10,000.00 made payable to the NJCAA, which is nonrefundable, to begin the membership process. The membership fee is not applicable to future NJCAA membership dues which are approved by the NJCAA Board of Regents.

B. Four Year Programs: Member institutions may not sponsor athletic programs which participate beyond the two-year level.

C. **Multi-Campus College: Includes the main campus, branch campuses, satellite campuses and locations that offer college credit instruction. (A member institution may consist of multiple campuses.)

** NOTE: Please see the NJCAA Policies Manual for further guidance.

Section 2. MEMBERSHIP DUES

A. Amount: The NJCAA annual membership dues for each member institution shall be determined by the NJCAA Board of Regents.

B. Date Payable: Payment of annual dues and the submission of the Membership Renewal Form for each member institution must be received by the NJCAA National Office no later than September 30th of each calendar year. The Membership Renewal Form and dues payment process will be made available to membership annually on July 1st.

C. Late Payment 1. In the event a member institution does not meet the membership dues deadline, the member institution will be subject to a $1,500.00 late fee.

Late Payment 2. If a member institution's dues, late fee, and the Membership Renewal Form have not been received by the NJCAA National office on or before October 15th, the member institution will be deemed ineligible for all fall postseason competition.

Late Payment 3. If a member institution's dues, late fee, and Membership Renewal Form are not received prior to December 1st, the member institution becomes a member not in good standing.

Section 3. RECOGNIZED SPORTS OF THE NJCAA

- Baseball (Men's only)
- Basketball (Men's and Women's)
- Beach Volleyball (Women's only)
- Bowling (Men's and Women's)
- Competitive Cheer (Co-ed)
- Cross Country (Men's and Women's)
- Football (Men's only)
- Flag Football (Women's only)
- Golf (Men's and Women's)
- Half Marathon (Men's and Women's)
- Lacrosse (Men's only)
- Soccer (Men's and Women's)
- Softball (Women's only)
- Swimming/Diving (Men's and Women's)
- Tennis (Men's and Women's)
- Track and Field, Indoor and Outdoor (Men's and Women's)
- Volleyball (Men's and Women's)
- Wrestling (Men's and Women's)

Section 4. CONDITIONS AND OBLIGATIONS OF MEMBERSHIP

As a condition of membership, NJCAA member institutions shall:

A. Administer their athletic programs in accordance with the Articles of Incorporation, Bylaws, executive regulations and other legislative acts of this Association.

B. Establish and maintain a high standard of ethics and fair play.

C. Adhere to membership dues deadlines as set by the Board of Regents.

D. **Intellectual Property Obligations**. NJCAA member institutions shall:

D.1. Agree that the name National Junior College Athletic Association, initials NJCAA, logo and other NJCAA symbols and insignia are registered in the United States Patent and Trademark office. The name, initials and marks are fully protected and are the exclusive property of the Association. The Association, its officers, officials, CEO or third party on behalf of the Association, shall have full and exclusive authority over its name, logos, trademarks and service marks both registered and unregistered, including but not limited to the marks "National Junior College Athletic Association," "NJCAA," "National JUCO Championships," "National Champion," "NJCAA Network," "National Championship" and "National Junior College Championships" – and any deviate or similar mark likely to be confused therewith. Member institutions in good standing with the Association may use the registered marks of the Association (the Association's name, logo, etc.) only in accordance with guidelines established by the CEO.

D.2. Agree that the NJCAA corporate body and its officers, officials, CEO or third party on behalf of the Association, shall have full and exclusive right and authority over all internet, radio and television programming, filming or broadcasting connected with any national NJCAA tournament, championship or event.

D.3. Permit the NJCAA corporate body and its officers, officials, CEO or third party on behalf of the Association, to use the name, logos, trademarks and service marks of its members in accordance with guidelines established by each member for publicity and commercial purposes for any national NJCAA tournament, championship or event.

Section 5. GENERAL RESPONSIBILITIES OF AND REGULATIONS FOR MEMBER INSTITUTIONS

A. Compliance: Compliance with all NJCAA rules is the express responsibility of all member institutions. Failure to maintain compliance standards may result in penalties levied against parties by the National Office including, but not limited to, institutions, athletic teams, Athletic Departments, administrative staff, student-athletes, and coaches.

A.1. Reporting: Member institution will designate a contact person to receive communication and be responsible for coordinating compliance on their campus. Member institution must confirm this contact each year during the dues renewal process and maintain its accuracy throughout the year. The National Office recommends the designation of someone other than the Athletic Director (as a default choice) if another role oversees or supports compliance efforts. Communications sent to this designee will not replace communications sent to Athletic Directors, they will supplement them.

A.2. Sanctions: Sanctions are applied by the National Office on a case-by-case basis. Examples include, but are not limited to the following:

A.2.a. Athletic Probation

A.2.a.(1). Athletic probation may consist of forfeiture by the member institution of the right to participate in Region and/or NJCAA sponsored tournaments, meets and games in one or more sports for a period of up to one year, commencing on the date of the last scheduled contest of the sport in which the violation occurred.

A.2.a.(2). Sport Specific Basis: The member institution shall be deemed on athletic probation only in the sport or sports which are covered in the penalty.

A.2.a.(3). Reinstatement: Following the conclusion of the probationary period, the member institution shall formally request reinstatement through a process determined by the National Office.

A.2.a(4). Awards and Honors: During the probationary period, neither any individual athlete materially involved in the violation, nor the team(s) certified through the NJCAA electronic database in the subsequent season(s) shall be eligible for region or NJCAA awards or honors.

A.2.a.(5). Eligibility Audits: While on athletic probation, eligibility audits will be conducted on the sport which is on probation as well as an additional three (3) sports at the college. In the case where the college has less than four (4) sports, audits will be conducted for all sports.

A.2.b. Suspension;

A.2.c. Forfeitures;

A.2.d. Loss of eligibility;

A.2.e. Audits (Eligibility and LOI);

A.2.f. Mandatory Training;

A.2.g. Tiered Sanctions;

A.2.h. Institutional fines; and

A.2.i. Creation and submission of written action plan

B. Region Authority to Institute Rules: A region has the authority to implement a rule or rules which are stricter than the NJCAA rule.

C. Good Standing: A member institution must be in good standing (i.e., maintains institutional control) as defined by NJCAA Policies.

C.1. Member institutions not in good standing are restricted from all postseason participation until reinstated by the Board of Regents.

D. Statistical Reporting: All NJCAA member institutions whose sports participate in athletic events and input those stats via the NJCAA stats system (or stats system approved by the NJCAA members) shall provide such statistical information to the NJCAA as may be required.

E. Student Success Data Reporting: All NJCAA members shall provide aggregated statistical data detailing information on graduating, transferring, and returning student-athletes. The data will derive from information already captured via the Integrated Postsecondary Education Data System (IPEDS). This submission must be made no later than December 31 for the previous academic year. (SUSPENDED UNTIL DECEMEBER 31, 2027)

F. Health and Safety:

F.1. Institutional Responsibility for Student-Athlete Health and Safety

F.1.a. Member institutions are responsible for maintaining policies and procedures that protect the health and safety of student-athletes consistent with NJCAA bylaws and nationally recognized medical standards.

F.2. Athletics Health Care Administrator

F.2.a. Each member institution shall designate an Athletics Health Care Administrator responsible for coordinating student-athlete health and safety initiatives and serving as the institutional contact for NJCAA health and safety communications.

F.2.b. The institution must confirm this designation annually during the membership dues renewal process and maintain accurate contact information throughout the academic year. The Athletics Health Care Administrator should be identified within the athletic department and listed on the institution's athletics website and the NJCAA database.

F.2.c. Ensure that, on an annual basis, the Athletics Health Care Administrator maintains current accreditation through the USCAH Accreditation Service.

F.3. Independent Medical Care

F.3.a. Member institutions shall establish an administrative structure that affirms the autonomous authority of primary athletics health care providers (team physicians and athletic trainers) to determine medical management and return-to-play decisions for student-athletes.

F.4. Concussion Management

F.4.a. Each member institution shall maintain and implement a concussion management plan. At minimum, the concussion management plan must include:

F.4.a.(1). Annual education for student-athletes regarding concussion signs and symptoms and the importance of reporting injuries;

F.4.a.(2). Immediate removal from athletics activity of any student-athlete exhibiting signs, symptoms, or behaviors consistent with a concussion;

F.4.a.(3). Evaluation by a qualified medical professional experienced in the management of concussions; and

F.4.a.(4). Medical clearance prior to return to athletics activity.

F.5. CPR / AED Certification

F.5.a. An individual with current CPR/AED certification must be present or readily available during all organized practices, competitions, conditioning sessions, and workouts involving student-athletes. Institutions should ensure that designated athletics personnel maintain current certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) use, and first aid. At a minimum, the following personnel should maintain certification:

F.5.a.(1). Athletic trainers and athletics health care providers;

F.5.a.(2). Head and assistant coaches;

F.5.a.(3). Strength and conditioning personnel; and

F.5.a.(4). Other athletics personnel supervising organized athletics activities.

F.6. Athletic Trainers and AED Availability

F.6.a. An autonomous certified or licensed athletic trainer and an automated external defibrillator (AED) shall be provided at all NJCAA district and national championship events. The NJCAA recommends that, at a minimum, an AED and an autonomous certified or licensed athletic trainer or emergency medical technician be available during regular season contests and organized practices.

F.7. Protective Equipment

F.7.a. In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral and/or facial equipment by student-athletes.

G. Institutional Health and Safety Compliance Certification and Audit:

G.1. Annual Institutional Certification

G.1.a. Each active member institution shall annually certify compliance with the health and safety requirements set forth in Article II, Section 5.F. The certification shall be submitted to the NJCAA National Office by the institution's president (or designee), athletics director, and athletics health care administrator.

G.2. Documentation of Compliance

G.2.a. Each member institution shall maintain and, upon request, submit documentation demonstrating compliance with the following:

G.2.a.(1). Institutional policies and administrative structures that ensure the autonomous authority of primary athletics health care providers consistent with Section 4.F.3 (Independent Medical Care).

G.2.a.(2). A written concussion management plan and procedures consistent with Section 4.F.4, including documentation of annual student-athlete education and acknowledgment of concussion reporting responsibilities.

G.2.a.(3). Verification that the Athletics Health Care Administrator maintains current accreditation through the USCAH Accreditation Service, as required under Section 4.F.2.

G.2.a.(4). Documentation that designated athletics personnel, including coaches, athletics health care providers, and strength and conditioning personnel, maintain current certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) use, and first aid consistent with NJCAA health and safety standards.

G.3. Compliance Audits

G.3.a. The NJCAA National Office shall have the authority to conduct periodic compliance reviews to verify adherence to the requirements of this section. Compliance reviews may include:

G.3.a.(1). Random institutional audits conducted on a periodic basis;

G.3.a.(2). Targeted audits initiated in response to complaints, reported violations, or identified compliance concerns; and

G.3.a.(3). Requests for documentation or other information necessary to verify compliance with health and safety requirements.

G.4. Institutional Cooperation

G.4.a. Member institutions shall cooperate fully with any compliance review conducted by the NJCAA and shall provide requested documentation within the timeframe established by the NJCAA National Office.

G.5. Corrective Actions and Sanctions.

G.5.a. If an institution is determined to be out of compliance with the requirements of this section, the NJCAA may take corrective actions and impose sanctions, which may include but are not limited to:

G.5.a.(1). Mandatory training;

G.5.a.(2). Tiered sanctions;

G.5.a.(3). Institutional fines;

G.5.a.(4). Creation and submission of written action plan; and

G.5.a.(5). Other penalties as determined by the NJCAA National Office.

H. Insurance:

H.1. NJCAA Liability: The NJCAA and sponsoring organization(s) shall not be held liable or responsible for any injury to any individual, or damages of any nature resulting from participation in any regular season or postseason event sponsored by the NJCAA.

H.2. Additional Insured and Subrogation: For any event sponsored by the NJCAA, the host must add the NJCAA as an additional insured on all host general liability policies as primary and non-contributory. The host must also waive their rights to subrogation against the NJCAA.

H.3. Member Institution Liability: The NJCAA recommends that each NJCAA member institution purchase a lifetime catastrophic insurance policy for their student-athletes.

H.4. Region Liability: The NJCAA recommends that each NJCAA region purchase a general liability insurance policy.

Section 6. GENDER REGULATIONS

A. Female Participation on Male Team: The NJCAA will allow women to participate with men on the same team provided that (i) the female participant(s) are otherwise eligible for competition; and (ii) the female participant(s)' college does not sponsor a women's team in the participant(s)' sport or category.

A.1. Female student-athletes participating on a male team shall be listed on the men's eligibility roster for that sport.

A.2. Those women listed on a men's eligibility roster must participate in the men's region and national tournament unless NJCAA National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's postseason play.

A.2.a. This declaration must be signed by the athletic director and the student-athlete.

B. Male Participation on Female Team: The NJCAA does not permit male student-athletes to participate on women's teams in any sport.

C. Transgender: A member institution that permits a transgender student-athlete to participate in athletics in compliance with local, state, or federal law will not violate NJCAA Bylaws.

ARTICLE III

NJCAA GOVERNANCE STRUCTURE

Section 1. ORGANIZATIONAL STRUCTURE

A. Board of Regents. The NJCAA Board of Regents is the governing unit within the NJCAA.

B. President/Chief Executive Officer. The President/Chief Executive Officer (CEO) is responsible for leading the Association and enhancing opportunities for NJCAA member institutions and student-athletes.

C. Presidents' Commission. The NJCAA Presidents' Commission provides a platform for national and region dialogues among member institution presidents and assists the Association in setting the national agenda and strategic directions.

D. Region Leadership

E. Committees

F. Councils

Section 2. MEMBERS OF THE BOARD OF REGENTS

A. The Board of Regents is composed of a minimum of 37 to a maximum of 41 members, which include:

A.1. 24 region representatives, one from each of the 24 Regions; Board Chair; Board Vice Chair; Senior Men's Administrator; Senior Women's Administrator; CEO Ex-Officio; six (6) Presidential Representatives, one from each District; and a maximum of six (6) At-Large Representatives. All Board of Regents positions are volunteer positions.

A.2. The Board of Regents also includes a Board Secretary and a Board Treasurer position, which must be held by an already existing member of the Board of Regents.

Section 3. SELECTION OF BOARD OF REGENTS MEMBERS

A. All Board of Regents members shall be a member of the professional staff of an NJCAA-member institution or a person who has been hired, elected, otherwise appointed by the member institutions within a Region to represent their interests.

B. 24 Region Representatives. The Board of Regents 24 Region Representatives shall be selected by the members of each Region to term limits that are established by that Region.

C. Elected Officers.

C.1. The Board Chair shall be selected by the Board of Regents and must be a current board member.

C.2. The Senior Women's Administrator (SWA) and Senior Men's Administrator (SMA) shall be elected by the 24 Board of Regents Region Representatives. These representatives are not required to be current board members.

C.3. The Vice Chair, Secretary and Treasurer shall be elected by the Board of Regents in the same year the Board Chair is elected, or anytime upon vacancy.

C.4. Term limits.

C.4.a. The Board Chair, SMA, SWA may serve a maximum of two, three-year terms.

C.4.b. The Vice Chair, Secretary and Treasurer may serve an unlimited number of three-year terms.

D. Presidential Representatives. Each Presidential Representative (6) shall be elected by a vote of the Presidents' Commission represented by established Districts. The term of service is determined by the Presidents' Commission.

E. At-Large Representatives. No more than six (6) At-Large Representatives shall be selected by the Board of Regents for a term of three (3) years.

Section 4. SELECTION OF PRESIDENT/CHIEF EXECUTIVE OFFICER

A. The President/CEO shall be selected by a committee of at least eight (8) Board of Regents members, chosen by the Board of Regents Chair, to determine the procedures for hiring the position.

Section 5. SELECTION OF REGION LEADERSHIP

A. Region Leadership shall consist of one (1) Men's and one (1) Women's Region Director and shall be a member of the professional staff of a college, which is a member of this organization, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.

B. Region Leadership shall consist of one (1) Assistant Men's and one (1) Assistant Women's Region Director and shall be a member of the professional staff of a college, which is a member of this organization, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.

C. Selection and term limits are determined by each region.

Section 6. SELECTION OF COMMITTEES AND COUNCILS

A. Each standing sport committee will consist of members of chosen by the Men's Senior Administrator, Women's Senior Administrator, and Vice Chair of the Board of Regents, with guidance from the NJCAAA National Office and final approval from the Chair of the Board of Regents.

B. Board leadership has the ability to create ad-hoc committees and councils as needed.

C. Committee and Council members shall serve terms of one year and can be reappointed.

ARTICLE IV

ADMINISTRATIVE DUTIES OF BOARD MEMBERS

Section 1. DUTIES AND POWERS OF THE BOARD OF REGENTS

A. Board of Regents shall have the power to organize the current membership of this Association into regions for administrative, legislative and competitive purposes.

B. Board of Regents shall have the power to organize the membership of this Association into Presidential Representative Districts for administrative and legislative matters.

C. Voting. Each Board of Regent Region Representative, the Senior Men's Administrator, the Senior Women's Administrator, each Presidential Representative, and each At-Large Representative shall be entitled to one vote at all meetings of the combined Board of Regents.

ARTICLE V
STUDENT-ATHLETE ELIGIBILITY

Section 1. GENERAL ELIGIBILITY PRINCIPLES

A. Effective Date: All NJCAA eligibility rules become effective August 1, 2026.

B. Eligibility for Athletics Participation.

B.1. To participate in an NJCAA-recognized sport, a student-athlete:

B.1.a. Must meet the requirements of the current NJCAA bylaws for the academic year of their participation;

B.1.b. Must be in good academic standing with the NJCAA and the Region with which the member institution is affiliated and with the member institution;

B.1.b.(1) Member institutions and Regions and Conferences may implement eligibility requirements that are stricter than, but do not conflict with, the NJCAA.

B.1.c. Must be an amateur;

B.1.d. Must not have exhausted their NJCAA eligibility; and

B.1.e. Must be determined to be medically qualified to participate in NJCAA athletics by a licensed physician or medical professional, consistent with applicable institutional policy.

B.2. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition at an NJCAA member institution at any time.

B.3. Ineligible student-athletes may not dress for or participate in any athletic contest. Tiered Sanction – Level 1

Section 2. ELIGIBILITY REQUIREMENTS

A. General Academic Requirements.

A.1. In order to participate, a student-athlete must meet (i) entrance eligibility requirements, (ii) enrollment requirements, and (iii) accumulation requirements, or meet qualifications for limited legislated exceptions.

A.2. Classes utilized for any academic eligibility requirement must be:

A.2.a. Credit or credit equivalent bearing;

A.2.b. Approved by the college institution's governance structure;

A.2.c. Listed in the college institution's course catalog system;

A.2.d. Listed on the student-athlete's official collegiate transcript.

B. Entrance Eligibility.

B.1. To be certified for participation on an NJCAA Eligibility Roster, a student-athlete must provide proof of high school graduation:

B.1.a. **Domestic student** must provide proof of graduation through one of the following options:

B.1.a.(1). Final high school transcript following graduation

B.1.a.(1).(a). Transcript must be from a high school that is recognized by the respective state's Department of Education (or its equivalent) or one whose

status with the NCAA is either "Cleared" or under "Extended Evaluation" per the NCAA High School Portal.

B.1.a.(1).(b) The transcript must identify the student, school, and graduation date and include either an administrative signature from the high school or an administrative stamp the college registrar interprets as official.

B.1.a.(1).(c) Digital transcript services are considered official without an administrative signature or stamp but must be accompanied by a statement on college letterhead from the registrar confirming the digital service used to receive the transcript and that it is considered official.

B.1.a.(1).(d) An official high school transcript or copy of an official high school transcript is acceptable.

B.1.a.(2). State-recognized equivalency exam test results and diploma

B.1.a.(2).(a). If the student-athlete has passed the exam but not been awarded the certificate or diploma, they may establish eligibility by submitting written proof the exam has been successfully completed.

B.1.a.(3). If a high school is unable to provide acceptable proof of graduation on a transcript, a letter may be submitted from the high school. This letter must:

B.1.a.(3).(a). Appear on official school letterhead and signed by a school administrator with an academic title.

B.1.a.(3).(b). Explicitly state the date on which the student graduated.

B.1.a.(4). A student concurrently enrolled in state approved High School/College programs (ex: Pathways to Technology Early College High School "P-Tech") must meet the following requirements:

B.1.a.(4).(a). Complete all high school graduation requirements

B.1.a.(4).(b). Exhaust all high school athletic eligibility

B.1.a.(4).(c). Receive written approval from the NJCAA prior to participation

B.1.b. **International student** must provide proof of graduation through one of the following options:

B.1.b.(1). The recommended way to provide proof of graduation is an evaluation from a member of either AICE (Association of International Credential Evaluators, Inc.) or NACES (National Association of Credential Evaluation Services) with a statement confirming the student-athlete has the equivalent of a standard high school diploma in the United States and a date when equivalency was met.

B.1.b.(2). Proof of graduation may also be achieved by the following:

B.1.b.(2).(a). A final transcript, certificate or other credential, as specified in the NCAA's Guide to International Academic Standards for Athletics Eligibility. Please review country-specific details for information regarding which documents are acceptable forms of proof of high school graduation.

B.1.b.(2).(b). Transcripts, certificates or other credentials must identify the student and date when graduation requirements were met.

B.1.b.(2).(c). Transcripts, certificates or other credentials that are in a language other than English must be translated.

B.1.b.(2).(c).(i). When required, translation is the responsibility of the student-athlete.

B.1.c. **Homeschool Student** must submit each of the items listed below:

B.1.c.(1). Homeschool Transcript created by either the parent/guardian or a homeschool umbrella program. To be considered sufficient/official, a homeschool transcript must include the following:

- B.1.c.(1).(a). Student's full name and complete home address
- B.1.c.(1).(b). Student's ninth grade start date
  a. B.1.c.(1).(b).(i). This date should reflect when the student started ninth grade regardless of where the student was attending ninth grade and/or if the student completed any pre-ninth grade coursework.
- B.1.c.(1).(c). For each course completed:
  - B.1.c.(1).(c).(i) Course title
  - B.1.c.(1).(c).(ii) Grade achieved
  - B.1.c.(1).(c).(iii) Units of credit
  - B.1.c.(1).(c).(iv) Academic year in which the course was taken (e.g., "11th grade," "junior year 2024-25").
  - B.1.c.(1).(c).(v) Grading scale
    - B.1.c.(1).(c).(v).(A). If numeric grading is used, alpha/letter equivalent is needed.
  - B.1.c.(1).(c).(vi). Graduation date
  - B.1.c.(1).(c).(vii). Homeschool administrator's signature.

B.1.c.(2). Homeschool Administrator and Accordance Statement

- B.1.c.(2).(a). This is a signed statement of who managed the home school program (e.g., who taught and evaluated the coursework, awarded grades and issued credit) and that home schooling was conducted in accordance with state laws.
- B.1.c.(2).(b). An Institutional Homeschool Affidavit may satisfy this requirement.

B.1.c.(3). Proof of high school graduation by providing any of the following:

- B.1.c.(3).(a). Diploma showing graduation date
- B.1.c.(3).(b). Homeschool transcript showing graduation date
- B.1.c.(3).(c). State-recognized equivalency exam test results and diploma
  - B.1.c.(3).(c).(i). If the student-athlete has passed the exam but not been awarded the certificate or diploma, they may establish eligibility by submitting written proof the exam has been successfully completed.
- B.1.c.(3).(d). Exceptions (see below)
  - B.1.c.(3).(d).(i). Florida Virtual Flex
  - B.1.c.(3).(d).(ii). Florida Virtual Full-Time
  - B.1.c.(3).(d).(iii). Hawaii and New York

Exceptions

Florida Virtual Flex (101541)

A student cannot graduate from Florida Virtual Flex (high school CEEB 101541), as high school diplomas are not awarded. If graduating from Florida Virtual Flex as a homeschooled student, the Administrator and Accordance Statement and Homeschool Completion Affidavit are required.

- The Homeschool Completion Affidavit must be signed by a parent/guardian and include the actual date on which the student met graduation requirements (mm/dd/yyyy or mm/yyyy).

• As the affidavit does not include a section for the actual date of graduation, it must be added by the parent/guardian. Remember: Homeschool documentation is not required for Florida Virtual except in instances in which the student intends to graduate as a homeschooled student. In this case, the Homeschool Completion Affidavit is required.
• For a Homeschool Completion Affidavit to be viable proof of graduation from Florida Virtual, the student must be a resident of Florida. If not a Florida resident, a self-created homeschool transcript with proof of graduation may be submitted for consideration. A separate official Florida Virtual transcript would also be required.
• For students who start ninth grade at Florida Virtual Flex, the parent/guardian must submit the official transcript and the Administrator and Accordance Statement to confirm the date on which the student started ninth grade.

Florida Virtual Full-Time (102414)

If a student attends and graduates from Florida Virtual Full-Time (high school CEEB 102414), a diploma will be awarded.

Hawaii and New York

The Eligibility Center cannot accept proof of graduation from a diploma issued by a homeschool in Hawaii or New York because it does not recognize homeschool diplomas. If a student is homeschooled in one of these states and does not graduate from a high school, the local school district or state Board of Education must review the student's homeschool record and provide a written letter indicating the student has met the state's graduation requirements or the equivalent. The letter must clearly state the month,

day and year the student met graduation requirements. To satisfy proof of graduation requirements and meet the Eligibility Center's graduation requirements, the student may also provide the test results and diploma/certificate earned from passing the state-recognized equivalency exam.

C. Enrollment Eligibility:

C.1. Enrollment: Student-athletes must be enrolled full-time or part-time on the 18th calendar day (not to end on a weekend or Federal Holiday) of the beginning of the regular term as listed on the collegiate academic calendar maintained.

C.2. Full-Time Requirement: Student-athletes must be enrolled full-time at the member institution prior to competition and certifying certification of NJCAA eligibility using any combination of sessions (regular term, mini term, fast track term, required clinical hours) within a term. A minimum of six (6) credit hours must begin before the end of the published regular season schedule of the student-athletes' chosen sport.

C.2.a. A student-athlete using clinical hours to meet the full-time enrollment requirement must have the following in their audit file:

C.2.a.(1). A letter from the department head stating the student-athlete is enrolled full-time, as determined by the member institution.
C.2.a.(2). A copy of the student-athlete's current curriculum with the course work completed and the required clinical hours.

C.2.b. Late Enrollment: Student-athletes who are not enrolled full-time or part-time on the 18th calendar day of the regular term as published on the collegiate academic calendar maintained shall be ineligible for participation for the remainder of the term.

C.2.c. Enrollment Requirements for Two-Term Sports: Student-athletes who are not enrolled full-time at their institution of participation by the first date of regular season competition shall remain ineligible for the remainder of the season.

C.2.c.(1). Exceptions: A student-athlete who is not enrolled full-time at their institution of participation by the first date of regular season competition, may be eligible if they enroll at the first possible date after one of the following:

C.2.c.(1).(a). Time spent on an official religious mission, in the armed services or with recognized foreign aid services of the U.S. government.

C.2.c.(1).(a).(i). For international students, service in the armed forces of the student's home country is considered equivalent to such service in the United States.

C.2.c.(1).(b). Their graduation from a high school or receipt of a state department of education approved equivalency diploma.

C.2.c.(1).(c). Their transfer from a college or university which has permanently ceased competition in that sport after the school year begins.

C.2.d. Enrollment Exceptions for Two-Term Sports: Student-athletes who meet one of the three exceptions of (Article V, Section 2.C.2.c.(1)) shall become eligible at the first possible enrollment date following the approved exception.

C.2.e. Last Academic Term Full-Time Enrollment Exception: Student-athletes in their last academic term MAY participate while enrolled in the number of credit hours required to graduate/complete a degree program or credit certificate program. The institution must document that the student-athlete who has not graduated/completed is carrying the courses necessary to complete the degree or certificate requirements, as determined by the institution. Once this one-time allowance is exhausted, the student-athlete must meet the full-time requirement of 12 or more credits.

C.2.e.(1). Graduate Exception: A student-athlete who graduates/completes a degree program or credit certificate program from a NJCAA institution may participate in the term immediately following graduation or certificate completion and must be enrolled in a minimum of six (6) credit hours, provided enrollment is at the same institution from which they graduated or completed. All six (6) credit hours must begin before the end of the published regular season schedule of the student-athletes sport. This is a one-time exception.

C.2.f. Enrollment Eligibility Exception: A student-athlete pursuing a degree or certificate program that requires them to complete courses offered only at an institution ("host institution") other than the institution which they represent in competition ("home institution"), would be eligible to compete, provided the following criteria are met:

C.2.f.(1). The student-athlete's home institution has a documented Memorandum of Understanding (MOU) with the host institution (would need to be included in the audit file).

C.2.f.(2). The student is registered for a minimum total of 12 credit hours between the home and host institution.

A request for an exception must be submitted to the NJCAA National Office and be approved prior to the student-athlete's' participation.

C.2.g. Examination for Enrollment: Student-athletes may utilize credits earned by examination in limited instances.

C.2.g.(1). Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term.

C.2.g.(2). Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three (3) credit hours per term by examination shall be evaluated on a case-by-case basis and notice of the student-athlete's intent to utilize more than three (3) credit hours by examination shall be submitted for approval to the NJCAA by the member institution prior to the start of the term and prior to any athletic participation.

C.2.g.(3). Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advanced Placement (AP) Examination credits may not be used to fulfill the enrollment requirement.

C.2.g.(4). Examination hours earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement.

C.2.h. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once.

C.2.h.(1). A repeated class is allowed to be counted towards current term enrollment.
C.2.h.(2). In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a pre-requisite, the student-athlete may repeat the class as part of a full-time enrollment load in subsequent terms. However, a repeated course may be used only once to meet NJCAA accumulation bylaws.

C.2.i. Remedial and Developmental Studies:

C.2.i.(1). A student-athlete may not use a remedial/developmental course which is lower than a course they have already successfully completed for NJCAA eligibility.
C.2.i. (2). Member institutions that assign grades that signify the student-athlete is making progress such as "IP" or "MP" or other symbol defined in the college's grade scale, may calculate these grades as no higher than a "C" grade provided the student-athlete is enrolled in the same course in the subsequent term.
C.2.i.(3). Credit hours in remedial/developmental courses will count toward a student-athlete's second season of eligibility only if successfully completed; only one attempt will be calculated.

C.2.j. Intersession Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment requirements.

C.3. Enrollment Requirements for Sports Beginning Between Terms: At member institutions where a sport competition begins in between regular academic terms, the following regulations shall govern the full-time enrollment requirement:

C.3.a. Registration: The student-athlete must be registered as a full-time student in the upcoming term.

C.3.b. Academics: The student-athlete must meet all applicable academic requirements.

C.4. Withdrawal Regulations: The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes resulting in less than full-time.

C.4.a. A student-athlete who drops below full-time enrollment, after the 18th calendar day of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.

C.4.b. A student-athlete will be charged with a term of full-time enrollment unless the student-athlete withdraws from classes completely or drops below full-time enrollment **within** 18 calendar days of the beginning of classes AND does not participate in athletic competition during that term.

C.5. Break of Enrollment & Delay of Enrollment: A student-athlete who has a break of enrollment or delay of enrollment as defined in Section 1 must submit a statement, to be kept in the institution's eligibility audit file, that details the student-athlete's activities while they were not enrolled, their academic and/or work status at that time, and other relevant information.

C.6. Eighteen (18) Months Non-Full-Time Attendance Exception:

C.6.a. A student-athlete is exempt from the first and second season academic requirements, if they have not been enrolled full-time at a collegiate institution for a period of 18 calendar months or more as a result of (1) military service, (2) religious mission or (3) participation within a recognized foreign aid service.

C.6.a.(1). For international students, military service of the student's home country is considered equivalent to such service in the United States.

C.6.b. Seasons of participation in which a student-athlete participated prior to the 18-month break will count. However, all previous terms of enrollment prior to the 18-month break will be waived.

C.6.c. Eighteen (18) months of non-attendance shall be measured from the student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term in which the student- athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

C.7. Postseason Enrollment Verification: Postseason Enrollment Verification: Student-athlete enrollment must be verified 24 hours prior to the start of each level of postseason competition (Region, District and National Championships), including Football Bowl Competition. If a student-

athlete has maintained the proper enrollment requirements of Article V, Section 2.C, they will remain eligible throughout that level of postseason competition, including Football Bowl Competition.

D. Transfer Eligibility:

D.1. General Transfer Provisions:

D.1.a. Transfer Status. A student-athlete will be considered a transfer student-athlete if, prior to enrolling at a subsequent NJCAA institution, they:

D.1.a.(1). Enrolled full-time and attended any classes at a previous two- or four-year collegiate institution beyond the first 18 calendar days of a term; or

D.1.a.(2). Represented a two- or four-year collegiate institution in any regular season intercollegiate athletic contest.

D.1.b. Student-athletes may not participate in the same sport during the same academic year for two different two- or four-year institutions.

D.1.b.(1). Exception. If the student-athlete's previous institution of participation permanently cancels NJCAA competition in that sport, the student-athlete is exempt from this rule.

D.1.b.(1).(a). It is the responsibility of a member institution to submit documentation of cancellation of its sport to the NJCAA National Office.

D.2. Transfer Student Academic Eligibility.

D. 2.a. A student-athlete who transfers from an NJCAA, four-year, or other non-member institution must meet the academic requirements of Article V, Section 2.E to be immediately eligible for competition following transfer.

D. 2.b. Grade scale: For purposes of calculating NJCAA eligibility, a transfer student-athlete's GPA shall be calculated based on the grading scale used by the academic authority of the student-athlete's previous institution, as recorded on the transcript from the previous college institution.

D.2.c. Transcripts: Only official collegiate transcripts or copies of official collegiate transcripts from a transfer student-athlete's prior institution may be used for NJCAA eligibility.

D.2.d. Confirmation of Transfer Status: NJCAA member institutions must have written confirmation from a transfer student-athlete's previous institution verifying the student-athlete's transfer status, including, but not limited to, the student-athlete's seasons of participation. The NJCAA recommends using the NJCAA Transfer Tracking Form for all transfer students.

D.3. Transfers from an NJCAA Member institution: a transfer student-athlete who was signed to an active NJCAA Letter of Intent, as of August 1 or later, must receive a fully executed transfer waiver from their previous institution in order to participate at another NJCAA member institution in the same academic year.

E. Academic Eligibility: NJCAA academic eligibility is based on the number of full-time terms a student-athlete has previously attempted.

E.1. Official Grades: Only credits hours that are completed, passed and recorded on the student-athlete's official transcript or copy of an official transcript may be counted for academic eligibility purposes. Credit hours recorded as "incomplete" may not be used.

E.2. Best Hours (any combination of the official grades and hours earned) can be utilized to meet previous term, accumulation credits, and GPA requirements. Course credits cannot be split.

E.3. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.

E.3.a. Credit hours passed/earned from part-time term enrollments may be calculated in accumulation totals.

E.4. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours, so they can be combined to determine the student-athlete's academic eligibility:

E.4.a. Semester credits shall be converted to quarter credits by multiplying the semester credits by 3/2.

E.4.b. Quarter credits shall be converted to semester credits by multiplying the quarter credits by 2/3.

E.5. International Transcripts.

E.5.a. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.

E.5.b. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.

E.5.c. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate, or club athletics need not be translated as they are not permitted to be used for NJCAA eligibility.

E.6. First Season Academic Requirement: A first season participant must meet accumulation requirements below in Figure 1 for semester institutions, Figure 2 for quarter institutions, or Figure 3 for trimester institutions OR earn 12 credits with a GPA of 2.00 or higher during their previous full-time term (the number of credits for full-time term at the trimester institution is based on the institution full-time requirement. These requirements must be met on or before the 18th calendar day of the term.

Figure 1 – Semester Academic Grid			
Number of Previous Full-Time Semesters	**Accumulated Credits Required at min. 2.0 GPA**	**Overall GPA Required**	**Notes**
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6	72	2.00	
7	81	2.00	
8	96	2.00	
9	105	2.00	
10+	120	2.00	

Figure 2 – Quarter Academic Grid			
Number of Previous Full-Time Quarters	**Accumulated Credits Required at min. 2.0 GPA**	**Overall GPA Required**	**Notes**
0	0	X	Must meet all enrollment eligibility requirements.
1	9	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	21	2.00	
3	36	2.00	
4	46	2.00	
5	56	2.00	
6	72	2.00	
7	82	2.00	
8	92	2.00	
9	108	2.00	
10	118	2.00	
11	128	2.00	
12+	144	2.00	

Figure 3 – Trimester Academic Grid			
Number of Previous Full-Time Trimesters	**Accumulated Credits Required at min. 2.0 GPA**	**Overall GPA Required**	**Notes**
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	16	2.00	
3	24	2.00	
4	32	2.00	
5	40	2.00	
6	48	2.00	
7	56	2.00	
8	64	2.00	
9	72	2.00	
10	80	2.00	
11	88	2.00	
12+	96	2.00	

E.7. Second Season Academic Requirements: On or before the 18th calendar day of the term, a second season participant must:

E.7.a. Meet accumulation requirements above in Figure 1 for semester institutions, Figure 2 for quarter institutions, or Figure 3 for trimester institutions; OR earn 12 credits with a GPA of 2.00 or higher during their previous full-time term (the number of credits for full-time term at the trimester institution is based on the institution full-time requirement); AND

E.7.b. Have accumulated 24 earned/passing semester/trimester hours with a GPA of 2.00 or higher OR have accumulated 36 quarter hours with a GPA of 2.00 or higher.

E.8. Examination Credits for Accumulation:

E.8.a. A maximum of eight (8) College Level Examination Program (CLEP) credit hours per academic discipline may be counted for accumulation requirements. CLEP credit hours may not be used to meet enrollment requirements or previous term requirements.

E.8.b. Advanced Placement (AP) credit hours may be used toward accumulation provided the credits are recorded on the student-athlete's official college transcript as countable pursuant to the institution's policies.

E.9. Intersession and Accumulation: Intersession hours may be used toward accumulation provided the hours are completed, passed and recorded on the student-athlete's official college's official transcript by the 18th calendar day (not to end on a weekend or Federal holiday) of the term.

F. Academic Eligibility Exceptions:

F.1. Student-Athlete with Education-Impacting Disabilities Exception: A NJCAA student-athlete with disabilities may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete's education-impacting disability is documented by the student-athlete's institution prior to the beginning of the academic term.

F.1.a. Reduced Enrollment: A student-athlete with an education-impacting disability may be enrolled in less than 12 credit hours, but no fewer than 6 credit hours pursuant to the institution's academic authority evaluation.

F.1.a.(1). If a student-athlete is enrolled in 12 or more credit hours, they must meet the standard academic requirements prior to the first date of participation.

F.1.b. Accumulation: To satisfy the accumulation requirement, a student-athlete with an education-impacting disability may apply 12 credit hours per term of enrollment, which shall be multiplied by the number of modified full-time terms.

F.1.c. Second Season Participant (relief from the 24 semester/36 quarter hours). The minimum requirement of credit hours would vary between 12-22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified student-athlete with education impacting disabilities prior to their second season of competition.

F.1.d. Documentation Requirements: The following documents must be submitted, and approved by the NJCAA National Office prior to any participation in an NJCAA-recognized sport by a student-athlete utilizing the education-impacting disability exception:

F.1.d.(1). A completed NJCAA Education-Impacting Disability form, signed by any two of the following: Director of Athletics, College President or Chief Executive Officer, or NJCAA Designated Representative.

F.1.d.(2). Written documentation from an appropriate institutional academic authority (e.g., Special Services Department Head) at the student-athlete's institution of participation dictating (1) that the student-athlete is registered with their office, and (2) the student-athlete's accommodation of enrollment less than 12 credit hours, but no fewer than 6 credit hours, is approved.

F.1.d.(3). Student-athlete's class schedule for the term in which the sport of participation will occur.

F.1.d.(4). Current transcript(s) of all terms of the student-athlete's post-secondary enrollment, including all transfer transcripts.

F.1.e. Second Opinion: The NJCAA reserves the right to request additional information, the cost of which shall be borne by the requesting member institution.

Section 3. COMPLIANCE

A. **General Compliance Principles**

A.1. Compliance with all NJCAA bylaws is the express responsibility of each member institution.

A.1.a. Member institutions and Regions and Conferences may implement compliance requirements that are stricter than, but do not conflict with, the NJCAA.

A.2. All member institutions must have a (Family Educational Rights and Privacy Act (FERPA) release on file for all participating student-athletes permitting the release of educational records to the NJCAA.

B. **Eligibility Roster.** Member institutions shall maintain an eligibility roster for each of its NJCAA-recognized sports that include all participating student-athletes.

B.1. **Electronic Submission of the Eligibility Roster:** Tiered Sanction – Level 1

B.1.a. Prior to the first date of participation for each sport, a member institution must electronically submit an eligibility roster in the NJCAA Admin Portal.

B.1.b. Participants may be added to an eligibility roster up through the Competition Certification Deadline for the respective NJCAA-recognized sport (Sports Procedure Chart).

B.1.c. Student-athletes who have not been electronically submitted either on an original or supplemental eligibility submission form are not eligible for participation.

B.2. **Recertification:** If the regular season of a sport extends beyond the last day of the term, defined as the date grades are due at the respective member institution, and continues beyond the 20th calendar day following the last day of the term, a second eligibility roster must be submitted prior to participation in the first contest after the 20-calendar day window is complete.

B.2.a. Change in Status. A student-athlete who does not meet the academic provisions for eligibility at the completion of the term becomes ineligible at the end of the 20th calendar day following the last day of the term.

B.2.a.(1). A student-athlete who was previously ineligible may resume participation once their eligibility is reinstated and they are submitted on an eligibility roster.

B.2.b. Roster Replacements. During the 20-calendar day window, an ineligible student-athlete must be dropped from participation prior to the roster addition of any student-athlete who was not submitted for the previous term.

B.2.b. (1). At no time may a student-athlete who loses their eligibility following the completion of the fall term and a student-athlete who gains their eligibility following the completion of the fall term participate together.

B.2.c. Trimesters/Non-traditional Academic Calendar. Institutions that operate on a trimester calendar or who have terms that fall outside the traditional academic calendar may permit student-athletes in winter sports to finish the season, even those who do not satisfy the provisions of Article V, Section 2.E. at the completion of the term.

B.3. **Penalties for Student-Athletes Who Participate Prior to Being Submitted on an Eligibility Roster** – Tiered Sanction – Level 1

B.3.a. First offense by the member institution (within the same academic year)

B.3.a.(1). Letter of reprimand to the member institution's Athletic Director and President (Chief Executive Officer)

B.3.a.(2). The member institution will be charged a $500 fine for a self-report or $1000 for a non-self-report.

B.3.a.(3). Mandatory eligibility audit of the sport in violation.

B.3.b. Second offense by the member institution (within the same academic year)

B.3.b.(1). Letter of reprimand to the member institution's Athletic Director and President (Chief Executive Officer)

B.3.b.(2). The member institution will be charged a $750 fine for a self-report or $1500 for a non-self-report.

B.3.b.(3). Mandatory eligibility audit of all sports continuing through the following academic year.

B.3.c. For any additional offense within the same academic year, the member institution will be charged a $1,000 fine for a self-report or $2000 for a non-self-report; in addition, the institution must go before the NJCAA Board of Regents Appeal Committee, with sanctions up to a postseason ban.

B.4. **Non-Participation** – Tiered Sanction – Level 3

B.4.a. A student-athlete who was submitted on an eligibility roster but did not participate must be marked as Non-Participating in the NJCAA Admin Portal by July 1 of each academic year.

C. **Eligibility Audits:**

C.1. Types of Audits:

C.1.a. A cause audit is conducted when there are questions regarding a member institution's compliance with adopted rules and can be initiated following a legitimate concern being brought to the attention of the NJCAA National Office by a Region Director, member institution or individual in addition to the National Office; 100% of participants on the member institution's team are reviewed.

C.1.b. A mandatory audit may be included as part of the sanctions for a bylaw violation; 100% of participants on the member institution's team are reviewed.

C.1.c. A probation audit is conducted while a member institution is on probation. The sport on probation, as well as three (3) additional sports, will be audited. In the case where the member institution has less than four (4) sports, audits will be conducted for all sports; 100% of participants on the member institution's team(s) are reviewed.

C.1.d. Random audits are conducted throughout the academic year by the NJCAA National Office. Up to five percent (5%) of the programs in each NJCAA-recognized sport are randomly selected annually; 20% of the participants on the member institution's team are randomly selected for review. If a student-athlete in the 20% is found to be ineligible, then 100% of the participants on the member institution's team are reviewed.

C.2. Audit Process:

C.2.a. When a member institution is selected, the NJCAA National Office will send an audit notification by email to the college's Athletic Director, President (Chief Executive Officer) and Region Leadership and request Segment 1-Eligibility (Article V, Section 3.C.2.f), Segment 2-LOI/Scholarship (Article V, Section 3.C.2.g), or both.

C.2.b. Initial Submission. The NJCAA National Office must receive the initial submission that includes all documents listed in the audit notification from the member institution within three (3) business days of the audit notification.

C.2.b.(1). If the initial submission is not received within three (3) business days of the audit notification, it shall be considered "late" and the member institution may be subject to penalty (Article V, Section 3.C.3).

C.2.c. Documents must be sent via overnight certified mail or comparable tracking means, or electronically through a file sharing service (i.e., Dropbox, Google Drive, WeTransfer, etc.)

C.2.c.(1). Documents must be organized by student-athlete.

C.2.d. Final Submission. Upon receipt of the initial submission, the NJCAA National Office will open an interactive review process with the member institution. The member institution has up to five (5) business days to provide all required documents, at which time the submission is considered "final" and the NJCAA National Office will determine the status of the audit (i.e., cleared or failed to clear).

C.2.d.(1). If the audit is failed to clear, then the member institution may be subject to penalty (Article V, Section 3.C.3).

C.2.e. Segment Files. Requested segment files must include all of the following general documents:

C.2.e.(1). A submitted copy of the online eligibility roster. Please indicate whether the student-athlete is a first- or second-season athlete. If the eligibility worksheet was used and includes this information, please provide a copy of the worksheet.

C.2.e.(2). A current copy of the sport schedule if the sport is not submitted in the NJCAA Stat System.

C.2.e.(3). A complete copy of the sport roster (if it is a sport that the roster is not submitted in the NJCAA Stat System).

C.2.f. Segment 1 - Eligibility: Member institution must submit a hard copy eligibility file that includes all of the following individual student-athlete documents, grouped by student-athlete.

C.2.f.(1). All official college transcripts/copy of official college transcripts (past, present and transfer) for all student-athletes listed on the eligibility roster. (International transcripts must be translated to English by a professional translation service outside of the institution. The NJCAA will not accept Google Translate.) Datatel is not accepted.

C.2.f.(2). Transfer Waivers on all transfer student-athletes where applicable. (Article V, Section 2.D.3.)

C.2.f.(3). Current class/student schedules that include the start and end dates for each class for each student-athlete listed on the eligibility roster.

C.2.f.(4). Proof of high school graduation. (Article V, Section 2.B.)

C.2.f.(5). Delay of enrollment statements for all student-athletes, where applicable, which must include timelines of the student-athlete's terms of non-attendance.

C.2.f.(6). Break of enrollment statements for all student-athletes, where applicable, which must include timelines of the student-athlete's terms of non-attendance.

C.2.f.(7). Approval Documentation from the NJCAA of Academic, Medical or Certified Learning Disability Hardship approval and/or 18-Calendar Month Non -College Attendance Rule, where applicable.

C.2.f.(8). Any other documentation certifying the student-athlete's eligibility, or as otherwise requested by the NJCAA.

C.2.f.(8).(a). If utilizing the last academic term full-time enrollment exception, the institution must submit a statement from the registrar stating that the student-athlete has completed all classes to graduate in that term or the student-athlete's degree audit.
C.2.f.(8).(b). If utilizing the graduate exception, the institution must submit a statement from the registrar confirming that the student-athlete graduated from that institution in the previous term.

C.2.g. Segment 2 - Letter of Intent/Scholarship: The NJCAA National Office will view the NJCAA Letters of Intent (LOI) from the Admin Portal if a segment 2 audit is requested.

C.2.g.(1). The NJCAA National Office will view the NJCAA Letters of Intent (LOI) and Releases from the Admin Portal.

C.2.g.(2). Statement from the financial aid office listing all student-athletes receiving athletic aid for the sport being audited.

C.3. Audit Penalties: Tiered Sanction – Level 1

C.3.a. Failed to Clear: Member institutions whose audit status is "failed to clear" are subject to the following penalties.

C.3.a.(1). Student-athlete(s) who were found to have participated in competition while ineligible will be declared immediately ineligible and will not be eligible for postseason awards.

C.3.a.(2). Forfeiture of game(s) in which ineligible student-athlete(s) participated.

C.3.a.(2).(a). Member institutions may file an appeal requesting further review.

C.3.b. Late: Member institutions that submit requested audit documents late are subject to the following penalties.

C.3.b.(1). First Offense by a member institution (within the same academic year)

C.3.b.(1).(a). Letter of reprimand to institution's Athletic Director and President (Chief Executive Officer)

C.3.b.(1).(b). Mandatory eligibility audit for the following year, for the sport in violation.

C.3.b.(1).(c). Mandatory eligibility audit of all sports for the remainder of the current academic year.

C.3.b.(1).(d). The member institution will be charged a $1,500 fine.

C.3.b.(2). Second Offense by a member institution (within the same academic year)

C.3.b.(2).(a). Letter of reprimand to institution's Athletic Director and President (Chief Executive Officer).

C.3.b.(2).(b). Student-athletes on the member institution's team under review will be declared immediately ineligible and will not be eligible for postseason awards.

C.3.b.(2).(c). Mandatory eligibility audit of the sport in violation.

C.3.b.(2).(i). Any student-athlete who clears the audit may have their eligibility re-instated.

C.3.b.(2).(d). Mandatory eligibility audit of all sports continuing through the following academic year

C.3.b.(2).(e). The member institution will be charged a $2,000 fine.

C.3.b.(2).(f). Further sanctions as deemed appropriate by the NJCAA Board of Regents, up to being declared a member not in good standing.

D. Eligibility Violations & Penalties:

D.1. Violations discovered within a 24-month period following the end of a member institution's sport season when the violation occurred will be subject to penalties and procedures outlined below in Sections D.2 and D.3. Violations discovered after 24 months following the end of a member institution's sport season when the violation occurred will be subject to the penalties and procedures outlined in D.5. The end of a member institution's sport season is defined in the Policies Manual under Member Institution Sport Policies and Guidelines.

D.2. In-Season Violations:

D.2.a. An NJCAA member institution which plays an ineligible student-athlete, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated. Final results of forfeited contests are only required to be adjusted when the sanctioned institution was initially victorious.

D.2.b. An NJCAA member institution which plays an ineligible student-athlete or violates any other NJCAA bylaw or regulation shall additionally be subject to further penalty as the NJCAA National Office deems advisable under the circumstance.

D.3. Postseason Violations:

D.3.a. An NJCAA member institution which plays an ineligible student-athlete during post season competition, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated AND face sanctions up to and including a postseason ban for the season following discovery of the ineligible student-athlete's participation.

D.3.b. Ineligible Participation in Region Competition.

D.3.b.(1). Individual. If a student-athlete who has competed during the season is discovered to be ineligible during post season competition, or at a time thereafter, AND five or more calendar days prior to the National Championship or /Football Bowl Competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals who are eligible and have qualified for the national event on an individual basis remain qualified as individuals.

D.3.b.(2). Team Record. If a student-athlete who has competed during the season is discovered to be ineligible during post season competition less than five days prior to National Championship or Football Bowl Competition, or during such competition, the ineligible student-athlete shall immediately be disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to reflect forfeited contests.

D.3.c. If a student-athlete is discovered to be ineligible during or within 24 months after the National Championship/Football Bowl Competition, standings and placings for other teams and participants at the event shall remain unaffected.

D.3.d. Postseason Awards. Offending member institution shall surrender all placements/awards presented/garnered at the National Championship or /Football Bowl Competition to the NJCAA. Any offending student-athlete shall surrender all placements/awards to the NJCAA.

D.4. Individual Awards: Ineligible student-athletes of a member institution found to have been in violation of NJCAA bylaws shall surrender all individual national awards to the NJCAA.

D.5. Violations discovered after 24 months following the end of a member institution's sport season when the violation occurred may be penalized inclusive of, but not limited to, the sanctions listed below in lieu of contest forfeitures. All outcomes and results of contests/events will remain

unaltered. The end of a member institution's sport season is defined in the Policies Manual under Member Institution Sport Policies and Guidelines.

D.5.a. Offending member institution surrenders all national awards from the National Championship/Football Bowl Competition.

D.5.b. Ineligible student-athletes of the offending member institution surrenders all individual national awards to the NJCAA.

D.5.c. Offending member institution's sport program placed on probation for up to two consecutive seasons.

D.5.d. Financial penalty to the offending member institution not to exceed $1,000 determined by the NJCAA Board of Regents.

D.5.e. Reduction of Letters of Intent for two consecutive seasons for the sport program of the offending member institution.

D.5.f. Reduction of competition dates for two consecutive seasons for the sport program of the offending member institution.

D.6. An NJCAA member institution that certified, or otherwise permitted to participate, a student-athlete in violation of NJCAA amateur regulations shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended as defined in the Policies Manual under Member Institution Sport Policies and Guidelines, the offending member college will face sanctions up to and including a postseason ban in the next academic year.

D.6.a. If a violation is discovered after 24 months following the end of a member institution's sport season when the violation occurred, the offending member institution and any ineligible student-athletes will face penalties outlined in D.5

Section 4. AMATEUR STATUS OF NJCAA STUDENT-ATHLETES

A. Definitions:

A.1. Actual and Necessary Expenses include items such as:

A.1.a. Meals directly related to competition and/or practice held in preparation for competition;

A.1.b. Lodging directly related to competition and/or practice held in preparation for competition;

A.1.c. Apparel, equipment and supplies directly related to competition and/or practice;

A.1.d. Coaching and instruction;

A.1.e. Transportation;

A.1.f. Medical treatment and physical therapy;

A.1.g. Facility usage;

A.1.h. Entry fees; and

A.1.i. Other reasonable expenses.

A.2. Individual Sports - The NJCAA recognizes the following as individual sports: bowling, cross country, golf, half marathon, tennis, track and field, swimming & diving, and wrestling.

A.3. Pay: Pay is the receipt of funds, awards, or benefits not permitted by the governing legislation of the NJCAA for participation in athletics.

A.3.a. Scholarships and educational grants-in-aid provided to student-athletes from member institutions in accordance with the provisions NJCAA bylaws do not constitute "pay".

A.4. Professional Athlete: A professional athlete is an individual who receives payment beyond actual and necessary expenses except as otherwise permitted by the governing legislation of the NJCAA.

A.4.a. A student-athlete who becomes a professional in a particular sport recognized by the NJCAA is considered a professional in that sport only (sport-specific examples listed below) and is therefore ineligible for intercollegiate competition in that sport, except as otherwise permitted by the governing legislation of the NJCAA.

A.4.a.(1). A student who becomes a professional in cross country, half marathon, marathon, indoor track and field, or outdoor track and field is considered a professional in all five sports.

A.4.a.(2). A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

A.4.a.(3). A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.

A.4.a.(4). A student who becomes a professional in beach volleyball is considered a professional in the sports of beach volleyball and court volleyball.

A.5. Professional Athletics Team: A professional athletics team is any organized team that:

A.5.a. Provides any of its players more than actual and necessary expenses for participation on the team, the value of which is commensurate with the fair market value in the locality of the player(s) and is not excessive in nature, or

A.5.b. Declares itself to be professional.

A.6. Professional Service Provider: A professional service provider is a non-institutional entity or individual who provides services to a student-athlete regarding their name, image and likeness. A professional service provider may include, but is not limited to, an agent, tax advisor, marketing consultant, attorney or anyone who is employed or associated with such persons.

A.7. Professional Sports Agent: A professional sports agent ("agent") is any individual who, directly or indirectly, represents or attempts to represent any individual for the purpose of recruiting, marketing, or soliciting a student-athlete for current or future professional athletics opportunities. A

professional sports agent may include, but is not limited to a certified contract advisor, marketing representative, brand manager or anyone who is employed or associated with such persons.

B. General Principles:

B.1. Only amateur athletes are permitted to participate in the recognized sports of the NJCAA.

B.1.a. An athlete must maintain amateur status once they reach their 20th birthday or initially enroll as a full-time student in college, whichever comes first, until they exhaust their NJCAA eligibility.

B.2. Exception – Individual Sports**.** A student-athlete may participate in a professional individual sports event with Professional Athletes, provided the student-athlete competes under amateur declaration and does not accept any awards or prize money that exceeds the allowance of the NJCAA (Article V Section 4.A.)

B.3. Whenever the amateur status of a student-athlete is questionable and before competition begins in an NJCAA-recognized sport, it is the responsibility of the member institution where the student-athlete is enrolled to clear the status of the student-athlete in question and to maintain documents confirming the student-athlete meets all requirements for participation in the NJCAA as an amateur.

B.4. These amateurism rules apply to NJCAA member institutions only.

C. Loss of Amateur Status:

C.1. An individual will lose amateur status and be deemed permanently ineligible for participation in an NJCAA-recognized sport if the individual engages in any of the following after their 20th birthday or upon full-time enrollment at two- or four-year institution, whichever comes first:

C.1.a. Uses athletics skill (directly or indirectly) for pay in any form in that sport, with the following exceptions:

C.1.a.(1). Prize Money Exception - Individual Sports. After reaching their 20th birthday or initial full-time college enrollment, whichever comes first, a student-athlete in an individual sport may receive prize money for participating in an event while not representing their institution, not to exceed the NJCAA award limitation of $300 plus actual and necessary expenses for an established tournament/event, and provided the award is permissible under the rules of the amateur governing body of the event.

C.1.a.(2). Exception – Collegiate Governing Body. Receives remuneration in any form as approved by the NJCAA for participation in any sport from any organization deemed a collegiate governing body or entity by the NJCAA.

C.1.b. Receives (directly or indirectly) expense reimbursements beyond actual and necessary expenses. Expenses must be properly documented.

C.1.c. Enters into an agreement, verbal or written, to participate in professional athletics that includes promise of pay (at any time) in excess of actual and necessary expenses.

C.1.d. Participates with a professional athletics team and receives more than actual and necessary expenses.

C.1.e. Participates in a tryout with a professional athletics team or organization and receives more than actual and necessary expenses related to the tryout.

D. Tryouts with Professional Teams. A student-athlete may participate in a tryout with a professional team or organization, provided the tryout does not exceed 48 hours, beginning at the time the student-athlete arrives at the tryout location.

D.1. During a tryout, an individual may not take part in any outside competition (games or scrimmages) as a representative of a professional athletics team.

E. Compensation and Employment:

E.1. Criteria Governing Compensation to Student-Athletes:

E.1.a. Compensation for any work performed may be paid to a student-athlete:

E.1.a.(1). Only for work actually performed;

E.1.a.(2). At a rate commensurate with the going rate in that locality for similar services; and

E.1.a.(3). In instances where the student-athlete does not have a contract or agreement (oral or written) for name, image and likeness activities, an employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

E.2. Camps and Clinics:

E.2.a. Student-athletes must not be employed to teach any class or in any coaching capacity for their institution during the academic year in which he/she is a participant.

E.2.a.(1). Camps/Clinics: A student-athlete may be employed by the student-athlete's institution, by another institution, or by a private organization to work in a camp or clinic, on or off campus, in any capacity.

Note: A student-athlete's employment in a camp or clinic shall not be considered a professional athletic contract.

E.3. Name, Image & Likeness:

E.3.a. Student-athletes may receive compensation for use of their name, image and likeness (NIL), consistent with local, state, and federal law.

E.3.b. Student-athletes are permitted to have a professional service provider for NIL purposes only.

E.3.c. The following acts remain prohibited:

E.3.c.(1). Institutional Involvement. Member institutions, including faculty, staff, and other official institutional representatives, shall not provide NIL-related compensation, directly or indirectly, to current or prospective student-athletes.

E.3.c.(2). Recruiting Inducements. Student-athletes may not receive NIL-related compensation that is contingent upon enrollment at a particular member institution.

E.3.c.(3). Pay-for-Play. Student-athletes may not receive compensation in exchange for athletic performance or participation, except as otherwise permitted by the NJCAA Bylaws (e.g., prize money).

F. Professional Organizations:

F.1. Limited negotiations with a professional organization, agent or advisor shall not cause a student-athlete to be deemed ineligible, subject to the following:

F.1.a. Written Agreement: A student-athlete, including a parent/guardian or representative of a student-athlete, who enters into a written agreement with an agent or advisor to represent the student-athlete with respect to professional athletics opportunities, shall be deemed immediately ineligible for NJCAA competition.

F.1.b. Gifts & Services: A student-athlete, including a parent/guardian or representative of a student-athlete, who accepts transportation expenses, meals, lodging, entertainment or gifts from any professional sports organization or agent or advisor shall be deemed immediately ineligible for NJCAA competition.

F.2. Advisor: A student-athlete may have an unpaid advisor, without jeopardizing their eligibility, provided the advisor is not employed by a professional sports team or organization. An advisor may be utilized for advice, including advice regarding a proposed professional sports contract but must not solicit contracts or tryouts, and make direct contact with a professional sports organization.

F.3. Professional Sports Organization: These regulations dictate the relationships of student-athletes and their parents or guardians with professional organizations.

F.3.a. Negotiation: A student-athlete or a representative for the student-athlete may negotiate directly with a professional sports organization provided no agent is involved, and no contract is agreed upon, either orally or in writing.

G. Participation in All-Star and Open Competition and Camps:

G.1. Open Competition While Representing the Institution: Student-athletes are permitted to participate in open competition in any NJCAA-recognized sport, while representing a member institution, provided that the competition is listed on the institution's published sport schedule, AND the student-athlete is otherwise eligible for NJCAA competition and listed on the member institution's eligibility form.

G.1.a. Unattached Student-Athlete: A student-athlete who is not representing an NJCAA member institution may participate "unattached" in "open" or "exhibition" competition, provided that:

G.1.a.(1). The institution does not provide any assistance, including actual and necessary expenses (as defined in Article V, Section 4.A.1) to the student-athlete. Tiered Sanction – Level 2

G.1.a.(2). Use of Member institution Name: A student-athlete who participates competes unattached in competition may not identify themself with the member institution name. Tiered Sanction – Level 2

G.1.a.(3). Athletic staff members may not coach their unattached student-athletes. Tiered Sanction – Level 2

G.2. All-Star Game: A student-athlete may participate in one all-star event sponsored by the Region or Conference in addition to one allowable permissible NJCAA Coaches Association event per academic year. Such participation is exempt from the student-athlete's maximum permissible number of contests. The member institution may provide permissible support and benefits for this participation.

G.3. Olympic and Paralympic Tryouts: A student-athlete may participate in official tryouts or trials involving national teams sponsored by the appropriate national governing body of the United States Olympic and Paralympic Committee (or equivalent organization for non-U.S. countries) without jeopardizing their NJCAA eligibility.

G.3.a. NJCAA member institutions may not provide any assistance, including but not limited to equipment, transportation, lodging, or meals, or other actual and necessary expenses (as defined in Article V, Section 4.A.1), except coaching, for the benefit of the participating student-athlete. Tiered Sanction – Level 1

G.3.a.(1). Exception. Student-athletes participating in a national team, Olympic, or Paralympic trial or tryout may use school-issued equipment and apparel.

G.4. Other Events. Member institutions may attend and provide coaching for student-athletes on their current rosters for the following events, including related practices: Tiered Sanction – Level 1

G.4.a. Olympic, Paralympic, Pan American, Parapan American, World Championships, World Cup, World University Games (Universiade) or World University Championships competition or the junior level equivalent competition (e.g., Youth Olympic Games, Junior World Championships, U19 World University Games) and qualifying competitions for such events (e.g., US Nationals, US Open, U20 and U23 competitions).

G.4.a.(1). Events not listed above must be approved by the National Office staff and sports governance committee.

G.4.b. NJCAA member institutions may provide actual and necessary expenses for up to two events, per year, per athletic staff member, which may include qualifying events.

H. Participation in Region or Conference Sponsored Sport Showcase: Tiered Sanction – Level 3

H.1. An NJCAA Region or Conference may sponsor a sport showcase for players from their member schools for a specific sport. The event will be used to promote active student-athletes for recruitment to senior colleges or professional sport teams.

H.2. Parameters:

H.2.a. Event

H.2.a.(1). A sport showcase must be scheduled and conducted outside of the sport's regular season. The regular season in this case includes Region and National Championship play.

H.2.a.(2). The sport showcase must be listed on the college official sport schedule but does not count against their maximum number of games/dates of competition.

H.2.a.(3). Member institutions may furnish assistance (equipment, transportation, lodging and meals) to the student-athletes to participate in such events. A member institution must document the assistance provided to participants and provide the information at the request of the NJCAA National Office.

H.2.b. Student-Athlete Participation

H.2.b.(1). All student-athletes participating must be sponsored by an NJCAA member institution where they are currently enrolled.

H.2.b.(2). All student-athletes participating in the Region or Conference sponsored sport showcase must have a valid physical on file (i.e., it must indicate the student-athlete is cleared for athletic participation and not be more than 13 months old).

H.2.b.(3). Student-athletes participating solely in a Region or Conference sponsored sport~~s~~ showcase will not be charged with a season of NJCAA participation.

H.2.b.(4). NJCAA eligibility is not required to be submitted for participation in a Region or Conference sponsored sport showcase.

I. Penalties for Violations of this Section:

I.1. Student-athletes who violate this section may be subject to disciplinary action imposed by the NJCAA National Office and may include termination of eligibility in NJCAA sponsored activities.

I.2. Member institutions who violate this section may be placed on probation for up to one year. (Article II Section 5.A.2.a)

Section 5. NJCAA SEASONS OF PARTICIPATION

A. Student-Athlete Seasons of Participation: A student-athlete may participate in a maximum of two seasons per NJCAA-recognized sport at any intercollegiate level (varsity, JV or club), regardless of a student-athlete's length of college attendance.

A.1. Participation in any fraction of any official NJCAA contest during the academic year shall constitute one (1) season of participation in that sport.

A.1.a. A scrimmage shall not qualify as an official contest and participation in a scrimmage or scrimmages alone shall not constitute one year of NJCAA participation.

A.1.b. A student-athlete who dresses for an event, but does not enter the event, has not participated.

A.1.c. It is not permissible for an ineligible student-athlete to be in uniform and/or participate in pre-game activities or an official contest. Tiered Sanction – Level 1

A.1.d. When determining NJCAA eligibility, participation in a sport at a varsity, junior varsity or club level shall count against a student-athlete's maximum seasons of participation.

A.2. Non-Participant/ Red Shirts: A student-athlete may "red shirt" without being charged a season of participation, provided that he/she complies with these regulations:

A.2.a. Definition: A red shirt student-athlete is a student-athlete who is eligible for practice, but who has not been submitted on the eligibility roster and must not participate in any official competition.

A.2.b. Open Competition: A red shirt student-athlete may participate in open competition but may not utilize funds, equipment, etc. from a member institution.

A.2.c. Partial Season Red Shirt: The NJCAA does not recognize a partial season red shirt under any circumstance; any student-athlete who participates in any portion of a season shall be charged a season of eligibility.

A.3. Multi-Season Sports: In sports with separate records (i.e., split seasons that do not carry over from fall to spring during the academic year), seasons of participation shall be counted separately for each sport season.

A.4. Foreign College Participation: A student-athlete who participates in a season or portion of a season in intercollegiate athletics at a foreign college or university has used one season of eligibility in that sport, including but not limited to, the following sports:

A.4.a. Any sport participation at a Canadian College.

A.5. Club Sport Participation: Participation in any fraction of an extramural club sport season shall constitute one (1) season of participation for that sport.

A.6. Preparatory Schools/Post-Graduate/Academy:

A.6.a. A student-athlete may participate in organized competition at a preparatory school/post-graduate institution/academy during a one-year period after the student-athlete's high school graduation date or the graduation date of the student-athlete's class, whichever occurs earlier, and prior to full-time enrollment in college, without the prep school/post-graduate institution/academy participation counting against the student-athlete's NJCAA seasons of eligibility.

A.6.b. The student-athlete shall be charged with a season of intercollegiate eligibility for any participation that occurs at a preparatory school/post-graduate institution/academy for each calendar year after the one-year period following high school graduation.

B. Hardships: A Hardship Waiver is available to a student-athlete who is unable to complete a season of competition or who did not satisfy one of the eligibility rules as a result of circumstances beyond their control.

B.1. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules.

B.1.a. The injury or illness must be season- ending in nature, as documented in a signed statement from a Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O.)* on the doctor's letterhead, which includes all of the following information:

B.1.a.(1). Student-athlete-patient's name;

B.1.a.(2). Date(s) the student-athlete was evaluated by the doctor;

B.1.a.(3). Detailed diagnosis of the injury;

B.1.a.(4). Plan of treatment for the injury; and,

B.1.a.(5). Projected recovery time.

*Documentation completed by any other health care provider must be signed by their supervising M.D./D.O.

B.2. Non-Medical Hardships (#2): A non-medical hardship exception is available for a student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student-athlete's control. Where applicable, the circumstances supporting the request must be documented by a licensed professional who is familiar with the student-athlete's hardship. All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.

B.3. Limitations: In order to qualify for a hardship waiver, a student-athlete must meet the following criteria:

B.3.a. Maximum Percentage of Participation: Student-athlete must not have participated in more than 30% of the allowable sport schedule as per the NJCAA Sport Procedures chart (Appendix B).

B.3.a.(1). The NJCAA Sport Procedures Chart identifies those sports which count dates of competition and/or games.

B.3.a.(2). Allowable Sport schedule (games or dates) is to be multiplied by 0.3 and rounded up to the next complete game or date (for example 30% of a 56-game schedule is 16.8 or 17 games).

B.3.a.(3). Postseason (Region, District or National Tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.

B.3.b. Hardship During First Half of the Season. A student-athlete must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason. The injury/illness or hardship must be season-ending in nature.

B.4. A member institution shall apply for hardship at the first available opportunity following the completion of the season for which hardship is requested.

B.4.a. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.

B.5. Hardship Application: The hardship applications must contain all the following information:

B.5.a. Appropriate NJCAA Hardship Request form;

B.5.b. A letter from the Athletic Director explaining the hardship and circumstances and amount of participation;

B.5.c. All of the student-athlete's post-secondary/college transcripts;

B.5.d. Documented proof of the hardship; and

B.5.d.(1). Documentation must be that from a physician or medical records where applicable, or letters of verification from other individuals familiar with the student-athlete's hardship and without an athletic interest.

B.5.e. Printed sport season schedule of completed contests with the student-athlete's participation in each contest indicated on the schedule.

B.6. The NJCAA may not grant a hardship on the basis of an injury or hardship that did not occur while the student-athlete was a participant at or attending an NJCAA member institution.

B.7. Note: Hardship Cases are reviewed on a case-by-case and first-come, first-serve basis. Requests should be submitted to the NJCAA National Office in as timely a manner as possible.

B.8. Force Majeure: In the event that an NJCAA member institution is unable to complete their season in any sport because of any Act of God, pandemic (e.g. COVID-19), strike, fire, flood, governmental acts, orders or restrictions, or any other reason where failure to participate is beyond the reasonable control and not caused by the negligence of the NJCAA member institution (a "Force Majeure Event"), the NJCAA member institution may file an appeal, subject to the requirements set forth in NJCAA Policies Manual, seeking to not count the season as a season of participation for student-athletes. In the event of denial, the appeal fee will be collected from the member institution.

C. Participation at a College Offering Four-Year Programs: A student-athlete who is enrolled at a member institution which offers certain four-year academic programs directly, and not through a satellite program or separate college, may participate in NJCAA sports despite being a Junior or Senior academically.

C.1. Seasons of Participation: Eligibility shall be determined by seasons of participation, (Article V, Section 5).

Section 6. POSTSEASON PARTICIPATION

A. Substitutions for National Championships:

A.1. Where national qualifying is done by a set standard (track and field, swimming, etc.), there shall be no substitution of student-athletes allowed.

A.2. Where national qualifying is done based on team play (basketball, baseball, etc.), any student-athlete listed on the NJCAA eligibility form shall be allowed to be used as a substitute.

A.3 If a student-athlete qualifies as an individual winner and is also a member of a winning team (e.g., golf medalist and a member of the winning team, top individual qualifier in cross country race

and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.

B. Postseason Competition: Tiered Sanction – Level 1

B.1. Once an NJCAA team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. A team may participate in a postseason scrimmage prior to a National Championship, if the team and the opponent still has a date of competition or game remaining in the sport schedule.

B.2. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Region Director and the NJCAA National Office. Penalty for violation of this section by an NJCAA member institution shall result in the offending member institution being placed on probation for a period up to one year. The member institution may not participate in any competition sponsored by the NJCAA during the probationary period.

B.3. All Region post-season events will be conducted at the direction of the Region Director.

B.3.a. Inclusive of all sports, if the playoff (Region or District) involves two or more regions, the hosting institution must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host institution cannot meet those rules, an alternate site must be found. In addition, the date, location, game management and officials assigned to the playoffs must be agreed upon, and a written agreement must be signed by each of the Region Directors involved.

B.4. No student-athlete shall be permitted to compete in an NJCAA Championship event unless accompanied by (1) a coach or faculty member of the student-athlete's institution; or (2) a designated supervisory coach or faculty member from an NJCAA member institution.

B.4.a. Designation of a supervisory person must be in writing and sent via email to championships@njcaa.org. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.

B.5. If a participating institution has a written institutional policy against Sunday competition, the Championship event shall be adjusted to accommodate that institution, and such adjustment shall not require its team to compete sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1 of each academic year.

Section 7. STUDENT-ATHLETE HEALTH

A. Annual Physical Examination: All student-athletes participating in any NJCAA-recognized sport must have on file a physical examination administered by a qualified health care professional licensed to administer physical examinations who has cleared the student-athlete for participation.

A.1. The annual physical examination must be administered and filed with the Athletic Department at the institution of participation prior to the first practice of each calendar year in which the student-athlete participates.

A.2. The physical examination should include a cardiovascular screening.

A.3. A physical examination is valid for 13 months from the date of its administration.

A.4. The physical examination requirement applies to all in-season and off-season practices, workouts and contests.

A. Penalty: A student-athlete who does not have a valid physical examination on file is ineligible for practice, dress and competition. A member institution who plays such student-athlete is subject to all penalties for playing an ineligible student-athlete including forfeiture of games. Further penalties will be applied if such ineligible participation was known by the member institution. Tiered Sanction – Level 1

B. A member institution may provide preseason physical examinations to student-athletes. Reimbursement directly to the student-athlete for preseason physicals is not permissible. Tiered Sanction – Level 1

C. Minor Illnesses: A member institution may provide access to medical care for a minor illness, defined as any condition that does not prevent a person from carrying out their normal functions for more than a short period of time; such as colds, sore throats and flu, not to include dental or vision. Tiered Sanction – Level 1

D.1. There is a $100 cap on expenses per illness.

D.2. Reimbursement directly to the student-athlete for medical care is not permissible.

D. Flu Shots: Member institutions may provide flu shots to student-athletes.

E.1. Reimbursement directly to the student-athlete for the flu shot is not permissible. Tiered Sanction – Level 1

Article VI

GRANTS-IN-AID AND RECRUITMENT

Section 1. DEFINITIONS

A. Athletic Scholarship. An athletic scholarship is defined as any institutional athletic aid given to any student-athlete, on the basis of their athletic capabilities or athletic capabilities or athletic association.

B. Athletic Staff. Athletic staff is defined as any individual employed and/or associated at a member institution's athletics administrative staff, the coaching staff, a volunteer or any individual who, upon request by a member institution, represents the athletic interests of the member institution.

C. Letter of Intent (LOI). An NJCAA Letter of Intent is a written commitment between a member institution and a student-athlete, where the student-athlete commits to attend a member institution and the member institution commits to providing a certain amount of athletic scholarship.

D. Recruiting. Recruiting is defined as any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletic interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletic program.

E. **Official Visit. A prospective student-athlete's visit to an institution's campus is classified as "Official" if any benefit is provided or funds are expended by the institution or its representatives to facilitate the visit.**

Section 2. ATHLETIC SCHOLARSHIPS & GRANTS-IN-AID

A. General Requirements and Definitions for Scholarships & Grants-in-Aid:

A.1. Governing Documents: Grants-in-aid are subject to these bylaws, the rules of the member institution, and the terms of the scholarship agreement (i.e., the written agreement conveying the grants-in-aid).

A.1.a. The scholarship agreement must take the form of the NJCAA Letter of Intent.

A.1.b. Filing: An NJCAA Letter of Intent must be electronically submitted in the NJCAA online Letter of Intent system for all each athletic scholarship recipients, prior to the expenditure of any funds or conveyance of benefits.

A.2. Required Admission to Member Institution: A student-athlete who receives an athletic grant-in-aid and does not meet the admittance requirements applicable for the entire general student population at their respective institution may have their LOI/athletic grant-in-aid withdrawn by the college. Documentation must be on hand to document the student's failure to meet the admission standards.

A.3. Administration: Grants-in-aid must be administered by the member institution through the office or department which administers financial aid to all enrolled students.

A.3.a. All athletic scholarships, regardless of source of scholarship funds (e.g., college, booster club, foundation, civic group, private citizen, etc.) must be administered and disbursed through the member institution's office or department which administers financial aid to all enrolled students.

A.4. Deadlines: Written notice of the terms of the original Grants-in-Aid for that academic year shall be given to the student-athlete via the NJCAA Online Letter of Intent system prior to any benefit being provided.

A.5. Terms, Renewals, and Non-Renewals of Grants-in-Aid.:

A.5.a. Term. The LOI conveying the grant-in-aid shall be in effect for one full academic year (August 1 to July 31).

A.5.b. Notification of Renewals. Notification of a renewal of the grant-in-aid must be provided in writing to the applicable student-athlete in the form of an NJCAA Letter of Intent on or before June 15.

A.5.c. Notification of Non-renewals. Notification of a non-renewal or reduction of a grant-in-aid must be provided in writing to the applicable student-athlete on or before June 15.

A.5.c.(1). In the case where the student-athlete is not re-signed to a second-year scholarship on or before June 15, the student-athlete automatically becomes recruitable and can sign a NJCAA Letter of Intent for the subsequent year with another NJCAA member institution on June 16.

A.6. Vacated Grants-in-Aid: Vacated grants-in-aid, including scholarships that are terminated due to a student-athlete's failure to maintain eligibility, may be awarded to a different student-athlete at the beginning of the subsequent full term.

A.7. Permissive Termination of Athletic Scholarships: A member institution may terminate a student-athlete's athletic scholarship aid for failure to maintain academic eligibility or amateurism but is not compelled to do so.

A.8. Student Manager Scholarships: Scholarships provided to student managers are permissible and are not regulated by the NJCAA Letter of Intent bylaws; however athletic participation in any regularly scheduled event shall cause a manager on scholarship to be counted as a scholarship student-athlete, subject to all NJCAA Letter of Intent regulations, and retroactive as a countable scholarship in the maximum permissible for the sport.

B. Permissible Athletic Scholarships & Grants-in-Aid:

B.1. Athletic Scholarship and Grants-in-Aid Guidelines by Division: Divisional play is designated by sport, not by school or Athletic Department.

B.1.a. Division I Scholarship Limits.

B.1.b. Division I programs may provide a maximum grant-in-aid consisting of:

B.1.b.(1). Tuition and course fees,

B.1.b.(2). Room and board,

B.1.b.(3). Course-related books,

B.1.b.(4). Up to $250 in course- required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institution's catalog or course syllabus,

B.1.b.(5). Transportation costs one time per academic year to/from the student-athlete's permanent residence to/from the member institution by direct route.

B.1.c. Division II Scholarship Limits. Division II programs may provide a maximum grant-in-aid consisting of:

B.1.c.(1). Tuition and course-related fees,

B.1.c.(2). Course-related books,

B.1.c.(3). Up to $250 in course-required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institution's catalog or course syllabus.

B.1.c.(4). Division II programs may not provide transportation costs to student-athletes.

B.1.d. Division III programs may not provide any athletic scholarship of any kind.

B.1.e. Multi-Sport Student-Athletes at Multi-Division Member institutions: A multi-sport athlete whose sports of participation are in different divisions may receive at most the maximum scholarship aid allowable at the lowest division in the sports in which the student-athlete participates.

B.1.f. Summer School: If an athletic scholarship is to be provided for summer school, such aid must be included on the NJCAA Letter of Intent or scholarship agreement.

B.1.f.(1). For the purpose of athletic scholarships regulations, summer school sessions shall be considered part of the academic year ending on July 31.

B.2. Non-Athletic Scholarships and Grants-in Aid: A student-athlete on an NJCAA eligibility roster may receive non-athletics institutional aid without being deemed a counter under the NJCAA Sports Procedures Chart, provided all the following criteria are met:

B.2.a. Aid must be available to the entire student population;

B.2.b. Aid must not be awarded based on athletic capabilities, performance or participation;

B.2.c. Aid must be officially recorded in and administered by the member institution's office or department which administers financial aid to all enrolled students;

B.2.d. Aid must be awarded either on the basis of (1) financial need, as verified by the institution's office of financial aid; or (2) outstanding academic achievement, published in the institution's catalog, office of financial aid, and/or foundation scholarship materials.

B.3. "Adopt a Player – Host Family" Programs: Programs may be instituted by a member institution under the following conditions:

B.3.a. Program is approved by the college administration,

B.3.b. Program is open to ALL students,

B.3.c. Program is administered by the institution with no direct affiliation to the Athletic Department,

B.3.d. Athletic Department staff play no part in the arrangement of host families,

B.3.e. Athletic Department personnel may not serve as host family or adoptive parent,

B.3.f. No financial, fiduciary, or monetary transactions may transpire between "parent/host" and "adopted" student-athlete,

B.3.f.(1). Includes, but is not limited to: loans, co-signing of loans or leases, long distance telephone calls and provision of tickets.

B.3.g. "Adoptive parent" must not take student-athlete on trips involving excessive mileage and/or expense.

B.3.h. "Adoptive parent" may not provide tickets or gifts of any kind.

C. Additional Benefits: The following benefits may be provided to all student-athletes:

C.1. Awards: Individual and team achievement awards not exceeding a cumulative annual reasonable market value of $500 per student-athlete.

C.2. Insurance: General health-related medical coverage may be provided to all student-athletes by the member institution, regardless of the division of participation.

C.3. Allowable Meals/Snacks:

C.3.a. Non-Gameday Related Meals. Member institutions or representatives of athletic interests may provide up to 16 non-gameday related meals per team from July 1 – June 30. The cost per student-athlete must not exceed the standard meal allowance provided to an institutional employee on official business.

C.3.b. Nutritional Fuel/Snacks. A member institution may provide snacks and nutritional support to student-athletes at any time.

C.3.c. GameDay Meals.

C.3.c.(1). Member institutions may provide one meal per day to all student-athletes participating in a home athletic contest on game day.

C.3.d. Exception – Meals During Required Activities. Member institutions may provide unlimited meals/reimbursement all to student-athletes when they are required to attend organized team practice sessions and competitions:

C.3.d.(1). Outside of the academic calendar as posted in the college catalog.

C.3.d.(2). Inside of the academic calendar only when the institution is closed per the academic calendar, not to include Saturday and Sunday.

C.3.d.(a). This exception may be used one time, not to exceed seven (7) consecutive days per regular term (e.g., fall/spring semester, winter trimester or quarter).

C.3.e. Meal reimbursement is not permissible during the off-season.

C.3.f. Meal reimbursement may not exceed $15 or the cost of campus dining normal meal charge.

C.4. College Provided Housing: Member colleges may permit all student-athletes to return to their college provided housing when they are required to attend organized team practice sessions or competitions that are outside of the academic calendar as posted in the college catalog.

C.4.a. Student-athletes participating in fall sports that begin practices on August 1 may move into college-provided housing beginning July 28. Funding for housing prior to July 28 is strictly prohibited.

C.4.a.(1). Division I: Institutional athletic scholarships may fully cover the costs of college-provided housing and associated fees.

C.4.a.(2). Division II and Division III: Institutions may not utilize athletic scholarships or institutional funds to cover the cost of housing during this pre-season period.

C.5. In-Season Entertainment: When traveling for intercollegiate competition, while in season, a member institution may expend money for reasonable entertainment as approved through the regular financial approval procedures and processes of the member institution, as authorized or approved by the institution's President.

C.6. Complimentary Admissions: An institution may provide four (4) complimentary admissions or digital passes (in any combination of a total of four) per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether a student-athlete competes in the contest.

C.7. Allowable transportation and support of student-athletes not related to competition.

C.7.a. A student-athlete may be transported by a member of the athletic staff to and from the airport or train or bus station up to four (4) times per academic year, if permitted by institutional policy.

C.8. During times of significant injury, illness or death of a family member or fellow student-athlete, the college may provide reasonable tokens of support, which may include transportation to ensure the student-athlete may return home or attend services.

D. Impermissible Aid: Tiered Sanction – Level 1

D.1. Student-athletes may not receive financial assistance in cash or in kind, which is not administered by the member institution or which exceeds the permissible limits listed in Article VI, Section 2.B.1, other than from a parent, guardian or other individual on whom the student-athlete is naturally or legally dependent.

D.1.a. Loans: No member institution personnel, nor representative of a member institution's athletic interest may provide or co-sign a loan for a student-athlete or a student-athlete's family member.

D.1.b. Legal Counsel & Bail: No member institution personnel, nor representative of a member institution's athletic interest, may post bail or provide legal counsel for a student-athlete.

D.2. No Financial Assistance to Student-Athlete's Family: A student-athlete's family member may not receive financial assistance in cash or in kind related to the student-athlete's athletic potential, performance or participation.

D.3. Housing Allowances:

D.3.a. Allowable action by athletic staff members. Athletic staff members may:

D.3.a.(1). Provide off-campus housing contact information in the local vicinity to current and prospective student-athletes.

D.3.a.(2). Contact housing agencies to check housing availability for current and prospective student-athletes.

D.3.a.(3). Assist with roommate matching for current and prospective student-athletes.

D.3.a.(4). Negotiate the cost of rent for a student-athlete's benefit. (Division I only)

D.3.b. Actions not allowable by an athletic staff member. Athletic staff members, or anyone associated with an athletic staff member, including boosters and family members may not:

D.3.b.(1). Rent a property to a current student-athlete.

D.3.b.(2). To house student-athletes in personal residence.

D.3.b.(3). Negotiating the cost of rent for a student-athlete's benefit. (Division II/III only)

D.3.b.(4). Collecting rent for student-athletes and/or making payments on their behalf.

E. Cancellation and Modification of Grants-in-Aid:

E.1. Permissible Cancellation of Aid: A student-athlete's athletic aid may be cancelled under any of the following circumstances:

E.1.a. The student-athlete becomes academically ineligible based upon academic progress requirements of Article V Section 2.E;

E.1.b. The student-athlete is determined by member institution's general disciplinary authority, following standard institutional procedures, to have committed serious misconduct unrelated to athletic ability which warrants permanent suspension or dismissal from athletic program;

E.1.c. The student-athlete chooses not to participate in their respective sport at any point during the academic year;

E.1.d. The student-athlete graduates; or

E.1.e. The student-athlete signs an NJCAA Letter of Intent, or other written commitment, to attend a non-member institution or university.

E.2. Impermissible Cancellation and Reduction of Aid: Aid may NOT be cancelled or reduced during the term of the grant-in-aid on the basis of: Tiered Sanction – Level 1

E.2.a. A student-athlete's injury or illness;

E.2.b. Athletic performance; or

E.2.c. Violations of team policy or conflict with the coaching staff or Athletic Department not procedurally administered by the general college disciplinary authority unless covered in an addendum to the NJCAA Letter of Intent which was signed along with the NJCAA Letter of Intent.

E.3. Timing of Modification of the Grants-in-Aid: A student-athlete's grant-in-aid may be modified (increased or decreased) at any time, as long as notification of such a modification for the following academic year is provided no later than June 15. Modification to the grant-in-aid must be recorded through the NJCAA online Letter of Intent program and signed by the Athletic Director and student-athlete.

Section 3. LETTERS OF INTENT

A. General Information: Tiered Sanction – Level 1

A.1. Maximums: Member institutions shall not exceed the total number of Letters of Intent and scholarships allowed for each NJCAA sport as listed on the NJCAA Sports Procedures Chart.

A.2. Signing Dates: A student must have completed their junior year of high school to sign an NJCAA Letter of Intent for the subsequent year.

A.2.a. The earliest dates for signing a recruit to an NJCAA Letter of Intent are established by sport and listed on the NJCAA Sports Procedures Chart.

A.2.b. Under no circumstance may a member institution enter into a scholarship agreement or contract of any type with a recruit prior to the official NJCAA Letter of Intent signing date for the applicable sport.

A.3. Term: The NJCAA Letter of Intent shall be awarded for a maximum of one (1) academic year (August 1 to July 31).

A.4. Addenda: A member institution may attach an addendum or addenda to the NJCAA Letter of Intent, which shall be considered valid, provided such addenda are attached to the properly executed NJCAA Letter of Intent and concurrently signed by the student-athlete with the NJCAA Letter of Intent.

A.5. Precedence: The NJCAA Letter of Intent shall take precedence over all region or conference Letters of Intent; however, regions and/or conferences may impose more stringent regulations than current NJCAA regulations.

A.6. Expenditure of Funds: A member institution may not expend any funds on a student-athlete prior to signing and proper submission of the NJCAA Letter of Intent, except expenses for a recruit's official recruiting visit.

A.7. Club Teams: Club sport programs may not utilize the NJCAA Letter of Intent.

NOTE: This does not apply to student-athletes previously signed to a NJCAA Letter of Intent prior to a member institution declaring club status after the start of a varsity season.

A.8. Recruiting Prohibition. Athletic staff of NJCAA member institutions, including representatives of the member institution's athletic interests, shall not meet or make contact with an individual who has signed an NJCAA Letter of Intent with another institution.

A.9. Multiple Signed NJCAA Letters of Intent: If a student-athlete signs a NJCAA Letter of Intent with a subsequent institution prior to the execution of a Release Agreement with the first institution, the student-athlete will immediately become ineligible to compete for one academic year.

B. Proper Filing: The NJCAA Letter of Intent must be filed in electronic form according to the below procedures:

B.1. Signature Requirements: The NJCAA Letter of Intent becomes valid upon the student-athlete's signature, and parent's/legal guardian's signature if the student-athlete is under the age of 18, subject to the following requirements: Tiered Sanction – Level 1

B.1.a. The member institution's Director of Athletics and President (or designee) must sign and date the NJCAA Letter of Intent prior to presentation to the student- athlete for signature.

B.1.b. The student-athlete (and parent/legal guardian of student-athlete under the age of 18) must sign the NJCAA Letter of Intent within 21 calendar days of the NJCAA Letter of Intent creation date.

B.2. Letters of Intent with No Aid Given: Should a college member institution and student-athlete choose to utilize the NJCAA Letter of Intent despite no aid being provided to the student-athlete,

the Athletic Scholarship portion must be completed and the box indicating "No Athletic Aid" shall be utilized.

C. Release Agreements. A release agreement is required in order for a student-athlete who has previously signed an NJCAA Letter of Intent to contact other member institutions' athletic departments, including representatives of an institution's athletic interests.

C.1. Rationale for Release. A student-athlete who has signed an NJCAA Letter of Intent may request a release from their commitment under the following conditions:

C.1.a. Transfer. The student-athlete transfers to another NJCAA member institution; or

C.1.b. Other Non-Transfer Rationale. The member institution checks the "Other" box on the Release Agreement and includes detailed explanation of the reason for the release.

C.2. The release agreement must be signed by the student-athlete, (and parent, when the student-athlete is under the age of 18), the Athletic Director and the President of the member institution.

C.2.a. The student-athlete's signature is NOT required if:

C.2.a.(1). The student-athlete fails to enroll at the member institution;

C.2.a.(2). The student-athlete loses academic eligibility;

C.2.a.(3). The student-athlete graduates from the member institution;

C.2.a.(4). The student-athlete withdraws from the member institution;

C.2.a.(5). The student-athlete chooses not to participate in their respective sport at any point during the academic year;

C.2.a.(6). The student-athlete signs an NJCAA Letter of Intent with a non-member institution or university;

C.2.a.(7). The student-athlete is disciplined by the campus authority responsible for campus discipline, unrelated athletic performance or team violations.

C.3. The NJCAA Release Agreement must be electronically submitted to the NJCAA Letter of Intent system for a student- athlete to become immediately recruitable (i.e., for an institution to meet or make contact with the student-athlete).

C.4. Receipt of Athletics Aid After Release. A student-athlete may continue to receive athletics aid once released if an agreement is made between the student-athlete and the NJCAA member institution.

C.4.a. If the student-athlete's athletic aid is cancelled after the release; the institution must indicate that on the NJCAA Release agreement form. Those expenses would be pro-rated from the date of the release forward, based on the cost of attending the NJCAA institution as reflected in the institution's catalog. A member institution shall not require reimbursement for any athletics aid already expended.

C.4.b. If a student-athlete is released but continues to receive athletic aid, the institution must indicate that on the NJCAA release agreement Form. The athletics aid may not be replaced by another student-athlete.

C.5. Unconditional Release: The member institution may not add conditions or stipulations to the release agreement, including, but not limited to, limitation upon the student-athlete's subsequent college of attendance.

D. Publicity

D.1. Prior to Signing an NJCAA Letter-of-Intent (with status of "Signed-Active in the Admin Portal")

D.1.a. Permissible Activities

D.1.a.(1). A member college may publicly confirm its recruitment of the prospective student athlete.

D.1.a.(2). A member college may provide one headgear item and/or one apparel item (excluding footwear) for a prospective student-athlete's official signing of an NJCAA Letter-of-Intent.

D.1.b. Impermissible Activities Tiered Sanction – Level 3

D.1.b.(1). A coach or representative of the member college's athletic interest cannot be present when a prospective student-athlete signs an NJCAA Letter-of-Intent off campus.

D.1.b.(2). A coach or representative of the member college's athletic interest cannot deliver the National Letter-of-Intent to the prospective student-athlete off-campus.

D.1.b.(3). A coach or representative of the member college's athletic interest cannot make any statement implying that a prospective student-athlete has signed an NJCAA Letter of-Intent or gives the appearance that a prospective student-athlete is signing an NJCAA Letter-of-Intent, including but not limited to pictures and/or articles appearing in print and/or digital and/or social media.

D.2. After Signing an NJCAA Letter-of-Intent (with status of "Signed-Active in the Admin Portal")

D.2.a. There are no restrictions on publicity after the prospective student-athlete has signed an NJCAA Letter-of-Intent.

Section 4. RECRUITMENT

A. General Information:

A.1. Impermissible Inducement: A member institution, including a representative of athletic interests shall not offer or provide, directly or indirectly, any gifts, benefits or financial assistance to a prospective student-athlete or their family member, other than as permitted by these bylaws.

A.2. Expenses: All recruiting expenses must be authorized by a member institution official, in compliance with college institutional financial policies and procedures. Tiered Sanction – Level 1

B. On Campus Recruiting: Tiered Sanction – Level 1

B.1. Official Visits.

B.1.a. First Opportunity for Official Visits. Prospective student-athletes may receive an official recruiting visit to an NJCAA member institution starting on June 1 prior to their junior year in high school. Tiered Sanction – Level 1

B.1.b. Number of Official Visits – Institutional Limit. A member institution may pay for one official visit for a prospective student-athlete per recruiting year.

B.1.c. Duration: The official visit may not exceed 48 hours from prospective student-athlete's arrival to campus.

B.1.d. Scope: Official visit must be limited to the campus and the local community where the member institution is located.

B.1.e. Number of Guests. Member institutions may pay the actual costs for permissible expenses/benefits incurred on the official visit for a prospective student-athlete plus two guests.

B.1.f. Permissible Expenses/Benefits:

B.1.f.(1). Transportation: A member institution may provide roundtrip, direct route transportation as part of the official visit per institutional policy.

B.1.f.(2). Meals: A member institution may provide meals during the official visit per institutional policy.

B.1.f.(3). Housing: A member institution may provide lodging per institutional policy.

B.1.f.(4). Entertainment: A member institution may provide entertainment expenses at a scale comparable to that of normal student life, restricted to campus and the immediate local community.

B.1.f.(4).(a). During an official visit, a member institution may not provide a prospective student-athlete with admission to institution's athletic events in a manner other than that of the general public

B.1.f.(4).(b). A member institution may neither arrange nor permit admission to professional, external collegiate sports contests or external entertainment type events during an official visit.

B.1.g. Greens/Court fees: Under no circumstances may a member institution pay greens/court fees for a prospective student-athlete's official visit.

B.2. Unofficial Visit: A visit is classified as "Unofficial" provided the following are met:

B.2.a. No expense or benefit is provided for the prospective student-athlete.

B.2.b. Number of Unofficial Visits – Institutional Limit. Prospective student-athletes may take up to two unofficial visits that include athletic participation with team or current student-athletes. There is no limit on the number of unofficial visits that do not include athletic participation.

C. Off Campus Recruiting: Tiered Sanction – Level 1

C.1. Locations: Athletic department staff may visit a prospective student-athlete at any location for recruiting purposes.

C.2. Recruiting Expenses: Athletic department staff may expend funds necessary for their own recruiting-related expenses only. Athletic department staff may not expend funds or provide benefits to a prospective student-athlete, or their family or representatives.

D. Impermissible Contact: Tiered Sanction – Level 1

D.1. Member Institutions and Staff: Members of the athletic staff or any representative of the institution's athletic interests must not make contact for any reason with:

D.1.a. Any NJCAA student-athlete that is in season at an NJCAA member institution; or

D.1.b. Any student-athlete who has signed an NJCAA Letter of Intent.

D.2. Student-Athletes: Student-athletes or any representative of the student-athlete's athletic interests must not make contact with another NJCAA member institution or its representatives of athletic interests for any reason while:

D.2.a. The student-athlete is in season regardless of being signed to an NJCAA Letter of Intent or not, OR

D.2.b. The student-athlete is signed to an NJCAA Letter of Intent.

D.3. Penalties: A member institution who impermissibly contacts a student-athlete in violation of NJCAA recruiting regulations may be subject to the following penalties:

D.3.a. Any NJCAA Letter of Intent between the student-athlete in question and the recruiting member institution will be immediately cancelled.

D.3.b. The student-athlete may not sign any NJCAA Letter of Intent at the recruiting instiution in any sport for a period of one (1) calendar year from the date of the ruling that a violation occurred.

D.3.c. The student-athlete may not participate, practice, or be involved with any athletic team at the recruiting institution for a period of one (1) calendar year from the date of the ruling that a violation occurred.

D.3.d. Recruiting institution may have future available Letters of Intent reduced.

D.3.e. Involved coach(es) may be suspended.

Section 5. SHOWCASE/ID CAMP/OPEN EVALUATIONS, CAMPS, AND AUDITIONS

A. General Information & Definitions:

A.1. Open Evaluation. An open evaluation is any organized recruiting event for recruitable prospective student-athletes that is open to the general public held in an effort to fill roster spots on one or more of a member institution's athletic teams. An open evaluation is not related to an official or unofficial visit.

A.1.a. Current student-athletes may help to facilitate but may not participate in open evaluation drills.

A.2. Camp: Purpose of a camp is for skill development. Open to all age groups. Tiered Sanction – Level 2

A.3. Physical Examination: A prospective student-athlete participating in an open evaluation, tryout, or audition must provide verification that he/she has received a physical examination administered by a qualified health care professional within 13 months prior to the tryout/audition. Tiered Sanction – Level 2

A.4. Location: A member institution must conduct all open evaluations, tryouts and auditions of prospective student-athletes only on its campus or at a site at which the member institution has been approved to conduct its practices or competition as their "Home Venue." Tiered Sanction – Level 2

A.5. Participation of Current Student-Athletes: Current student-athletes or student-athletes who are signed to an NJCAA Letter of Intent may not participate in tryouts or auditions.

B. Duration & Maximums: Tiered Sanction – Level 2

B.1. Prospective student-athletes may not participate in an audition for more than two (2) hours.

B.2. A member institution may conduct a maximum of two (2) auditions per sport per academic year.

B.3. A member institution may conduct a maximum of one (1) audition per prospective student-athlete per year.

C. Expenditure of Funds: Tiered Sanction – Level 1

C.1. A member institution may not expend funds, including but not limited to the provision of transportation, souvenirs, and gifted clothing or equipment, for prospective student-athletes prior to, during, or after the tryout/audition.

C.2. A member institution may provide equipment and/or clothing to prospective student-athletes while participating in an audition only on an issuance and retrieval basis.

D. Eligible Prospective Student-Athletes: Tiered Sanction – Level 2

D.1. A prospective student-athlete must have completed their junior year in high school or home school equivalent to participate in an audition.

D.2. A member institution must determine if auditions are allowed by the prospective student-athlete's State High School Activities Association/School District before allowing the prospective student-athlete to participate in the audition.

Section 6. BOOSTERS Tiered Sanction – Level 1

A. Definition: A booster is a group or individual which assists an institution's athletic program in any way, including, but not limited to equipment purchases, awards, in-kind gifts, recruitment expenses and grants-in-aid.

B. Records: The financial records of boosters and similar organizations which assist athletic programs must be open, available and accounted for by college officials.

C. Institutional Approval: All transactions of a booster organization or individual which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses and grants-in-aid, must be approved through the member institution's standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) of the college as authorized or approved by the President.

D. Grants-in-Aid: All booster funds used for grants-in-aid must be administered by the member institution through the office, department, or division that administers financial funds for enrolled students. The Booster may not give money directly to a student-athlete and may not provide assistance in excess of the terms of an NJCAA Letter of Intent in compliance with Article VI, Section 2.B.1.

Section 7. VIOLATIONS & ENFORCEMENT

A. A member institution that violates any portion of Article VI shall be subject to such penalty as the NJCAA National Office deems advisable under the circumstances.

A.1. Maximum Penalty: The maximum penalty shall be a period of probation for a period of up to one year.

A.2. Acts by Outside Individuals and Organizations: Responsibility for the observance of these bylaws shall be upon the member institution, including acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff.

Article VII

APPEALING AN NJCAA NATIONAL OFFICE RULING

Section 1. GENERAL INFORMATION

A. Methods of Challenge: The standards and obligations set forth in this Article and the corresponding procedures set forth in the NJCAA Policies Manual are the sole standards, obligations, and procedures for challenging any decision made by the NJCAA National Office.

A.1. Consent: As a condition of membership in the NJCAA, member institutions consent to be bound by the provisions of this and all other articles of these bylaws and all other NJCAA governing documents.

A.2. Litigation:

A.2.a. Prohibition: Member institutions and student-athletes may not institute a suit at law or in equity, nor seek injunction or restraining order concerning any dispute or

controversy involving the NJCAA enforcement or interpretation of bylaws, rules, regulations, or sanctions.

A.2.b. Penalties: Member institutions which institute legal action against the NJCAA are subject to payment of attorney fees and court costs and may also face expulsion, suspension, sanctions, fines, probation, or other sanctions as determined by the Board of Regents of the NJCAA.

B. Standing: Only member institutions may challenge the interpretation and enforcement of the bylaws, rules and regulations of the NJCAA. No coach, student-athlete, booster club, or other entity affiliated directly or indirectly with the member institution shall have any standing.

Section 2. FIRST INTERPRETATION OF NJCAA NATIONAL OFFICE

A. First Interpretation: The NJCAA National Office shall make all decisions in the first instance concerning challenges and/or questions of interpretation and enforcement of the bylaws, rules, and regulations of the NJCAA in accordance with the procedures listed below.

B. Effective Date and Enforcement: The written decision of the first interpretation of the NJCAA National Office shall be effective and enforced immediately, however, member institutions may delay enforcement of any sanction during the pendency of any appeal of the initial decision made by the National Office initiated within the provisions of this Article. Member institutions may not delay sanctions unless and until the NJCAA National Office confirms receipt of the appeal file referenced in Article VII, Section 3.A and payment of the appeal fee found in Article VII, Section 3.D. The delay in enforcement applies only to appeals made to the NJCAA Appeals Committee.

C. Withdrawal of Appeal: A member institution may withdraw an appeal if they have not delayed the enforcement of sanctions. Once a member institution delays enforcement of sanctions, they may not withdraw the appeal.

Section 3. SUBMIT TO APPEALS COMMITTEE

A. Appeal Request and Procedure: The process to request an appeal and the appeal procedures are set forth in the NJCAA Policies Manual.

B. Sanctioning: The Appeal Committee may establish an alternate sanction. The sanction may be decreased, increased or affirmed. Review by the Committee does not automatically require an alternative sanction.

C. Voting and Decision: The voting and decision processes for all appeals are outlined below.

C.1. A majority vote is required to overturn the decision of the National Office.

C.2. A vote not meeting the majority will be denied.

C.3. Majority shall mean the majority of all the members on the virtual session of the Appeal Committee.

C.4. When determining the process to vote on any given appeal including, but not limited to, the timing of the vote, the Presiding Officer may consider extenuating circumstances such as the date, time, and location of the next scheduled contest.

C.5. The Chair of the Appeal Committee/Presiding Officer shall only vote if necessary to break a tie.

C.6. The final decision of the Board of Regents Appeal Committee shall be due to the appealing member institution within twelve (12) calendar days from the date the appealing institution's appeal is reviewed by the Board of Regents Appeal Committee.

C.7. The decision of the Appeal Committee is the final ruling of the Board of Regents.

C.8. Any member institution affected by a decision of the NJCAA Board of Regents Appeal Committee may appeal that decision, the sole method of which shall be arbitration. The arbitration process is set forth in the NJCAA Policies Manual.

D. Costs: Member institutions that wish to appeal an official ruling made by the NJCAA National Office must submit a non-refundable payment of $1,000.00. The appeal will not be processed and the timeline to submit an appeal will not toll if the fee is not submitted. Please email accountspayable@njcaa.org to pay the appeal fee.

E. Conflict of Interest: To avoid an actual, potential or the appearance of a conflict, NJCAA Board of Regents members shall absent themselves during any substantive discussion and recuse themselves from any appeal vote involving:

E.1. A institution at which they are currently employed;

E.2. A member institution within their respective region; or

E.3. A member institution at which the committee member has been employed within the past five (5) years.

ARTICLE VIII
FINANCIALS

Section 1. FISCAL YEAR

A. The fiscal year of the Association shall be from August 1 to July 31 of each year.

Section 2. FINANCIAL REVIEW

A. An audit or a financial review of the NJCAA shall be made completed at the end of each fiscal year by an independent certified public accountant or firm not affiliated with the NJCAA.

Article IX
BYLAW CHANGES

Section 1. CHANGES TO THE NJCAA BYLAWS

A. Changes to the NJCAA Bylaws shall be made in accordance with the following procedure:

A.1. Proposed changes to NJCAA bylaws may be presented at any monthly Board of Regents meeting, subject to Article IX, Section 1.A.3.

A.2. Proposed changes may be submitted by Board of Regents member, National Office, and/or standing committees.

A.2.a. Member Institution Proposals: Member institutions may not submit proposals directly but may submit proposals to their Region for approval by majority vote. Then, the proposal may be submitted to the Board of Regents via their Region's Board representative.

A.3. Proposals which are submitted and deal with student-athlete eligibility, sports governance, championships & alignment, or membership will be directed to their respective committee prior to being presented to the Board of Regents.

A.3.a. The Board of Regents may only vote to change eligibility or compliance bylaws during the October and April meetings of the Board of Regents, unless an emergency (as determined by the Board Chair or President / CEO) requires an exception.

A.4. Options for Board Action: Proposals submitted to the Board of Regents for consideration may be:

A.4.a. Discussed and tabled for a future meeting; or

A.4.b. Voted on and defeated; or

A.4.c. Voted on and approved with an immediate or delayed effective date.

A.5. In order for a bylaw to pass it requires a majority vote of the quorum.