
NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Forms & Procedures

Forms & Procedures

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NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

2011-2012 Dues Notice and Billing

Membership dues are based upon the full-time equivalency (FTE) for the 2010 fall semester and the number of NCCAA sports your institution sponsors for the 2011-2012 school year. **Enrollment (FTE) is to be determined and signed-off by the Registrar**.** Dues and statistical fees are payable after May 1 and are delinquent after August 15, 2011. Mail this form, with a check payable to the NCCAA, to 302 W. Washington St., Greenville, SC 29601. Dues shall be calculated as follows:

(*FTE Enrollment based upon the 2010 Fall semester for the 2011-2012 dues)												
Schedule A: Division II Schools with 1-4 sports			Schedule B: Division II Schools with 5 or more sports			Schedule C: Division I Schools with 1-4 sports			Schedule D: Division I Schools with 5 or more sports		Associate: (Non-competing)	
*FTE Enrollment Dues			*FTE Enrollment Dues			*FTE Enrollment Dues			*FTE Enrollment Dues		Status Dues	
1 - 250	\$1,366		1 - 250	\$1,551		1 - 250	\$1,595		1 - 250	\$1,695	Division I	\$1,000
251 - 500	1,776		251 - 500	1,945		251 - 500	2,000		251 - 500	2,146	Division II	\$1,000
501 - 750	2,168		501 - 750	2,331		501 - 750	2,398		501 - 750	2,541		
751 - 1,000	2,570		751 - 1,000	2,748		751 - 1,000	2,826		751 - 1,000	2,976		
1,001 - 1,250	2,948		1,001 - 1,250	3,149		1,001 - 1,250	3,239		1,001 - 1,250	3,469		
1,251 - 1,500	3,380		1,251 - 1,500	3,550		1,251 - 1,500	3,651		1,251 - 1,500	3,937		
1,501 and above	3,789		1,501 and above	3,951		1,501 and above	4,064		1,501 and above	4,412		

(Please Type or Print Clearly)

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____

**REQUIRED: 2010 Fall Full-Time Equivalency: (FTE must match Participation Form): _____			
Verified by:	Registrar: _____	Email: _____	Date: _____
(Signature)	(Print Name)		

DECLARATION OF DIVISION

NCCAA membership division of your institution: Division I Division II Associate Christian Liberal Arts Bible College

- Yes No Is the financial aid that is given to a student-athlete equally available to any student in the institution?
- Yes No Is financial aid to any student-athlete contingent upon athletic participation?
- Yes No Is every student making progress in a degree program that requires 20 hours or more of Biblical studies?
If #3 is yes, Bible Hours required for graduation: 20-24 _____ 25-29 _____ 30 or more _____

(In order for an institution to be Division II, questions (1) and (3) MUST be answered YES and (2) answered NO.)

Dual Affiliation: NAIA NCAA II NCAA III

NCCAA sports include the following: MEN: baseball, basketball, cross country, football, golf, indoor track and field, soccer, tennis and track and field WOMEN: basketball, cross country, golf, indoor track and field, soccer, softball, tennis, track and field and volleyball	Number of NCCAA sports your institution sponsors as varsity sports for the 2011-2012 school year (check appropriate box): 1 - 4 sports <input type="checkbox"/> 5 or more sports <input type="checkbox"/>
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NOTE:
Be sure to include Stat Fees from reverse

Based upon the above information, our membership dues are:
 \$ _____ Taken from Schedule A B C D
 \$ _____ Total Statistical Fees (from reverse side)
 \$ _____ Total Remittance (write ONE check)

The following signatures are required:

Financial Aid Director: _____ (Print Name) _____ (Signature) Email: _____ Date: _____

Athletics Director: _____ (Print Name) _____ (Signature) Email: _____ Date: _____

Please complete all information on form; mail original signed form and check payable to NCCAA by August 15 to:
302 W. Washington Street, Greenville, SC 29601 • 864-250-1199 • Fax: 864-250-1141



NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

**Statistical Fees Information
2011-2012**

Statistical Fees (Indicate programs your institution will participate in and remit appropriate fees)

DIVISION I

Men's Soccer	\$ 50	_____
Women's Soccer	50	_____
Women's Volleyball	50	_____
Men's Basketball	65	_____
Women's Basketball	65	_____
Baseball	50	_____
Softball	50	_____
Football	100	_____
Tennis	50	_____
Total Statistical Fees	\$	_____
		(list on front)

DIVISION II

Men's Soccer	\$ 50	_____
Women's Soccer	50	_____
Women's Volleyball	50	_____
Men's Basketball	65	_____
Women's Basketball	65	_____
Baseball	50	_____
Softball	50	_____
Football	100	_____
Tennis	50	_____
Total Statistical Fees	\$	_____
		(list on front)

Verification of indicated sports:

Athletics Director's Signature: _____ Date: _____

NOTE: INCLUDE STATISTICAL FEES WITH DUES – WRITE ONE CHECK

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

STATEMENT OF FAITH

We believe that the Bible alone and the Bible in its entirety is the Word of God.

We believe in salvation by grace through faith (Ephesians 2:8-9).

We believe there is one God, the creator and preserver of all things.

We believe in the deity of Jesus Christ, the only begotten Son of God, our Savior (John 1:1). In Him divine and human natures were united in one person and He alone is our sole Redeemer. Through no other source can we receive redemption.

We believe that at the end of the age the bodies of the dead shall be raised. The righteous shall enter into full possession of eternal bliss in the presence of God, and the wicked shall be condemned to eternal death.

We believe in the Holy Spirit, who is the third person of the true God. He applies to man the work of Christ in salvation.

We believe in righteous living and good works as an evidence of salvation.

We agree with and support the Statement of Faith, Constitution, and Bylaws of the NCCAA and will submit ourselves in principle and practice to these documents in the administration of our athletic program.

NAME OF INSTITUTION: _____ DATE: _____

PRESIDENT: _____
(*print name*)

(*signature*)

ATHLETICS
DIRECTOR: _____
(*print name*)

(*signature*)

NCCAA PARTICIPATION QUESTIONNAIRE

COLLEGE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Please submit the answers for the following questions and list the source of each response (i.e. President, Athletics Director, Chaplain, etc.). Each question should be directed to your institution's appropriate administrative/staff member.

Answer Source

- _____ 1. What stand does your institution take concerning drugs, alcohol, tobacco and abusive language (taking God's name in vain)?
- _____ 2. What are the spiritual requirements for membership of your faculty and staff? Are they required to sign a statement of faith or similar document?
- _____ 3. What is your policy on the recruitment of Christian and non-Christian athletes? Are they required to sign a statement of faith or similar document?
- _____ 4. What are the spiritual considerations involved in hiring the athletic staff?
- _____ 5. How do you feel the NCCAA can contribute to your overall athletic program?
- _____ 6. How do you see your program contributing to the NCCAA?
- _____ 7. What is the mission statement of your institution (attach a copy)?
- _____ 8. How long has your institution been in existence?



_____ 9. What degrees does your institution offer?

_____ 10. Are you an accredited institution? If so, by whom?

_____ 11. Please furnish copies of appropriate documents from your state department of education verifying that your institution is an approved degree-granting institution.

_____ 12. Are you in agreement with the NCCAA Constitution, Article VII, Section 7.10b which states, "Representation of a participating institution must refrain from practices such as the use and promotion of illegal drugs, alcoholic beverages, and/or tobacco"?

___ Yes ___ No

_____ 13. To assist in identifying your institution, please answer the following questions:

_____ a. Do you give financial aid based on athletic participation?

___ Yes ___ No

_____ b. According to your publications, i.e. catalog, etc., do you identify yourself as:

- ___ 1. Bible College
- ___ 2. Liberal Arts College

_____ c. Are all of your students required to take 20 semester hours or 30 quarter hours of Bible?

___ Yes ___ No

_____ d. Which level of membership do you desire?

___ Full ___ Associate

President _____
(signature) (date) (phone) (ext.)

Vice President for
Student Services _____
(signature) (date) (phone) (ext.)

Athletics Director _____
(signature) (date) (phone) (ext.)

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION NEW MEMBER PROCESS

- STEP 1. An accredited institution that desires to become a member of the NCCAA should contact the NCCAA National Office to initiate the membership process.
- STEP 2. Application materials are sent to the prospective member and returned to the National Office. Included with the completed application forms should be the following items: a school catalog and a student handbook. The institution should complete and return the following materials for consideration of membership: application, Statement of Faith, Participation Questionnaire, and the \$1,500 non-refundable application fee.
- STEP 3. The Regional Chair and an NCCAA representative shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
- STEP 4. The Athletics Director at each member institution shall indicate his/her vote and return the ballot to the Regional Chair.
- STEP 5. The Region Chair shall send region voting results to the Director of Member Relations who then sends ballots to the Administration Committee of the Board of Directors. The Administrative Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
- STEP 6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
- STEP 7. Email a high resolution institution logo to info@thenccaa.org upon acceptance as members. The following formats are accepted: .jpg, .gif, .pdf.

NOTE: In order for a new member school to participate in post-season playoffs that lead to a National Championship event, the application procedure (Steps 1-3) must be completed on or before June 15, and final approval must be given before July 1. The Administration Committee shall consider exceptional cases.

A prospective institution first becomes what is termed “applicant status”. This stage begins at the date the application is approved by the region and ends when the application is approved by the Board of Directors.

ELIGIBILITY

Institutions contemplating membership are expected to make an earnest and sincere effort to come into compliance with all NCCAA Eligibility Rules the year before membership is granted. It is imperative that institutions obtain, review, and understand the NCCAA Eligibility Rules before they seriously consider membership.

NOTE: All eligibility questions should be addressed to the Regional Chair.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION ASSOCIATE MEMBER PURPOSE AND PROCESS

- STEP 1. An accredited institution that desires to become an associate member of the NCCAA should contact the NCCAA National Office to initiate the membership process.
- STEP 2. Application materials are sent to the prospective member and returned to the National Office. Included with the completed application forms should be the following items: a school catalog and a student handbook. The institution should complete and return the following materials for consideration of membership: application, Statement of Faith, \$1,000 non-refundable application fee.
- STEP 3. The Regional Chair and the Director of Member Relations shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
- STEP 4. The Athletics Director at each member institution shall indicate his/her vote and return the ballot to the Regional Chair.
- STEP 5. The Region Chair shall send region voting results to the Director of Member Relations who then sends ballots to the Administration Committee of the Board of Directors. The Administrative Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
- STEP 6. The NCCAA Board of Directors shall ratify the recommendation of the Administrative Committee or shall send it back to the region for additional consideration.
- STEP 7. Email a high resolution institution logo to info@thenccaa.org upon acceptance as members. The following formats are accepted: .jpg, .gif, .pdf.

MAJOR PURPOSE

The major purpose of an NCCAA associate membership for Christian institutions is to provide NCCAA affiliation for those institutions who do not wish to compete in NCCAA regional and/or national competition.

ELIGIBILITY

Associate member institutions are to adhere to eligibility guidelines and requirements and submit the appropriate eligibility forms to the NCCAA, NCAA, or NAIA. (Institutions should always adhere to the most stringent eligibility guidelines and requirements according to institutional membership(s).)

SERVICES PROVIDED

Associate membership shall provide the following services:

1. The NCCAA *The Pursuit* shall be mailed to each President, Athletics Director, and coach.
2. The NCCAA Membership Directory shall be sent to each Athletics Director.
3. An NCCAA membership card shall be sent to each President, Athletics Director, and coach.
4. The Athletics Director and coaches shall be invited to attend both the regional meeting and the NCCAA Annual Convention.
5. The job placement service shall be available to all Athletics Directors and coaches.
6. Any missions outreach opportunities through the NCCAA shall be available to student-athletes, coaches, and Athletics Directors.

ASSOCIATE MEMBERSHIP DUES

The associate membership dues are as follows:
\$1,000 Christian Liberal Arts College (Division I)
\$1,000 Bible College (Division II)

All associate membership dues are payable after July 1 and are delinquent after August 15.

**NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
DECLARATION OF DUAL DIVISION STATUS**

If an institution desires to compete in different NCCAA divisions (both Divisions I and II) with its intercollegiate athletic program, it must follow these guidelines:

1. Meet Division I eligibility guidelines in ALL sanctioned sports.
2. Pay Division I dues.
3. Make a three-year commitment to compete at each desired level.
4. If athletic financial aid is awarded to the student-athlete for ANY sport, then the student-athlete may not participate in any sport that is Division II status (for that particular year).
5. In order to compete at the Division II level, both the institution and the student-athlete must meet the Division II stipulations (Bible requirements and no athletic scholarships) in addition to those requirements of Division I.
6. Obtain approval by a majority vote from the Region and then be submitted to the Board of Directors for final approval. A request from a prospective institution shall be treated as an exceptional case to the present Constitution and Bylaws.

NCCAA ADMINISTRATORS' AND COACHES' CODE OF ETHICS
(Must be submitted by September 30 of each academic year)

Athletics play a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character. Thus, every effort should be made to *demonstrate* the highest standard of excellence and Christian character.

Therefore, relying on God, I am accountable for the student-athletes entrusted to me and, as an administrator or coach, I will strive to:

Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of the institution and the goal of the student-athletes' education.

Follow all NCCAA guidelines in both letter and spirit and place myself, my student-athletes and my institution in compliance with the association.

Provide accurate information concerning all aspects of our athletic programs to the NCCAA and other public forums.

Ensure honesty and integrity when working with the campus personnel to recruit and retain student-athletes.

Treat all student-athletes equally and celebrate their diversity, regardless of gender, ethnicity or cultural background.

Instill in my student-athletes Godly character by demonstrating high standards of honesty and personal integrity while expecting the same from them. I will encourage spiritual growth in their walk with the Lord or attempt to lead them to a saving knowledge of Christ.

Put the needs, safety and protection of the student-athletes above winning or personal desires. I will strive to give balance to each individual as it relates to their performance and their spiritual, social, emotional, intellectual and physical well-being.

Develop independence in my student-athletes. Student-athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their life.

Set and monitor appropriate boundaries between a working relationship and friendship with my student-athletes. I will not engage in behavior that is harassing or demeaning to any student-athlete.

Ensure that I am not attempting to exert undue influence over my student-athletes in order to obtain personal gain.

Respect the rights and privacy of my student-athletes by not sharing information that should remain confidential.

Demonstrate high personal standards and a Christ-like image to the student-athletes, parents, fans, officials, coaches and media.

Continue to maintain competence in my sport and ensure a safe environment. I will use careful judgment in protecting the welfare of all student-athletes.

Uphold professional standards of conduct and accept responsibility for my behavior. I will comply with standards and this code of conduct and ask my colleagues to hold me accountable.

All Athletic personnel/staff have reviewed the Code of Ethics and commit to uphold the NCCAA ideals listed within.

Institution

Athletics Director's signature

Date

NCCAA Student-Athletes' Code of Conduct
(Must be submitted by September 30 of each academic year)

Athletics plays a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and godly character development. Therefore every effort should be made to demonstrate the highest standard of excellence and godly character.

Therefore, relying on God, with the help of my coaches and teammates, I will strive to:

Follow all guidelines of the National Christian College Athletic Association (NCCAA) letter and spirit, and place myself in compliance with the association.

Provide student records as well as accurate and complete information concerning all aspects of my playing to the NCCAA and other public forums.

Treat coaches, administrators and officials with respect as the authority figures placed over me as I represent my institution and the NCCAA.

Treat fellow student-athletes with respect and celebrate their diversity regardless of gender, ethnicity or cultural background.

Instill godly character in my teammates by demonstrating high standards of personal honesty and integrity.

Accept responsibility for my behavior and performance in the academic arena as well as the athletic arena.

Our student-athletes have reviewed the Code of Ethics and commit to uphold the NCCAA ideals listed within.

Institution

Athletics Director's signature

Date

**NCCAA NATIONAL CHAMPIONSHIP
OFFICIAL BID**

Please complete this bid form as an official application to host the NCCAA National Championship and return to the NCCAA National Office within 30 days. Please be advised that after appropriate site visits, a contract shall be offered to the selected site based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid or about the NCCAA National Championship in general, please contact:

NCCAA National Office
302 W. Washington Street
Greenville, SC 29601
(864) 250-1199

I. DESIGNATION OF BID

This official bid is submitted by _____ to host the NCCAA National Men's/Women's _____ Championship, Division _____ in one or more of the years checked below:

____2012 ____2013 ____2014 ____2015 ____2016 ____2017 ____2018

II. STATEMENT/ACKNOWLEDGMENT OF EVENT POLICY

The official name of the event shall be the NCCAA National _____ Championship and must be conducted under the direct control and supervision of the National Christian College Athletic Association (NCCAA). The NCCAA shall approve the designation of the host site event chairperson and committees, who shall work with the NCCAA Director of Member Relations in organizing and conducting the championship. In submitting this bid, the prospective host site agrees to the following NCCAA policies by initialing on the line provided in front of each section:

- _____ A. To indemnify fully and save harmless the NCCAA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents.
- _____ B. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without the prior approval of the NCCAA Executive Director. Further, businesses or corporations shall not be identified or receive recognition as a "title" sponsor of the championship without prior approval of the NCCAA Executive Director.
- _____ C. Alcoholic beverages and tobacco products of any form shall not be consumed, advertised, sold, disbursed or brought into the site of the championship event.
- _____ D. To honor NCCAA membership cards, passes and credentials for admittance to the event.
- _____ E. The NCCAA shall be responsible for any and all negotiations for radio and television rights consultation with the host, and such rights shall be designated as event income.
- _____ F. The sale of promotional items denoting "NCCAA" or approved complimentary items given to officials and volunteers (i.e. T-shirts, caps, etc) shall be marked, sold and/or purchased only by or through an authorized licensee of the NCCAA and under separate agreement from this event contract. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NCCAA. The official NCCAA logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.

III. ONSITE VISIT GUARANTEE

The prospective host site agrees to the following statement (please initial the line provided):

_____ If selected for the site visit, we will provide lodging, and meal expenses for an NCCAA representative for the duration of the visit. NOTE: If selected to host this event, these expenses shall be approved as event expenses.

IV. CHAMPIONSHIP INCOME

Championship income shall be defined as all income derived by the host from ticket sales, program advertising, program sales, concession stand sales/commission, honorary coach fees, public sale of banquet tickets, parking revenues and approved sponsorships/donations.

V. CHAMPIONSHIP EXPENSES

Championship expenses authorized by the NCCAA to be charged to the championship budget include any items listed in Section VI, Declaration of Authorized Expenses, except those marked complimentary, NCCAA or participant. Any other expenses must receive written approval by the NCCAA in order to be charged as authorized expenses to the event budget.

VI. DECLARATION OF AUTHORIZED EXPENSES

Following is an outline of championship expenses. Please indicate in the appropriate box next to each category whether the item would be:

- | | |
|------------------|---|
| 1. Complimentary | Provide at no charge to the event budget |
| 2. Championship | Item shall be charged to event budget (list projected amount), host expense |
| 3. Participant | Item shall be expense of participating institutions (list projected amount) |

PLEASE NOTE: *The bold italicized letters (A,B,C,D,F,G,H,I,J,K,L,M,N,O,P,Q,R, T, and U) are the expected minimums of the Host Site/School*

Description	Complimentary	Championship	Participant
A. FACILITY Provide a facility that meets the standards and approval of the NCCAA, with a primary field/court, auxiliary field/court, adequate spectator seating, lights (if applicable), electronic scoreboard, press box, concession stands, restrooms, signs, water coolers, etc.	X		
B. FACILITY PERSONNEL Provide all on-site personnel necessary to conduct the championship games including ticket sellers and takers, ushers, concession vendors, adequate security, field maintenance crew, and a facility liaison.	X		
C. PRACTICE SITES Provide a practice field/court within a reasonable distance to the stadium complex/gymnasium that is easily accessible, which meets the standards and approval of the NCCAA. These facilities must be available to schedule team workouts and practice sessions before and during the event, whenever possible.	X		
D. PRESS-BOX PERSONNEL Provide press box personnel necessary for the administration of the games, including public address announcers, scorekeepers, statisticians, and scoreboard operators. Public Address announcer(s) must be neutral and host school cannot utilize personal introduction format (lights, music, etc.) See Music Policy.	X		
E. LOCAL TRANSPORTATION Provide local transportation for participating teams flying in for the championship, to include airport pickup and return, and shuttle service between housing and the championship facilities.			X
F. REFEREES Travel, lodging, meals (\$25 per diem) and game fees for a maximum _____ number of referees selected and assigned by the Host Championship Director in cooperation with the appropriate national officials association. NOTE: At least two officials will be selected from the local area. In addition, rates are subject to changes.	X		
G. NCCAA STAFF Lodging and meals (\$25 per diem) for a maximum of two NCCAA staff members, one National Office staff and one National Sports Chair. Travel shall be provided by the NCCAA.	X		
H. TRAINERS Travel, lodging and meals (\$25 per diem) for a maximum of one NATA-certified trainer selected and assigned by the Host. NOTE: Local NATA certified athletics trainers may be recommended by host.	X		
I. COURTESY CARS Provide courtesy cars for use by NCCAA staff and/or the Games Committee (National Sport Chair/Vice-Chair) and/or officials. Vehicles to be assigned by the Host Championship Director.	X		

Description	Complimentary	Championship	Participant
J. BANQUET Opening banquet for all players, coaches and championship officials before the championship begins. Tickets for the official party of competing teams and championship officials shall be guaranteed. Additional tickets may be sold to the public.	X		
K. TEAM HOUSING Negotiate best possible rates for team housing to include a block of not less than 4-6 rooms, complimentary room for NCCAA staff and as many complimentary rooms for the Games Committee and officials as possible. Indicate the projected rate and whether the rooms are complimentary, charged to the championship budget, or are the expense of the participating teams.			X
L. PROGRAM Production of the championship souvenir program, including printing costs and advertising commissions. (See item W. NCCAA LOGOS.)	X		
M. TICKETS All costs related to championship tickets, including printing and sales expenses.	X		
N. PUBLICITY AND PROMOTION Advance publicity and promotion related to the event to include paid advertising, posters, flyers and related expenses. It shall be referred to as the NCCAA National Championship.	X		
O. ADMINISTRATION Items related directly to the planning and administration of the event, including printing (except program/tickets), postage, telephone, office supplies, clerical assistance, copiers, facsimile machines, etc.	X		
P. AWARDS The order, shipping and payment of all approved championship awards for the event. No additional trophies or awards shall be added to the approved awards. All awards shall be ordered through the official NCCAA award supplier.		NCCAA National Office	
Q. INSURANCE Spectator liability at a minimum of \$1,000,000 and ambulance service on-site or immediately on call throughout the championship.	X		
R. MEDICAL Medical coverage of the event to include a physician and ambulance service on site or immediately on call throughout the championship.	X		
S. PHOTOGRAPHY/VIDEOTAPING Photography and/or videotaping personnel assigned to the event for coverage of the banquet, opening ceremonies, championship games, CSP, and the awards presentations. NOTE: Sale of photos/videotapes to participating teams may be offered at rates approved by the Host. Complimentary high resolution photos must be emailed to the National Office immediately following championship, specifically the championship team photo with banner and CSP photos. In addition, an original high resolution VHS or DVD of the championship match must be sent to the National Office immediately following the championship.	X		
T. MEETINGS/HEADQUARTERS Provide space on site or nearby the facility for use as Championship Headquarters with secretarial assistance, computers, copiers, facsimile machines, a minimum of at least one telephone line, and a VIP hospitality room.	X		

<p>U. CHRISTIAN SERVICE PROJECTS (CSP) A CSP involving all student-athletes is required in addition to the host providing a coordinator to work with the National Sport Chair and Host Site Director to organize the outreach opportunities for the championship participants. CSP Coordinator will be responsible to take/secure high resolution photos, write a summary of the CSP and send to the Director of Community Relations in the National Office immediately following the championship.</p>	X		
<p>V. SPORT CHAPLAIN Each National Championship host shall provide (with the help of the National Office) a Chaplain who shall be available to the teams that participate.</p>	X		
<p>W. NCCAA LOGO The official NCCAA logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.</p>	X		
<p>X. CHAMPIONSHIP DIRECTOR The athletic director shall serve as the championship director unless otherwise designated. It shall be clearly defined and communicated who serves in that capacity.</p>	X		
<p>Y. CHAMPIONSHIP T-SHIRTS All Championship apparel will be provided by Fine Designs, the official provider for NCCAA Championship product. Host site will work with Fine Designs staff to provide adequate space and power supply throughout the event. A percentage of gross sales will be returned to the host from the NCCAA.</p>	X		

VII. FINANCIAL OPTIONS

Prospective host sites may choose one of the following financial options in bidding for the National Championship. The selected option shall be included as part of the event contract, once the host site has been selected by the NCCAA.

- _____ A. The host guarantees all authorized expenses and guarantee the NCCAA \$_____. If the event income exceeds expenses, the net income shall be divided, per approved sport plan, among the traveling participants.
- _____ B. Other options may be proposed. NOTE: Please be sure to include your option in a written proposal form, with a full explanation.

NOTE: In all cases, please attach a sheet with a projected expectation of income and expenses.

Athletics Director's Signature

Date

President's Signature

Daytime Telephone Number

Institution/Affiliation

Evening Telephone Number

For Office use only

___ **Approved**

___ **Not approved**

NCCAA Executive Director

Date

SUGGESTED CHAMPIONSHIP EVENT TIMELINE

CODE: NSC = National Sport Chair, RC = Regional Chair, RSC = Regional Sport Chair, DMR = Dir. of Member Relations

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
July/August		Awards – Place order with Cowarts Awards in Greenville, SC	DMR	All
Four to six weeks prior		Awards – Verify arrival of order with host and send copy of order to host for inventory check	HOST, DMR or NSC	All
Following final event contest		Awards Ceremony – Script and order of presentation with assistance from committee	HOST with DMR or NSC	All
August		Ball Shipment – Work with appropriate vendor/sponsor ensuring correct numbers are ordered	DMR	SOC, FB, VB, BB, BASK, SB, TEN
Four to six weeks prior		Ball Shipment – Verify with host the recipient ball shipment	DMR & Host Championship Director	SOC, FB, VB, BB, BASK, SB, TEN
One month prior		Banners – Championship banners, as well as corporate banners, distributed to host	DMR & NSC	All
Two to three months prior		Banquet Organization – Ticket prices, location, menu, seating, program, etc.	HOST	All
One week prior		Bracketing – Pairings and seedings are completed by the selection committee	NSC & RC	SOC, FB, VB, BB, BASK, SB, TEN
Upon bid submittal		Budget – Develop estimated event budget	HOST with DMR	All
Upon bid submittal		Budget – Secure a copy from host	NCCAA	All
One week prior		Certificates of Participation – Print Certificates for all participants and mail to host IT&F, XC, T&F	HOST with NSC and All Participants	All
Oct. 1, Dec. 1, Mar. 1		Regional Championship Plans Due – Review and approve by Regional Chair and Regional Sport Chair or no event	DMR	All
One to two weeks prior		Regional Championships – Championship results compiled on website	RC and/or the RSC	All
Two months to two weeks prior		Courtesy Cars – Secure cars based on needs of the event provided by Host Championship Director, filled w/ gas	HOST	All
Two to three months prior		Credentials – Order credentials and strings, categories, number and colors. Samples will be sent to host. Homemade credentials are sufficient	Host Championship Director	All
One to two months prior		Cybercasting – Communicate requests and needs to host also get all the technological set up done that is needed for web streaming.	HOST and NCCAA Participating Institutions	SOC, VB, FB, BB, BASK, SB
Minimum of one week prior		Entry Materials – Sent/Due to National Sport Chair/Host site	HOST with NSC and Participants	All
Three to four months prior		Equipment – Provide needs to host for headquarters and press area	NSC and/or RSC	All
One to two months prior		Equipment – Secure equipment: computers, printers, copiers, facsimile machines and phone lines	HOST	All
At the event before the Awards Ceremony or no awards		Evaluation – Must distribute to coaches, championship committee, officials and host by NSC	NSC, DMR or RSC	All

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
One to two months prior		Event/Bench Personnel – Secure scoring, press box/sideline personnel, etc.	HOST	All
One year		Facility – Secure competition site and all equipment necessary to conduct the event. This is a must in order to bid.	HOST	All
One to two months prior		Facility Management – Secure concessions, security, ticket sellers/takers, etc.	HOST	All
2 to 3 weeks in advance in order to give the team assignment on the conference call		Game Activities – Special events, missions outreach, half-time activities, special presentations, clinics, national anthem, etc.	HOST and/or DMR and/or NSC	All
One month prior to season		Handbook – Prepare and distribute to institutions	Member Institutions supply the copies for their coaches	All
Two to three months prior		Honorary Coaches – Find community/business people interested in being a liaison to a participating team	HOST	All
Upon acceptance of bid		Housing – Secure championship headquarters hotel, negotiating comp rooms, and meeting rooms	HOST	All
One to two weeks prior to the event		Housing – Create a housing list with phone numbers, fax numbers, key contacts, etc., for distribution to staff and championship personnel, as well as the participating institutions	Championship Participants	All
One month to two weeks prior		Housing – Determine housing assignments of championship personnel, meeting room locations, etc.	Host Adm. and NSC	All
Upon execution of contract		Insurance – Secure spectator liability insurance	HOST in consultation with National Office	All
Within ten days after the event		Invoice – Budget/expenses must be turned into the National Office before reimbursement.	HOST	All
One to two months prior		Media Coordinator – Assign someone to work with teams and media during event for statistics and press releases	HOST	All
One to two months prior		Merchandise – Finalize design. Must work with Fine Designs, the official NCCAA t-shirt vendor.	HOST with Dan Wood	All
Upon arrival of souvenirs		Merchandise – Complete inventory and report any problems	HOST with DMR	All
Three to four months prior		Officials – Notify all officials about championship information, contract, per diem, game fees, medical information, etc.	HOST and/or NSC and DMR	All
Four to six weeks prior		Officials – Secure transportation for those officials flying and who have contractually committed to the event	HOST	All
One to two months prior		Parade of Champions/Opening Ceremonies – Pre-event setup and organization if special events are involved	HOST with NSC and/or DMR	All

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
One to two weeks prior		Parade of Champions/Opening Ceremonies – Script development and order of procession	HOST with NSC and/or DMR	All
One month prior		PA Announcements – List of announcements to be read throughout the event	HOST	All
Within 30 days of receipt of invoice		Payment of Invoice – Host must submit payment for championship expenses incurred by the NCCAA	HOST with NSC	All
One month prior		Per Diem – Provide names of personnel and the amount to be received	HOST	All
Two to three months prior		Photographer – Secure services for Championship events	HOST	All
One month prior		Potential Qualifier Packets – Send to teams that have the potential to go to the championship. Local championship information shall be included.	HOST or NSC's letter to all participants	All
One to two months prior		Practice Sites – Secure local facilities for teams to use for practice throughout the event	HOST	All
Three to four months prior		Program – Secure printer, create design and develop program	HOST	SOC, VB, FB, BASK, SB, BB
Two to three months prior		Program – Provide host with all applicable ads from sponsors as well as general NCCAA information, photo and letter from ED, and chaplain bio and photo	NCCAA	SOC, VB, FB, BASK, SB, BB
One to two weeks prior		Program – Institutions shall send their team information for the program directly to the Championship Director	HOST	SOC, VB, FB, BASK, SB, BB
Upon acceptance of bid and ongoing		Publicity and Promotion – Posters, flyers, advertisements and related expenses	HOST	All
One to two months prior		Radio – Negotiate and coordinate all radio broadcasts with the stations wishing to broadcast	HOST with NSC & National Office	SOC, VB, FB, BASK, SB, BB
One to two months prior		Radio – Assist with securing phone lines	HOST	SOC, VB, FB, BASK, SB, BB
July of each year		Rule Books/Score Books – Place order for all books with appropriate company	NCCAA Institutions	All
Four to five months prior		Sponsors – Solicit local site sponsors for financial or in-kind support	HOST with the National Office	All
Three months prior		Sponsors – Secure list from host to ensure no conflicts exist with national sponsors	NCCAA	All
Three to four months prior		Staff Shirts – Determine and order number of staff and event personnel shirts needed. Purchase through Fine Designs.	HOST and Dan Wood	All
Two to three weeks prior		Team Introductions – Written for banquet and Parade of Champions/Opening Ceremonies	HOST	All
Three to four months prior		Television – Secure advertisements for broadcast	HOST	FB, BASK
Four to six months prior		Television – Negotiate and coordinate all television broadcasts	NCCAA National Office	FB, BASK

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
Four months prior		Tickets – Create artwork and place disclaimer on the back of the ticket	HOST	SOC, VB, FB, BASK, SB, BB
Four months prior		Tickets – Approve ticket design	NSC with input from DMR	SOC, VB, FB, BASK, SB, BB
Three months to two weeks prior		Championship Committee – Identify potential coaches and notify via letter. Select members and alternates in the event replacements are needed. Shall not commit to airfare until solid confirmation. Coordinate all housing and per diem with host.	NCCAA Handbook	All
Two to three weeks prior		Championship Instructions – Prepare packets for coaches, officials and championship committee. Host to include local information.	NSC/HOST Championship Director	All
Three months prior		Trainers – Identify training needs and secure staff	HOST	All
One month prior		Training Supplies – Coordinate shipment of products to host and send information to the head trainer	HOST	All
Three months prior		Transportation – Negotiate and coordinate the best rates for team rentals. Participants must lodge in HOST hotel, if at all possible.	HOST	All
One month to two weeks prior		Travel – Arrange for NCCAA staff, championship committee, media, etc.	National Office with NSC and/or Championship Director	All
Two to three months prior		Videographer – Secure services for championship contests (comp photos to National Office)	HOST	All
Immediately following championship		Photographer – Email/mail high resolution .jpg or .gif photos of the championship, especially winning team with banner to info@thenccaa.org	HOST	All
Immediately following championship		Videographer – Mail original high resolution vhs or dvd of the championship match to the NCCAA National Office, 302 W. Washington Street, Greenville, SC 29601	HOST	All
At the beginning of the sport season		Wed Site – Develop a host web site that will be continually updated with championship information throughout the season	HOST	All

NCCAA NATIONAL CHAMPIONSHIP COMMITTEE RESPONSIBILITIES

I. PURPOSE

The National Championship Committee shall oversee the National Championship to insure that it is administered according to NCCAA policies and procedures.

II. MEMBERS

The three person committee shall consist of the NCCAA National Office representative or their designate, championship site director, and an individual appointed by championship site director.

III. RESPONSIBILITIES

The Championship Committee shall:

- A. Have at least one committee member on site for each contest.
- B. Handle any protests/disputes over rules or procedures during the tournament. The committee shall have the final say on any protest(s). All three committee members shall be involved in any decisions regarding protests.
- C. Be responsible to keep the championship games on schedule.
- D. Oversee the behavior of players, coaches and spectators
 1. Committee members have the obligation to immediately approach any spectator who is:
 - a. Constantly yelling at officials
 - b. Using vulgar language
 - c. Making threats
 - d. Causing an unusual disturbance.The spectator shall be warned and told that, if these actions continue, they will be asked to leave.
 2. Committee members have the same obligation to approach a coach concerning the same type of disturbance from team personnel. Committee members have the right to approach and to remove such personnel from the contest and, pending a committee meeting, from the remainder of the championship.
 3. Should an incident occur in which spectators or team personnel are removed, the committee shall write an incident report and forward it to the National Office. A decision shall be made of further actions against an offending institution.
- E. Express in writing any problems which occurred during the National Championship and submit report to the National Office within seven days following the championship. This report shall be presented to the Administrative Committee of the Board of Directors.

NCCAA CHAMPIONSHIP MUSIC POLICY

It is the goal of the NCCAA to glorify God in the music that is played at all regional and national events. Each host institution of an NCCAA postseason contest is required to insure that all music played during the event complies with the following guidelines:

- 1) It is encouraged that Christian music be integrated within the pre-game and in-game play list so that God may be specifically recognized and praised through the music that is played.
- 2) Music produced by Christian artists and bands who also perform neutral/crossover music is allowed.
- 3) Potentially questionable music that has not been previously approved must be submitted to the Championship Director or their designate for approval at least 24 hours in advance of the event where the music is to be played.
- 4) The NCCAA does not allow the playing of secular music that includes lyrics. Selected music from the secular genre without lyrics may be allowed and will be determined on a case-by-case basis.
- 5) If a song without lyrics is presented for approval, the original lyrics of that song must be submitted for review. If those lyrics are deemed to be non-offensive and consistent with the values of the NCCAA and its membership, then such music may be approved.

NCCAA CHAMPIONSHIP NATIONAL ANTHEM AND INVOCATION PROTOCOL

All Public Address staff shall be given the following statement for use when an invocation and/or the National Anthem are to be part of pre-game ceremonies:

“At this time, we ask that you please stand and remove your hats for an Invocation to be given by _____.” (Prayer)

Please remain standing in a spirit of respect for the presentation of our National Anthem...” (if pre-recorded, end here. If being performed, recognize the performer) ...being sung by _____.

NCCAA CODE OF CONDUCT

Please read the NCCAA Student-Athlete’s Code of Conduct prior to each contest.

Parade of Champions Format (Sample Script)

Ladies and gentlemen, please direct your attention to the _____ as we honor this year's participating teams during the Parade of Champions.

Leading our procession this evening are our officials, all of whom are member of the (officials association). Presenting the flag is _____, from _____. Thank you to the men and women of _____ for their service to all of the participating teams!

Next we have our volunteers for this year's championship. These individuals will give over 250 hours of service to this event over the next 3 days and without them, such an event would not be feasible. Thanks to all of these service-oriented folks for their time and effort!

And now for the ____ participating teams in this week's competition. Each team is being accompanied by local youth from the _____.

First,

(introduction by seeds per program (see next page), #1) (if both women's and men's teams are present—introduce women first)

(Recognize any other local reps &/or dignitaries, etc.)

The NCCAA is very thankful for the over 100 intentionally Christ-centered institutions that call themselves Members of the NCCAA. Today, more than ever, intercollegiate athletics are being used to serve the Great Commission of Jesus Christ. These _____ student-athletes join over 13,000 of their peers in honoring our Lord through their efforts in this great game. Our culture is crying out for young people such as the ones before you and only eternity will display the results of their combined service in the years to come.

This year, NCCAA student-athletes will provide over 3,500 hours of Christian service while at NCCAA events. _____ was the beneficiary of the service by the teams here tonight. We thank those Championship participants who assisted this effort and would ask you to recognize them with your applause.

And now please stand for our invocation, to be offered by _____, followed by our National Anthem.

Let's have one more round of applause for all of these teams and the institutions they represent.

Announce start time for the game.

(continued)

Parade of Champions Format, page two (Team Introductions)

This suggested format, or others, can be used for Basketball, Soccer, Baseball, Softball, and Volleyball. Introduce teams according to seed #1, #2, etc.

From city, state, representing the name of specific region, with a record of Wins/losses, the mascot name of college/university. The mascot name are coached by name and assisted by name. Welcome the mascot name of college/university.

From _____, representing the _____ with a record of _____ the _____ of _____. The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

From _____, representing the _____ with a record of _____ the _____ of _____. The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

From _____, representing the _____ with a record of _____ the _____ of _____. The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

FINANCIAL STATEMENT OF NCCAA NATIONAL CHAMPIONSHIP

(SPORT)

DATES

SITE/HOST

INCOME

Gate Receipts/Ticket Sales	\$ _____
Souvenirs (T-shirts, hats, etc.)	_____
Concessions	_____
Program Sales/Advertisements	_____
Sponsor Donations (itemize on sponsor sheet)	_____
Entry/Sport Fees (where applicable)	_____
Miscellaneous	_____
TOTAL INCOME	\$ _____

EXPENSES FOR CHAMPIONSHIP OPERATIONS

Awards/Plaques (see Awards Section)	\$ _____
Banquet	_____
Special Equipment (attach list)	_____
Officials	_____
Souvenirs (T-shirts, hats, etc.)	_____
Programs/Printing/Posters	_____
Postage	_____
Telephone	_____
Housing (for National Sport Chair, Officials, Speakers, etc.)	_____
Mileage (for National Sport Chair, Officials, Speakers, etc.)	_____
Workers (attach list and list titles)	_____
Miscellaneous	_____
Team Reimbursements (attach itemized sheet)	_____

(continued)

NCCAA Championship Financial Statement, Page Two

CHAMPIONSHIP REIMBURSEMENT (attach itemized sheet)

Meals	
Banquet	\$ _____
Other	_____
Lodging (Teams)	_____
Travel (Teams)	_____
TOTAL EXPENSE	\$ _____
BALANCE (use + or -)	\$ _____
AMOUNT ASSUMED BY HOST	\$ _____
ENDING BALANCE (use + or -)	\$ _____

NCCAA Awards Presentation Procedures

NOTE: Adapt the following information to sport specific

- #1 Presentation of 4th place plaque _____
- #2 Presentation of 3rd place plaque _____
- #3 Presentation of 2nd place plaque _____
- #4 Presentation of 1st place banner _____
- #5 Presentation of Championship Team awards: Read the names of the team from the Championship Program.
- #6 Presentation of the All-Tournament Team (name and institution, announce the MVP last)

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

- #7 Presentation of All-American Awards (name and institution of player) Honorable Mention, 2nd team and lastly the 1st Team

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

- #8 Presentation of Scholar-Athletes who have received this honor (read name and institution of those participating in the Championship)

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

(continued)

Awards Presentation Procedures, Page Two

#9 Presentation of Player of the Year (read comments presented to announcer by the National Sport Chair). Gather information from specific coach of player

#10 Announce any record that was broken during the tournament (player/team recognition)

PLAYER	TEAM	RECORD
---------------	-------------	---------------

#11 All teams (and any special groups/individuals/parents) circle up on the floor for the closing prayer and any remarks.

NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM

SPORT _____

National Sport Chair _____

Vice Chair _____

Host Site _____ City _____ State _____

Date of Championship _____

1. Results of the Championship (round by round)
2. All-Tournament Team Members
3. Coach of the Year
4. Tournament MVP
5. Player of the Year
6. Other sport specific award - i.e. Sportsmanship, Defensive, Offensive Player
7. First Team All-American
8. Second Team All-American
9. *Honorable Mention (NO certificates are given)*
10. Scholar Athletes

NATIONAL SPORT CHAIR – PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY!

Please submit your **completed** National Championship Tournament Report Form to the National Office, FAX (864) 250-1141, e-mail jmalone@thenccaa.org, or hard copy to the National Office, 302 W. Washington St., Greenville, SC 29601.

Accuracy in the spelling of names is of utmost importance! This report will go on the website for the public to see and will be used to create certificates.

PLEASE EMAIL (to info@thenccaa.org) A HIGH RESOLUTION PICTURE OF THE WINNING TEAM, TAKEN WITH THE NATIONAL CHAMPIONSHIP BANNER (that is suitable for reproduction), immediately following the championship, to be used in the NCCAA newsletter and online. Also, **mail a high resolution original DVD or VHS tape of the championship match/game to the National Office.** These items should be received **immediately following** the National Championship or Invitational. The National Chair should work in cooperation with the championship director to secure these items.

(Continued)

NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM
page two

The remainder of your National Sport Chair Report for the National Convention will be completed and sent to Jerry Malone at the National Office. (Please write your personal opinion and evaluation of the sport.)

On a separate piece of paper please complete the following questions:

1. What are the recommended changes in your sport for the coming year?
2. In a few paragraphs, please write a State of the Sport Report, from your point of view.
3. Include the Financial Statements for the National Championship and send them to the National Office.
4. Send the Minutes of your National Coaches' Business Meeting; **highlight all action items for the NCCAA Administration Committee.**
5. Please indicate any and all of the changes of your sport for the Official Handbook.
Suggestion: Highlight the Roman numeral, letter, number or number of the page with the word, phrase, sentence, or paragraph, then **BOLD** the requested change.

NCCAA Missions Funding Application

The National Christian College Athletic Association (NCCAA) is pleased to provide special funding for assisting both student-athletes and coaches as they are involved in sport missions trips and other sport ministry endeavors. Student-athletes and coaches are eligible for missions funding after being identified with a member institution for at least one semester through the term (spring, summer, fall) immediately following identification with, or graduation from, a member institution. *Monies are awarded in the order in which applications are received and as funding is available.* Any monies awarded shall be sent directly to the sending agency or sponsoring organization. The Director of Member Relations shall review all application requests for funding. The maximum support is \$1,000 (for teams of 4 or more) and 10% of the total cost for individuals, up to \$300 maximum.

In an effort to allow our donors to hear first hand how the Lord is working through the NCCAA, approved applicants will be assigned a "Donor Sponsor" and **will be required** to contact their donors with information and prayer requests about their trip and provide a post-trip summary (including any photos or videos if available). A contact card will be provided. The summary must also be sent to the NCCAA National Office (may be emailed to info@thenccaa.org).

*Please type or print **all** information requested below:*

Coach/Individual Applicant: _____ Phone: _____

Email contact: _____ Sport: _____

School Name: _____ Number going on trip: _____

Trip Destination: _____ Dates of trip: _____

Sponsoring Organization of Mission Trip: _____

Contact Person: _____ Phone: (_____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Total Trip Cost: \$ _____ Amount Already Raised: \$ _____ Amount Requesting from NCCAA \$ _____

Date Funding is Due: ____/____/____ **Check to be made to:** _____

Check to be mailed to: _____

On separate sheets of paper, please enclose the following:

- Coach's (Individual's) personal testimony
- Comments regarding the nature of this trip, the type of ministry, and the people who will be served
- Letter of recommendation from supervisor (if a coach) or from coach (if a student-athlete)

The above and enclosed information are accurate to the best of my knowledge.

Signature of Coach/Individual Applicant: _____ Date: _____

Signature of Supervisor/Coach: _____ Date: _____

Return this form and accompanying paperwork to:

NCCAA

302 West Washington Street

Greenville, SC 29601

Phone: 864-250-1199 / Fax: 864-250-1141

Procedures for NCCAA Conference Calls

Sports that use a conference call for the seeding of National Championships (volleyball, men's and women's soccer, men's and women's basketball, baseball and softball) shall follow these guidelines.

I. INDIVIDUALS INCLUDED ON THE CALL

The following individuals shall be included on the conference call:

1. Regional Sport Chairs for the particular sport, or his/her designate
2. National Sport Chair (chairs the call)
3. National Championship Director
4. Statistician/Rater
5. Director of Member Relations

NOTE: If a Regional Sport Chair is the coach of a participating team, the Sport Vice Chair, or the Chair's designate, shall be on the conference call to speak for that particular region.

II. NATIONAL SPORT CHAIR RESPONSIBILITIES

Seven to fourteen days in advance of the call, the National Sport Chair shall send the following information to all members of the call:

1. The correct phone number and code for the call.
2. The correct time and time zone for the call.
3. The proper documentation (statistical reports, nomination forms, etc.) for making decisions relating to the National Championship.
4. An agenda for the call so each member will know the topics for discussion, which should include:
 - a. Opening prayer
 - b. Game times
 - c. Brackets
 - d. Hotel arrangements
 - e. Travel itineraries of the participating teams
 - f. Outreach/community service opportunities
 - g. Parade of Champions procedures
 - h. Place and time for the annual coaches' meeting
5. Allow for questions and clarification of the championship itinerary/schedule.

NOTE: All calls shall be limited to 30 minutes and \$100.00. Any expense above the \$100 limit shall be the responsibility of the sport.

NCCAA Scholar-Athlete Award Criteria

I. PURPOSE

- A. To recognize outstanding scholar-athletes among NCCAA member institutions.
- B. To emphasize the place of academics in our national organization.
- C. To publicize and promote the NCCAA by recognizing institutions individually and collectively through this medium.

II. CRITERIA FOR NOMINATION

The nominee must:

- 1. Be of junior or senior academic standing making normal progress toward a degree.
- 2. Have completed at least one semester or quarter at the nominating institution.
- 3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
- 4. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.

III. PROCEDURE FOR NOMINATION

- A. The nominating institution must submit a completed nomination for to the respective National Sport Chair one week prior to the National Championship.
- B. The institution's registrar must verify the nominee's GPA.

IV. SELECTION PROCESS

- A. The National Sport Chair shall submit a complete list of recipients to the National Office within one week after the National Championship.
- B. All student-athletes who are nominated and who meet all the criteria shall be granted this award.

V. RECOGNITION AND PUBLICITY

- A. Recipients shall be announced at the National Championship (optional).
- B. A certificate of recognition and a letter of congratulations shall be sent to the recipient. A second certificate for the institution shall be sent upon request.

NCCAA Scholar-Athlete Nomination Ballot

Sport:

Division:

Year: 20 - 20

Institution:

Nominee *	Jr/Sr	Major	Cumulative GPA

* (Please insure correct spelling)

Verification:

I verify all the above nominees have a minimum 3.4 cumulative GPA (cannot be rounded up).

Registrar's Signature

Coach's Signature

Athletics Director's Signature

Date Completed

*Mail this ballot **to the National Sport Chair** of the respective sport
one week prior to National Championship.*

NCCAA Scholar Team Award Criteria

I. PURPOSE

- A. Honor NCCAA athletic teams that demonstrate academic success in the classroom.
- B. Emphasize the importance of academics within our national organization.
- C. Promote individual student athlete scholarship on the team.

II. CRITERIA FOR NOMINATION

The nominee must include VARSITY TEAMS THAT:

1. Have a minimum grade point average (GPA) of 3.40 on a 4.00 scale. Please do NOT round up to 3.4 or 3.40. Fall teams use fall term(s) GPA's only and spring teams use spring term(s) GPA's only. Teams that overlap terms use GPA's from all terms in which the sport participates.
2. Include all varsity athletes who competed in the sport with the institution for any portion of the academic year.

III. ACADEMIC AWARD SELECTION

- A. College must be current NCCAA member in good standing.
- B. The NCCAA Team Academic Award Nomination Form must be completed and sent to the NCCAA National Office by January 31 for all eligible fall sports, and May 31 for all eligible winter/spring sports of each school year.

IV. RECOGNITION

- A. Certificates will be sent to each student athlete represented on the team.
- B. One team certificate will be given to the institution.

NCCAA Scholar Team Award Nomination Form

Sport _____ Year 20 ____ - 20 ____

Institution: _____ Team GPA* _____

CRITERIA:

1. List all players who used a year of eligibility in the sport during the current school year.
2. Use current term(s) GPA for each player. (See Scholar Team Criteria II.1)
3. Add the GPA's of all athletes in the sport and divide by the number of athletes included.
4. Must have a minimum team GPA of 3.4 (based on a 4.0 scale). **Do not round up to 3.4 or 3.40**

Student-Athlete Name (Please type)	GPA	Year (FR/SO/JR/SR)

* Total of all Athletes' GPA's/# of Athletes = _____ TEAM GPA

NOTE: Please list additional athletes on a separate sheet of paper

Coach's Signature

Athletics Director's Signature

Faculty Athletics Rep or Registrar's Signature

Date: _____

Submit completed form to the NCCAA National Office by **January 31** for Fall Sports and **May 31** for Winter/Spring Sports

302 W. Washington Street, Greenville, SC 29601 ♦ 864-250-1199 ♦ Fax: 864-250-1141

NCCAA Student-Athlete of the Week

PROCEDURES

- A. The NCCAA Student-Athlete of the Week award shall be given to one male and one female athlete in each active sport in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. The student-athlete should exemplify the Christian ideals held by the NCCAA. The recognized National Championship sports are: baseball, men's and women's basketball, men's and women's cross country, football, men's golf, men's and women's indoor track and field, men's and women's soccer, softball, men's and women's tennis, men's and women's outdoor track and field, and women's volleyball.
- B. The official nomination form shall be used. The student-athlete shall be nominated by his/her respective coach, and shall exemplify the Christian ideals held by the NCCAA.
- C. List accomplishments for the preceding week (Monday through Saturday).
- D. Fax or email nomination forms to the Director of Member Relations by 5:00 p.m. each Monday.
- E. The Director of Member Relations shall review all nominations and select the award recipient for each sport.
- F. Each school is responsible to provide a press release to its local media.
- G. The NCCAA National Office shall provide two certificates, one for the student-athlete and one for his/her respective institution. The recipients shall be posted on the NCCAA website.

NCCAA Student-Athlete of the Week Nomination Form

Please type or print all information.

Athlete's Name _____
(Please confirm accurate spelling of student-athlete's name)

Sport _____ Position _____

School _____ NCCAA Division ___I or ___II

Coach _____

School Address _____

Height: _____ Feet _____ Inches

Year (circle one only): Senior Junior Sophomore Freshman

T-shirt size (circle one): S M L XL XXL

List reasons for nomination (**Please provide current record and statistics. Include per game averages for the week and game scores.**)

The named student-athlete exemplifies the Christian ideals held by the NCCAA.

Coach's Signature

Date

Daytime/Office Telephone

Email address

Please complete the above information and **fax or email before Monday, 5:00 P.M. Eastern Time** to:
Jerry Malone, Director of Member Relations, jmalone@thenccaa.org, fax: 864-250-1141, phone: 864-250-1199

Coach of the Year Nomination Form

Region _____ Chair _____

Coach's Name _____ Sport _____

Institution _____

Address _____ Telephone (_____) _____ - _____

City _____ State _____ Zip _____

20____ to 20____ Season Record: Won _____ Loss _____

Comments on the following areas:

Coaching aptitude for the 20____ to 20____ Season _____

Christian Character _____

Leadership Qualities _____

 Players _____

 Coaches _____

Contribution to the National Christian College Athletic Association _____

NCCAA Membership Site Visit Summary Report

Institution: _____
 NCCAA Region/Division: _____
 NCCAA Site Personnel: _____

Other Affiliations: _____
 Institution Contact: _____
 Date of Site Visit: _____

Supporting Documents:

1. Application
2. Statement of Faith
3. Participation Questionnaire

Site Visit Summary:

The site visit team met with the following institutional personnel:

Athletic Facilities Rating:

___Excellent ___Very Good ___Good ___Fair ___Poor

Dialogue Summary:

Recommendations:

- Recommend without reservation**
- Recommend with reservation**
- Do not Recommend**

NCCAA Office Personnel Comments:

Regional Chair/Vice-Chair

Date

NCCAA Representative

Date

NCCAA Membership Recommendation Form

BALLOT for _____

After you have carefully read over the application and information, include your choice for

Institution: _____

Please fax to: _____ at _____

by 5:00 PM on _____.

_____	Extend Full Membership
_____	Extend Associate Membership
_____	Do Not Extend Membership

Signature

Date

NCCAA Championship Calendar 2011-2015

(Tentative and subject to change)

Golf

October 24-26, 2011 October 21-23, 2013
October 22-24, 2012

Men's Basketball II

March 6-10, 2012 March 11-15, 2014
March 5-9, 2013 March 10-14, 2015

Women's Golf

October 24-25, 2011 October 21-22, 2013
October 22-23, 2012

Women's Basketball II

March 8-10, 2012 March 13-15, 2014
March 7-9, 2013 March 12-14, 2015

Women's Soccer II

November 9-12, 2011 November 13-16, 2013
November 7-10, 2012 November 12-15, 2014

Women's Basketball I

March 14-17, 2012 March 19-22, 2014
March 13-16, 2013 March 18-21, 2015

Men's Soccer II

November 9-12, 2011 November 13-16, 2013
November 7-10, 2012 November 12-15, 2014

Men's Basketball I

March 14-17, 2012 March 19-22, 2014
March 13-16, 2013 March 18-21, 2015

Women's Volleyball II

November 10-12, 2011 November 14-16, 2013
November 8-10, 2012 November 13-15, 2014

Men's & Women's Track & Field

May 3-5, 2012 May 1-3, 2014
May 2-4, 2013 April 30-May 2, 2015

Men's & Women's Cross Country

November 12, 2011 November 9, 2013
November 10, 2012 November 15, 2014

Men's & Women's Tennis

May 8-11, 2012 May 6-9, 2014
May 7-10, 2013 May 5-8, 2015

Football

November 19, 2011 November 23, 2013
November 17, 2012 November 22, 2014

Baseball II

May 9-12, 2012 May 7-10, 2014
May 8-11, 2013 May 14-16, 2015

Men's Soccer I

Nov. 30-Dec. 3, 2011 December 4-7, 2013
Nov. 28-Dec. 1, 2012 December 3-6, 2014

Softball

May 10-12, 2012 May 8-10, 2014
May 9-11, 2013 May 7-9, 2015

Women's Soccer I

Nov. 30-Dec. 3, 2011 December 4-7, 2013
Nov. 28-Dec. 1, 2012 December 3-6, 2014

Baseball I

May 16-19, 2012 May 14-17, 2014
May 15-18, 2013 May 21-23, 2015

Women's Volleyball I

December 1-3, 2011 December 5-7, 2013
November 29-December 1, 2012 December 4-6, 2014

Indoor Track & Field M&W

February 18, 2012 February 22, 2014
February 16, 2013 February 21, 2015

As of 7/28/11

NCCAA National Sport Chair Job Profile

I. FUNCTION

Responsible for directing NCCAA National Championship Competition in the particular sport.

II. SELECTION

- A. The National Sport Chair for each NCCAA sport shall be nominated by a majority of the sport coaches at the respective national coaches' meeting along with an email ballot to all coaches in that sport.
- B. Each nominee shall be confirmed by vote of the NCCAA Board of Directors.
- C. The term of service is three years.
- D. Re-elections are permitted. There is no limit to the number of terms one can serve.

III. DUTIES

The National Sport Chair shall:

- A. Conduct, in concert with the Championship Director and/or the Vice-Chair of the sport, the NCCAA National Championship in that particular sport.
- B. Recommend a host site (2 years in advance), and date for their respective National Championship to the Director of Member Relations.
- C. Conduct all coaches' meetings.
- D. Be responsible for the adherence to the sport Handbook by all participating institutions.
- E. Communicate with all Region Sports Chairs and make sure they are fulfilling their duties.
- F. Submit National Championship Reporting Form to the National Office, at the NCCAA web site within 5 days of the event.
- G. Submit approved policy changes, procedures and recommendations (for the Handbook) from the coaches' meetings to the Director of Member Relations 45 days prior to the NCCAA Annual Convention.
- H. Submit to the National Office a complete financial report of the Sport and the National Championship (as provided by the championship host).
- I. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures and programs of the association and to make recommendations for improvements.
- J. Not enter into to any vendor contractual agreement on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

The National Sport Chair shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals and lodging, incurred by attending the NCCAA Annual Convention.

NCCAA National Sport Vice-Chair Job Profile

K. FUNCTION

The National Sport Vice-Chair shall be responsible for assisting the National Sport Chair and after a three year term will take over as the Chair. They will assume the Chair position if the Chair leaves at any time before the three year term expires.

II. SELECTION

The National Sport Vice-Chair for each NCCAA sport shall be nominated by a majority of the sport coaches at the respective national coaches' meeting along with an email ballot to all coaches in that sport. If a vacancy occurs at any other time, then the position will be filled by an email ballot.

III. DUTIES

The National Sport Vice-Chair shall:

- A. Assist the National Sport Chair in his/her duties.
- B. Perform all duties of the Chair in his/her absence as well as any duties prescribed by the Chair.
- C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

Expense Reimbursement:

If the National Vice-Chair is attending the National Convention in place of the National Chair, then the reimbursement policy will be the same as for the National Chair.

NCCAA Regional Chair Job Profile

I. FUNCTION

The Regional Chairs shall direct and administer all NCCAA sports competition in their respective regions with the assistance of each Regional Sport Chair.

II. SELECTION

- A. The Regional Chair shall be nominated by a majority vote of the participating members within the respective region.
- B. The nominee shall be confirmed by a vote of the Board of Directors.
- C. The term shall be for a 3-year period.

III. DUTIES

The Regional Chair shall:

- A. Direct and administer NCCAA sports within the region.
- B. Set Regional Meeting dates and chair those meetings. Shall keep Regional Meeting minutes and send a copy to the Director of Member Relations and each member institution in the region.
- C. In concert with the Director of Member Relations, screen applicants from prospective Regional colleges for NCCAA membership.
- D. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures and programs of the association and to make recommendations for improvements.
- E. Serve as the Eligibility Agent for the region or appoint a person to directly handle the eligibility documents for which you are ultimately responsible.
- F. Develop unity among member institutions within the region.
- G. Select (in coordination with the National Sport Chair) and work with Regional Sport Chairs regard to regional playoffs.
- H. Complete a year end report that includes results from regional championships, All-Region Teams, Regional Coach of the Year, and other special awards for the region.
- I. Update the Regional Handbook each year and send a copy to the Director of Member Relations and each member institution in the region by August 1.
- J. Maintain and update the history of the region, including awards and championship information and results.
- K. Represent the region at the NCCAA Annual Convention.
- L. Not enter into any vendor contractual agreements on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

- A. The NCCAA National Office shall reimburse the Regional Chair for onsite expenses incurred at the Annual Convention, limited to meals and lodging.
- B. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure.

**Declaration of Intent to Participate
In NCCAA Regional/National Competition**

To be returned to the National Office by September 15 after consultation with each varsity sport staff at your institution. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1.

Institution _____ Region _____ Division I or II _____

Our institution declares our intent to participate in the indicated NCCAA Regional/National Championships. It is understood that by declaring to participate we commit ourselves to represent our Region should we win the Region Playoff. The only conditions for waiving this declaration is the continued advancement in NAIA or NCAA postseason competition or one of the listed institutional limitations indicated. (NOTE: If you have sports competing through an approved NCCAA Dual Division request, please indicate the NCCAA Division under which each sport is competing.) (F= fall, W= winter and S= spring)

_____ Men's Golf *(F)	_____ Men's Soccer (F)	_____ Men's Outdoor T&F **(S)
_____ Women's Golf *(F)	_____ Women's Soccer (F)	_____ Women's Outdoor T&F ** (S)
_____ Men's Cross Country ** (F)	_____ Men's Indoor T&F ** (W)	_____ Men's Tennis * (S)
_____ Women's Cross Country ** (F)	_____ Women's Indoor T&F ** (W)	_____ Women's Tennis * (S)
_____ Football (Victory Bowl) (F)	_____ Men's Basketball (W)	_____ Men's Baseball (S)
_____ Women's Volleyball (F)	_____ Women's Basketball (W)	_____ Women's Softball (S)

*By checking Golf and Tennis, you are committing to participate if selected.

*By checking Cross Country, Indoor Track and Field and Outdoor Track and Field, you are committing to participate in these events.

(Note: Financial decisions should be made prior to submission of this document by the September 15 deadline or the January 15/March 1 amendment deadlines.)

Special Limitations:

Our institution does have the following limitations relative to NCCAA postseason participation:

1. _____ Programs must have minimum winning % as determined by the last regular season game prior to regionals. (check your requirement): _____ .400 _____ .500 _____ Other _____
2. _____ Programs not allowed to accept at-large bids to NCCAA National Championships. (NOTE: At-large bids may be turned down by an institution without ramification)
3. _____ Advancement to NAIA or NCAA National Championship competition (including 1st round campus sites) eliminates any participation in NCCAA postseason play.
4. _____ Programs not allowed to accept NCCAA Regional Representative berth when no other NCCAA member schools were available to participate.
5. _____ Other (please list)

Any exception of an institution's policy to post-season play (i.e. winning percentage, NCCAA results within region, etc.) MUST be approved by the NCCAA National Office two weeks prior to the Regional Championship start date.

Sanctions for Failure to Comply

If an institution fails to comply with their Declaration of Intent in any sport, all sports at that institution will be placed on NCCAA Restrictive Probation for the following academic year (NCCAA Bylaws, Article VII, Section 7.12.b.2)

SIGNATURES:

Athletics Director

Date

Faculty Athletics Representative

Date

President

Date

(Revised 6/14/11)

Division II Financial Aid Compliance Verification Form

(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and mailed to the NCCAA Office by August 15 of each year. Failure to do so will result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division II financial aid limitations:

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

Division II shall consist of member institutions that are designated Bible colleges or institutions that require every student enrolled to graduate with 20 hours of Bible. Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS *

1. SCHOLARSHIP – Awarding of money to a student based on performance (i.e. academic, music, athletics, etc.)
2. GRANT – Money (i.e. government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study
3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships and federal work-study.
NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution.
4. WORK-STUDY – A work-study job cannot be held to induce, recruit or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.

SECTION B. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent. If financial aid is offered to induce or influence a student-athlete so they will participate in athletics, then the intent is wrong and contrary to the Division II Guidelines.
2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.
3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (i.e. shoes, sweatshirts, housing privileges, etc.).

(Signatures required on reverse side)

continued

Division II Financial Aid Compliance Verification Form, page two
(Must have all original signatures prior to submission)

Institution: _____

Print name

Signature

President

Vice-President for Finances (or VP giving oversight to Intercollegiate Athletics)

Financial Aid Director

Faculty Athletics Representative

Athletics Director

Mail to: NCCAA, 302 West Washington Street, Greenville, SC 29601

For NCCAA office use only:

Date Received (must be received at the NCCAA Office by August 15 of each year)

Date

NCCAA Staff signature

(revised 5/30/07)

Full Member Proxy Ballot Authorization Form
 (This document must be postmarked by May 1. No fax or email submissions accepted.)

Due to our inability to have an institutional representative at the NCCAA Annual Meeting,

_____, has given our proxy for any and all voting issues to
 (NCCAA Member)

_____. We have discussed our institution's support or lack of support
 (NCCAA Member)

for each voting issue and have full confidence that our decisions will be brought forward by our selected designate.

Signature **Title**

Institution

Contact number or email address **Date**

For NCCAA Office use only

Postmarked by May 1: ___ YES ___ NO

Attended 2 previous Annual Meetings: ___ YES ___ NO

Proxy approved: ___ YES ___ NO

NCCAA signature: _____