

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Women's Basketball

Division II

Women's Basketball Division II

I. GENERAL ADMINISTRATION

A. Historical Perspective

In 1983, the first Division II Women's Basketball Invitational was held. It was a four-team invitational championship. In 1984, the championship was expanded to six teams. The 1984 championship became a fully sanctioned National Championship. The championship was expanded to an eight-team structure in 1988, with all places played out.

B. Administrative

National Basketball Committee

National Chair: Melanee Halstead
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TBA

Regional Chairs

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West
No Rep

C. Duties of the National Women's Basketball Chair (see Bylaws Section)

1. Initiate, direct and control the work of the National Basketball Committee, in conjunction with the Director of Member Relations.
2. Communicate with the committee on sport issues.

3. Conduct the National Coaches' Meeting and the Basketball Committee Meeting at the National Championship.
4. Supervise and assist the on-site Championship Director with planning and conducting the National Championship.
5. Submit proposed revisions of the operating procedures to the Director of Member Relations.
6. Communicate the results of the National Coaches' Meeting to the National Office.
7. Conduct the seeding of the National Championship.
8. Give input when problems arise at the national or regional level.
9. Encourage input to the coaches and players for the cause of Christ.
10. Seek opportunities to advance and promote NCCAA Division II Women's Basketball.
11. Tenure: Shall serve three consecutive years.
12. Selected by the National Division II Women's Basketball Committee.

D. Duties of the Vice-Chair

1. Assist the National Women's Basketball Chair.
2. Administer warnings and eligibility notices regarding statistical matters in cooperation with the National Statistician.
3. Attend the National Championship and all necessary meetings.
4. Work with the National Women's Basketball Chair to advance the sport.
5. Assume the position of National Women's Basketball Chair at the conclusion of the three year term of the National Women's Basketball Chair.
6. Elected by the National Women's Basketball Committee.

II. NATIONAL CHAMPIONSHIP GENERAL INFORMATION

A. Team Information

1. The championship shall consist of the Region Champions and enough at-large teams to make a championship.
 - a. Regional Champions shall receive automatic bids.
 - b. The host team shall receive one at-large bid if it does not win its region.
 - c. If the host team wins its region then there shall be an extra at-large available.
 - d. Only the Regional runner-up can be nominated by the Regional Representative for at-large consideration during the seeding process prior to the championship. Both the coach and the athletics director of the regional runner-up team must give agreement to accept the bid to the National Championship prior to the nomination.
 - e. Each team shall indicate on the Declaration of Intent to Participate form (see Forms & Procedures section) its willingness to participate in the National Championship as an at-large team.
 - f. Teams shall be seeded according to their merits by Region Representatives during the seeding process.
 - g. The championship shall begin on Thursday with the eight teams playing out all eight spots for a total of three games per team. It should be noted that the host team may request to play in the 8:00 PM game **on the first day of the championship only** no matter where they are seeded.
 - h. The Championship bracket shall be designed to place opponents in game times where rest for the first round winners will be compatible with their opponents in the second round and to give maximum rest to the #1 seed. For instance, since the winners of the 4v5 and 1v8 games play each other the next day, those game times should be either at 2 & 4 or at 6 & 8.
 - i. All teams shall receive the same financial guarantee from the championship host if that guarantee is included in the bid.
2. Eligibility Certification
 - a. Individual: All players must be certified as eligible through the respective Regional Chair by the first game/scrimmage. Each participant in the NCCAA Division II Women's Basketball National Championship must be eligible under the rules of:
 1. Each particular institution.
 2. The eligibility rules of the NCCAA as set forth in the Eligibility Section of the Division II Handbook.
 - b. Institutional: Any active participating institution in the NCCAA that has complied with all statistical reporting and championship publicity deadlines (as outlined in the NCCAA Division II Handbook), has paid its dues and statistical fees for the current academic year and is in good standing, is eligible for the Division II Women's Basketball National Championship. All teams that qualify shall be expected to compete in the National Championship playoff. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15.

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- c. Duplicate Copies: Coaches are required to send a duplicate copy of their eligibility forms to their respective Regional Women's Basketball Chair on the same dates they send their forms to their Regional Chair.
 4. Publicity

Each team participating in Regional Playoffs must send an up-to-date roster and team photograph to the Championship Director by February 1. Immediately following the deadline, the Championship Director shall notify the National Women's Basketball Chair of any institution not meeting the deadline. The National Women's Basketball Chair shall contact the institution by phone and by mail or fax to notify that the roster and photograph must be sent to the Championship Director or they shall be declared ineligible for regional and national play. The National Women's Basketball Chair shall contact the Regional Women's Basketball Chair of the institution involved by February 15 and relay the actions that have taken place.
 5. Squad Size

Participating teams may play all players certified to be eligible. NOTE: Once the roster is submitted to the Championship Director, this becomes the official roster for the championship.
 6. Housing

The host institution is encouraged to provide each participating team in the National Championship with five rooms, beginning the day before participation in the National Championship and continuing until the conclusion of the championship.
 7. Meals

The host institution is encouraged to provide each team with \$12 per diem for each member of the 15 person traveling party for each day they participate in the championship. Each member shall also receive a \$3 allotment for breakfast the day following completion of its participation in the championship. NOTE: The 15 person traveling party is the maximum number that the National Championship shall feed and house. This includes players, coaches and staff. Teams needing additional housing must notify the Championship Director and must be prepared to assume the extra costs.
 8. Transportation

Transportation of Regional Champions to the National Championship site is to be offset with revenue from the regional playoffs (see the Division II Women's Basketball Playoff Handbook). No other money is guaranteed to the traveling teams. If the national gate is sufficient to meet all championship obligations, then the excess may be used to offset travel expenses. Travel reimbursement shall be distributed on a prorated basis as determined by the National Basketball Committee. No team shall receive more than its actual expenses.
 9. Practice

Practice for participating teams can be arranged through the National Championship Director.
- B. Insurance
Each participating institution shall be required to furnish its own accident, medical, life and travel insurance.
- C. Game Equipment
1. Uniforms

Each participating team in the National Championship should bring a complete set of light and dark colored uniforms for the championship. Uniforms should meet all the rule specifications in numbering and lettering.
 2. Basketballs

The ball used during the games at the National Championship shall be the official basketball of the NCCAA. Six practice balls are available to participating teams during the practice and before the start of each half of the game in which they are participating.
- D. Game Officials
1. Selection of officials
 - a. Officials for the three-day championship must be credentialed women's officials who have been officiating women's basketball throughout the year. Gender of the officials is not an issue; efficiency and effectiveness are. However, since this is a women's National Championship, it is strongly suggested that the women's championship utilize officials that are top quality, seasoned women available to the host institution.
 - b. Officials for the three-day championship should not be obtained from the local pool used by the host institution, nor by any other participating team. It is essential to guard against the potential problems that familiarity with players, coaches or institutions might encourage.
 - c. The team of officials for each game shall be a three-person team, until such a time as a specified number is used by a majority of the NCCAA Division II teams around the country. The number of officials to be used per game should be included in the host bid.

- d. There should be a sufficient number of officials from which to draw to allow for energy and sharpness throughout the championship. No official shall call more than one game per day, except in the case of an emergency.
 - e. Officials assigned for the first round must be posted by the opening event of the championship. Officials for subsequent rounds shall be posted at the end of a day's play.
 - f. Coaches shall be asked to evaluate the officials used in their game and submit the evaluation to the Championship Director as soon as possible after the completion of the game.
 - g. Coaches in the final game may object to an official or officials (team) assigned to the championship game. However, this must be done within one hour after completion of the last game on Friday. The host institution shall attempt to make satisfactory adjustment from the pool of available officials on Saturday.
- Sample official assignment:

<u>Game Time</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Earliest	1-2	6-3	1-7
Next	8-3	5-4	6-8
Next	7-4	1-8	5-2
Latest	6-5	7-2	* 4-3

*This game is subject to change

2. Auxiliary Officials

- a. The official scorekeeper and the official timekeeper of the National Championship should wear a striped official's shirt so that the players and referees can spot them easily. These officials (along with the public address announcer) shall be assigned by the host institution in consultation with the NCCAA Division II National Statistician and shall be considered representatives of the NCCAA.
- b. Official individual and team statistics of each championship game shall be kept by an official Championship Statistician and shall be made available to all NCCAA coaches in attendance within 30 minutes after the completion of each game.

E. Decorum

1. Bench Decorum

All coaches are reminded to read the current rules concerning the bench behavior of coaches and players. The National Women's Basketball Chair has the right to discuss such behavior with the offending coach and/or to bring the matter before the entire body of coaches for corrective action.

2. Fan decorum

- a. All fans must remain in the spectator area during all the games and during the warm-up period immediately prior to each game. No fans shall be on the playing surface until after the final game of the day. The National Women's Basketball Chair or delegated representative(s) have the right to curtail unsportsmanlike behavior on the part of a fan or fan groups.
- b. Pep bands and organized noisemakers shall be allowed to play only during dead ball periods of the game.

F. Host Institution Responsibilities

The host institution shall be responsible for all items as required and agreed upon on the Bid Contract Form (see Forms & Procedures Section).

G. Miscellaneous

1. Tickets

Each member of the official party of the participating teams shall be provided a championship pass in the packet given to each coach at the opening event of the championship.

NOTE: A maximum of 25 passes shall be allotted.

2. Radio and Television

Arrangements for radio and television may be made through the NCCAA Executive Director at predetermined rates. **Notice of the desire to broadcast should be made at least five days in advance of the broadcast date.** This notification is made to the Host Institution/Championship Director.

III. CHAMPIONSHIP AWARDS

A. The awards presentation shall be held at the conclusion of the championship game on Saturday evening.

- 1. There shall be a presentation of plaques to the second, third and fourth place finishers.
- 2. There shall be a presentation of an award to each member of the championship team.
- 3. There shall be a presentation of the championship banner to the first place team.

4. There shall be a presentation of the All-Tournament Team (five players) and of the Most Valuable Player of the Championship, making a total presentation of six awards.
 5. The All-Tournament Team shall be selected at the conclusion of the championship.
- B. The All-Tournament team shall be selected by all Division II coaches and all members of the National Women's Basketball Committee who are in attendance at the majority of the championship.
1. The following are criteria guidelines:
Individual play, team play and the Christian attitude displayed on the court.
 2. Game Attendance
The head coach or designated representative should be in attendance at all, or part of all, games in order to make informed selections.

IV. SEEDING GUIDELINES

NOTE: The National Basketball Committee for Division II shall be responsible for seeding all teams in the National Championship.

- A. Seeding shall be handled via a conference telephone call on the Sunday prior to the National Championship, at 4:00 p.m. EST. All teams shall be seeded. The conference call is considered part of the National Championship expenses (see Forms & Procedures Section).
- B. The eight participating teams shall be seeded using the following criteria, in no particular order of importance:
1. Power Rating
A total numerical value, or power rating, shall be assigned to each team in the National Championship in the following manner:
 - a. Three points shall be given for each victory over a team belonging to NCCAA Division I, NAIA or NCAA.
 - b. Two points shall be given for each victory over a team belonging to NCCAA Division II or NLCAA.
 - c. One point shall be given for any other intercollegiate victory, or for a loss by ten points or less to any team in the three point category.
 - d. Forfeit policy
 - 1) A forfeit shall not be considered for statistical reporting or in determining power rating points.
 - 2) A forfeit shall be counted on a team's season record.
 2. Season Record
 3. Strength of Schedule
Consideration shall be given to the relative strength of schedules of the teams and head-to-head and common opponent competition. **NOTE:** It is the responsibility of the Regional Chair to see that all institutions in that respective region turn in statistics regularly. These game reports must be in the hands of the National Basketball Committee members two weeks prior to the National Championship, and continuing through the end of the season. **Weekly statistics must be reported to the NCCAA National Statistician (stats@thenccaa.org). The penalty for not reporting statistics or for being late: 1st offense=warning; 2nd offense=\$100 fine paid before regional playoffs; 3rd offense=team is not allowed post season play.**
 4. Comparisons
 - a. Consideration shall be given to the team's finish in the previous year's National Championship, or the previous year's Regional Representative, and how the present team compares.
 - b. Consideration shall be given to the team's relative strength compared to the previous year.

NOTE: When two teams are invited to the National Championship from the same region, all of the factors above shall be considered and not only the regional play-off results.

- C. At-Large Berths
1. When considering teams in any one region for an at-large berth, the committee should only extend the invitation to teams that finish runner-up in the regional championship.
 2. All of the above criteria for seeding of the regional champions shall apply equally to an at-large team. An at-large team, therefore, shall not necessarily receive a bottom seed.
- D. Seeding Tie-Breaking Procedures
- Should two institutions be tied after the initial vote for a specific seed, then the following steps are to be considered by the National Women's Basketball Chair on the conference call, until the tie is broken:
1. Take one re-vote of the national Basketball Committee on only the institutions involved.

2. A coin-toss shall be conducted by the National Women's Basketball Chair, or uninvolved party (i.e. National Vice Chair, National Statistician). Each of the institutions involved shall be designated as either "heads" or "tails".

V. AWARDS

A. All-American Selections

Please note that the following section applies to selection of NCCAA Division II All-American awards only. Each region is permitted to use their own procedures to determine recognition of their All-Region teams. However, all nominees forwarded to the National Committee MUST be eligible under all guidelines below.

1. The player must have been certified eligible and appeared on the roster of an NCCAA Division II member institution in both semesters of the current season.
2. The player shall be one of the top five players from within the region that she represents. No region shall submit more than five nominees.
3. The institution's statistical reports shall be sent to the National Women's Basketball Chair and all Division II Regional Basketball Chairs beginning two weeks prior to the National Championship, and continue on a weekly basis through the end of the season. This shall provide wide exposure to nominees.
4. The All-American Form (see [Appendix H](#)) is to be completed and submitted to the Regional Chair or the regional representatives attending the championship.
5. The All-American team shall be selected by the National Women's Basketball Chair and the Regional Basketball Chairs (or representatives) attending the championship before the National Championship begins.
6. The criteria for selection are outlined on the All-American Form and include: on-court performance, contribution to team, Christian character and scholastic standing (minimum 2.0 GPA on a 4.0 scale).
7. A maximum of ten First-Team All-Americans shall be chosen for the season. All first-team members shall receive plaques. A maximum of ten Second-Team All-Americans shall be chosen for the season. All second-team members shall receive certificates. Any remaining vote recipients shall be listed as "Honorable Mention".

B. Scholar-Athlete Award

Criteria shall include Christian character, in addition to criteria listed in the Forms & Procedures Section. Forms must be sent to the National Chair one week prior to the start of the National Championship.

C. Coach of the Year

1. Must be the head varsity coach of a basketball team at an institution holding full participation status and in good standing in the NCCAA.
2. The coach shall be nominated by the regional coaches from within his/her own region (see [Appendix A](#)). This could be done by ballot or by designation of the regional winner by a vote of the region. Only one nomination shall be received from each region.
3. The proper documentation shall be completed on each nominee using [Appendix A](#), then submitted by the Regional Chair.
4. The National Women's Basketball Chair and the Regional Basketball Chairs or representatives at the National Championship shall select the Coach of the Year before the National Championship begins.

D. Player of the Year Award

1. The recipient
Shall be the outstanding Christian women's basketball player from the NCCAA for Division II
2. The nominee must
 - a. Be a team member of a participating NCCAA institution
 - b. Possess a vital Christian testimony both on and off the court
 - c. Exhibit outstanding leadership qualities
 - d. Be highly skilled in the game
 - e. Be a junior or senior who has been named a First-Team All-American in the current season.
3. Purpose
 - a. To enhance the Christian purposes of athletic excellence in Christian athletic competition
 - b. To perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation
4. Nature of Award
An award shall be given to the recipient to commemorate the occasion. A certificate shall be given to the institution she represents.

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5. Procedures
 - a. Student-athletes must be nominated by their head coach.
 - b. The nomination form (see [Appendix B](#)) must be used, submitted and received by the National Women's Basketball Chair by the time of the All-American Selection meeting before the National Championship.
 - c. Final selection shall be made by the National Championship Selection Committee.
 - d. Awards shall be presented annually at the National Championship.
 - e. The recipient shall be expected to be present at the ceremony; therefore coaches should keep this in mind when making their nomination.

VI. CHAMPIONSHIP COMMITTEE

The Championship Committee shall consist of the Host Athletics Director, the National Women's Basketball Chair, Regional Basketball Chairs in attendance, and the Director of Member Relations or National Office representative.

VII. REGIONAL AND NATIONAL DATES

- A. Regional finals must be concluded on or before the Saturday prior to the week of the National Championship.
- B. National finals shall begin on Thursday, ten days after the Regional Championships have been completed. National Championship dates:

March 8-10, 2012

March 7-9, 2013

March 13-15, 2014

March 12-14, 2015

- C. Coaches' Attendance at the National Championship
All coaches are encouraged to attend the National Championship, if at all possible, in order to have a very productive coaches' meeting.
- D. Hosting the National Championship
 1. All bids must be submitted using the proper bid form (see Forms & Procedures Section).
 2. All bids shall be submitted to the National Office prior to the national women's basketball meeting.

VIII. STATISTICS

- A. Deadlines
 1. By November 14, team rosters and schedules must be sent to the National Statistician. Teams playing only second semester must submit their team rosters and schedules to the National Statistician no later than December 15.
 2. Institutions participating in Division II basketball are required to pay a statistical fee. This fee is to be sent with the National Membership Dues to the National Office by August 15.
- B. Reporting
 1. Individual and team cumulative statistics and game scores are to be reported to the National Statistician (via email or fax) beginning with the last Monday in November.
 2. Each institution is responsible for its own statistical reporting. The report must be received by the National Statistician no later than 5:00 p.m. (EST) each Monday throughout the season (see [Appendix C](#)).
 3. Game results must indicate whether the game was played at home, away or at a neutral site. Any national affiliation of the opponents must also be noted. The National Statistic Form shall be used.
 4. Beginning *three weeks prior to the National Championship*, weekly statistical reports shall be sent each Monday to ALL Regional Basketball Chairs and the National Sports Chair.
- C. Delinquency in Reporting
 1. Two warnings (written) must be sent to an institution delinquent in reporting statistics nationally before possible elimination from regional and national competition.
 2. Warnings shall be issued as follows:
 - a. First miss: Warning from National Statistician to the coach (notification in the weekly statistical report shall constitute contact from the National Statistician).
 - b. Second miss: Warning from Vice-Chair to the Athletics Director, coach and Regional Chair.
 - c. Third miss: Notice of ineligibility from National Chair to the Athletics Director, coach and Regional Chair.

IX. OFFICIAL RULEBOOK

Basketball (Women): National Collegiate Athletic Association (NCAA) Women's Basketball Rules. Rule books may be purchased by contacting: NCAA, PO Box 6222, Indianapolis, Indiana 46209-6222, telephone: (317) 917-6222

WOMEN'S REGIONAL BASKETBALL PLAYOFF HANDBOOK

A handbook of policies and procedures for governing and conducting NCCAA Division II Women's Basketball Regional Playoff Contests.

I. BACKGROUND AND PURPOSE

The heart of Division II basketball is the Regional Playoff. All participating institutions in good standing are eligible and are encouraged to participate. The purpose of this handbook is to provide a uniform operating code for all Division II teams that play on the regional level. Regional games supply a large portion of the Division II playoff budget and enable institutions with less financial resources an opportunity to compete on a national level. The Division II National Basketball Committee and the NCCAA Board of Directors request the cooperation of all Division II institutions in the use of this handbook.

II. GENERAL DIVISION II ORGANIZATION FOR REGIONAL PLAY-OFFS

All regional playoffs are under the direct control and supervision of the respective NCCAA Division II Regional Basketball Committees. The composition of these committees shall be either: 1) the Regional Basketball Chair and two appointed members, or 2) all the coaches in the region. The Regional Basketball Chair shall be sensitive to the desires of his/her region when appointing members to the committee.

The committee's responsibilities are:

1. Insure that the playoff competition is conducted in a fair, ethical and professional manner.
2. Insure that all participating institutions have submitted an Intent to Participate Form (see Forms & Procedures section), with proper signatures.
3. Approve the regional playoff plan, including:
 - a. Date of the playoffs.
 - b. Type of playoffs, including number of teams and bracketing format.
 - c. Method of team selection.
 - d. Method of site selection.
 - e. Obtaining a list of approved officials from each participating institution.
 - f. Obtaining a list of approved sites.
4. Establish and enforce financial policies for the playoffs within the national guidelines.

III. SELECTION OF PARTICIPATING TEAMS

The Regional Basketball Committee, or regional coaches, are responsible for administering playoffs and must maintain close contact with the region's participating institutions. The team selection policy should fairly represent the interests and desires of the participating institutions. (See Appendix D for brackets.)

The following are possible playoff alternatives (host teams must meet the site criteria):

1. An All-Regional Championship at highest seeded team's gymnasium.
2. Teams to play each other based on final regional ranking: 1 vs 8, 2 vs 7, 3 vs 6, 4 vs 5.
3. An All-Regional Championship at a pre-determined site, as agreed upon by the regional members, with pairings based on final regional rankings.
4. Multi-site competition based on regional final standings:
 - a. 8 travels to 1
 - b. 7 travels to 2
 - c. 6 travels to 3
 - d. 5 travels to 4
 - e. The highest seeded winner shall then host the final game for the Regional Championship
5. Same as Item 4 above; sites to be determined by geographical location, such as southern area, northern area, central area, etc. Again, the highest seeded team shall host each pairing.
6. The top four teams meet at a single site for a championship. Pairings are made according to regional rankings.
7. The top two teams play the best two out of three. Alternate site (highest seed site for games one and three, and second seed for game two).
8. If a region is made up of the same teams that form a conference, then a conference championship may be run to determine a champion.
9. A multiple site arrangement is suggested in order to generate the greatest amount of income.

IV. SELECTION OF GAME SITE

- A. All games are to be played on courts that meet the following specifications (as approved by the Regional Basketball Committee) (see [Appendix E](#)):
 - 1. Dimensions must range from 78' x 48' minimum to 94' by 50' maximum (larger preferred).
 - 2. Rectangular glass backboards.
 - 3. Acceptable playing surface and court safety.
 - 4. Adequate seating. **NOTE:** See Section V.F.
- B. A team without such a facility may rent one when they qualify to host a regional game. The Regional Basketball Committee shall determine whether the site is acceptable for playoff games and whether the games can be appropriately administered by the committee.
- C. On November 15, the Division II Regional Basketball Chair and the Regional Basketball Committee, or body of coaches, shall choose the site.
- D. Site assignment is determined by regional ranking and ability to meet the facility criteria. The higher ranked team shall host each game in the playoffs. If the higher ranked team's site is not approved and an approved alternative site cannot be provided, the lower ranked team shall host the game. If neither team can provide an approved site, the Regional Basketball Committee shall determine the site for the game.

V. ADMINISTRATIVE PROCEDURES

- A. It is mandatory that all playoff games be conducted in accordance with the NCCAA National and Regional Guidelines and Bylaws.
- B. Game officials are to be approved by the regional body of coaches.
- C. The NCCAA provides a standard banner for all Regional Basketball Champions. This award is to be ordered in advance through the National Office and shipped directly to the Regional Chair. It is to be paid for by the region.
- D. Complimentary Tickets
Each participating institution is allotted six complimentary tickets. These tickets should be delivered to the institution's President, to be used at his/her discretion. Regular season official game personnel shall be admitted without cost. This includes coaches, players, managers, statisticians and cheerleaders. Coaches and Athletics Directors are encouraged to monitor this procedure to prevent abuse.
- E. The minimum ticket price structure shall be as follows:
 - 1. Adults (General Admission) \$2.00
 - 2. Students (with ID cards) \$1.50
 - 3. High School Students \$1.50
 - 4. Children (under 12 years) \$1.00**NOTE:** If a championship format is used, the region may seek full session championship tickets. Reserved tickets may be sold at a higher rate.
- F. Each visiting team is guaranteed a minimum of 200 tickets for each game/session in which its team competes. If tickets are sent to visiting teams for pre-sale, unsold tickets should be delivered to the game site at least two hours before the game time.
- G. Expense Allowance
In regional playoffs, all teams are encouraged to carry all their own expenses, which include travel, meals, housing, officials and gym rentals. This shall allow the regional representative to the National Championship greater financial assistance.
- H. Each host institution shall complete a Playoff Financial Report (see [Appendix F](#)) and file the report with the NCCAA National Division II Championship Director prior to the NCCAA Division II National Championship. In compiling the report, income involves the following items: ticket sales, program sales, advertising, radio rights and any other income derived from the operation of the playoffs, including concessions and parking.

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- I. If income from an individual regional playoff is in excess of the authorized expenses incurred by that region's team champion at the National Championship, this amount shall be prorated back to the respective regions to assist the participants of that regional playoff with the expenses they chose to forego during the regional playoffs.
 - J. Rule Book: Official National Collegiate Athletic Association (NCAA) Women's Basketball Rules. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222.

Appendix A
Regional Coach of the Year Nomination Form

Region _____ Chair _____

Coach's Name _____

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 _____

Appendix B
Division II Women's Basketball
National Player of the Year Nomination Form

Mail to: The National DII Women's Basketball Chair

Region _____ Chair _____

Player's Name _____ Year _____

Hometown _____ City _____ Zip _____

Institution _____ Coach _____

Position _____ Date of Birth ____/____/____

Height _____ Weight _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date ____/____/____
opposing

Individual Field Goal Percentage _____ Individual Foul Shot Percentage _____

Team Field Goal Percentage _____ Team Foul Shot Percentage _____

Individual Assists Per Game _____ Total Season Assists _____

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date ____/____/____
opposing

Team Rebounds Per Game Average _____ Team Per Game Percentage _____

Defense

(Comment as to the effectiveness and contribution of the player to the total team success)

Appendix B - DII Women's Basketball National Player of the Year Nomination, page 2

Leadership

Scholarship (Academic)

Degree Program _____ Major _____

GPA _____ Honors _____

Christian Character

Honors Received (Athletic)

Individual _____

Team _____

Comments and/or Recommendations

Include three recent photos and a varsity schedule.

Appendix C – NCCAA Division II Women’s Basketball – Information & Statistical Reporting Schedule: 2011-12

Date	Item	Information to include/ Classification	Where to send/ Why important
Prior to first game	Eligibility Form	All players; information requested on form in Eligibility Section	Regional Chair: <i>use of ineligible player(s) shall lead to forfeiture of game(s)</i>
August 15	\$40 Stat Fee	Included with National Dues - on Dues Notice and Billing form	National Office: <i>failure to submit shall eliminate team from Regional & National play</i>
First week in November	Statistics Report Form	To be emailed to coaches & AD's: <i>must use form to submit statistical reports</i>	National Statistician: <i>failure to submit statistics shall eliminate team from Regional & National play (stats@thenccaa.org)</i>
November 15	Roster, Schedule	Coaches' names & email address	National Statistician: <i>failure to submit items shall eliminate team from Regional & National play (stats@thenccaa.org)</i>
November 15	Regional Playoff Site	Questions and concerns	Regional Chair and coaches determine acceptability of designated site
November 21	Statistics: Report #1	All players: information requested on form; all reports (1-12) must include game scores	National Statistician: <i>failure to submit statistical reports shall eliminate team from Regional & National play and players from Regional & National awards</i>
December 5	Statistics: Report #2	Team top seven	National Statistician: <i>See November 21</i>
December 12	Statistics: Report #3	All players	National Statistician: <i>See November 21</i>
December 12	2 nd Semester <i>only</i> teams: Roster, Schedule	Coaches names & email address	National Statistician: <i>failure to submit items shall eliminate team from Regional & National play</i>
January 2	Check academic eligibility of all players	Reminder: All players must maintain a 2.0 cumulative GPA	For your own information
Before first game after break	Eligibility forms, transfer forms on new players	Information requested on form – See Eligibility Section	Regional Chair: <i>use of ineligible player(s) shall lead to forfeiture of game(s)</i>
January 16	Statistics: Report #4	Team top seven	National Statistician: <i>See November 21</i>
January 23	Up-to-date roster & team picture	Must be received by February 1	National Championship Director: <i>Failure to submit roster & picture shall eliminate team from Regional & National play</i>
January 23	Statistics: Report #5	Team top seven	National Statistician: <i>see November 21</i>

Continued

Appendix C, page 2 – Informational and Statistical Reporting Schedule: 2011-12

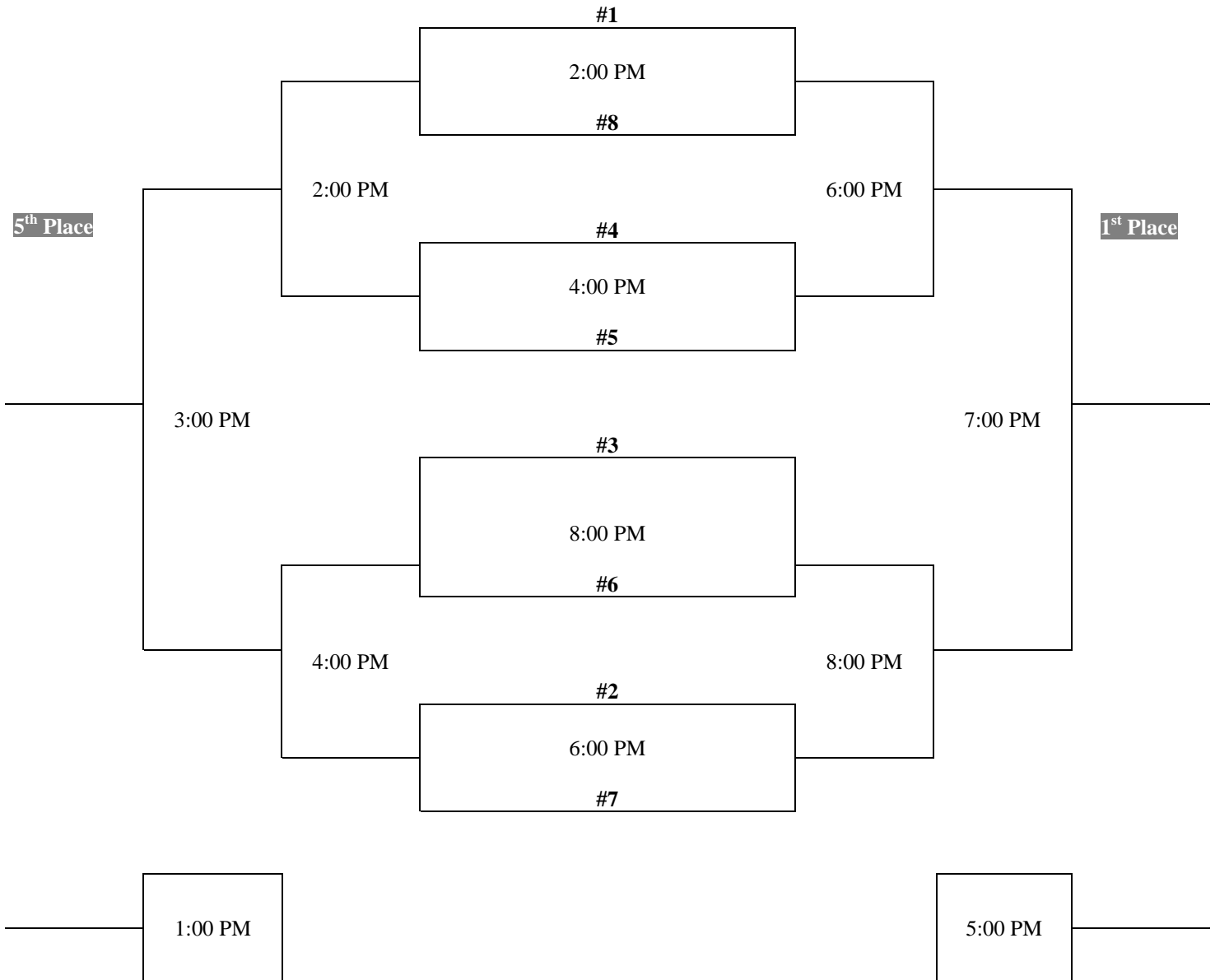
Date	Item	Information to include/ Classification	Send to/ Why important
January 30	Statistics: Report #6	Team top seven	National Statistician: <i>see November 21</i>
February 1	Deadline: roster & team picture	Must be received by February 1, Women's Basketball Section	Roster/Picture: National Championship Director: failure to submit these items shall eliminate team from Regional and National Tournament play.
February 6	Statistics: Report #7	Team top seven; Fax or email to those listed; Regional Rep List: Included with Report #6 mailing/email	National Chair & Vice-Chair; Regional Reps (8); Failure to submit to ALL parties shall eliminate team from Regional and National play and players from Regional & National awards.
February 13	Statistics: Report #8	Team top seven	National Chair & Vice-Chair; Regional Reps (8); <i>Failure to submit to ALL parties shall eliminate team from Regional and National play and players from Regional & National awards.</i>
February 13	Final eligibility for Regional & National Championship play determined	Determination based on submission of items listed above (statistics, intent, roster, picture)	Determination by consultation between National Chair & Vice-Chair, National Championship Director
February 20	Statistics: Report #9	Team top seven; Fax or email to those listed; Regional Rep List: Included with Report #7 mailing/email	National Chair & Vice-Chair; Regional Reps (8); <i>Failure to submit to ALL parties shall eliminate team from Regional and national play and players from Regional & National awards.</i>
February 27	Statistics: Report # 10	All Players fax or email to those listed	National Statistician, National Chair and Vice-Chair, Regional Reps (8): <i>Failure to submit to ALL parties shall eliminate team from Regional & National play and players from Regional & National awards.</i>
March 12	All-American Nominations	Information requested on form found in NCCAA Handbook (see Appendix H)	Regional Representative; submit 10 copies at Regional Championship for presentation at the National Championship
March 12	Scholar-Athlete Nominations	Information requested on form found in NCCAA Handbook (see Forms & Procedures section)	Regional Representative for presentation at the National Championship
March 4	Seeding for National Championship, Sunday before Championship	National Chair & Vice-Chair, Regional Reps (8), NCCAA National Office	Seeding conducted by phone at 4:00 p.m. (EST)
March 8-10	National Championship	All coaches are encouraged to attend.	
March 9	National Coaches' meeting	All coaches are encouraged to attend.	
March 12	Statistics: Report #11	National Results	National Statistician

NOTES on Statistical Reports: Statistical reports shall be processed on the due dates listed above and shall be sent to coaches by email. Statistics shall also be posted weekly to the NCCAA website (www.thenccaa.org).

Appendix D Division II Women's Basketball National Championship Brackets

*Designed based on I.I.A.h. In this version, game times are set without regarding who the host is and with consideration to give the higher seeds the most rest.

	Saturday	Friday	Thursday	Friday	Saturday	
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Appendix E
Division II Women's Basketball Regional Facility Approval Form

_____ intends to participate in regional basketball playoffs and has a
(Participating Institution)
"home court" gymnasium that meets the guidelines. The gym is located ____ (on) ____ (off) campus.

Please complete the following information:

Name of gym (institution) _____

Location (street address and city) _____

Distance from your campus _____

Seating capacity (as dictated by local fire marshal) _____

Number of locker rooms available _____

Type of backboards _____

Number of scoreboards _____

Cost of rental (per night) \$ _____

It is assumed that this facility shall be available for any playoff games assigned to your institution. If unavailable, you must surrender your privilege of hosting this contest.

Institution President's signature

Athletics Director's signature

Committee Action:

Approved by _____, _____, _____

Disapproved by _____, _____, _____

THIS FORM MUST BE RETURNED TO THE DIVISION II REGIONAL CHAIR BY DECEMBER 1.

Appendix F Financial Report for Regional Playoffs

Participants: _____

Date: _____ Site: _____

Receipts:

Ticket Sales	\$ _____	Estimated Attendance: _____
Radio & TV	\$ _____	
Other	\$ _____	

TOTAL RECEIPTS: \$ _____

* Authorized Outlay of Receipts:

Regional Treasury	\$ _____
National Treasury **	\$ _____

TOTAL OUTLAY: \$ _____

* These expenditures are to be administered by the Regional Basketball Chair and used for purchasing regional banners.

** The host institution must send this money to the Division II National Championship Director within 72 hours after the game. All of this money shall be returned to the regional winner to help meet travel expenses to the National Championship.

Appendix G
NCCAA Division II Women's Basketball
Schedule and Game Results Report Form

Institution _____ Region _____ Report Week # _____

Coach _____

	Date	Opponent	Game Site	Your Score	Opponent's Score	Opponent's Record	Opponent's Classification*	Seeding Points **
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

* Classification: NCCAA II, NCCAA I, NAIA, NLCAA, NCAA I, NCAA II, NCAA III, Other (name).
 Do not count military or non-intercollegiate results.

** Seeding Points: Refer to current issue of NCCAA Manual for points and application of forfeits. To determine score ("power points"), divide the sum of the seeding points (1,2 or 3) assigned by the total of qualifying games.

3 points = victory over NCCAA Division I, NAIA or any level NCAA

2 points = victory over NCCAA II or **USCAA and ACCA**

1 point = other intercollegiate victory (includes junior college) or a loss by ten points or less to any 3 point category team.

Appendix H
NCCAA Division II Basketball All-American
Regional Nomination Form

To be completed by the nominating coach

Region _____ Regional Chair _____

Player's Name _____ Class _____

Hometown, State _____

Institution _____ Coach _____

Position _____ Date of Birth _____ Height _____ Weight _____

20____ - 20____ Season Record: Won _____ Lost _____

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date _____
opposing team

Individual Field Goal Percentage _____ Foul Shot Percentage _____

Team Field Goal Percentage _____ Team Foul Shot Percentage _____

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date _____
opposing team

Team Rebounds Per Game Average _____ Team Rebounds Per Game Percentage _____

Defense: Comment as to the effectiveness and contribution of the player to the total team success

Leadership: Comment as to the player's contribution to the team's success

Scholarship (Academic)

Degree Program _____ GPA _____

Honors _____



Christian Character _____

Honors Received (Athletic)

Individual _____

Team _____

Comments and/or recommendations

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. His/her behavior both on and off the field/court is complimentary to the NCCAA and its Christ-like standards.

Coach's signature

Date