

NCCAA II East Region Handbook

(Revised September 2007)

Article I

Doctrinal Statement

1. We believe that the Bible alone and the Bible in its entirety, is the Word of God written and therefore inerrant in the original autographs.
2. We believe in salvation by grace through faith (Eph. 2:8, 9).
3. We believe there is one God, the Creator and Preserver of all things.
4. 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.
5. 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.
6. We believe in the Holy Spirit, who is the third person of the triune God. He applies to man the work of Christ in salvation.
7. We believe in righteous living and good works as an evidence of salvation.

Article II

Objectives

1. To use the medium of athletics to glorify Jesus Christ through our actions and activities on the fields of competition.
2. To develop Christian character, growth and maturity among the participants in athletic contests between member colleges.
3. To develop a wholesome Christian fellowship among the member colleges and encourage a warm and hospitable spirit among the participants in athletic competition.
4. To develop a proper, controlled, competitive spirit in individuals and teams with the realization that this competitive spirit differs from a retaliatory spirit.
5. To raise the level of conduct, and academic achievement of athletics on our respective campuses on the field of competition, in the classrooms, and in the residence halls.

6. To use athletics as a teaching medium, emphasizing the Christian principles that are applicable in athletics as well as all other areas of life.

Article III

Membership Qualifications

- Section 1. Any institution participating in the East Region must be active members of the National Christian College Athletic Association (NCCAA) and adhere to NCCAA guidelines as stated in the NCCAA Division II Handbook.
- Section 2. Any college participating in the Region must be in agreement with the objectives of the Region (see Article II) and must carry out these objectives to the satisfaction of the Region. Failure to do so will result in consideration for suspension to be decided by a 2/3 vote of the Region members.
- Section 3. Realizing that compliance with Title IX is an institutional requirement; the Region highly recommends gender equity within each athletic program and encourages all member institutions to be in compliance.
- Section 4. Any institution desiring to join the Region shall be admitted if they meet all Region requirements for membership. Candidates for membership shall be required to spend a minimum of two years (maximum four years) as provisional members. Region members will compete with them as often as possible during this period. Provisional members shall be required to attend all Region meetings. Once the candidate school has served at least two years as a provisional member, they may pass from provisional to one year probationary status with 2/3 vote of members. If Region standards are not maintained at any point during the provisional period, the members may vote the candidate out of consideration for membership by 2/3 vote. At the end of the probationary year the candidate institution will be voted upon and either admitted or rejected by 2/3 vote of the members.
- Section 5. Annual dues must be paid by each Region member. The dues shall be used for Region expenses, and the exact amount shall be determined at the fall meeting. Dues will be considered delinquent if they are not paid by September 30 of the current year.

Article IV

Officers and Duties

- Section 1. There shall be two officers in the Region. They shall be known as President and Secretary-Treasurer.

Section 2. The duties of the officers are as follows:

A. The President's title within the NCCAA is "East Region Division II Chair" and may either be chair or vice chair of the region as a whole (Divisions I & II together). The distinction of "president" was assigned in order to eliminate confusion between all the various "Chair" positions within the NCCAA (Regional Sport Chair, National Chair, Etc).

The President is the Eligibility Chair of the Region and shall preside at all meetings, write necessary correspondence, be responsible for the interpretation of Region rules when questions arise, initiate necessary executive committee decisions, and is strongly encouraged to represent the Region at the NCCAA National Convention. The Region shall assist with the expenses of the President in his/her attendance at the Convention.

B. The Secretary-Treasurer shall preside in the absence of the President, shall keep the minutes of all meetings, shall be in charge of all Region funds and issue a bi-annual Treasurer's report of the Region.

Article V

Eligibility

Section 1. Institutions in the East Region shall abide by eligibility rules set forth in the NCCAA handbook. However, institutions holding membership in the NCAA shall adhere to eligibility rules and eligibility sanctions of that association.

Section 2. When an institution contacts the President with a concern or problem, the following guidelines shall be followed:

- A. Refer to the NCCAA Official Handbook or NCAA Manual.
- B. Ensure that each institution works through the Regional President.
- C. Request that the institution send all information (letters, transcripts, etc.) to the Regional President.
- D. Forward all problems and paperwork to the National Eligibility Chair as necessary.

Article VI

Sport Chairs and Duties

Section 1. Each sanctioned sport of the Region shall elect a sport chair who will serve as the East Region Sport Chair of the NCCAA Division II.

Section 2. The duties of the sport chairs are as follows:

- A. Direct the competition within their respective Region sport.
- B. Conduct an annual meeting of sport coaches by the end of their season and submit the standardized report to the Region President as well as:
 - 1. Oversee All-Region selections and Region Coach of the Year selection.
 - 2. Represent the Region as the East Region NCCAA Division II Sport Chair on the sport tournament committee.
 - 3. Coordinate Region stats as needed.

Section 3. Sport chairs will serve for a three year period. Nominations and elections of sport chairs will be coordinated by the Region President in time for the new chair to assume duties in the next full school year. The sport chair is not term limited and may serve consecutive terms if that is the desire of the regional coaches.

Article VII

Meetings

- Section 1. A minimum of two (2) meetings shall be held each year; one in the fall (August/September) and one in the winter (February/March) at a site determined by the Region. Both meetings should be held at a location determined to be central to all Region schools.
- Section 2. Each member institution shall be represented by the Director of Athletics. Each member institution shall have one (1) vote.
- Section 3. Three-fourths of the members shall constitute a quorum.

Article VIII

Amendments

- Section 1. The handbook may be amended by a 2/3 vote of member institutions at any meeting of the Region.

Article IX

Final Authority

- Section 1. The final authority on all issues shall be channeled to the President. If the issue cannot be dealt with in a scheduled meeting, the President will solicit a response from the Region membership.

Article X

Rules of Order

- Section 1. All matters of procedure not specifically set forth in the handbook of the Region will be governed by Robert's Rules of Order.
- Section 2. The order of business shall be:
- A. Prayer/Devotional
 - B. Presentation and acceptance/rejection of minutes from previous meeting
 - C. Treasurer's Report
 - D. Old Business
 - E. New Business
 - F. Setting of location and date of next meeting
 - G. Scheduling
 - H. Adjournment with prayer

Article XI

Reporting and Publicity

- Section 1. All member institutions are responsible to report statistical information in accordance with NCCAA standards.
- Section 2. Each institution should seek to promote the Region internally and externally through the various media.

Article XII

Committees

- Section 1. Ethics Committee - The Ethics Committee will be chaired by the Secretary-Treasurer of the Region and shall include the President and an Athletic Director from a third institution. If at any time a committee member's institution is involved in an ethics complaint the member shall recuse themselves and another Athletic Director shall be asked to deliberate on the issue.
- Section 2. Ad hoc Committee - The President has the jurisdiction to form ad hoc committees as needed.

Article XIII

East Region Rules for Play and Awards

Note: In all sports regular intercollegiate rules as established by the NCAA and NCCAA will be followed. Any modification or change would need to be approved by 2/3 vote of Region members.

Section 1. Frequency of Play

- A. All institutions are required to play three out of the five regional opponents in order to be eligible for post-season play within the Region and subsequent NCCAA National Tournament play.

- B. It is assumed that Baptist Bible College, Lancaster Bible College, and Philadelphia Biblical University will be playing each other in all sports each year due to their NCAA membership. In order to determine who will play who in the third game across the region and to guarantee that Davis College, Valley Forge Christian College, and Washington Bible College are guaranteed three games, the following rotation was set up and put into place starting in 2007-08:

Institution	Required 2008-09 Opponent	Required 2009-10 Opponent	Required 2010-11 Opponent	Required 2011-12 Opponent	Required 2012-13 Opponent
BBC	<i>WBC</i>	<i>VFCC</i>	<i>Davis</i>	<i>WBC</i>	<i>VFCC</i>
LBC	<i>Davis</i>	<i>WBC</i>	<i>VFCC</i>	<i>Davis</i>	<i>WBC</i>
PBU	<i>VFCC</i>	<i>Davis</i>	<i>WBC</i>	<i>VFCC</i>	<i>Davis</i>

- C. If an East Region team cancels their season (either just prior to or during the season), the other members of the region are not required to play that school the next season. For instance, if PBU cancels their 2007-08 basketball season, no team is required to play them in the following (2008-09) season. If PBU shows

that they have enough players to compete during the entire 2008-09 season, they will be picked up in the rotation in 2009-10.

- D. If an institution is on your rotation that year but they don't sponsor the particular regional sport you're trying to schedule then you DON'T have to pick up another regional opponent to reach the three game minimum. For instance, if PBU has scheduled BBC and LBC in women's basketball in 2008-09 and find that Davis isn't sponsoring a team that year, PBU doesn't have to schedule a third game within the region in order to be eligible for post-season play

Section 2. Post-Season Playoff Format

- A. The highest remaining seed shall be the host for all playoff contests in all sports.
- B. Officials for playoff contests shall be secured by the host institution in consultation with other regional institutions. It is the responsibility of the host to communicate those officials assigned to the other participants. Athletic Directors and coaches may request to have an official removed from a contest by making a request of the host Athletic Director.
- C. Playoff format varies by sport and is set up as follows:
1. **Men's Soccer** - Top four teams play a semi-final round (1 vs 4, 2 vs 3) followed by the championship match no less than two days later.
 2. **Women's Soccer** - Top four teams play a semi-final round (1 vs 4, 2 vs 3) followed by the championship match no less than two days later.
 3. **Women's Volleyball** - Playoff field narrowed down to top four by a play-in match between the two lowest seeded teams. If there are only four teams that qualify for the playoffs, no play-in game is needed. Once the field is narrowed to four then semi-final matches are played followed by a championship match no less than two days later.
 4. **Men's Basketball** - Playoff field narrowed down to top four by a play-in match between the two lowest seeded teams. If there are only four teams that qualify for the playoffs, no play-in game is needed. Once the field is narrowed to four then semi-final games are played (1 vs lowest remaining seed, 2 vs 3) followed by a championship game no less than two days later.
 5. **Women's Basketball** - Playoff field narrowed down to top four by a play-in match between the two lowest seeded teams. If there are only four teams that qualify for the playoffs, no play-in game is needed. Once the field is narrowed to four then semi-final games are played (1 vs lowest remaining seed, 2 vs 3) followed by a championship game no less than two days later.

6. **Baseball** – The Regional Tournament shall be played at high seeds on a date that is agreed upon between the Athletic Directors of the participating institutions.

D. Seeding for regional playoffs shall be determined by using a two-tiered system:

1. The NCCAA power ranking system for that particular sport shall be the first determining factor in seeding. However, for the purposes of seeding within the region, competition against non four-year institutions and JV teams is not to be included when computing power ranking. The Regional Sport Chair shall be responsible for verifying regional power rankings in conjunction with the President.

2. Before being announced, seeding shall be reviewed by a three member committee. The committee shall consist of the Regional President, the Regional Sport Chair, and a Sport Chair from another sport. The committees' sole responsibility is to review head-to-head results and determine if any first round match-ups should be altered based on those results. It should be noted that the only seeds that are ***directly next to each other in the original seeding*** (1 v 2, 2 v 3, 3 v 4 and so on) may be altered by the committee. Re-seeding only applies in the first round.

For example:

- Davis is seeded #1, LBC is seeded #2, and WBC is seeded #3 after the power ranking points are calculated.
- WBC beat both Davis and LBC head-to-head that season.
- The committee may switch WBC to #2 and drop LBC to #3 but would not then seed WBC #1 based on their win vs. Davis as re-seeding only applies to seeds directly next to each other *in the original seeding*.

E. Should an act of God or other catastrophic event postpone a playoff game on a night when there is another playoff game that one shall be postponed as well. They should both be rescheduled for the same night as to not give one team an advantage over another (e.g. one team has an additional day of rest due to scheduling).

F. If an institution has decided in any sport that they are not ***in any circumstance*** going to represent the region at the NCCAA National Tournament than they shall not be permitted to participate in the Regional Playoffs. The deadline for teams to make a decision shall be the day the "Declaration of Intent" is due in that sport according to NCCAA bylaws.

G. Dual-affiliated teams shall be permitted to participate in Regional Playoffs provided they have submitted the appropriate “Declaration of Intent” by the deadline which clearly states their intentions. Should a Regional Champion in any sport subsequently win the NCAA Conference Championship and move on in the NCAA’s (and thereby bypass the NCCAA National Tournament) the regional runner-up may submit an at-large bid to the National Tournament but is not guaranteed an appearance in the tournament.

H. Regional and National Playoff dates are set as follows:

Sport	Event	2008-09	2009-10	2010-11
Men's Soccer	Regionals	October 30, November 1	October 27 & 29*	Week of October 25
	Nationals	November 14-17, 2008	November 13-16, 2009	November 13-16, 2009
Women's Soccer	Regionals	October 28, November 1	October 27 & 31*	Week of October 25
	Nationals	November 14-17, 2008	November 13-16, 2009	November 13-16, 2009
Women's V-Ball	Regionals	October 30	October 27*	Week of October 25
	Nationals	November 13-15, 2008	November 12-14, 2009	November 12-14, 2009
Women's B-Ball	Regionals	TBD	TBD	TBD
	Nationals	March 10-14, 2009	March 9-13, 2010	March 9-13, 2010
Men's B-Ball	Regionals	TBD	TBD	TBD
	Nationals	March 10-14, 2009	March 9-13, 2010	March 9-13, 2010

**Pending Approval by Regional Athletic Directors*

Section 3. Post-Season Awards

Post-Season Awards (All-Region team, Coach of the Year, and other awards specific to certain sports) shall be determined using the following procedure:

A. Post Season Meeting

1. Each sport chair shall conduct a post-season meeting in their sport. The regional president will also be included in the meeting for the purpose of oversight and in order to answer any relevant questions that come up. It is recommended that the meeting be held in person. If circumstances do not allow an in-person meeting, a conference call will be held and paid for by the region. The call will be set up by the regional president with the meeting conducted by the regional sport chair. Because the chances of an

in-person meeting will be remote in most cases, a conference call shall be assumed for the remainder of this proposal.

2. In order to facilitate the timely printing and delivery of awards, post-season meetings shall be held no later than the Wednesday of regional playoff week. However, the meeting should be held after all regular season contests have been played. Should circumstances extend the regular season past that day (as weather related rescheduled games would) then the meeting can be held at another time later in the week.
3. All coaches in the sport should make every possible effort to be a participant in the meeting or conference call. If a coach absolutely cannot be involved in the meeting due to a scheduling conflict, the institution shall provide a representative. That person can be an assistant coach, the athletic director, or another person of the coach's choosing but each regional institution which is participating in that sport is required to be represented. If a school doesn't provide a representative for the conference call their players will not be considered for post season honors.

B. All-Region Team Voting Procedures

1. No later than a week prior to the conclusion of the regular season, the regional sport chair should solicit All-Region nominations from the coaches in the region. Each coach should send to the chair the name of the player(s) they are nominating along with rationale as to why that player deserves All-Region recognition.

A deadline for nominations should be announced when the initial request goes out to the coaches. Should a coach miss the deadline, every possible effort should be made by the regional sport chair to track down nominations from that coach. If after exhausting all possible means the chair still cannot get a response from the coach or the athletic director then the offending school shall not have any nominations for the All-Region team.

2. When all nominations have been collected, the regional sport chair shall compile them into one document and send them back to the coaches as soon as possible.
3. Coaches will then review the nominees and send their votes for All-Region to the regional sport chair, who records them on a spread sheet. Each coach shall vote for as many players as is currently the standard for their sport. For instance, in basketball 10 players are chosen. 10 points

shall be awarded for a top vote, nine for a second place vote, eight for a third place vote, and so on. The number of players a coach may vote for from their own team shall be determined by the coaches in the region in that sport. Votes should be sent to the regional sport chair no later than 10am the morning *before* the post-season coaches meeting.

Votes shall be sent at the same time for Regional Coach of the Year. Coaches shall vote for two coaches. Two (2) points will be awarded to the first choice and one (1) point to the second choice.

4. The regional sport chair shall then send a copy of the spread sheet with a summary of results to all coaches in the region. This information should be sent to the coaches the day before the post-season conference call. If that cannot be done, it should at least be sent by 10am the morning of the conference call.
5. On the conference call the All-Region team is discussed along with any other regional business. If any changes need to be made to the team they are discussed and voted upon by the coaches. In order for a change to be made a majority of coaches must be in favor of it. If it doesn't draw majority support the change shall not be made.

C. Number of Post-Season Awards per sport

1. The chart below represents the number of players to be represented on the All-Region Team in each sport:

Sport	All-Region	Additional Awards
Men's Soccer	11	None
Women's Soccer	11	None
Women's Volleyball	11	Libero of the Year
Men's Basketball	10	Newcomer of the Year
Women's Basketball	10	Newcomer of the Year
Baseball	9	None

2. Each sport shall also name a "Coach of the Year" winner. If there is a tie in voting there shall be a "re-vote" for the two coaches involved in the tie to determine the Coach of the Year.

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3. The names of post season award winners shall be submitted to the regional secretary for production of awards and shall be kept on file in the regional archives.

Regional Officers

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