

NWAC

NORTHWEST ATHLETIC CONFERENCE

2019-2020 CODEBOOK
CONSTITUTION
BYLAWS
ADMINISTRATIVE RULES AND REGULATIONS
SPORTS OPERATING PROCEDURES
GUIDELINES, TESTS, FORMS



CHARACTER, COMPETITION COMMUNITY

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**NORTHWEST ATHLETIC CONFERENCE
CONSTITUTION**

Article I Organization

PREAMBLE: The official NWAC Athletic Code shall consist of the Constitution, Bylaws, Administrative Regulations, and the Sports Rules. The basic purpose of the NWAC is to govern the athletic programs of member schools for all student participation in intercollegiate competition. The authority of such action will be derived from its rules as a commission of Washington Community and Technical Colleges (WACTC).

ARTICLE I-ORGANIZATION

1.1 Name

The name of this organization shall be the Northwest Athletic Conference (hereafter “NWAC” or “Conference”).

1.2 Establishment

The NWAC is established pursuant to an Interlocal Agreement entered into by public community colleges of the States of Washington and Oregon under authority of RCW 39.34.030 and ORS 341.290(14). The NWAC Interlocal Agreement is incorporated herein by this reference and attached hereto in the guidelines section of the codebook.

1.3 Membership

The membership of NWAC shall consist of two-year public colleges of the States of Washington, Oregon, and Idaho, and the Province of British Columbia, as further provided in [Article 3](#) hereof.

1.4 Fiscal Agent

Clark College located in Vancouver, Washington, shall serve as NWAC’s fiscal agent and shall house the NWAC administrative offices.

1.5 IRS Stipulations

The NWAC is organized exclusively for educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the NWAC shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax Under 501(c) (3) of the Internal Revenue Code. Upon the winding up and dissolution of this association (NWAC), after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder.

Article II Mission and Purpose

ARTICLE II—MISSION AND PURPOSE

2.1 Mission

The mission of NWAC shall be to foster athletic competition in an environment that supports equitable opportunities for student-athletes consistent with the educational objectives of member colleges. To this end, NWAC will promote the importance of character, competition, and community by:

2.1.1

Teaching student-athletes how to achieve individual success while contributing to the objectives of a group;

2.1.2

Providing student-athletes quality opportunities to compete ethically with honor and sportsmanship;

2.1.3

Supporting academic and athletic growth;

2.1.4

Instilling a respect for diversity within the development of team;

2.1.5

Promoting positive relations within the institution, between the colleges, and with their communities;

2.1.6

Teaching the importance of preparation and the balancing of an active schedule.

2.2 Purpose

The specific purposes of NWAC shall be as follows:

2.2.1 Governance

To foster and govern all areas of athletic competition in which a student-athlete represents a member of NWAC in competition with any other institution;

2.2.2 Student-Athlete Development

To initiate, motivate, and advance intercollegiate athletic programs for student-athletes; to promote and develop educational leadership, sportsmanship, physical fitness, character, community service, and athletic excellence;

2.2.3 Oversight

To establish eligibility standards for, and oversee the conduct of, athletic events sponsored by NWAC and member colleges;

2.2.4 Standards

To continually review all areas of competitive intercollegiate athletics and establish standards whereby member colleges can maintain their athletics activities at a high level;

2.2.5 Sports Rules

To establish and publish rules of play governing NWAC intercollegiate athletics when necessary to support and complement those established by the NCAA.

2.2.6 Support Community College Mission

To establish and maintain high standards of scholarship and sportsmanship in the institutions which are member of the conference to promote intercollegiate athletics to maintain such regulations and supervision of athletic competition governed by the Code in such a manner that athletic activities will be part of, and not the principle feature of, community college life.

ARTICLE III-MEMBERSHIP

3.1 Member Colleges

The membership of NWAC consists of the following colleges and such other colleges as may be accepted into membership under Article 3.3

Bellevue College	Bellevue, WA
Big Bend Community College	Moses Lake, WA
Blue Mountain Community College	Pendleton, OR
Centralia College	Centralia, WA
Chemeketa Community College	Salem, OR
Clackamas Community College	Oregon City, OR
Clark College	Vancouver, WA
Columbia Basin College	Pasco, WA
Douglas College	New Westminster, B.C.
Edmonds Community College	Lynwood, WA
Everett Community College	Everett, WA
Grays Harbor College	Aberdeen, WA
Green River College	Auburn, WA
Highline College	Des Moines, WA
Lane Community College	Eugene, OR
Linn-Benton Community College	Albany, OR
Lower Columbia College	Longview, WA
Mt. Hood Community College	Gresham, OR
North Idaho College	Coeur d'Alene, ID
Olympic College	Bremerton, WA
Peninsula College	Port Angeles, WA
Pierce College	Lakewood, WA
Portland Community College	Portland, OR
Rogue Community College	Grants Pass, OR
Shoreline Community College	Shoreline, WA
Skagit Valley Community College	Mt. Vernon, WA
South Puget Sound Community College	Olympia, WA
Southwestern Oregon Community College	Coos Bay, OR
Community Colleges of Spokane	Spokane, WA
Tacoma Community College	Tacoma, WA
Treasure Valley Community College	Ontario, OR
Umpqua Community College	Roseburg, OR
Walla Walla Community College	Walla Walla, WA
Wenatchee Valley College	Wenatchee, WA
Whatcom Community College	Bellingham, WA
Yakima Valley College	Yakima, WA

3.2 Member Obligations

3.2.1 Membership Authority

A college's membership in NWAC shall constitute the college's representation and warranty that its membership in NWAC is authorized under applicable state or provincial laws and by the college's governing board.

3.2.2 Membership Agreement

The member colleges of NWAC each consent and agree to be bound by the terms of the NWAC Interlocal Agreement and to comply with all applicable provisions of the NWAC Constitution and Bylaws, and with such Conference Sport Rules as the NWAC may from time to time adopt.

3.2.3 Non-Competition Commitment

No member college shall, without the approval of NWAC, join or participate in any other league, conference, association, or organization formed primarily for the purpose of athletic competition among its members. This prohibition, however, applies only with respect to NWAC sanctioned intercollegiate-level athletic teams supported by an allocation of college resources such as funding, personnel, or equipment.

3.3 New Members

Any public two-year college in Washington, Oregon, Idaho, or British Columbia may apply for membership in NWAC in accordance with the following procedures.

3.3.1 Letter of Interest

A college requesting membership in NWAC must submit to the NWAC Executive Director a letter of interest signed by the college's president. The letter of interest must be submitted by September 1 of the year prior to the first year of intended competition. The letter must indicate the college's authority and willingness to assume the member obligations set forth in Article 3.2 hereof.

3.3.2 Executive Board Review

The NWAC Executive Board will review the letter of interest and will either deny the request, stating its reasons for the denial, or approve the college to proceed with the submission of a membership application. The Executive Board may request additional information needed to consider the college's letter of interest.

3.3.3 Membership Application

If the Executive Board approves the letter of interest, the college's Athletics Director may obtain application materials from the NWAC office. The application materials will request information relating to the college's sponsored sports, scholarship levels, athletics mission statement and/or strategic plan, athletics budgets and facilities, applicable position descriptions and responsibilities, an organizational chart, and such other information as NWAC may reasonably require.

3.3.4 Application of Transfer Rules

Effective immediately upon NWAC's receipt of a college's membership application, the college's athletic participants shall become subject to all NWAC rules relating to the transfer of athletic participants from one Member College to another member college.

3.3.5 Membership Approval

The Executive Board may provisionally approve the college's membership application by a majority vote of those voting, subject to final approval by the Athletic Commission. The Executive Board may request additional information needed to consider the membership application. Final approval by the Athletic Commission shall be by **a two-thirds majority vote of those voting.**

3.3.6 Provisional Membership

New member colleges approved by the Athletics Commission shall be accepted as provisional members of the Conference. During the first year of provisional membership, the college shall be eligible for individual awards, but shall not be eligible to win a region title or Conference championship, and shall have no voting privileges at NWAC meetings. Prior to the Spring Commission meeting, the Executive Board will conduct a year-end review of the college's provisional membership. The Commission at its Spring meeting may approve the college for full membership by a **two-thirds majority vote of the existing membership.**

3.4 Termination or Suspension of Membership

3.4.1 Voluntary Termination

A member college may voluntarily terminate its membership in NWAC by notifying the NWAC Executive Director in writing at least one year in advance of the requested termination date.

3.4.2 Suspension or Involuntary Termination

A college's continued NWAC membership in good standing is conditioned on the college's fulfillment of its membership obligations under **Article 3.2** hereof. A member college's failure to meet its obligations shall subject the college to disciplinary or other corrective action, which may include suspension or involuntary termination of the college's membership. Any such disciplinary action must be approved by **two-thirds majority vote of all members present and voting.** The NWAC Executive Director shall provide written notice of proposed disciplinary action to the member college and to the Athletic Commission at least 20 days before the date of the meeting at which the proposed action is submitted for a vote.

3.4.3 Effects of Suspension or Termination

- (a) The voluntary or involuntary termination of a college's NWAC membership shall terminate the college's membership rights and obligations as of the effective date of the membership termination.
- (b) The suspension of a college's NWAC membership shall be subject to such conditions and sanctions as the Athletic Commission shall impose.
- (c) No member college shall participate in any athletic competition in which a suspended NWAC member is also a participant.

3.5 Membership Fees

A member college's annual NWAC membership fees shall consist of an enrollment –based fee and an additional **\$250** fee for each NWAC sport in which the college participates.

SCENARIO: A NWAC Institution has violated Letter of Intent policy by creating a college Letter of Intent in which the institution had the student-athlete sign. Could this action lead to suspension or involuntary termination of the college's membership? **ANSWER:** Yes, a member college's failure to meet its obligations shall subject the college to disciplinary or other corrective action, which may include suspension or involuntary termination.

Article III Membership

3.5.1 Enrollment-Based Fees

A member college's annual enrollment-based fee shall be based on the college's FTE student enrollment for the previous fall quarter, as reported by the applicable state or provincial education agency, in accordance with the following fee schedule:

FTE Enrollment	Annual Fee
Under 2500	\$4,500
2500-2999	\$4,750
3000-3499	\$5,000
3500-3999	\$5,500
4000-4999	\$6,000
5000-5999	\$6,500
6000-6999	\$7,000
Over 6999	\$7,500

3.5.2 Enrollment Data

Fall quarter enrollment data shall be drawn from the following enrollment reports: (a) for Washington institutions, the State Board for Community and Technical Colleges (MIS-2 Enrollment Report); (b) for Oregon institutions, the Oregon Department of Education Enrollment Report (convert to annual FTEs); (c) for Idaho institutions, the Idaho State Board of Education FTE report; (d) for British Columbia institutions, the British Columbia, Ministry of Advance Education.

3.5.3 Payment of Fees

The NWAC office, by July 1 of each year, will provide each member college with a statement of annual fees due for the coming year. All annual fees must be paid by October 15. Failure to remit fees by the due date will result in automatic suspension of NWAC membership until all fees are paid in full.

3.5.4 New Member Fees

Annual fees for new member colleges (which may be prorated) shall be due by the date determined by the NWAC Executive Board.

TRUE/FALSE: Membership fees are based on the total number of student-athlete participating on each team representing the institution. **ANSWER:** False. A member college's annual enrollment-based fee shall be based on the college's FTE student enrollment for the previous fall quarter, as reported by the applicable state or provincial education agency. Additionally each college shall remit an annual fee of \$250 for each NWAC sanctioned sport in which the college participates.

Article IV Governance and Administration

ARTICLE IV GOVERNANCE AND ADMINISTRATION

4.1 Governance

NWAC shall be governed by its Athletic Commission and Executive Board as further provided in this Article IV.

4.2 Athletic Commission

4.2.1 Commission Membership

The Athletic Commission shall consist of two Athletic Commissioners—one male, one female—from each member college. Athletic Commissioners must be employees of the member college appointed by the college's president. No college president may serve as an Athletic Commissioner.

4.2.2 Athletic Commissioners—Duties

Athletic Commissioners shall represent their college institutions at meetings of the Athletic Commission and, as applicable, the NWAC Executive Board, Regional Commission, and Sport Committee(s). Commissioners shall also serve as the Commission's liaisons to their respective institutions, providing advice and consultation to college administrators, coaching staff, and student-athletes regarding compliance with NWAC's policies and procedures.

4.2.3 Athletic Commission—Responsibilities

The Athletic Commission shall be responsible for participating in the review and establishment of NWAC policy regarding athletic competition among member colleges, including the adoption of amendments to the NWAC Constitution and Bylaws, approving revisions of Sport Rules, establishing membership fees, approving an annual budget, and adopting such other resolutions as may be necessary or appropriate for accomplishing the Commission's purposes.

4.2.4 Athletic Commission—Regular Meetings

The Athletic Commission shall hold two regular meetings each year, a winter meeting held no later than the second week in February, and a spring meeting following the conclusion of the spring season championships. The NWAC Executive Board shall designate the date and place of the Commission's meetings.

4.2.5 Athletic Commission—Special Meetings

Special meetings of the Athletic Commission may be called by a ***majority vote of the Executive Board*** or by a ***two-thirds majority vote of the existing membership***.

4.2.6 Commission Meetings—Quorum and Voting

A quorum for Athletic Commission meetings shall consist of Commissioners representing three-fourths of the member colleges. *Each Commissioner in attendance shall have one vote.*

4.2.7 Roberts Rules of Order

Unless otherwise specified by the Constitution, Bylaws, Rules and Regulations, all business of the Athletic Commission shall be conducted in accordance with Roberts Rules of Order.

4.3 NWAC Executive Board

4.3.1 Membership

The NWAC Executive Board shall consist of two Athletic Commissioners—one male, one female—from each of the four NWAC regions, two college presidents, and two student services administrators. The two Commissioners from each region shall represent two different member colleges. The two presidential members, and similarly the two student services members, shall represent colleges in two different states or provinces.

4.3.2 Appointment of Members

Members of the Executive Board are appointed by their regions.

4.3.3 Terms of Office

Executive Board members may serve two consecutive three-year terms and shall be eligible for reelection after a lapse of one term. The male and female Commissioners from each region shall serve staggered terms.

4.3.4 Executive Board Chair

The Executive Board from among its current members shall elect the Chair of the Executive Board each year in June. The Chair of the Executive Board shall also chair the meetings of the Athletic Commission.

4.3.5 Meetings

The Executive Board shall meet quarterly or as otherwise scheduled by the Chair. Meetings of the Executive Board shall be open to the public, but may be held in executive session for any of the purposes authorized under the Washington Open Public Meetings Act, RCW 42.30. **The business of the Executive Board shall be conducted in accordance with Roberts Rules of Order.**

4.3.6 Responsibilities

- A. Site selection, control, management and sponsorship of all NWAC tournaments and playoffs for entry into NWAC tournaments shall be vested in the NWAC Executive Board. Site selection will be based upon the review of submitted proposals from individual member colleges, and/or regional sports commissions, and recommendations from NWAC sports committees. The Executive Board shall have the authority to evaluate tournament bids, which extend multiple years and result in a selection that varies from a specific sport rotation. The rule shall supersede any conflicting languages in the Bylaws under specific sports. Passed 6/2/17; Effective 7/1/17.
- B. Review and implement change to the operating procedures of a sport.
- C. Review proposed code changes at the winter and year-end meetings.

4.4 NWAC Executive Director

The chief administrative officer of NWAC shall be its Executive Director reporting to the NWAC Executive Board. The NWAC Executive Director shall be an employee of Clark College as NWAC's fiscal agent.

4.4.1 Responsibilities

The Executive Director shall have the overall responsibilities of the operation of the NWAC office, its programs, budget, planning, marketing, public relations and financial development.

- (A) The Executive Director is responsible for the NWAC athletic programs, enforcing the athletic code, policies and procedures of the association.
- (B) The Executive Director shall be responsible for ensuring that all NWAC championships take place according to NWAC Code.
- (C) The Executive Director shall provide leadership and vision to ensure the NWAC is meeting the changing needs of the colleges that participate.
- (D) The Executive Director has ex-officio membership in all region and sports committee meetings.
Passed 6/2/17; Effective 7/1/17.
- (E) The responsibility of working with the President's Policy and Advisory Committee to increase the quality of athletic events and activities is also the Director's responsibility.

- (F) The Executive Director shall develop and negotiate partnerships with corporations, businesses, community agencies and educational institutions.
- (G) The Executive Director is responsible for raising necessary funds and providing sound fiscal management to ensure that the NWAC operates at a high but practical level.
- (H) The Executive Director will establish an annual sports management calendar for inclusion in the NWAC Official Codebook. See Appendix A-71.

4.5 Fiscal Management

4.5.1 Fiscal Year

The NWAC fiscal year will begin on July 1 and close on June 30.

4.5.2 Annual Budget

The NWAC Executive Director shall prepare an annual operating budget approved by the Executive Board to be presented to the Athletic Commission at the annual meeting for final approval.

4.5.3 Budget Report

An annual report shall be mailed to each commissioner at the end of the fiscal year.

4.5.4 Audit

The NWAC Executive Director's annual budget report is subject to audit.

4.6 Sports Committees

4.6.1 Committee Membership

Each sport has a sports committee in which at least one athletic commissioner and one coach shall represent each region on the committee. Each region shall submit recommendations to the Sport Committees prior to the year-end meeting. The Executive Board will consider recommendations and make announce the sports committees' membership at the year-end commission meeting.

- (A) When possible, both men and women shall be represented on each committee.
- (B) Each committee chair shall be a commissioner appointed by the Executive Board at the year- end meeting.
- (C) Vacancies shall be filled by recommendations submitted by the region and/or appointed by the Executive Board.
- (D) A list of current sanctioned sports will be prepared and included as an index to sports committees.

4.6.2 Committee Responsibilities

- (A) Shall recommend the revision of sport rules, operating procedures and tournament regulations to the Executive Board.
- (B) Shall serve as resource persons for their region coaches and commissioners for that sport.

- (C) Review with the coaches and commissioners rules that were changed by the National governing body of that sport.
- (D) When sport alignment is not by region, recommend to the regions and/or Executive Board recommendations for league balance within the sport.
- (E) Help insure that the sport is being conducted in the manner proper for that sport and in the best academic interest of the NWAC conference student athlete.
- (F) Procedures and guidelines for determining entry into conference tournaments shall be recommended for each sport by the Sports Committee and adopted by the NWAC. These guidelines shall be included in the Code Rules and Regulations for that sport.

4.7 Sports Committee Chair

4.7.1 Chair Appointment

Each committee chair shall be a commissioner appointed by the Executive Board at the year- end meeting.

4.7.2 Responsibilities

- (A) Call for and conduct necessary sport committee meetings. One official meeting must be scheduled each year. Record and distribute minutes of the meeting(s) specifying those attending to committee members, all commissioners and the NWAC office.
- (B) It is the responsibility of the Sports Committee Chair to ensure that only official sports committee members vote on official sports committee business.
- (C) When sport alignment is not by region, be responsible for establishing a schedule for that sport in a timely manner.
- (D) Conduct an annual review of the Code for possible changes to codes, sports rules, and or operating procedures. Submit code change proposals and/or changes to operating procedures from the specific sports committee to the NWAC office by January 16. Code and/operational changes must be approved by the sports committee via two- thirds of committee members present (excluding abstentions). *Passed 6/2/17; Effective 7/1/17.*
- (E) Assist the tournament director, as necessary, in coordinating the annual tournament for that sport.
- (F) Advise in the all-star selection process and help with the all-star game if requested by the host.
- (G) Review, write, and update annually the sport specific test questions and turn into the NWAC office by July 7. *Passed 6/2/17; Effective 7/1/17.*

Article IV Governance and Administration

- (H) Seek out the appropriate format for tiebreakers and have available to coaches and committee members.
- (I) Assist with the development of game management guidelines accepted by the coaches for that season of play (These pertain to items such as game time, time between games, etc.). Provide the NWAC office with a copy of these game management guidelines.
- (J) Provide summary report at Annual Commissioners' Meeting.

4.6.3 Basketball Chairs

The men and women's basketball committee chairperson are appointed for a period of three years.

Article V Region Governance

ARTICLE V-REGION

5.1 Membership

Each region shall be comprised of a commission composed of one male and one female commissioner who is a full-time employee from each member institution within the geographic region.

5.2 Responsibilities

5.2.1 Officials

Establish an official's assignment program for all appropriate sports

5.2.2 Schedule

Establish schedules, dates, locations, times and game requirements

5.2.3 Playoff sites

Designate playoff sites, as appropriate

5.2.4 Contest Management

Establish a game management procedure that will assure optimum service and minimum chance of game or pre-game difficulty; and

5.2.5 Codes

Recommend Code revisions to the Athletic Commission.

5.2.6 Funds

If adequate funds are available, each region shall receive a budget allocation to defray expenses incurred in meeting regional responsibilities. The Executive Board shall determine regional allocations.

5.3 Alignment

5.3.1 Geographic Area

The NWAC shall be divided into geographic regions to facilitate administration.

Article V Region Governance

5.3.2 Size of League/Region

The regions may be divided into leagues when suitable numbers of schools are involved. Each league shall be composed of a minimum of four (4) teams. If a Region has fewer than four schools competing in a sport, it shall be the responsibility of the Executive Board to establish league alignments that will assure the minimum of four (4) teams in each league.

5.3.3 Conference Regions

The NWAC geographical area will be divided into regions with margins for growth in each region. The regions are as follows:

<u>North</u>	<u>East</u>	<u>West</u>	<u>South</u>
Bellevue	Big Bend	Centralia	Chemeketa
Douglas	Blue Mountain	Grays Harbor	Clackamas
Edmonds	Columbia Basin	Green River	Clark College
Everett	North Idaho	Highline	Lane
Olympic	CC's of Spokane	Lower Columbia	Linn-Benton
Peninsula	Treasure Valley	Pierce	Mt. Hood
Shoreline	Walla Walla	South Puget Sound	Rogue
Skagit Valley	Wenatchee Valley	Tacoma	SW Oregon
Whatcom	Yakima Valley		Umpqua

5.4 Regional Transfer

It shall be the responsibility of the Executive Board to confirm that sports participation by regions is equitable and balanced. In order to insure that sports' schedules are constructed in a timely manner, the Executive Board will review each sport by region at their February meeting of each year. After considering recommendations from regions, sports committees and/or ad hoc committees appointed to review region alignment, placement into regions will be made by the Executive Board at their April meeting. *Passed 6/2/17; Effective 7/1/17.*

ARTICLE VI-SPORT ADDITION/WITHDRAWAL

ARTICLE VI-SPORT ADDITION/WITHDRAWAL

6.1 Initial Notification

If it is the intent of a member institution to add or withdraw from a Conference sport, it is mandatory that written notice be sent to the Executive Director by January 1.

6.2 Notification Dates

A list of sports and the addition and withdrawal times necessary to maintain the integrity of that year's schedule are included below:

6.2.1 Fall and Winter Sports

Written notice shall be given to the Executive Board at their February meeting.

6.2.2 Spring Sports

Written notice shall be given to the Executive Board at the year-end meeting of the prior academic year.

6.3 Penalty

Institutions that fail to adhere to this policy may be subject to a fine. *Articles 6:6.1-6.3 Passed 6/2/17; Effective 7/1/17.*

6.4 Addition of Sports (conference)

To determine whether the NWAC should add additional intercollegiate sport(s) to NWAC offerings, the following policies and procedures need to be followed:

6.4.1 LEADERSHIP/SPORTS COMMITTEE/REGION

- (A) The leadership (sports committee/region) of a particular sport can submit a proposal to the NWAC Executive Board for consideration for the sport to be added to the Conference offerings if it meets the following guidelines:
 - (1) The sport meets the definition of a sport as defined by Nationally Accredited Associations/ NWAC.
 - (2) A minimum of four NWAC institutions are committed to participate at the intercollegiate level.
 - (3) The four institutions that intend to sponsor the sport at the intercollegiate level must submit letters of commitment.
- (B) If it is the intent of the sports committee/region to add a Conference sport, a written notice must be sent to the Executive Director by August 1. All information required in 100.1-100.2 must be turned into the NWAC office by September 1.

SCENARIO: A NWAC school wants to add baseball to their sport offerings. They call the conference office May 18 to notify the NWAC of their intention to add baseball spring of 2019. Is this the correct procedure? **ANSWER:** No-Since baseball eligibility starts winter quarter, written notice shall be given to the Executive Board at their February meeting.

6.4.2 INSTITUTIONAL COMMITMENT

- (A) The letters of commitment must include the following: a sample budget a proposed timeline for implementation of the sport to intercollegiate status in the athletics department willingness to commit to the sport for at least 3 years, and the signatures of the president and athletic director of the institution. Additionally the letters must be dated within one year of the submission of the proposal and/or follow the calendar as set.
- (B) Emerging sport proposals must include information on general competition rules, suggested Nationally Accredited Associations/NWAC regulations (e.g., playing and practice season, athletic grant-in-aid limits), and format for the sport (e.g., expected facility requirements and costs, minimum and maximum number of competitions.
- (C) Other data and information that demonstrate support for the sport may be included in the sport proposal, such as:
 - (1) Demographics data of participants at the high school and collegiate levels including gender, race and ethnicity and geographical region breakdown.
 - (2) Number of high school teams participating within the institution's district, region, and conference.

- (3) Four-year institutions within the Pacific Northwest play the sport.
 - (4) Recognition of sport by state high school associations.
 - (5) Coaches' association support.
 - (6) Professional sports support.
 - (7) The sport should elicit a following and interest that will produce positive attitudes and supported by the student body, community and alumni of the institution.
 - (8) The sport should represent the intercollegiate goals of the student body and the district constituents.
 - (9) The sport should provide opportunity for wide participation and/or for the recognition of exceptional individual achievement.
 - (10) The sport should provide collateral institutional benefits for the institution and the NWAC.
 - (11) The sport must meet the financial capabilities of the institution to fund appropriately as set by institutions Board of Trustees.
 - (12) The sport should develop and provide a financial plan to keep the sport sustainable for at least 3 years.
 - (13) The sport should have the capability of having a schedule developed that is both competitive and convenient.
- (D) A sport that meets the proposal requirements is not guaranteed being added to the NWAC intercollegiate sport offerings. The Executive Board will evaluate the sport's potential growth and additionally, the following items (but not limited to) may be considered by the Executive Board during the review process:
- (1) Health and Safety
 - (2) Growth potential at the high school and collegiate levels.
 - (3) Economic strength of the proposal.
 - (4) The institution's record in supporting their current sport offerings.

6.4.3 PROPOSAL PROCESS

- (A) Sports Committee/Region notifies in writing the Executive Director that an emerging sport proposal will be forthcoming by August 1 of the previous year.
- (B) All paperwork turned into the NWAC office by September 1 the previous year.

- (C) The Executive Board will review proposals and may ask for a presentation by representatives of the emerging sport at their November/December meeting.
- (D) The Executive Director will notify the appropriate personnel regarding the Executive Boards decision to accept or reject the proposal within 48 hours of the EB decision. *Article 6:6.4.1-3 Passed 6/1/18; Effective 7/1/18.*

6.5 Sport Withdrawal (conference)

If a sport is dropped by a college and meets the criteria of Article VI-6.5.1 A-D, the student athlete may request a waiver for that sport of any Bylaw that would prevent the student athlete from transferring and gaining eligibility at another NWAC institution that quarter/semester, or having the partial season count as a year of eligibility within the NWAC.

6.5.1 Dropping of Sport

The sport must be dropped prior to 20 percent of the institution's scheduled contests of that season. The number shall be calculated based on the number of allowable contests in that sport.

- (A) Any computation of the percent limitation that results in a fraction portion shall be rounded to the next whole number.
- (B) If a sport is dropped at the end of the season, the student athletes shall be notified as soon as possible to permit the students sufficient time to become eligible to transfer. The college shall notify the conference office of the intent to drop the sport, including the date and student names.
- (C) If a sport is dropped at the end of the year and the student athletes have not been notified in sufficient time to register at another college, the students may request a waiver of the transfer rule for that sport. The Executive Director or designed (designee) has the authority to grant this waiver and shall notify the conference and executive board. *Article 6.5 Passed 6/1/18; Effective 7/1/18*

Article VII Codes

ARTICLE VII-CODES

7.1 Process

Policies and procedures for the Conference are developed through code proposals. Code proposals may be initiated by Conference coaches, athletic directors, athletic commissioners, sports chairs, sports committees, NWAC office, and the Executive Board.

7.1.1 Review

Code proposals shall be reviewed by the sports committee and/or region specific to the code and the region from which the code proposal originated. A two-thirds majority vote of sports committee members present (excluding abstentions) will allow the code to be proposed. The same holds true for codes submitted by a region.

7.1.2 Conference Office

Once the code proposal has been approved (sports committees or regions), it must be turned into the Conference office by January 16. The code is then sent to member institutions for their review and Conference discussion at the February Commission meeting.

7.1.3 Revisions

During the period between the February Commission meeting and April 15, the author can make changes to the code proposal. A final version of the code proposal must be sent to the Conference office by April 16. The office will send all final code proposals to the member institutions by May 1.

7.1.4 Vote

All codes will be voted on at the end-of-the year commission meeting. It takes a two-thirds majority of those voting (excluding abstentions) from the total Athletic Commission to pass.

7.1.5 Implementation

A code shall become effective on the date specified by a vote of the Athletic Commission.

7.2 Amendments

Code revisions may be initiated by Conference coaches, athletic directors, athletic commissioners, sports chairs, sports committees, NWAC office, and the Executive Board. The process to submit code revisions are as follows:

7.2.1 Review

Code revision proposal needs to be reviewed by the sports committee and/or region specific to the code and the region from which the revised code proposal originated. A two-thirds majority vote of sports committee members present (excluding abstentions) will allow the code to be proposed. The same holds true for revised codes submitted by a region.

7.2.2 Conference Office

Once the revised code proposal has been approved (sports committees, regions), it must be turned into the Conference office by January 16. The code will then be sent to member institutions for their review and Conference discussion at the February Commission meeting.

7.2.3 Revisions

During the time between the February Commission meeting and April 15, the author can make changes to the revised code proposal. A final version of the revised code proposal must be sent to the Conference office by April 16. The office will send all final code proposals to the member institutions by May 1.

7.2.4 Vote & Implementation

All revised codes will be voted on at the end-of-the year commission meeting. It takes a two-thirds majority of those voting (excluding abstentions) from the total Athletic Commission. A revised code shall become effective on the date specified by a vote of the Athletic Commission.

7.3 The Constitution, Bylaws, Sports Rules and Regulations may be amended as follows:

7.3.1 Commission Meeting

By a two-thirds majority of those voting (excluding abstentions) from the total Athletic Commission, provided that each commissioner shall receive a copy of the proposed amendment postmarked thirty (30) days prior to any commission meeting.

7.3.2 Mail Ballot

By a two-thirds majority of those voting (excluding abstentions) from the total Athletic Commission, provided that each commissioner shall receive a copy of the proposed amendment postmarked fifteen (15) days prior to the ballot due date.

Article VII Codes

7.3.3 Email

By a two-thirds majority of those voting (excluding abstentions) from the total Commission, provided that each commissioner shall receive a copy of the proposed amendment fifteen (15) days prior to the ballot due date.

7.3.4 Conference Office

All proposed amendments shall be submitted to, and released through, the NWAC Office.

7.3.5 Revisions

The wording of a proposed code revision may be amended by a two-thirds (2/3) majority of the members present at an NWAC meeting, provided such an amendment does not alter the intent of the proposed code revision.

7.3.6 Implementation

A code revision shall become effective on a date specified by a vote of the Athletic Commission.

7.4 Changes to Operating Procedures

Proposed changes to the operating procedures of a sport must be sent to the NWAC office by the winter conference, reviewed, and supported by the respective sports committee. The decision to implement the proposed change to the operating procedures of a sport rests with the NWAC Executive Board. Proposed changes to the operating procedures of a sport that specifically affects eligibility and/or finances, must be sent to the NWAC office by the winter conference, reviewed and supported by the respective sports committee. The decision to implement the proposed change rests with the NWAC Commission. Final decision will be handed down at the year-end NWAC Commission meeting. Passed 6/5/15; Effective 7/1/15

Article VIII Schedules

Article VIII-Schedules

8.1 Region Schedules

It shall be the responsibility of the regions to develop all sports' schedules in those sports in which all or the majority of regional colleges participate. In those sports where there is multiple regional participation due to limited numbers of participants in a particular region, the sports committees will recommend league/division alignments to the regions involved. If agreement cannot be reached between the sports committee and the regions, the Executive Board will determine the alignment of teams and placement into leagues/divisions.

8.2 Tournament Schedules

The Executive Board will develop a conference tournament master schedule no later than December 1 of each year so that regions/sports committees can develop schedules for the following year to coincide with it. The Executive Board will seek input on tournament sites and dates from the sports committees.

8.3 Conference Scheduling Committee

The Conference Scheduling Committee shall consist of the chairpersons of each of the sports committees and the Executive Director. The purpose of the Scheduling Committee will be to develop a proposed calendar of first allowable contest dates for all sports. The Committee will consult with their respective sports committees to develop recommendations for the date for first allowable contests. The proposed calendar will be submitted for review and approval by the Executive Board. The Committee shall submit a draft of the proposed calendar to the Executive Board by April 1. The Executive Board will approve the final proposed calendar at their May/June meeting. The proposed calendar will be for two years from the current year (ex: committee makes recommendations in Spring 2018 for the 2019-2020 academic/sports year. *Passed 6/1/18; Effective 7/1/18*

**NORTHWEST ATHLETIC CONFERENCE
BYLAWS**

Bylaws Article I Eligibility

Preamble: Any student who gain admittance to attend any identified NWAC institution (Washington, Oregon, Idaho, British Columbia) shall be eligible to participate in the intercollegiate athletic programs, provided the student-athlete is eligible under provisions set forth by the NWAC Constitution and Bylaws.

ARTICLE I-STUDENT ATHLETE ELIGIBILITY

1.1 Purpose

It is the purpose of this Article to establish requirements and procedures affecting the eligibility of student-athletes to participate in intercollegiate athletics sanctioned by the NWAC in order to assure that all participants are bona fide students of member institutions; maintain the perspective of academic achievement and satisfactory educational progress for student-athletes; establish equity and fairness for all participating students and the several member colleges.

1.1.1 Minimum Standards

Establish minimum standards and uniform definitions for participating students and member colleges; provide uniform standards and conditions for participation by those transferring from one post-secondary school to another; and prevent abuses by institutional representatives in soliciting participation by potential students and those enrolled in other member colleges and post-secondary institutions.

1.1.2 NWAC Coaches

No NWAC coaches are allowed to participate in any sport.

1.2 Amateurism

1.2.1 An amateur athlete is one who engages in a particular sport for the educational, physical, mental and social benefits derived therefrom.

1.2.2 An amateur athlete may be a professional athlete in one (1) sport and have amateur status in all other sports, but is ineligible in the specific sport the athlete has been judged to be a professional

1.2.3 An amateur athlete may be involved in professional sports activities under the following provisions:

- A. Athletes shall be eligible if they have, prior to enrollment in a collegiate institution, tried out at their own expense with a professional sports organization or received not more than one expense-paid visit - provided the visit did not exceed forty-eight (48) hours.
- B. Athletes shall be eligible if they have tried out for a professional team and did not receive any form of expenses during summer vacation or while enrolled in less than twelve (12) units.
- C. A student-athlete shall not try out of a professional team while participating in a NWAC college season of sport.
- D. An athlete may participate as an individual or as a member of a team against professional athletes as long as all other sections of the Constitution and Bylaws are observed.

- E. An athlete may compete on a tennis or golf team with individuals who are competing for cash or comparable prizes provided the athlete does not receive payment of any kind for participation.
 - (1) In sports other than tennis, an individual may accept prize money based on his or her place finish or performance in an athletics event. Such prize money may not exceed actual and necessary expenses and may be provided only by the sponsor of the event. The calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the individual (e.g., coach's fees or expenses, parent's expenses).
 - (2) In individual sports, the calculation of an individual's actual and necessary expenses shall be based on expenses incurred during each calendar year (January-December), rather than on an event-by-event basis.
 - F. If the student practices or tries out with a professional team during the sport season after having registered with the community college, he/she shall be ineligible immediately for that sport season subject to the conditions of [Section 3](#).
 - G. Attending a school or a clinic sponsored by a professional organization is not interpreted as "trying out" or "playing" for a team, provided no expenses are received or scheduled games are played.
 - H. Athletes may officiate and/or teach as part of private or public instructional programs.
- 1.2.4 Students shall not represent a college in any athletic contest unless they qualify as an amateur athlete in the sports(s) in which they compete. Students shall be deemed professional and ineligible to participate in that particular sport if any one of the following exists for that particular sport:
- A. If the student signs with and/or has taken pay, or has accepted a promise of pay in any form.
 - B. If the student has entered into an agreement of any kind to compete in a professional sport.
 - C. If the student has, directly or indirectly, been paid for his/her athletic participation.
 - D. If the student has ever played on a professional team.
 - E. If the student received a salary, expenses, or any form of financial assistance directly or indirectly from a professional sports enterprise.
- 1.2.5 An athlete shall be ineligible in a sport for further participation in any NWAC member institution if any one of the following conditions exists:
- A. If the student agrees or has agreed to be represented by an agent or any organization in the marking of athletic ability in a sport.

- B. If the student is or has been regularly enrolled in a member college and then participates on or against an all-star team in a game or contest sponsored by an outside organization, without prior approval of the conference of which his/her college is a member.
 - C. If subsequent to becoming an athlete, the student accepted any remuneration for or permitted use of his/her name or picture to advertise or endorse a product or service of any kind.
 - D. If any of the conditions of [Section C](#) exist.
 - E. No student-athlete may participate in an athletic contest sanctioned by the NWAC who has violated his/her amateur status in that sport.
- 1.2.6 Awards received by an individual for participation in competition while not representing the institution shall conform to the rules of the amateur sports organization that governs the competition, but may not include cash that exceeds actual and necessary expenses.

1.3 Athletic Eligibility

1.3.1 Eligibility Registration

Any student who participates in NWAC sanctioned athletic programs must apply to the designated athletic commissioners of their member institution prior to the first contest scheduled for that sport. The athletic commissioners shall apply the rules and requirements described in this article in determining the eligibility of the student. The athletic commissioners shall have original jurisdiction in all eligibility decisions and are responsible on behalf of the college for the application, maintenance, and enforcement of all provisions affecting eligibility rules, requirements and procedures.

- (A) Should the athletic commissioners deny eligibility based on provisions of the Article, the affected student may appeal to the Executive Director for a hearing on such denial and, further, to the Executive Board in a manner, time, and place set forth in procedures approved by the Executive Board.
- (B) Should the athletic commissioners be unable to determine clearly the eligibility status of a student based on the provisions of this Article, they may refer the application to the Executive Director for an advisory opinion prior to entering it on the eligibility form.
- (C) Should the athletic commissioners suspend eligibility of a previously approved student-athlete for cause, according to the provisions of the Article or other applicable provisions of the NWAC Code, then these causes shall be set forth in writing to the affected student and the designated office of the NWAC provided that such actions shall be subject to the same appeal procedures as outlined in 1.3.1.
- (D) Should the Executive Director deny or suspend the eligibility of a student-athlete for cause and the member college chooses to appeal the ruling to the Executive Board, the following procedures shall apply:

1. Written notice of the appeal shall be submitted to the NWAC office.
2. The appeal will be heard at the next regularly scheduled meeting of the NWAC Executive Board.
3. If the college submitting the appeal requests a special meeting of the NWAC Executive Board, all costs related to the special Executive Board meeting will be borne by the college submitting the appeal.
4. Appeals of eligibility must be submitted ten days prior to the start of the conference tournament in order to be heard by the Executive Board prior to the conference tournament. An NWAC eligibility form, signed by an athletic commissioner of the institution, and the registrar, must be mailed to the NWAC office prior to the first contest scheduled for any sport.
5. An updated eligibility roster must be submitted when administratively possible, but no later than the 10th day of the quarter or the following quarter for sports which overlap quarters. Copies of the eligibility forms and all supporting documents shall be retained on file by the institution until audited by the NWAC Executive Director's office.

(E) An updated eligibility form will be submitted to the NWAC office one week prior to any

1.3.2 Transcripts

All official transcripts from high school and from all colleges after high school graduation (or when your class has graduated) are required.

1.3.3 Tracers

Tracers from all colleges after high school graduation (or when your class has graduated) are required.

1.3.2 Duration of Eligibility

In order to compete in and for an NWAC member institution, a student-athlete must maintain their athletic eligibility at all times. Student-athletes will be deemed athletically ineligible in any one sport after completing two (2) seasons in that sport seasons at any post-secondary institution. After a student-athlete competes two (2) seasons of participation at an NWAC member institution, transfers, and competes in another intercollegiate program, the student-athlete may not compete further at any NWAC institution in that sport.

1.3.3 Loss of Eligibility

A student-athlete may also be deemed athletically ineligible for providing false, misleading, incomplete information during the eligibility process, violating amateurism policies, receiving impermissible benefits, violating other provisions found in the NWAC Constitution, Bylaws, and Sports Rules and Regulations, and violating institutional policies and procedures.

1.3.4 Participation Eligibility

A student-athlete shall be considered a participant for eligibility purposes if they represent a member institution in any athletic contest(excluding scrimmages). A student-athlete is considered committed to an institution provided they are a participant and/or sign a current year LOI. ***Passed 6/3/16; Effective 7/1/16***

1.3.5 Season of Participation

Participation in any contest, other than an approved scrimmage, regardless of time, shall be counted as one season of competition in that sport and the participant will have used one year of collegiate eligibility. To petition, see Bylaws Section 27 Medical Hardship.

1.3.5 Season of Participation

Regardless of time, participation in any contest other than an approved scrimmage counts as one season of competition in that sport. The participant used one year of collegiate eligibility. Exceptions to this rule are: Passed 5/31/19; Effective 7/1/19

1.3.5.1 Exception

Participating in one (1) pre-league game home contest against home institution alumni, does not count against contest limitations, towards the official team won-loss record, and no statistics used of individuals and teams. Passed 5/31/19; Effective 7/1/19

1.3.5.2 Exception

Injury that meets Medical Hardship Criteria, Article III, Section 27 Passed 5/31/19; Effective 7/1/19

1.3.6 Verification of Participation

At the conclusion of each sport season, each school shall submit to the League Office a list of athletes who competed in the past season of competition and how many seasons the individual has competed.

1.4 Academic Eligibility

1.4.1 High School Criteria & Transcripts

The student-athlete shall be a high school graduate, or the class year of which they were a member shall have graduated. All official transcripts from high school and from all colleges after high school graduation (or when your class has graduated) are required.

1.4.2 20 Days Enrollment

The student-athlete shall be enrolled in an NWAC member college within twenty (20) calendar school days from the beginning of the quarter to participate during that quarter. This provision shall apply for all terms - fall, winter, spring, and summer. Should the term involve a split session, this provision shall apply from the first day of class of the first session.

1.4.3 12 Credit Hours

The student-athlete shall be officially enrolled in a minimum of twelve (12) quarter credit hours or the equivalent of classes as defined in the curriculum of the member college during the sport season in which they participate. Such enrollment shall be required for non-conference and post- season participation.

1.4.4 Dual Enrollment

Under specifically scrutinized situations, involving both the institution and the NWAC office, where a dual enrollment can exist, a student-athlete may be able to utilize credits from both institutions to satisfy the twelve (12) credit requirement assuming the student-athlete has completed their A.A. Degree, has an exceptional GPA, has amassed an extreme number of credits or has been accepted into a specific four-year program as part of a dual enrollment. All dual enrollments must be approved by the NWAC office through the normal petition process when the student athlete provides the NWAC office with a schedule of classes taken at both the 4-year institution and the community college. The majority of the student-athlete's credits must be transcribed by the community college. ***Passed 5/30/14; Effective 7/1/14***

1.4.5 Previous Quarter Credit Rule

- ~~A. The student-athlete who has begun participation in collegiate athletics shall have passed a minimum of 10 quarter credit hours the previous term. Passed 6/5/15; Effective 7/1/15~~

The student-athlete who has begun participation in collegiate athletics shall have passed a minimum of 10-quarter credit hours the previous term. **The includes all athletes who have signed a Letter of Intent (LOI), all athletes listed on an eligibility form, all athletes receiving athletic aid, and all athletes practicing with the team in the current academic year. Passed 5/31/19; Effective 6/7/19**

- B. For any student-athlete, who has never participated in collegiate athletics or used college eligibility in a sport, there will be no credit requirement from the previous quarter/semester. Any student-athlete at any member institution or transferring into any member institution, who has played a year in a sport, will be required to have passed ten (10) or more credits the previous term prior to being eligible for their second season of participation in that sport or their first season of a different sport.

Note-The ten (10) credit previous term rule would not apply to any student-athlete who participated outside of the NWAC in one sport but transfers to a NWAC institution to participate in another sport where 1.4.5.A would apply.

Example: A student-athlete enrolls in 12 credits for fall term eligibility in basketball. They only need to pass 10 credits from fall term in order to maintain eligibility. ***Passed 5/31/13 Effective 7/1/13***

1.4.6 Second Year Participation Standards

To be eligible to compete a second season, of any sport, a student athlete must have:

1.4.6.1 36 Quarter Credit Hours

Earned a minimum of thirty-six (36) quarter credit hours or the equivalent, beginning with and including the first quarter (the quarter of the sport season's official start date) of the first season of participation. (**NOTE:** Credits from a course repeated to raise a grade of D or higher do not count toward the 36-credit requirement) **Example:** A baseball player who is a 1st year participant in winter 2019 would count credits earned in winter 2019, spring 2019, summer 2019, and fall 2019 towards meeting his 36 credits. **OR**

1.4.6.2 HAVE EARNED A MINIMUM OF:

36-quarter credit hours (i.e. Running Start) before entering fall quarter of their second year for fall quarter eligibility.

48-quarter credit (i.e. Running Start) hours before entering winter quarter of their second year for winter quarter eligibility.

60-quarter credit hours (i.e. Running Start) before entering spring quarter for spring quarter eligibility.

Example: Using the baseball example in 1.4.6.2 the same player would also include summer and fall 2018 when calculating credits and GPA, or all previous credits and GPA.

- A. For student-athletes who enroll full-time after fall quarter of their first year of eligibility, the total credit hours required for second year participation will be *pro-rated based on the average of 12 credits per term*. (e.g. basketball player who is a first-time college enrollee in winter quarter, not fall)
- B. Credits from a course repeated to raise a grade of D or higher do not count toward the cumulative credit requirement.

Exception: prerequisite courses that require a higher grade for advancement in an academic subject (e.g. math, English) shall be included in the cumulative credit requirement. ***Section 3G. Passed 6/5/15; Effective 7/1/15***

1.4.6.3 GPA Average

Maintain a cumulative grade point average of 2.00 during any quarter of participation. The calculation of the 2.00 GPA must begin with the same initial quarter used for total credit calculation. Passed 6/5/15; Effective 7/1/15

Example: A baseball player who is a first year participant in winter 2019 would count credits earned in winter 2019, spring 2019, summer, 2019, and fall towards meeting 36 credits.

1.4.7 GPA

Maintain a cumulative grade point average of 2.00 during any quarter of participation. The calculation of the 2.00 GPA must begin with the same initial quarter used for total credit calculation under ***Passed 6/3/16; Effective 7/1/16***

1.4.8 Summer School

By attendance at summer school, a student-athlete can regain qualification for meeting the provisions for the 10 credit previous quarter, the 36 credit - 2nd year participation and the 2.00 GPA eligibility requirements. Any number of summer school credits can be earned at any accredited institution and can be added to complete the second year thirty-six (36) quarter credit rule or added to the previous quarter to fulfill the completion of the ten (10) quarter credit hour previous quarter rule.

Example: Students completing less than ten (10) credit hours their last **full-time** quarter of attendance may add completed summer credits to a preceding quarter of attendance may add completed summer credits to a preceding quarter to accumulate a minimum of ten (10) quarter credit hours and/or may use them toward their accumulation of their thirty-six (36) quarter credit hours for the second year of participation. Summer school credits can also be used to increase the GPA to a 2.00 accumulative. However, the grade point for all summer school quarter credit hours attempted must be calculated into the cumulative grade point average.

Passed 6/3/16; Effective 7/1/16

1.4.9 Grade Verification-Between Quarter Participation

The grades of student-athletes, both currently eligible and those seeking eligibility, must be verified simultaneously between academic quarters. Grade verification can take place at any time after official instructor grade sheets are on file with the registrar. Previous quarter grades must be verified no later than the day prior to the start of winter quarter and the fifth day of spring quarter.

SCENARIO: A second-year WBB student-athlete who is ineligible in the fall, just completed her final in Psychology. The team leaves in an hour to participate in the NWAC Crossover Tournament. The Head WBB Coach calls the Psychology instructor and asks what the ineligible student-athlete grade is for the quarter? The professor responds that the student-athlete has a B, and the coach realizes that the B in Psychology makes the student-athlete eligible. The student-athlete plays that night in the crossover tournament. Has a violation occurred? **ANSWER:** Yes. A verbal answer by the Psychology instructor does not grant immediate eligibility even though her grade made her eligible. Grade verification for eligibility purposes can take place at any time after official instructor grade sheets are on file with the registrar and both currently eligible and those seeking eligibility are verified simultaneously.

1.4.10 Intersession

An **intersession** is that period of time between academic terms. "Intersession" classes at most institutions begin after the end of one term and finish prior to the beginning of the next term. They are most often transcribed for the following term and, therefore, could neither be utilized to help a student-athlete obtain 10-credits from the previous quarter nor utilized to meet the 36-credit requirements for second season participation for that following term. Some intersession courses begin prior to the end of a term and are completed prior to the beginning of the next term. For these intersession classes, they may be used to meet either the 10-credits previous term or the 36-credits between seasons if, and only if, they are transcribed for the term in which they are begun. [NOTE: Any intersession credits must be over and above the 12 credits that a student-athlete is enrolled in at their home institution]. Passed 5/31/13; Effective 7/1/13

1.4.11 Attendance

A student-athlete will establish attendance at a member institution by being enrolled in that institution within twenty (20) calendar school days and/or participation in an athletic contest or practice sponsored by that institution. In the event a student-athlete officially withdraws from a non-member collegiate institution within twenty (20) calendar school days and has not participated in an athletic contest, they shall not have established attendance at the institution for eligibility purposes. A student-athlete withdrawing from a member college within twenty (20) days and transferring to another member college will be subject to NWAC transfer rules. The twenty (20) calendar school days shall be calculated from the first day of class attendance as published in the instructional calendar of that institution.

- A. Fall & Winter Quarters. A student-athlete not in attendance at a member institution the previous quarter establishes eligibility for Fall Sports, whose first contest is prior to the first day of fall quarter classes, when the member college submits its initial eligibility form for that sport. For winter sports (Basketball), eligibility commences on January 2.
- B. Attendance Established - Spring Quarter. A student-athlete not in attendance at a member college winter quarter establishes eligibility for spring sports on the first class day of spring quarter or April 1st whichever occurs first provided all other eligibility requirements have been met.
- C. Eighteen Calendar Months Non-College Attendance. Student-athletes that have not been enrolled in college as a full-time student (12 or more credits) for a period of eighteen (18) calendar months or longer shall be exempt from previous term credit requirements as set forth in Article I. As a second season participant, they are not, however, exempt from the academic requirements of 36+ credits of 2.00 GPA. Petition is required. ***Passed 6/2/17; Effective 7/1/17***

1.4.12 Eligibility Limitations

Student-athletes need to be fully aware of certain limitations that may affect athletic eligibility such as:

A. Limited Team Membership

A student-athlete who has been granted eligibility to participate in a team sport sponsored by a member college shall be declared ineligible immediately if he/she participates in any contest in that sport sponsored by any other club, team, group, or organization at any time during that sport season. The current season shall commence the first day of practice and end as defined in the NWAC annual calendar. Withdrawal of eligibility under the provisions of Section 2 of this article, but shall be subject to appeal. In those sports where it is possible to compete on an individual basis (cross country, golf, tennis, track and field) an athlete may compete on an individual basis during the sports season but only if the competition does not interfere with team practices and contests, and provided he/she is not affiliated with any club, team, group or organization while competing.

Exception: One-time participation in a high school alumni game is allowed.

Example: An NWAC student-athlete in softball agrees to play for a team in the local church league during their NWAC season. She becomes immediately ineligible to continue as a NWAC student-athlete in softball for that year.

B. Student-Athlete Limitation on Number of Games.

Intercollegiate competition shall count as varsity competition in computing years of eligibility. Participation in any athletic contest shall constitute a game with the exception of one (1) pre-league home contest against their alumni, which will not count against their contest limitation, not count towards the official won-loss record, and no statistics will be used towards individual and team official stats. ***Passed 6/3/16; Effective 7/1/16***

C. Student-Athlete Limitation on Number of Sports per Season

~~A student-athlete cannot participate in more than one sport for a member institution during any sport season.~~

A student-athlete may participate in more than one sport for member institution during any sport season. Passed 5/31/19; Effective 7/1/19

D. Section 16. Student-Athlete Limitation on Number of Colleges per Season.

A student-athlete cannot participate in any scheduled contest for more than one college during a given sport season. Practice at a non-member institution shall not constitute participation in the application of this Section.

Example: A student-athlete plays in a game at Institution A (nonmember) during fall quarter and then transfers to member Institution B winter quarter. He/she will not be eligible to participate. If, however, he/she took part in practice at Institution A but participated in no games, he/she will be eligible at member Institution B provided all other provisions of the Code are met.

1.4.13 Determining Veterans Eligibility

- A. Student-athletes who are returning veterans will be eligible at any member institution immediately upon registration provided he/she satisfied the provisions of Section 9, and further provided that he/she has not enrolled in any intervening post-secondary institution following discharge or release from the Armed Services of the United States. Should the status of any returning veteran be in doubt, the Athletic Commissioner should refer the matter to the Executive Director, as provided in 1.3.1. **Example:** A student-athlete enlists while attending Institution A. Upon his/her return, he/she enrolls at Institution B. The student is immediately eligible provided he/she was eligible when he/she enlisted. If a student-athlete was ineligible at Institution A when he/she left, he/she must complete a quarter of satisfactory work before he/she regains eligibility.
- B. **Criteria Applied to Active Duty Dependents' Eligibility.** Dependents, both spouse or child, will be considered Northwest residents immediately upon a military move of permanent change of station into the NWAC recruiting area. This will allow these individuals to be provided with a letter of intent and athletically related aid by NWAC institutions. ***Passed 5/30/14; Effective 7/1/14***

1.4.14 Violations/Penalties of Eligibility

A student-athlete who is found to have participated in a NWAC sanctioned athletic contest in violation of the provisions of Article I shall be declared immediately ineligible and will remain ineligible during periods of appeal. Further, the Member College for which the student-athlete participated shall forfeit the contest(s) in which the student-athlete participated, in addition to such other penalties that may be imposed under the provisions of Article V of the Bylaws.

- A. A student-athlete shall be denied eligibility for competition at any time in all NWAC sanctioned sports if the student-athlete falsifies academic or athletic participation records.
- B. A member college, which uses an ineligible athlete, whether knowingly or not, shall forfeit all contests in which such ineligible player participated

Bylaws Article I Eligibility

- C. Procedures when a participant is determined to be ineligible after the last game/event in regular season/regional competition.
 - 1. If a student-athlete is determined to be ineligible after league/regional competition has been completed or during a conference championship event, the ineligible athlete shall be immediately disqualified from further participation but the team shall be allowed to complete post-season play.
 - 2. If a member college uses an ineligible student-athlete after the completion of league/regional competition, whether knowingly or not, the member college may be denied the opportunity to enter conference championship competition in that sport during the ensuing year.

1.4.15 Requesting Waiver of NWAC Eligibility Policies

To request a waiver to NWAC Eligibility policies the following process must be followed:

- A. Requests will be directed to the Executive Director or designee
- B. Requests shall be initiated in writing and must include the following
 - 1. The basis for initiating the actions, including facts and complete information relative to the request.
 - 2. Documentation from appropriate authorities substantiating hardship, illness, injury, or other extenuating circumstances.
 - 3. Official transcripts from all post high school institutions attended.
- C. The decision by the Executive Director or designee in all cases of eligibility waiver requests will be in effect immediately.
- D. Decisions of the Executive Director may be appealed to the Executive Board under the following guidelines:
 - 1. No appeal will be accepted that has not first been ruled upon by the Executive Director or designee.
 - 2. Appeals will be heard at the next regular meeting of the Executive Board after notification has been filed with the Chair of the Executive Board.
 - 3. A special meeting of the Executive Board to hear an appeal may be convened, however the party/parties (student-athlete/college) requesting the appeal shall bear the full cost of the special meeting, as determined by the Executive Board.

1.4.16 Medical Hardship

A student-athlete may be granted an additional year of eligibility by the conference for reasons of hardship that is defined as that incapacity resulting from injury or illness under the following conditions:

- A. Injury or illness occurs when he/she has not participated in more than 20% of games played. In applying the 20% limitation, any computation, which results in a fractional portion of an event, shall be rounded to the next whole quarter. ***Passed 6/3/16; Effective 7/1/16***
- B. The injury or illness occurred in the first 50% of scheduled contests (preseason games through conclusion of regular season games, season not to include post-season contests).
- C. The injury resulted in incapacity to compete for the remainder of the season. A doctor must document the resulting injury at the time of injury or on the date that the doctor determines the athlete can no longer compete during the season.
- D. The medical hardship requests will be accepted between the conclusion of the current sport season and the start of the following sport season.
- E. Student-athlete must meet all academic requirements as set forth by the NWAC codebook.

1.4.17 Deadlines for Eligibility Submission

- A. Initial Eligibility Submission. Eligibility must be submitted prior to participation.
- B. Tenth Day Eligibility Submission.
- C. Second Initial Submission Grade Verification, Between Quarter Participation the grades of student-athletes, both currently eligible and those seeking eligibility, must be verified simultaneously between academic quarters. Grade verification can take place at any time after official instructor grade sheets are on file with the registrar. Previous quarter grades must be verified no later than the day prior to the start of winter quarter and the fifth day of spring quarter.
- D. Championship Eligibility and Verification of Participation. One week prior to the start of each sport's Championships, each school submits to the league office a list of athletes who competed in the past season of competition.
- E. Adding athletes to the supplemental. Possible Dates

1.5 Tracer Reports

A completed NWAC tracer report shall be on file with the member college for all member and nonmember transfers prior to granting eligibility. However, this stipulation shall be waived when documented by the Athletic Director that the non-member institution in question does not and did not have an athletic program or, at least, the sport in question, when the student-athlete attended. ***Passed 5/30/14; Effective 7/1/14***

1.6 Participant Transfer/Transcript Information

A student-athlete who transfers to a member institution must request and have a copy of an official current transcript from all previous institutions on file with the Registrar of the receiving institution prior to participating in an athletic contest for the receiving institution.

Note: If a student-athlete from any institution, member or nonmember, has remained in school beyond twenty (20) days and withdrawn from school with a W, he/she shall be considered to have been enrolled and not to have completed the necessary hours to meet NWAC requirements (see Article I Eligibility).

1.6.1 Transfer Between Member Institution

Student-athletes who are a participant and/or signed to a current Letter of Intent (LOI) must sit out three (3) terms (exclusive of summer) after separation from the athletic program.

Exception: A student-athlete may petition for a transfer to another member institution (Institution B) between first and second seasons of participation to fulfill eligibility requirements if extenuating circumstances have occurred that create a need to break the commitment between student-athletes and institution. Signing of a Letter of Intent (LOI) is a commitment with the institution, and if a coach leaves the institution or the sport program (e.g., not retained, resigns), the provision of the LOI remains intact.

Passed 6/3/16; Effective 7/1/16

1.5.2 Transfers from Non-member Colleges

Any student-athlete transferring from a non-member institution becomes eligible immediately provided he/she has NOT participated in any contests in the sport in question. If a second season participant transfer from a non-member institution, he/she must have passed 10-quarter credits in the last full-time term, accumulated at least 36-quarter credits between seasons of participation and have a cumulative GPA at or above 2.00 for all college coursework.

SCENARIO: After playing one year of baseball at GFU, a student-athlete wishes to transfer to a NWAC college. His GPA after one year at GFU is 3.38. GFU is on the semester system and he has only passed 24 credits. As a second-year transfer is he eligible to play the next season at the NWAC college? **ANSWER:** Yes. He meets the NWAC cumulative GPA standard of 2.0. Passing 24-semester credits equates to passing 36-quarter credits. When translating semester credits to quarter credits, 1.5 semester credits equals 1 quarter credit (24 x 1.5=36)

1.5.3 Transfer from Member to Non-member Back to Member Institution.

Any student-athlete of a member institution who transfers to a nonmember institution must meet the requirements of a transfer between member colleges as stated above before becoming eligible at any other member institution.

Example: A student-athlete transfers from Institution A (a member of NWAC) to a four- year institution. Later he/she decides to re-enter an NWAC institution. He/she is eligible immediately at Institution A provided all other eligibility requirements are met. However, if he/she transfers to any other NWAC institution, he/she must meet the requirements of a transfer between member colleges (as stated above), as if he/she transferred directly from one member institution to another.

1.6 Non-participant Transfers

1.6.1 Transfer between Member Colleges

Any student-athlete transferring from a member college becomes eligible immediately provided he/she has never signed a Letter of Intent and has never been placed on an eligibility statement.

1.6.2 Transfer from Non-Member Colleges

A student-athlete transferring from a non-member college becomes eligible immediately provided he/she has never signed a Letter of Intent or has never participated in a contest as shown on the NWAC eligibility statement. *Passed 5/31/13, Effective 7/1/13*

Bylaws Article II Athletic Grant-In-Aid

ARTICLE II ATHLETIC GRANT-IN-AID

2.1 Grant-In-Aid

Athletic grant-in-aid available to any student-athlete enrolled at an NWAC member college is limited to the following:

2.1.1 Oregon Institutions

Oregon colleges may fund tuition grant-in-aid up to their individual colleges' in state dollar amounts per quarter.

2.1.2 Washington, Idaho, & British Columbia Institutions

Washington, Idaho, British Columbia, and Alberta colleges may fund tuition Grants-in-Aid through scholarship up to 40% of state tuition per quarter plus an additional 25% tuition waiver per quarter. Total Grant-in-Aid will not exceed 65% of the official base tuition and fees amount as established by the State Board for 15 credits per quarter.

2.1.3 Out of State Students

Out of state students from contiguous states (California, Nevada, Wyoming, Utah, Montana, Alaska, Hawaii, and Alberta) who are given an out of state waiver, may be awarded additional scholarship money equal to the difference between out of state tuition and in state tuition.

Example: If tuition for an in-state student taking 15 credits is \$1000, then that student may receive \$400 scholarship (40%) plus \$250 waiver (25%). If tuition for an out-of-state student from a contiguous state taking 15 credits is \$1100, then that student may receive \$500 scholarship plus \$250 waiver. Washington and Idaho colleges may award students from British Columbia and Alberta the same amount of scholarship money as is awarded to students from other contiguous states. *Passed 6/1/18; Effective 7/1/18*

*Example: Tuition for an in-state student taking 15 credit is		\$1,342.20
40% Scholarship		\$ 536.88
25% Waiver		\$ 335.60
Remaining Amount		\$ 469.72
*Tuition for in state students is set by the STBTC of Washington		
**Example: Tuition for an out of state (contiguous states) is		\$1,605.50
Additional scholarship money equal to the difference between out/in state tuition		
	\$1,605.50 - \$1,342.20	= \$ 263.30
	40% In state scholarship	= \$ 536.88
Scholarship total		\$ 800.18
25% Waiver		\$ 335.60
Remaining Amount		\$ 469.72
**Tuition for out of state students is set individually be institutions.		

2.1.3 Multi Sport Participation

Any student athlete participating in the NWAC shall not receive any athletic aid greater than allowed in this article. Students who are allowed to participate in an athletic association outside of the NWAC (such as wrestling) are also limited to these guidelines. Any student in violation of this rule will be declared ineligible.

2.1.4 Employment (Work Grant)

Athletically controlled institutional employment, a term job may be provided to an individual student-athlete with net earnings not to exceed \$2,000. Each college will determine the employment level and the hourly pay will be commensurate with existing campus pay scales. The total amount of earnings available to a specific sport will not exceed the total dollar amount determined when factoring the number of grant in aid for that sport by \$1,000.

Example: Volleyball – 8 Grants-in-Aid x \$1,000 = \$8,000 Passed 5/31/13; Effective 7/1/13

2.1.5 Term Awards

Athletically related aid, whether tuition waiver, scholarship, or job, may be assigned and awarded for any academic quarter; summer, fall, Winter, or Spring. The number of possible grants-in-aid offered for each sport does not change in number (example: Volleyball=8 grants-in-aid. No individual student-athletes may receive athletically related aid during more than three (3) of any four (4) terms in any one academic/financial aid year. ***Passed 5/30/14; Effective 7/1/14.***

2.1.6 Medical Issues and Aid

No student-athlete may lose their scholarship from a letter of intent due to injury, illness or incapacitation of any kind once enrolled in that institution as a member of that sports program. Letters of intent will be honored for that academic year unless the student-athlete leaves the institution or chooses to no longer compete. Coaches may utilize these individuals in the capacity of managers, statisticians or other positions useful to the team, which might require attendance at practices, games or other related activities for the duration of the season. ***Passed 5/30/14; Effective 7/1/14***

2.1.7 Inducements

Inducements beyond the athletic financial aid package for tuition and a \$2,000 job, for the purpose of recruitment, are considered a violation of the Code.

2.1.8 Summer Employment

Summer employment directly controlled by the Athletic Department may be granted to a student- athlete and placed on a letter of intent. Any job outside of the control of the Athletic Department must be an open market competing with all students for these jobs. ***Passed 5/30/14; Effective 7/1/14***

2.1.9 Prevailing Wage

Prevailing campus wage rates should apply to all student-athlete employment.

2.1.10 Extra Benefits

The phrase “extra benefits” refers to any special arrangement by an institutional employee or representative of the institution’s athletic interests to provide a student-athlete or a student- athlete’s relative or friend with a benefit such as free or reduced rate housing, free or reduced rate meals, or any financial aid in the form of loans or grants that are not available to any student, free or reduced rate for books and supplies, free or reduced rates for transportation, or the establishment of funds for athletes when it is not the policy of the college to give such services to all students, is illegal and a violation of the athletic code. The rate paid by student-athletes for room and board should be consistent with rates paid by students in general. (Note: Housing arrangements with coaches or college athletic staff members, other than on a temporary or emergency basis, are considered inappropriate and a violation of the code.)

SCENARIO: A NWAC Head Tennis Coach via outside funds secures payment for summer housing for his tennis players. The tennis players will be back in the summer for two weekends to help with a Tennis camp. By securing outside funds to pay for the apartments and the apartments are used only twice during the summer, would this be considered an “extra benefit?” **ANSWER:** Yes. “Outside funds” that are not available to any student is not allowed and since a special arrangement was made by an institutional employee (tennis coach), these actions are a violation of “Extra Benefits.”

2.1.11 Aid From Outside Sources

It is not permissible for a student-athlete to receive financial aid, directly or indirectly, from a source outside the institution (e.g. a foreign government, a sports association, a high school booster club) for expenses related to attendance at a member college, if the award of such financial aid is based in any degree upon the recipient's athletic ability. Receipt of financial aid from such a source renders the student-athlete ineligible for all intercollegiate participation unless all disbursements of financial aid are made through the appropriate campus office of the member college. Athletic financial aid is awarded exclusive of state and federal financial aid for which students may qualify based on need. If a student has an institutionally established financial need, the total institutional award (i.e. state, federal and athletic aid) to that student may not exceed the established need. Students not qualifying for financial aid may receive athletic financial aid. Institutionally determined financial aid may be substituted for previously awarded financial aid. Athletic financial aid will be reported to the institution's financial aid department and will be included in the student's financial aid awards.

2.1.12 Aid from Outside Sources for Teams

The payment of team meals or housing by any group for pre-school or vacation practice periods as well as regular school sessions shall not be permitted. **Note:** This does not preclude travel expenditures, pre-game meals and team banquets in season.

2.2. Contiguous States & Provinces

NWAC grants-in-aid may be offered or given only to athletes who shall be a high school graduate, or the class year of which they were a member shall have graduated in Washington, Oregon, Alaska, California, Idaho, Montana, Nevada Hawaii, Utah, Wyoming or the provinces of British Columbia or Alberta (or whomever an NWAC institution determines to be a resident). A NWAC grant-in-aid will not be offered to any student-athlete who is attending an institution on an International Student Visa, regardless of high school status (does not apply to those student-athletes from British Columbia). ***Passed 6/5/17; Effective 7/1/17***

2.2 Recruitable Areas

NWAC grants-in-aid may ***only*** be offered or given only to athletes who shall be a high school graduate, or the class year of which they were a member shall have graduated in Washington, Oregon, Alaska, California, Idaho, Montana, Nevada Hawaii, Utah, Wyoming or the provinces of British Columbia or Alberta (or whomever an NWAC institution determines to be a resident). A NWAC grant-in-aid will not be offered to any student-athlete who is attending an institution on an International Student Visa, ***or from any U.S. state or Canadian province not indicated above,*** regardless of high school status (does not apply to those student-athletes from British Columbia ***and Alberta***).

2.3 Grants-In-Aid Per Sport

The number of grants-in-aid to be offered per sport will be limited as follows

Baseball 11	Golf *6/6 (M & W)	Tennis 6/6 (M & W)
Basketball 8/8 (M & W)	Soccer 11/11 (M & W)	Track 7/7 (M & W)
Cross Country 5/5 (M & W)	Softball 11	Volleyball 8

Passed 5/30/14; Effective 7/1/14

2.4 Booster Clubs

To provide a complete picture of financial expenditures in NWAC athletic activities, all booster organizations will be considered a part of that institution. Such organizations should be accredited by the chief executive officer of that institution and meet these additional terms and conditions:

2.4.1 Institutional Oversight

A staff member of the institution periodically shall inspect the financial records of the alumni organization interpreted to include booster clubs and similar organizations) and certify that the expenditures are in keeping with the NWAC regulations outlined for the control of NWAC financial aid.

2.4.2 Booster Club Responsibilities

A club official shall be designated by the chief executive officer as the institution's official agent in the administration of the club's funds and said club official shall file regular reports to the institution relating the manner in which the club funds have been spent in aiding the member institution's program.

Note: When a booster organization is certified by the chief executive officer as being part of the institution, said organization becomes subject to all the limitations placed upon the member institution by NWAC legislation and a violation of such legislation by any member of the booster organization automatically constitutes a violation by the member institution.

Bylaws Article III Letters of Intent

ARTICLE III LETTERS OF INTENT

3.1 Letters of Intent

Letters of Intent may be issued by member institutions indicating financial aid as determined by that member Institution. Such letters may be offered only in those instances in which financial aid has been determined and for which it is available should the student elect to enroll. In those cases where institutionally determined financial aid (federal or state) is indicated on the letter of intent for which the student qualifies; the institution is committed to meet this obligation from any or all resources available to it.

3.2 Procedures for Letters of Intent

3.2.1 Online Letters of Intent

All Letters of Intent issued by a member college are to be completed and sent to the student-athlete via the NWAC online process.

~~3.2.2 Dates for Letters of Intent~~

~~Letter of Intents will be sent to student athlete's email addresses for baseball, cross-country, golf, softball and track & field on or after: November 1 (prior year). Letter of Intents will be sent__to student athlete's email addresses for the following sports on or after: January 15—Soccer, Tennis and Volleyball. April 1—Men's and Women's Basketball. ***Passed 6/1/18; Effective 7/1/18.***~~

3.2.2 Dates for Letters of Intent

Letters of intent will be sent to student-athletes' email addresses for baseball, cross-country, golf, softball, track & field, and volleyball on or after November 1 (prior year): January 15- Soccer and Tennis. April 1- Men's and Women's Basketball. ***Passed 5/31/19; Effective November 1, 2019***

3.2.3 Validation Date

A LOI offered by a College must be valid for 21 Days from the sport's initial signing date (example: Baseball's initial signing date November 1, 21 Days later is November 21). LOI offered 14 or more days after the sport's initial signing date (example: Baseball November 14) can be valid for a minimum of seven (7) days to a maximum of 21 days. The student may either mail, fax or email the signed Letter of Intent to the issuing college. The official release of acceptance by the conference office will occur immediately upon the college athletic office entering receipt of the signed Letter of Intent on the NWAC website. ***Passed 6/1/18; Effective 7/1/18***

3.2.4 Authority to Void Letters of Intent

The Executive Board or its designee has sole authority to void Letters of Intent.

3.2.5 Letter of Intent Obligations

A student-athlete who signs a NWAC Letter of Intent is obligated to that institution for one academic year. If such a student athlete attends another member institution without voiding the original letter of intent through the NWAC Executive Board, the student athlete will be ineligible for athletic participation and/or receiving athletic aid for that academic year. If the Executive Board voids the original signed Letter of Intent, the student athlete will be eligible for competition at another NWAC member college as long as all NWAC eligibility rules are satisfied. However, the student-athlete will not be eligible to receive any athletic aid from another member college in any sport during the first year of participation. The student athlete must comply with the transfer rules in order to compete the following year.

3.2.6 Signing of Letter of Intent

If a student signs two or more Letters of Intent with NWAC schools during the same sport season, this shall be considered an infraction and the matter referred to the Executive Board.

Example: A student-athlete may sign a letter of intent with an NWAC institution and also sign a letter of intent with an NAIA or NCAA four year program, or even with an NJCAA or CCCAA school and remain in good standing with the NWAC.

SCENARIO: A NWAC student-athlete (SA) signs a Letter of Intent to run Cross Country in the fall. After learning that the coach is leaving the institution, the SA contacts the athletic director at the institution and asks the AD to release the SA from her Letter of Intent. The AD agrees to release the SA from the LOI. Is this procedure correct? **ANSWER:** No. The AD may support the SA's request, but there is no release in the NWAC. Only the Executive Board or its designee (Executive Director) has the authority to void Letters of Intent.

3.2.7 Letter of Intent-Code of Conduct

All student-athletes must be made aware of institutional and athletic department codes of conduct. This precaution is necessary in the event that they may be dropped from a squad with the resultant loss of institutional aid as stipulated in the Letter of Intent. A student's choice to sit out, or otherwise not participate for the institution during a Letter of Intent year may forfeit some or the entire grant-in- aid agreed upon in the Letter of Intent. However, a decision by the coaching staff to sit out or cut a player from the team, for any reason other than disciplinary, does NOT negate the institutional obligation to that student-athlete regarding a grant-in-aid offered on a letter of intent. ***Section 3.H Passed 5/30/14; Effective 1/15/15***

3.2.8 Official Form

Only the NWAC Letter of Intent form will be used. College Letters of Intent will not be valid and may bring the school using them penalties as determined by the Executive Board. All Letters of Intent must show a minimum of at least \$100 total begin given to the student-athletes.

3.3 Letters of Intent Audit

A deferred grants-in-aid audit shall be conducted by the Executive Board for all sports with the contingency that any violation may result in:

3.3.1 Reduction in Offers

A reduction in the following year's allowable letter-of-intent numbers to compensate for the overage limited to sport involved.

3.3.2 Probation

The sport responsible for the overage at the offending school shall be placed on a one-year' probation with no opportunity to participate in the conference championship that year in that sport.

3.3.3 Running Audit

The school will lose the privilege of a spring audit and will have substituted a running audit to assure that no more than the allotted letters of intent are awarded or in process at any one time.

Bylaws Article IV Athletic Recruiting

Article IV Athletic Recruiting

4.1 Definition

Athletic recruiting will be defined as institutionally initiated personal contacts by letter, phone, or in person, between a member of the college athletic department or a representative thereof and a prospective student-athlete.

4.2 Recruiting Areas

~~NWAC Athletic recruiting will be confined to only the states of Washington, Oregon, Alaska, California, Idaho, Montana, Nevada, Hawaii, Utah, Wyoming or the provinces of British Columbia or Alberta. Recruited student-athletes shall be a high school graduate, or the class year of which they were a member shall have graduated in Washington, Oregon, Alaska, California, Idaho, Montana, Nevada Hawaii, Utah, Wyoming or the provinces of British Columbia or Alberta. Student-athletes who graduated from a high school or whose graduating class was outside the aforementioned contiguous states must complete and submit an NWAC Athletic Recruiting Questionnaire form (Appendix A 59 to A 61) to the conference office. Passed 6/2/17; Effective 7/1/17~~

4.2 Recruiting Areas

Recruited student athletes shall be a high school graduate, or the class year of which they were members shall have graduated. Passed 5/31/19; Effective November, 2019

Note: Code change allows coaches to initiate contact with perspective student-athletes from outside NWAC previously designated recruiting areas. This includes the United States and International student-athletes.

4.3 Recruiting Visits

Visiting recruits may be eligible to receive meals and lodging not to exceed state per diem. Expenses shall be limited to the equivalent of only one day (24-hour period). Institutions shall not expend state funds to compensate visiting recruits for meals or lodging. Such expenses may legally be paid only from contributed funds, booster clubs, or gifts, that is, not state or public funds. Student recruits will pay their own transportation expenses.

4.4 Recruiting Responsibility

It is the responsibility of the institution president or presidential designees to strictly adhere to the above recruiting guidelines.

4.5 Recruiting Contact

Any staff member of an NWAC member institution or any other representative of the member institution's athletic interests, desiring to contact a prospective student-athlete who is already **committed to** another member college shall first contact that institution's athletic director in writing regarding the student-athlete. Contact may be made only when such permission is granted.

This rule applies to:

- Prospective student-athletes who are already enrolled at another member college.
- Prospective student-athletes who have already signed a Letter of Intent with another Member College but have not yet attended classes.

4.6 Social Media

Athletic department personnel are not allowed to post any item about a potential recruit until the student-athlete has signed a NWAC Letter of Intent. Failure for student-athletes and or institutional representatives to adhere to this policy may cause the institution to be fined and/or reprimanded.

Bylaws Article V Violations

ARTICLE V VIOLATIONS

5.1 Responsibility

The Executive Director or the Investigations Committee is responsible for administering policies and procedures of the NWAC pertaining to violations. The Executive Board is responsible for the final administration of appeals.

5.1.1 Process of Complaint

The Executive Director of NWAC or designee shall be responsible for receiving and considering complaints which are filed with the Association charging the failure of any member college to comply with athletic standards as required by the provisions of the NWAC Code, or the failure of any member to meet the conditions and obligations as outlined in the NWAC Code and Adopted Sport Rules and Regulations. Complaints or concerns to the Compliance Manager shall be in writing, clearly explaining the complaint and what NWAC Code or Adopted Sport Rules may be violated.

Step 1 - If there is a complaint charging the failure of any member college to comply with athletic standards as required by the provisions of the NWAC code, or the failure of any member to meet the conditions and obligations as outlined in the NWAC Code and Adopted Sports Rules and Regulations, the complainant must first contact the NWAC Compliance Manager in writing notifying the him/her of the issue. The Compliance Manager will then follow up with the school in question.

Step 2 - If the two sides cannot reach resolution on the matter, then a follow up letter shall be sent to the Executive Director of the NWAC noting that the issue has not been resolved and request for additional follow up by the NWAC office.

5.1.2 Assessment of Request

Upon receipt of an NWAC request for an investigation, the Executive Director or designee shall assess the nature and scope of the alleged violation. Depending on the severity of the violation, the Executive Director may choose to either investigate the violation independently or request the Chair of the Executive Board to appoint an Investigations Committee of three commissioners from neutral regions.

5.1.3 Duties of the Investigator

The task of the Executive Director or Investigations Committee shall be the following:

- A. To determine whether specific violations have taken place.
- B. To determine whether the violations were inadvertent or willful.
- C. To determine whether violations involved individuals who are either athletes or institutional staff members.
- D. To impose penalties and corrective action.
(The Investigations Committee will confer with the Executive Director or designee in determining appropriate penalties. Self-disclosure and institutional action taken in connection with the rule infraction or punitive action taken by the member college consistent with NWAC Code and Regulations will be taken into account. The Executive Director or Investigations Committee may exercise the discretion to take no further action if they believe that appropriate institutional action has been self-imposed).

5.1.4 Final Report

Upon completion of the investigation, a confidential report of the findings shall be submitted to the president of the member college under investigation from the Executive Director outlining whether any violations have been identified and what penalty has been imposed. All correspondence on rule violations will be addressed to the president of the college under investigation. All correspondence regarding rule violations addressed to the NWAC from a college under investigation will include the signature of the college president.

5.1.5 Reporting Requests of Appeal

The Executive Director shall report to the Executive Board in the form of any Information item any requests for investigation and subsequent action taken by either the Executive Director or the Investigations Committee.

5.1.6 Written Appeal

If the member college being investigated wishes to appeal the action taken by either the Executive Director or the Investigations Committee, they must submit in writing within thirty (30) days of receipt of the initial findings to the Executive Board of their request to appeal.

5.1.7 Time of Review

The Executive Board will review the appeal at the next regularly scheduled meeting. The appeal will be submitted from the president of the college under investigation in the form of a document outlining the following:

- A. A statement of the origin of the case.
- B. Violations of the NWAC Code or regulations.
- C. Disciplinary or corrective actions taken by the member college.
- D. Related factors appropriate for consideration in judgment of the case.

5.1.8 Witnesses

The Executive Board in the appeal process will provide an opportunity to the college to present student athletes or other witnesses to testify before the Executive Board. Decisions, however, regarding the appeal will be made in closed session. A written decision will be issued.

5.1.9 Recusal

In the event the institution of a member of the Executive Board is involved in an alleged violation, the member shall not be present during the closed session of the appeals hearing nor shall they have a vote in the final decision.

5.1.10 Authority

The Executive Board maintains the authority to amend the initial penalty or uphold disciplinary action and/or fines imposed by the Executive Director or the Investigations Committee.

5.1.11 Confidentiality

All correspondence, testimony and discussions pertaining to an investigation will be held confidential. Once a member college has been given an opportunity for due process and a final decision has been made on disciplinary action and/or fines, the Executive Director will issue a public announcement. Once a public announcement has been issued, the investigation can be re-opened only if new information of substantive quality becomes available. In those instances when a new hearing is granted, it shall be treated as re-opening the entire case. ***Section 1 Passed 5/31/13; Effective 7/1/13***

5.2 Responsibility for Timely Reporting of Violations

Should any athletic director, coach or institutional representative become aware of an institutional violation involving an athlete or institutional representative of any NWAC member institution, and/or failure of any member college to comply with athletic standards as required by the provisions of the NWAC code, or the failure of any member to meet the conditions and obligations as outlined in the NWAC Code and Adopted Sport Rules and Regulations, it shall be the responsibility of that individual to immediately notify his/her athletic commissioner in writing of the potential violation and/or concern. The athletic commissioner shall immediately notify, in writing, the NWAC Executive Director or his designee and the athletic commissioners at the institution in question. Failure by an NWAC staff member to immediately report a known violation may in itself be a violation. ***Passed 5/31/13; Effective 7/1/13***

5.3 Enforcement Procedures**5.3.1 Category of Violations**

The major types of rule violations have been separated into two categories. Some rule violations listed as Category I may be placed into Category II, if circumstances warrant a heavier penalty. The Executive Director or Investigations Committee will also have the authority to determine the category for placement of rule violations not currently identified.

5.3.2 Guidelines

Suggested guidelines for determining the penalty for rule violations have also been established for both Category I and Category II.

5.3.3 Executive Director Review

The Executive Director or Investigations Committee, using the suggested guidelines, will determine if no penalty is warranted or, if appropriate, determine what penalty or penalties will be imposed.

5.3.4 Disclosure of Information

All actions taken by the Executive Director or Investigations Committee will be reported to the Executive Board in the form of an information item.

5.3.5 Decisions

All decisions of the Executive Director or the Investigations Committee are subject to appeal process as outlined in Article V.

5.3.6 Category 1

Those violations that provide only a limited recruiting or competitive advantage, if any. Penalties for Category I violations will include one or more of the following:

- A. Require a report on corrective measures and, any punitive action taken by the member college. The report should show cause why a penalty or additional penalty should not be imposed. If the action taken is satisfactory, no further action may be imposed.
- B. A letter of reprimand, addressed to the president of the member institution, including a request for the member institution to submit a report outlining corrective action that will be taken to prevent a repeat violation. IN instances where the violation was self-reported, the member institution will be commended for their efforts to abide by NWAC regulations.
- C. A probationary period of not less than one year nor more than two years, including a written institutional report signed by the president, outlining corrective measures that have been taken to correct the cause of the violation.
- D. A limited reduction in number of grant-in-aid awards that may be awarded during a special period in the sport involved.
- E. Forfeiture of contests in which the student-athlete participated.

- F. Institutional recertification, signed by the president, that the member institution would review its current athletic policies and practices to conform to all requirements of the NWAC.
- G. An institutional fine for each violation. In addition to the fine, the violating school may be required to cover costs incurred by other member schools or the NWAC because of the violation.

5.3.7 Category II

Any violation that is determined not to be Category I, specifically to include those that might provide an extensive recruiting or competitive advantage. In addition, the second repeat of a Category I violation, within a five-year period, will be identified as a Category II violation, regardless of the sport involved. Penalties for Category II violations would include any of those penalties applicable to a Category I violation, but in addition would include any, or all, of the following:

- A. Termination of recruitment of the prospective student athlete or declaration of student athlete ineligibility to represent the institution in intercollegiate competition.
- B. Prohibit or limit the head coach or other staff members in the involved sport from participating in off-campus recruiting activities for one year.
- C. Initiate disciplinary action against college staff members (other than coaches) determined to have knowingly engaged in, or condoned, a rule violation.
- D. The member institution could be prohibited from participating in post-season competition in the sport involved.

5.3.8 Repeat Violations

An institution would be considered a “repeat” violator if any Category II violation is found within a five-year period from the starting date of the earlier penalty, regardless of the sport involved. A third violation of a Category I violation, within a five-year period, would also be considered a “repeat” violation, regardless of the sport involved. A repeat violation could include all of the penalties identified as Category I or Category II. However, in most cases, the penalty may be more severe.

5.4 Category I Constitution Violations

Following but not limited to are Category I Constitution Violations:

5.4.1

Join another league, conference, or association without approval of the NWAC.

5.4.2

Engage in athletic competition with institutions that have been suspended from the NWAC.

5.4.3

Violation of deadline for sport addition/sport withdrawal.

5.4.4

Failure of a qualifying team to participate in regional playoffs.

5.5 Category I Bylaws & Administrative Regulations Violations

Following but not limited to are Category I Bylaws & Administrative Regulations Violations:

5.5.1

Failure to submit NWAC eligibility form prior to the first contest scheduled for any sport.

5.5.2

Failure to complete the NWAC student questionnaire form as required.

5.5.3

Failure to have institutional representative accompany all teams or individuals competing in NWAC sanctioned events.

5.5.4

Forfeiture of contests or failure to field a team.

5.5.5

Use of non-certified officials in NWAC contests.

5.5.6

Violation of individual sports rules and regulations.

5.5.7

Misconduct - coach, player or team (nature of misconduct could make this Category II).

5.5.8

An inadvertent clerical error and/or omission of a technical nature.

5.6 Category II Bylaws & Administrative Regulations Violation

Following but not limited to are Category II Bylaws & Administrative Regulations Violations:

5.6.1

Use of ineligible athlete.

5.6.2

Violation of scrimmage rule.

5.6.3

Violation of financial aid and/or grants in aid.

5.6.4

Violations of Letters-of-Intent.

5.6.5

Payment of team meals or housing by any group for pre-school or vacation practice periods.

5.6.6

Recruiting violations.

5.6.7

Violations of maximum contest limitations.

5.6.8

Out-of-season competition.

5.6.9

Violation of maximum number of team members (traveling squad, tournaments, etc.).

5.6.10

Misconduct - coach, player or team (nature of misconduct-determined placement).

5.7 Table of Code Violations

Table of Code Violations and Sanctions are located in Guidelines section of the codebook. These used as a guide when codes are being considered. The nature of the act may increase the fine.

5.8 Fines

Failure to submit pre-season publicity information, statistics, photos and roster for tournament programs by the published due dates will result in an automatic \$50.00 fine. Failure to communicate scores of games, matches and meets to the league office on the same day of the contest or as prescribed by the league office will result in an automatic \$25.00 fine.

SCENARIO: A NWAC school informed the conference office they have uncovered violations of the NWAC codebook within one of their sports teams. In their self-disclosure report, which includes punitive action taken by the college, may this prevent further penalties and/or sanctions by the conference office? **ANSWER:** If the self-imposed action taken by the college is consistent with NWAC Code and Regulations, the Executive Director or Investigations Committee **may** take no further action if they believe the institutional self-imposed actions are appropriate.

SCENARIO: The Executive Director has imposed disciplinary action and/or fines against a NWAC school for violating eligibility rules. In its' review of the Executive Director's decision, the Executive Board believes the initial disciplinary action and fines are too extreme and adjusts accordingly. Does the Executive Board have this authority to amend penalties handed down by the Executive Director? **ANSWER: Yes,** the Executive Board maintains the authority to amend the initial penalty or uphold actions/fines imposed by the Executive Director or the Investigations Committee.

SCENARIO: A NWAC Track & Field program is fined, sanctioned, and receives a one-year ban from competing in post-season. The school appeals (provided due process) the decision, and after the appeal has been heard, a final decision has been rendered by the Executive Board. Is the Chair of the Executive Board allowed to make a public announcement on the issue, appeal, and final decision? **ANSWER: No,** Once the final decision is made on disciplinary actions and/or fines, the Executive Director will issue a public announcement.

CHAPTER 1 ADMINISTRATIVE LIASION

1.1. Administrative Liaison

All teams or individuals must be accompanied by an institutional representative when competing in any NWAC sanctioned events. Failure to accompany a team or individuals will result in a \$500 fine and a letter to the college president notifying the college of the violation.

1.2 Athletic Injury Disaster Plan

Each college will be responsible for establishing an athletic injury disaster plan for each sanctioned sport in which they participate.

CHAPTER 2 AWARDS

2.1 Academic Awards

2.1.1 All-Academic Award

2.1.2 Scholar Athlete of the Year Award

The NWAC Office shall select one male and one female Scholar-Athlete of the Year.

2.1.2.1 Nomination Criteria

2.1.3 President's Cup

The President's Cups are awarded to institutions based on the academic performance of their athletic teams. Points are given for student-athletes who complete 36 credits, 72 credits, complete a certificate, and or earn an AA degree. Student-athletes GPA determine amount of points awarded. The conference awards one cup to institutions who offer eight or more sports and one cup awarded to institutions who offer seven or fewer sports.

2.2 Athletic Awards

2.2.1 All Region Teams/All Conference, See Specific Sports for process

Coaches shall select All-Region teams when those awards are not based upon league place-finish. All-Region teams shall be announced by the conference office prior to the start of the conference championship for each sport.

2.2.1.1 Selection Process

All-Region nominations from head coaches must follow the sport procedure as outlined in each sports operating procedure.

2.2.2 All Tournament Teams

Per sport regulations, All-Tournament Teams selected at Conference championship.

2.2.3 Athlete of the Year

Each sport in the NWAC will select an NWAC Athlete of the Year using each sports nomination process. The Conference office will announce each sports Athlete of the Year.

2.2.4 Regional/League Championships

Trophies will be awarded to the first place team in region/league regular season competition where four or more teams compete for a region/league championship.

2.2.5 Championship Awards

Each championship team will receive a championship trophy and a championship banner. The award of championship and individual awards are as follows:

Sport	M	W	Championship	Individual	Region Champs
Cross Country	x	x	1 st -3rd	1 st -10	x
Soccer	X	X	1 st -3rd	20	x
MVP	x	x			
Volleyball		X	1 st -4th	12	x
MVP		x			
Basketball	x	x	1 st -3rd	12	x
BB MVP-Phil Pesco	x				
BB Insp-Art Fiero	x				
BB MVP		x			
BB Insp		x			
Baseball	x		1 st -3rd	24	x
BsB MVP-Harry Russell	x				
Golf	x	x	1 st -3rd	1 st -4 th Medalists	x
Tennis	x	x	1 st -3rd	1 st -6 th Singles 1 st -3 rd Doubles	x
Track & Field	x	x		1 st -6 th Medals	x
High Point Athlete	x	x			
Outstanding Field	x	x			
Softball MVP		x	1 st -4th	18	x
Art Feiro	x	x	Annually		

2.2.6 Coach of the Year

In each Conference sport, an award shall be provided to the Coach of the Year.

2.2.7 Player of the Week

A Player of the Week award shall be provided during each week of the regular season in each Conference sport.

2.2.8 Athletic Director's Cup

Athletic Director's Cup (Dr. Maury Ray Cup) is awarded to the school that performs the best in each of the conference's 15 men's and women's championships. Points are awarded in order of finish, equal to the number of teams that participate in each sport (i.e. 28 teams the scale would start at 28) and are averaged between a team's regular season finish and its NWAC championship finish. Teams that do not qualify for a postseason tournament, receive postseason points equal to their regular season finish. Ties are not broken but instead are averaged between the tied teams. Cups will be awarded to winners of two divisions (Large schools-8-15 sports offered, Small schools 1-7 sports offered).

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 3 Coaching**CHAPTER 3 COACHING****3.1 Coaching**

NWAC Coaches are expected to adhere to the rules and standards that are set forth by the NWAC.

3.1.1 Coaches Handbook

The NWAC shall adopt and maintain an NWAC Coaching Handbook for helping coaches understand the mission of the NWAC and coaching expectations. The handbook shall include the NWAC Coaches Code of Conduct, minimum coaching standards, training requirements or recommendations, professional development opportunities, and such other information as may be helpful in promoting effective coaching of student-athletes. In addition, the NWAC shall maintain a Concussion Management Plan, which shall be distributed to coaches along with the Coaching Handbook and published on the NWAC website.

3.1.2 Coaching Expectations

NWAC coaches are expected to abide by the NWAC Coaches Code of Conduct and must meet the minimum coaching standards set forth in the NWAC Coaching Handbook. Specifically, all NWAC coaches must pass the NWAC Codebook General Test and the applicable NWAC Sport Specific Test. Coaches must review the NWAC Concussion Management Plan and take the concussion training provided online. In addition, coaches are encouraged to maintain current CPR and First Aid certifications, as appropriate. It is the responsibility of the member colleges to determine which coaching positions should receive the recommended CPR/First Aid training. ***Section 21 A & B Passed 6/2/17; Effective 7/1/17.***

3.1.3 Coaching Standards

The minimum standards are intended to be met by all coaches in the NWAC. Standards 1, 2, 3 and 4 must be met before coaching (within three weeks of their individual sport start date) in the NWAC. Standard 5 must be met within the first three weeks of coaching. In addition, NWAC recommends that colleges encourage their coaches to maintain current CPR and First Aid certifications (Standard 6). College are also encouraged to perform criminal background checks upon hiring new coaches and to conduct annual coaching performance evaluations.

3.1.3.1 Education

Provide official documentation of at least a high school diploma or equivalent, preferably an Associate's or Bachelor's degree.

3.1.3.2 Experience

Document experience in the sport as a player and/or coach, preferably at the college level.

3.1.3.3 Code of Conduct

Read the NWAC Coaches Code of Conduct.

3.1.3.4 Concussion Management

Read the NWAC Concussion Management Plan and take the concussion training provided online every two (2) years.

3.1.3.5 Conference Tests

Pass yearly the NWAC Codebook General Test, and the NWAC Sport Specific Test for the coach's particular sport.

3.1.3.6 Medical Training

In addition, NWAC recommends that coaches maintain current CPR and First Aid certifications as applicable. It is the responsibility of the colleges to determine which coaching positions should receive the recommended training and monitor the NWAC minimum standards.

3.1.3.7 Transportation Training

Van training is recommended for any coach who will or may be driving a college van to transport student-athletes to athletic events. It is the responsibility of the colleges to determine which coaching positions should receive the required training. *Section 22 A Trough G Passed 6/2/17; Effective 7/1/17.*

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 4, Conference Championships; Chapter 5, Contests

CHAPTER 4 CONFERENCE CHAMPIONSHIPS

4.1 Conference Championships

Site selection, control, management and sponsorship of all NWAC tournaments and playoffs for entry into NWAC tournaments shall be vested in the NWAC Executive Board. Site selection will be based upon the review of submitted proposals from individual member colleges, and/or regional sports commissions, and recommendations from NWAC sports committees. The Executive Board shall have the authority to evaluate tournament bids, which extend multiple years and result in a selection, which varies, from a specific sport rotation. The rule shall supersede any conflicting languages in the Bylaws under specific sports. Passed 6/2/17; Effective 7/1/17.

4.2 Official Conference Event

Conference and Championship Meets. All conference meets or championships are considered as official conference sponsored activities and not as home meets or games for the host college.

4.3 Championship Procedures

Championship operational procedures are located in each sports operational manual

CHAPTER 5 CONTESTS

5.1 Contest Limitations

All scheduled, non-scheduled contests or scrimmages will be calculated in determining the total number of games, meets or contests allowed for that sport. No college or team may play more than the total number allowed (see allowances for scrimmages in Sports Rules).

5.2 Contest Forfeitures

All forfeitures, other than those for use of an ineligible participant, shall be adjudicated under the provisions of Article V

CHAPTER 6 GAME MANAGEMENT**6.1 Game Management**

Compliance with the following regulations is mandatory for all contests in a Conference- sponsored sport that are hosted by a Conference institution. Sport-specific policies are included in each sports regulation. Violations of these policies shall be reported by the director of athletics or to his or her counterpart and to the Conference office within five business days.

6.2 Artificial Noisemakers

Amplifying devices such as megaphones may not be used to direct obscenities, vulgar language, racist or sexist remarks or any other verbal abuse toward any participants or spectators at any time. Violations of this provision shall result in immediate confiscation of the device(s). The host institution game management staff is responsible for enforcing these provisions.

6.3 Medical Services

See Sports Medicine Regulations Chapter 18

6.4 National Anthem

The National Anthem is to be played before all contests, except that the Anthem is not required to be played prior to the second game of doubleheaders.

6.5 Practice and Warm-Up

Visiting teams shall have an equal opportunity for pre-game practice and warm-up.

6.6 Pre-Contest Activities

For sports, which have a specified pre-game countdown, any changes to the countdown that are permissible under the playing rules shall require prior approval from the athletics administrators of the competing institutions.

6.7 Public Address Policies

The exact same information (e.g. roster information, scoring sequence credits) shall be provided for both the home and visiting teams at all times.

6.8 Security

The host institution shall provide adequate security and enforce all crowd-control standards per NCAA Championship guidelines, including the ban on artificial noisemakers. Team personnel shall have unimpeded access between the field/court and their respective meeting/locker rooms. Facilities with only one common entry and exit to the field/court, the host institution shall assist and/or escort the teams, as necessary.

6.9 Sportsmanship Statement

The following Conference Sportsmanship Statement shall be read prior to all events when a public address system is used. The Statement may be repeated as necessary to help maintain crowd control.

The NWAC promotes good sportsmanship by student-athletes, coaches and spectators, and requests your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition.

6.10 Staff

The host institution shall provide all the personnel (e.g., official scorer, public address announcer) necessary for the conduct of the contest.

6.11 Statistics

The host institution shall use the current sport statistical program as declared by the Conference. The host institution is responsible for all statistical data.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 7, Hall of Fame; Chapter 8, Media; Chapter 9, Officials

CHAPTER 7 HALL OF FAME

7.1 Purpose

The NWAC Hall of Fame shall recognize outstanding former student-athletes, coaches, administrators, and other individuals who have brought pride, distinction, and excellence through their exceptional contributions to the Conference.

7.2 Event

A Hall of Fame Event shall be conducted every year at the year-end meetings...

7.3 Nomination and Selection Process

The Hall of Fame Nomination and Selection process forms are in the Forms section of the codebook.

CHAPTER 8 MEDIA

Comments, criticisms and complaints about officials shall be directed privately through the athletic director of the complainant coach's institution to the Conference office. They shall never be made to the press or any public media. Failure for student-athletes and or institutional representatives to adhere to this policy may cause the institution to be fined and/or reprimanded.

CHAPTER 9 OFFICIALS

9.1 Certification

Duly registered or certified officials shall officiate in all NWAC athletic events.

All officials shall be certified by an accredited collegiate association or governing body.

9.2 Access to Dressing Room

Student-athletes, coaches, spectators, and administrators shall be barred from the officials' dressing room. The Conference Observer, Coordinator of Officiating and the Commissioner shall be allowed in the officials' dressing room.

9.3 Assignments

9.3.1 Region Assignments

Each region shall assign officials to all region contests hosted by Conference institutions in the following sports: baseball, basketball, soccer, softball, and women's volleyball.

9.3.2 Conference Championships

The Conference will assign officials for all championship events.

9.4 Comments About Officials

Any comments or criticism regarding game officials shall be communicated through an institution's athletics director to the Coordinator of Officiating.

9.5 Fees and Expenses

9.5.1 Conference Championships

The Conference championships the office shall set fees and expenses for officials in all sports for which it makes assignments.

9.5.2 Region Contest

For regional contests, the region sets fees and expenses for officials.

9.6 Game Management Issues

The conduct of all participants before, during, and after an event is a reflection on that individual, the institution or profession represented, and the Conference. If an official has problems with procedures or personnel at an institution, an attempt should be made to rectify the problem in a professional and courteous manner. If this attempt fails, appropriate action should be initiated with the Coordinator of Officiating and reported to the Conference office.

9.7 Host Institution Responsibilities

9.7.1 Advance Information

The host institution shall confirm assignments via the sports assigning system and verify any pertinent information to officials.

9.7.2 Amenities

Host institutions shall provide game officials with adequate security, water, a private dressing room or area, and a parking pass for an easily accessible and safe area.

9.8 Post-Contest Meeting

Officials shall evaluate their performance after each contest, discuss situations that arose during the contest, and may be evaluated by an observer.

9.10 Video

Basketball officials may access video of contests through the Conference's video server and shall not be provided with a copy of game video in any other fashion.

CHAPTER 10 OUTSIDE MEMBERSHIP

NWAC does not sanction or authorize participation in NJCAA athletic programs including regional or national competition or equivalent in NWAC sanctioned sports.

CHAPTER 11 OUT OF SEASON

11.1 Executive Board Approval

The Executive Board must approve all post-season competition.

11.2 — Start Dates

No games may be played prior to the starting date for competition established for a given sport. The earliest date that competition may begin will be established for each sport and that sport season will end at the completion of the Conference Championships.

11.3 — Use of District Resources

No college or district resources (i.e. funds, equipment, transportation, supplies, college names, etc.) may be used in supporting athletic teams, which engage in competition that is out of season. College facilities may be scheduled and used according to each institution's facilities usage policy.

Note: This rule is not meant to infringe on any summer programs commencing after all spring conference championships are completed.

CHAPTER 12 PASS POLICY

The NWAC Executive Board will annually review the process for distribution of passes to conference championship events. Procedures will be detailed in the tournament information distributed to each college. Member colleges have the authority to develop their own athletic pass policy for regular season sports events.

CHAPTER 13 — PRACTICE/SPORTS SEASONS

13.1 Definition (new 13.8)

Practice is any activity or instruction, on or off campus having an athletic purpose, held during the established sport season for one or more student athlete at the direction of, or supervised by, any member or members of an institution's coaching staff.

13.2 — Activities Allowed out of Season

13.2.1 — Physical Education Classes

Participation by student athletes in regular physical education classes that are listed in the institution's catalog under the following conditions:

- A. Attendance or involvement by any student athlete is voluntary.
- B. The classes are open to any student of the institution.
- C. Class hours and programs have been publicized in appropriate college publications.
- D. Class sessions are limited to the number of hours as determined by college credit formula.
- E. Class or activity sessions are conducted only in areas in which normal physical education activities or student recreation courses are conducted.
- F. Summer physical education classes must meet the same criteria as listed in Items 1-5 above and may be taught at any time within the stated summer term guidelines of the institution provided the maximum contact hours per week does not exceed ten.
- G. The classes can be taught by coaches.

~~13.2.2 Weight/Conditioning Classes~~

~~Participation by student athletes in weight training or conditioning programs under the guidance of athletic personnel for the purpose of training and injury prevention.~~

~~13.2.3 Facilities Policy (new 13.9)~~

~~Use of an institution's athletic facilities (open gym/facilities or specialized sports equipment) by student athletes, provided the activity is not required and the usage is consistent with that provided students in general. (See Appendix A 55, Open Facilities Policy)~~

~~13.2.4 Meetings with Coaches~~

~~Meetings or discussion between any student athlete and one or more members of the institution's coaching staff regarding academic support services, drug education, physicals, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or off-season conditioning activities.~~

~~13.2.5 Out of Season~~

~~Out of season, non college sponsored activities that satisfy the intent of Article VIII, Section 10.C "Out of Season Competition". (page 22)~~

~~13.2.6 Small Group Workouts (new 13.10)~~

~~Participation by student athletes in skill related instruction is permitted outside the declared regular season. **Skill related instruction is permissible in one of two formats. Format one limits the number of athletes to four (4)** from the same team are involved with their coach(es) at any one time in any one facility. Open gym/field and small groups cannot be going on simultaneously within viewing distance of each other. Format two allows an unlimited number of athletes, but limits the time for skill related instruction to two (2) hours per week, per athlete. Individual programs will declare which format it will employ to the Athletic Director prior to the start of each academic year.~~

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 13 Practice/Seasons Defined

CHAPTER 13 IN-SEASON, OUT OF SEASON, SUMMER SEASON Passed 5/31/19; Effective 7/1/19

13.1 Institutional Limitations

A member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes. NWAC intercollegiate sports are divided into three segments. Playing Season, Out of Season & Summer Season.

13.2 Playing Season

The Playing Season segment (Competition and Practice) for a particular sport is the period between the initial playing season start date for that sport (dates found in sport SOP's) and the date of the institution's last practice session, last game played, or the conclusion of the sports championship tournament, whichever occurs later. **No official games/contests/meets may be played prior to the start date of competition outlined in each sports SOP's.**

13.2.1 Playing Season Allowable and Non Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined for each sport in accordance with their SOP's.

13.2.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength training/conditioning, open gyms, scrimmages, meets, and film sessions.

13.2.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be **limited to 5 activities (one day=one activity)** during the playing season. This would include scrimmages/pre-season meets, joint practices with other institutions/teams, showcases, exhibitions, and alumni games, scrimmages, practices. **These can be utilized at any point during the playing season.**

It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institutions' final examination period.

Official school uniforms and/or practice gear is allowed.

Two overnight stays (i.e. total of two nights) can be provided for related activities that occur during the playing season.

13.3 Out of Season

The out of season segment is any time that falls outside the playing season and the summer out of season segments.

13.3.1 Out Season Allowable and Non-Allowable Activities

Time frames are outlined in each sports SOP's.

13.3.2 Allowable Athletically Related Activities

Practice, joint practice, required skill work, required strength training/conditioning, open gyms, field, scrimmages/meets/showcases/leagues, and alumni activities

13.3.3 Limitations During Out of Season

Any activities that would involve athletes from outside your own team will be **limited to 4 activities (one day=one activity) during this segment.**

All allowable contact with student-athletes by institutional coaches during the Out of Season segment will not **exceed 12 hours per week and 5 days a week.**

Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule.

All **REQUIRED** athletically related activities during the Out of Season segment are **prohibited** one week prior (dead week) to the beginning of the institution's final examination period (**last two weeks of the quarter**).

Official school uniforms and/or practice gear is allowed.

One overnight stay is allowed for the Out of Season activities.

Voluntary Open Gyms/Field with no coaching is exempt from this rule.

13.4 Summer Out of Season

The Summer out of Season segment is the time defined in each sports SOP's. Workouts during this segment are on a voluntary basis.

13.4.1 Allowable Athletic Activities

Allowable athletic activities during the Summer Out of Season are the same as segment 2, Out of Season.

13.4.2 Limitations During Summer Out of Season

Any activities that would involve athletes from outside your own team will be **limited to 2 activities (one day=one activity) OR 1 tournament** during this season.

These voluntary team activities shall be limited to 6 hours per week for only 4 weeks of the summer segment (see SOP's for more details).

Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule.

Traditional Baseball summer leagues are exempt from this rule.

Student-athlete formed/coached summer league games are exempt from this rule.

Voluntary open gyms/field with no coaching is exempt from this rule.

No overnight stays allowed in the summer.

13.5 Institutional Responsibilities

13.5.1 Tracking

It is the responsibility of each institution to document and keep on file the following:

Dates, location, and names of student/athletes for each activity that place with you team.

Document out of season hours and report any weeks that team exceed limits

If requested from the NWAC office, member schools have 24 hours to produce the information.

13.5.2 Liability

It is the responsibility of each institution to approve, monitor, and have proper liability agreements in place for each activity that takes place. It is highly suggested that institutions check in with their risk managers about what may be required before participating in joint practices, scrimmages, leagues, or alumni activities.

13.5.3 Transportation, Lodging, and Meals

It is also the responsibility of each institution to provide transportation (or have proper waivers), lodging, and meals for any activity that falls under any of the 3 segments.

13.5 Segment Season Dates Scheduling

All segment season the sports committees, with final approval by the Executive Board, will recommend dates to the Conference Scheduling Committee. Once established, these will live in the sport SOP's.

13.6 Segment Dates and Total Contest Limitations

See sport SOP's for total allowable number of games, contests, and meets, during the Playing Season. No college or team may play more than the total number allowed in their SOP's. No stats, video, scores shall be reported for any activity other than Playing Season allowable competition (games, meets, matches) as outlined in sport SOP's.

13.7 Countable Activities to Track

Countable Activities	Non-Countable Activities
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary work-outs or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
	Travel Time to practice/scrimmages/meets
Scrimmages/meets/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage/meet lasts)	Voluntary, Student-athlete formed/coached spring, summer, and fall leagues

13.8 Practice

Practice is any activity or instruction, on or off campus having an athletic purpose, held during the established sport season for one or more student-athlete at the direction of, or supervised by, any member or members of an institution's coaching staff.

13.9 Facilities Policy

Use of an institution's athletic facilities (open gym/facilities or specialized sports equipment) by student-athletes provided the activity is not required and the usage is consistent with that provided students in general. (See Open Facilities Policy in Codebook)

13.10 Small Group Workouts

Participation by student athletes in skill related instruction is permitted outside the declared regular season. ***Skill related instruction is permissible in one of two formats. Format one limits the number of athletes to four (4)*** from the same team are involved with their coach (es) at any one time in any one facility. Open gym/field and small groups cannot be going on simultaneously within viewing distance of each other. Format two allows an unlimited number of athletes, but limits the time for skill-related instruction to two (2) hours per week, per athlete. Individual programs will declare which format it will employ to the Athletic Director prior to the start of each academic year.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 14 Redshirt; Chapter 15, Scrimmage

CHAPTER 14 REDSHIRT

"A redshirt" is a student/athlete who practices but does not compete in a counting contest. Any grant in aid spent on a redshirt must be accounted for in the NWAC financial aid audit and will count towards the institutional limits for that sport.

Passed 6/3/16; Effective 7/1/16

CHAPTER 15 SCRIMMAGE AND OR ACTIVITIES**15.1 Scrimmage Definition**

A scrimmage shall follow the rules listed below.

15.1.1 Schedule

~~A scrimmage when listed in the official schedule must be listed as a scrimmage, date by the intercollegiate athletic department.~~

15.1.1 Schedule

See Chapter 13 for specifics

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 15, Scrimmage

~~15.1.2 Use of Uniforms~~

Official game uniforms (home or away) are allowed. ~~Passed 6/3/16; Effective 7/1/16~~

15.1.2 Use of uniforms

See Chapter 13 for specifics

15.1.3 Awards

No awards of any kind may be given to the participants.

15.1.4 Championships

No championships of any kind.

~~15.1.5 Travel Expenses~~

~~Travel expense for one night overnight stay can be provided.~~

15.1.5 Travel Expenses

See Chapter 13 for specifics

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 16, Social Media

~~15.1.6 Alumni Scrimmage~~

~~Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their contest limitation or their scrimmage limitation. Passed 6/3/16; Effective 7/1/16 not count towards the official won-loss record, and no statistics will be used towards individual and team official stats.~~

CHAPTER 16 SOCIAL MEDIA

16.1 Athletic Department Personnel

NWAC institutions athletic department personnel may take actions (e.g., “like,” “favorites,” “republish,” “tag,” etc.) on social media platforms that indicate approval of content on social media platforms that was generated by users of the platforms other than institutional staff members or representatives of an institution’s athletic interests. **EB approved and effective 12/13/17**

16.2 Conference Comments

Comments, criticisms and complaints about the conference and/or conference officials shall be directed privately through the athletic director to the Conference office. They shall never be made to the press or via social media. Failure for student-athletes and or institutional representatives to adhere to this policy may cause the institution to be fined and/or reprimanded.

16.3 Recruiting

Athletic department personnel are not allowed to post any item about a potential recruit until the student-athlete has signed a NWAC Letter of Intent. Failure for institutional representatives to adhere to this policy may cause the institution to be fined and/or reprimanded.

CHAPTER 17 SPORTSMANSHIP

17.1 Institution Responsibility

It shall be a member institution's responsibility to apply and enforce the following principles:

17.1.1 Institutional Representation

Individuals employed by or associated with a member institution for the administration, the conduct or the coaching of intercollegiate athletics, and students competing in intercollegiate athletics, shall deport themselves with honesty and sportsmanship at all times, and they, as individuals, shall stand for the honor and dignity of fair play, and generally recognized high standards associated with wholesome competitive sports.

17.1.2 Ethical Conduct

Since the control of intercollegiate athletics rests with member institutions, it shall be the responsibility of the Commissioners to report any incident that violates the principles of ethical conduct. It shall be the duty and responsibility of each member institution involved to take such action as is necessary and report the action to the Conference office.

17.2 Flagrant Acts

Should any student-athlete commit a flagrant disqualifying foul on the field of play or at the game or scrimmage site, or commit any other unsportsmanlike act, the athletic director of the offending member institution shall notify the conference office in writing immediately. Any student-athlete suspended from athletic activities for flagrant violations on field or court shall be penalized as follows:

17.2.1 First Offense

Automatic suspension from the next regularly scheduled season or tournament contest and a written reprimand to the athlete and coach by the athletic director with a copy to the Conference office.

17.2.2 Second Offense

Suspension for the remainder of the season. Suspension of participation shall be subject to appeal to the Conference office, but shall be in force during the period of appeal.

17.3 Team Personnel Leaving Position

Team personnel leaving their position during a physical confrontation (fight) shall include players, coaches, trainers and managers. The position of various team members is determined by where the individual is located at the time a confrontational situation develops. (i.e. field of play, bench, etc.)

17.3.1 Penalty

All team personnel, including coaches, who leave their positions during a fight, shall be ejected for the remainder of that contest. It is assumed that it is the duty and responsibility of each coach to prevent or stop all confrontational situations. Coaches acting in this capacity will not be subject to this rule.

ADMINISTRATIVE RULES AND REGULATIONS- Chapter 17, Sportsmanship

17.3.2 Use of Rule

This rule will prevail when there is no specific fighting or flagrant foul rule provided by Individual sport rules (e.g. baseball fight rule). In the event that the individual sport rule is more lenient than the NWAC flagrant acts rule, the NWAC rule will prevail.

Note: Soccer shall be exempt from this rule and will follow the steps outlined in the Soccer Code, Rule 7. If necessary, the Executive Director shall conduct an investigation including a study of the game films, report of game officials, and any other available information. If, after reviewing the information available, the Executive Director determines the incident extremely flagrant; he may rule the player permanently ineligible, ineligible for a fixed period, or may privately warn the student-athlete, the coach, and the institution, that if such conduct is repeated, the student-athlete will be ruled permanently ineligible and impose the penalty publicly.

17.4 Unsportsmanlike Conduct

Any act by any student athlete or athletic personnel deemed to be inappropriate in representing their school or the NWAC before, during or after any athletic contest may result in the individual being suspended for the next game based upon review and sanctions by the league office. This rule is intended to cover situations that are not identified in specific sports rulebooks. The host Athletic Director, or their representative, shall send a report of such incident to the League office and the visiting team's Athletic Director within 48 hours of the incident.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 18, Sports Medicine

CHAPTER 18 SPORTS MEDICINE

18.1 Conference Championships

For Conference Championships it is the responsibility for the Conference Office to provide athletic training.

18.2 Host Institution Responsibilities

It is the responsibility of the host institution to provide the necessary athletic training services for all participants.

18.2.1 Access to Training Facility

Access to the training facility for treatments and taping should be approximately two hours before the scheduled event.

18.2.2 Emergency Equipment

All medical emergency equipment should be identified, easily accessible and used by trained professionals.

18.2.3 Basic Services

Ice, water and cups and/or water bottles shall be in place for competing teams one hour prior to the start of a contest. Individual towels shall be provided for visiting teams in indoor sports.

18.2.4 Emergency Action Plan

Each institution should have a current athletic emergency plan on file.

18.3 Visiting Institution's Responsibilities

For all Conference contests, the visiting institution shall provide timely notification to the host institution's to the host's athletic training staff if an athletic trainer is unable to accompany the travelling team. If a visiting team travels without an athletic trainer, the visiting institution shall provide:

18.3.1 Athletic Training Kit

An athletic training kit for its own team use is to include emergency medical information that contains such information as name, address, emergency contact with phone number, brief medical information including allergies and insurance information.

18.3.2 Severe Injury

In the event of a severe or catastrophic injury to a student-athlete from the travelling institution's team, the host trainer shall facilitate care and communicate with the travelling institution's representative (e.g., head coach).

18.4 NWAC Medical Policies

Each institution is to be compliant with NWAC medical policies and procedures as stated per sport and in the codebook appendices.

18.5 Physical Examinations

After July 1 and prior to the first practice of each year of participation in intercollegiate athletics at a member college, a student-athlete shall undergo a medical examination and be approved for intercollegiate athletic competition by a medical authority licensed to perform a physical examination by the laws applicable in the state where the exam is conducted. The physical examination shall be valid for twenty-four (24) consecutive months to the date unless otherwise limited by the physician indicating the physical is only good for less than twenty-four (24) consecutive months.

Note: Those licensed to perform physical examinations in the State of Washington include M.D., Doctor of Osteopathy (D.O.), Certified Registered Nurse (C.R.N.), Naturopath (N.D.) and Physician's Assistant (P.A.).

18.6 Concussion Management

All Conference institution coaches (including part-time, volunteer, and strength and conditioning coaches) shall be required to undergo annual concussion education training as set forth in the appendices.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 19, Student-Athlete Questionnaire**CHAPTER 19 STUDENT-ATHLETE QUESTIONNAIRE-AFFADAVIT****19.1 Purpose**

All student-athletes must fill out an NWAC student-athlete questionnaire, which shall be kept on file at that institution.

19.2 Duration Of Questionnaire

A student-athlete whose home residence is outside the contiguous Northwest states, transfers between member and non-member colleges, and student-athletes who have not been enrolled in a collegiate institution for a period of three or more years must complete and have on file with the NWAC, an NWAC student questionnaire.

19.3 Validity of Questionnaire

To misrepresent or falsify the information on the athletic questionnaire may be cause for immediate suspension and possible removal from the league.

CHAPTER 20 TIEBREAKER

In those sports requiring league playoffs where all tiebreaker procedures have been exhausted relative to determining a contest site, instead of using a coin toss, numbers will be drawn by each league/region to determine host site priority. Drawings will take place for each sport. The team with the lowest number will be the host team when ties occur. A college will retain this number in subsequent years and the numbers will rotate each year, according to the following sequence: 1-7-2-6-3-5-4.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 21, Transgender**CHAPTER 21 TRANSGENDER STUDENT-ATHLETES****21.1 Competition Requirements for Female to Male Transgender Student-Athlete**

A transgender male (female to male) student-athlete who has received a medical exception for treatment with testosterone for gender transition may compete on a men's team but is no longer eligible to compete on a women's team.

21.2 Competition Requirements for Male to Female Transgender Student-Athlete.

A transgender female (male to female) student-athlete being treated with testosterone suppression medication for gender transition may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of documented testosterone-suppression treatment.

21.3 The Student's Responsibilities**21.3.1 Request to Participate**

In order to avoid challenges to a transgender student's participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the director of athletics upon matriculation or when the decision to undergo hormonal treatment is made.

21.3.2 Supporting Medical Documentation

The request should include a letter from the student's physician documenting the student-athlete's intention to transition or the student's transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student's gender transition, date of when treatment began, and documentation of the student's testosterone levels, if relevant.

21.3.3 Legal Documentation

The student must provide appropriate documentation (home state requirements) indicating that the sex of an individual has legally been changed.

21.4 The School's Responsibilities**21.4.1 Review Requirements**

The director of athletics should meet with the student to review eligibility requirements and procedure for approval of transgender participation.

21.4.2 Notification to the Conference Office

If hormone treatment is involved in the student-athlete's transition, the director of athletics should notify the NWAC of the student's request to participate with a medical exception request.

21.4.3 Support Services Availability

To assist and collaborate with members of the institution to provide support, services and opportunities, for transgender student-athletes to gain a quality academic and athletic experience.

21.4.4 Confidentiality

All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student's transgender identity and medical information, including physician's information provided pursuant to this policy, shall be maintained confidentially. *Section 30 Passed 6/5/15; Effective 7/1/15.*

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 22, Tryouts

CHAPTER 22 TRYOUTS

22.1 Definition

A tryout is any organized recruiting event for prospective student-athletes that is held in an effort to fill roster spots on one or more of a member college's athletic teams.

22.1.1 Time of Tryout

It is recommended that this opportunity take place in a term other than the term in which the high school traditional season of that sport occurs.

22.1.2 Medical Documentation

It is recommended that the student-athlete participating provide medical verification that he/she has received medical clearance by a qualified health care professional within 13 months of the tryout.

22.1.3 High School Guidelines

It is recommended that the member college determine if the prospective student-athlete's State High School Activities Association/School District allows this activity before allowing the prospective student-athlete to participate in the tryout.

22.1.4 Equipment

The school may loan equipment and clothing to the college-bound student-athlete during the tryout. *Section 23 A Trough D Passed 6/2/17; Effective 7/1/17.*

CHAPTER 23 USE OF ALCOHOL, ILLICIT DRUGS AND TOBACCO

23.1 Alcoholic Beverages

The use or possession of alcoholic beverages by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.

23.2 Tobacco Use

The use or possession of any form of tobacco by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.

23.3 Drugs

Any student-athlete convicted for the use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any member college sponsored athletic event or activity.

ADMINISTRATIVE RULES AND REGULATIONS-Chapter 24, Video Policies

CHAPTER 24 VIDEO POLICIES

24.1 Right to Video

A conference institution has the right to video any contest or practice in which it is a participant.

24.2 Video Exchange with Conference Members

The Conference's video exchange policy applies to Conference Volleyball, Soccer, Basketball pre-season, regular season games/matches, and playoffs.

24.2.1 Host Institution Responsibilities

For any pre-season, non-league, league and playoff contests, the host institution is responsible to film and for uploading the game film to the Conference server by 12pm the next day.

24.2.2 Pre-Season Tournaments

Institutions that are hosting pre-season tournaments are responsible to upload game films to the conference video server.

24.2.3 Non-NWAC Opponents

If an NWAC school is playing a non-NWAC opponent at the opponent's gym, or an NWAC school is playing in a Non NWAC opponent pre-season tournament, it is the NWAC School's responsibility to get the film uploaded to the Conference server in a timely manner.

24.3 Fines

It is the responsibility of athletic directors and coaches to be fully aware of the film and video exchange policies per sport and failure to adhere to the policy will result in fines.

NWAC

NORTHWEST ATHLETIC CONFERENCE

2019-2020 SPORTS STANDARD OPERATING
PROCEDURES for:
Baseball, Basketball, Cross Country, Golf, Soccer,
Softball, Tennis, Track & Field, Volleyball



CHARACTER, COMPETITION COMMUNITY

NWAC BASEBALL MISSION: To uphold the NWAC mission while offering healthy baseball competition based on sportsmanship, integrity and accountability. NWAC Baseball strives to develop players through education for future opportunities in college baseball, professional baseball, and life in general.

1.0 Governance

Current NCAA rules along with special NWAC regulations as enumerated below shall govern NWAC Baseball competition. For NWAC Baseball contests that are scheduled for 7-innings, the 10-run rule comes into effect if one of the teams is ahead by more than 10 runs after five innings.

2.0 General Administration

2.1 Awards

See Baseball 15.0 Post Season Honors

2.1.1 All Region & All Conference

See Baseball 15.1 and 15.2 Post Season Honors

2.1.2 Baden Player of the Year Award

Voted on by the coaches at the year-end meeting. Nominees are the four region MVP's.

2.1.3 Coach of the Year Process

To be consistent with ABCA Coach of the Year policy, the NWAC Coach of the Year is the Coach of the NWAC Baseball Championship Team. EB 2/8/19

2.1.4 National Awards

A. A baseball committee representative will work with the other conferences of the Pacific Association Division for ABCA All-American and Gold Glove Selections.

B. The coaches at the year-end meeting held during NWAC championships vote on NWAC selections for ABCA and Gold Glove.

2.2 Bats

Bats used by NWAC baseball teams must either be solid wood, meeting NCAA specifications, OR Wood composite bats with outer shell of barrel must be solid wood. Must have coded certification mark deeming it legal for NCAA (BBCOR stamp)

2.3 Rainouts (Refer to region handbooks)

2.4 Protests

2.4.1 Process

Protests may only be made when an umpire's decision is in violation of the rules. No protest for judgment decisions. When a complaint is filed, the following procedures are used:

A. Protest must be entered with the Umpire-in-Chief by the offended team at the time of the play and before the next pitch after such play. Umpire-in-Chief will announce the game is being played under protest and indicate in scorebook where the situation exists.

B. A statement of facts shall be written by an athletic commissioner and coach of the affected colleges and by the game umpires. Form located on the NWAC website.

C. The statement of facts shall specify the alleged rules misinterpretation, exactly what occurred, who was involved, and surrounding circumstances relative to the alleged infraction.

D. The written protest must be postmarked within seventy-two (72) hours of the completion of the game under protest, and filed with the NWAC Executive Director. ***If the protest were upheld, there would be a \$25 fee, and a \$100 fee for a protest that was not overturned.*** EB 2/8/19

E. The NWAC Executive Director shall appoint two neutral commissioners with whom he shall review all submitted documents and make a ruling, including a statement of conclusions and appropriate corrective action. The committee's statement of conclusions and ruling shall be submitted to the affected schools and the Regional Commissions.

2.5 Coaching Ethics & Standards (See Guidelines Pages 4-8 for additional information)

2.5.1 Coaches

No NWAC Baseball Head Coach and/or assistant coach can work for or be affiliated with any professional major league team.

2.5.2 In Season, Out of Season

From the start of the school year until the end of their sport season, NWAC Baseball Coaches may coach youth organized baseball programs outside the institution with enrollment and/or geographic based programs. Select All-Star teams are prohibited. From Memorial Day until the first day of official designated fall Baseball practice, NWAC Baseball Coaches can coach any age level amateur summer league baseball programs or teams outside the institution.

2.5.3 Use of NWAC Players

Summer baseball programs that are coached by NWAC head or NWAC assistant coaches can only have (4) four of their present school team players (first year eligibility just expired) participating on a summer team at one time.

2.5.4 Institutional Concerns

Member institutions may not sponsor or support with money or equipment, any baseball programs or teams outside the institution.

2.6 Cancellations (Refer to region handbooks)

2.7 Game Ball

The Executive Board adopts an approved ball as the official conference baseball used in all NWAC pre-season, league, playoffs, and championship tournament games. (Currently Baden 3B-PPROF-11)

2.8 Regions

For baseball, the conference is divided into four regions. Alignments recommended by the Baseball Sports Committee and the Executive Board will make the final decision.

3.0 Sport Season Calendar

3.1 Practice

Each institution shall be allowed a total of 12 weeks for Fall and Spring pre-season practice, which may be utilized between the dates of September 1 through November 15, and January 2 through ("first official start contest date of that year") Each institution must report to the NWAC office by August 31, the time periods in which the 12 weeks will be utilized. P 6/2/17; E 7/1/17

3.1 Playing Season (competition and practice)

The Playing Season segment (competition and practice) for baseball is the period between 9/1-10/31 and 1/15- the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni games/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season

The Out of Season segment for baseball is 11/1-1/14 limited to 12 hours per week, 5 days of countable activities.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, hitting and fielding, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week**. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

~~3.2~~ ~~Playing Season~~

~~The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20. P-6/2/17; E-7/1/17 In effect for 2019-2020 season: see Constitution Article XV-Schedules, P=6/1/18; E-7/1/19~~

3.4 First Contest Date

The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20. P-6/2/17; E-7/1/17 In effect for 2019-2020 season: see Constitution Article XV-Schedules, P=6/1/18; E-7/1/19

3.5 Dates

Summer Out of Season 7/1-8/31

Playing Season 9/1-10/31 & 1/15-through championship tournament

Out of Season 11/1-1/14

Dead Season (no activity) End of Spring term through June 30; last two weeks of each quarter (F/W) that falls in Out of Season

***Baseball summer leagues are exempt from this rule**

4.0 Scrimmages

4.1 Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed P 6/3/16; E 7/1/16

4.1.3 Awards

No awards of any kind may be given to the participants.

4.1.4 Championships

No championships of any kind

~~4.1.5 Travel~~

~~Travel expense for one overnight stay can be provided.~~

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics

4.1.6 Alumni

Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their contest limitation or their scrimmage limitation. P-6/3/16; E 7/1/16

~~4.2 Maximum Dates~~

~~The fall and spring baseball programs may include scrimmages with outside teams. A maximum of four (4) scrimmage dates may be split between the fall and spring programs, and must be played prior to the team's first spring contest.~~

4.3 Rules and Regulations

Rules and regulations for all competition with outside teams shall be those rules listed in 1.0 and 4.0.

4.4 Fights

Any individual (player or coach) participating in a fight during or after a scheduled scrimmage, is automatically suspended from the remaining scrimmage dates (maximum of four dates). If a fight occurs during or after the final scheduled scrimmage, individuals will be suspended from the first spring contest for which they are eligible to participate. Any team participating in a fight (bench clearing as well as a multitude of fights) during a scrimmage will be penalized with a reduction of scrimmage dates the following year. The coach of any member college having an individual(s) or team in a fight during or after a scheduled scrimmage will report the incident immediately to their Athletic Director or Athletic Commissioner(s). Athletic Director's will conduct a complete investigation, take actions as deemed necessary, and provide a full report to the conference office no later than 48 hours after the incident. EB 2/8/19

4.5 Ejection Policy

Any player or assistant coach ejected during an NWAC baseball game will serve the suspension required by the NCAA rulebook plus one additional game imposed by the NWAC. Any player or coach, including the Head Coach, ejected four times is immediately suspended for the remainder of the season. Penalties carry over into the NWAC post-season and would carry over into the next NWAC season as well. If coach changes institutions within the NWAC the following year, the penalties would carry over. EB 2/8/19

5.0 Schedule

5.1 Dates

~~The regional baseball committee shall set league schedules forth. The baseball schedule for each college shall be limited to twenty five (25) playing dates exclusive of league playoffs, the conference tournament and any games beyond twenty five (25) playing dates that result from the tournament formula.~~

5.1 Dates

The baseball schedule for each college shall be limited to twenty-five (25) playing dates exclusive of league playoffs. The schedule is limited to 25 dates, with a maximum number of two games per day. Exceeding 25 dates will limit the allowable schedule to 46 game. Passed 5/31/19; Effective 7/1/19

5.2 Composition of Schedule

A team may enter a maximum of two (2) double elimination or single elimination/ consolation round tournaments during the season. Each tournament shall count as two (2) dates toward the maximum allowed twenty-five (25) dates.

5.2.1 Elimination/round robin tournaments

Dates used will be length of tournament (example: two-day tournament is two (2) dates).

5.2.2 League and Non-League schedule

Two games maximum per date. Double elimination tournament is two (2) dates.

5.3 League Schedules

It shall be the responsibility of each Regional Commission to set league schedules, rainout and other league rules and regulations, and league playoff procedures. League schedules are to be adopted by each Region Commission no later than the November meeting.

5.4 Final Schedule

Published season schedules shall indicate the number of games to be played on each date listed and shall reflect the total baseball schedule for that institution.

6.0 Game Management

6.1 Staff

6.2 Game Reports

The home team is responsible for the official score the game via the conference statistical program. A copy is to be made available to the visiting team upon request. Reports of the game to the NWAC, newspapers and other communication media should be made immediately following the game.

6.3 Film

6.4 Pre-Game

6.4.1 Home Team

Home Team takes batting practice at the batting practice area first and must be off the field sixty (60) minutes prior to scheduled game time. Every effort should be made to use the game field for pre- game batting practice when feasible.

6.4.2 Visiting Team

The visiting team may have batting practice on the same batting practice area until thirty (30) minutes prior to game time.

6.4.3 Infield Practice

The home team shall take infield practice first with each team being allowed ten (10) minutes.

6.4.4 Field Preparation

The grounds keeper shall have ten (10) minutes to prepare the field for play.

6.4.5 Lineups

Starting lineups are to be presented to the umpires five (5) minutes prior to game time at which time the ground rules are made familiar to the coaches.

6.4.6 Start Time

Games are to start promptly on time and it is the responsibility of the coaches to keep the game moving (refer to current guidebook).

6.4.7 Time Between Doubleheader Games

Twenty (20) minutes will be allowed between first and second game of a doubleheader. ***Thirty (30) minutes is allowed between first and second game of a doubleheader.*** EB 2/8/19

7.0 Rosters

There is no roster limit for NWAC home teams in regular season games. See 14.5 for playoff and championship roster numbers. Visiting team roster is limited to the 24-player roster for **NWAC league games**. This means infield workouts and batting practice before baseball games are limited to those 24 players official on that roster. The visiting team will provide a list of twenty-four (24) eligible players to the home team **for use that particular day** when line-ups are exchanged prior to the first contest of that trip. During each game, no one except eligible players in uniform, coaches, managers, athletic trainers, physicians, scorekeepers and bat persons shall occupy the dugout of either team. EB 2/8/19

8.0 Player Limits See 7.0

9.0 Travel Squad (See 7.0)

10.0 Tournaments

11.0 Uniforms

NWAC baseball team uniforms must comply with the NCAA standard as set forth in the NCAA Baseball Handbook. The only exception to this is that teams may put one sponsor logo and/or NWAC logo (no bigger than 3" x 3") on the left/right chest, left/right sleeves, or on the back of the jersey just below the neckline. It is the coach's responsibility to be fully aware of the uniform policy. *Passed 6/5/15; Effective 7/1/15*

12.0 Umpires

Each region shall determine one umpires association whose umpires have passed the NCAA certification exam and are knowledgeable regarding NWAC and region-specific baseball rules to service its home games.

13.0 Playoffs

Cross-region playoffs will determine entries into the NWAC Baseball Championship. Each of the four regions' #2 teams based on regular season league finish will host four three- team bracket style tourneys. The #3 and #4 teams from two other regions will also get the opportunity to qualify. Pairings of regions' #3 and #4 teams travelling to another region's #2 site will be established by an annual rotation (Page 17). The regular season region champions will gain automatic entry to the NWAC Championship and will not participate in cross-region playoff (bye). EB 2/8/19

14.0 Championship Event**14.1 Format**

An eight (8) team, five (5) day full double elimination tournament with all games being nine (9) innings. Four (4) games on days one and two, three (3) games on day three, two (2) games on day four and one (1) or two (2) on championship day.

14.2 Tournament Entries

Each Region shall have two tournament entries. The Regional Commission shall determine the procedure for determining its league entries to the tournament.

14.3 Tournament Site:

The Executive Board shall determine the tournament site.

14.4 Tournament Dates

The baseball tournament will be scheduled to begin on the Thursday preceding Memorial Day.

14.5 Tournament Rosters

A signed official team roster of no more than twenty-four (24) players shall be turned in to the tournament director prior to the team's first tournament game. One additional player in uniform, but not on the official tournament roster, may be used to catch bullpens. Only players on this official roster shall be eligible for tournament play and changes may not be made. Violation of this rule shall result in forfeiture of any game in which an ineligible player participates.

14.6 Umpires**14.6.1 Selection**

Umpires shall be selected by the Conference office from the region recommendations received through the baseball committee.

14.6.2 Assignments

The Conference office or designee shall make umpire assignments prior to the tournament. The tournament director in consultation with the tournament committee may make necessary adjustments in assignment.

14.6.3 Crew

At a minimum, three umpires shall be used for each game. Four umpires are used for the semi-finals and finals. ***Four umpires are used for the final two games of the tournament.*** EB 2/8/19

14.6.4 Contracts

The NWAC shall notify umpires of their selection and obtain signed contracts from each in advance, clearly stating fee, mileage and per diem rates.

14.7 Baseballs

Shall be selected by the NWAC office from those approved for tournament play.

14.8 All-Tournament Team

The all-tournament team selections will be chosen after the completion of the NWAC baseball championship tournament. The Executive Director will appoint the selection members from the baseball sports committee and the tournament host personnel.

14.9 Financial Arrangements

14.9.1 Tournament Budget

Applications to host the tournament shall include a tournament budget proposal following the guidelines provided by the Executive A. Applications to host the tournament shall include a tournament budget proposal following the guidelines provided by the Executive Board. The Executive Board will set the official tournament budget.

14.9.2 Tournament Expenses

Approved expenses of running the tournament will be paid by the NWAC upon presentation of bills or receipts.

14.9.3 Tournament Income

The Executive Board shall determine all ticket arrangements and admission prices. Income from admission and program sales shall go to the NWAC. Concession income shall remain with the tournament host.

14.9.4 Accommodations

Each tournament entry is responsible for its own housing arrangements and team expenses. The tournament host should provide a list of available motels no later than May 1.

14.10 Tournament Schedule –See Appendix A-2

14.11 Seeding

14.11.1

League entries will be seeded in opposite brackets with the host teams (league) in games two (2) and four (4)

- A. If the host college is in the tournament, that team will play game four (4).
- B. If the host college is not in the tournament, that team will play game four (4).

14.12 Tournament Committee

The Tournament Committee is comprised of the tournament director, baseball committee chair, NWAC Executive Director/designee, and a representative from the umpire association.
EB 2/8/19

14.12.1 Responsibilities of the committee shall include the following:

- A. Attend at all tournament games, to act as a protest board and rule immediately on protests.
- B. Assure that the tournament functions in accordance with the Code and assist the tournament director in ruling on situations or issues not addressed in the Code.
- C. Take appropriate action in cases of flagrant unsportsmanlike acts or misconduct by players or coaches, on or off the field.
- D. Assist the tournament director in selection of the all-tournament team and the awarding of trophies.

14.13 Rainouts

14.13.1 Procedures

In the event of a rainout, the games will follow the regular sequence of games as outlined on page 16. The first game played shall be game 1, regardless of which day the tournament begins; the rest of the games shall follow in their proper sequence, i.e., game 2 next, game 3 follows, etc.

- A. If rainouts occur during a game and the game cannot continue, the game shall be postponed and completed prior to the next regularly scheduled contest. The tournament games sequence will be maintained.
- B. It should not be construed in any way that the various Acts of God that may occur are the basis for playing a game out of sequence. Note: If rainouts prevent the tournament from finishing as scheduled, the tournament will be extended at the discretion of the Tournament Committee.

14.14 Special Tournament Regulations

14.14.1 Start Time

Games will start at a designated time if possible; otherwise 45 minutes after the end of the previous game.

14.14.2 Length of Games

Each tournament game shall consist of nine (9) innings under halted game rules.

14.14.2 Batting Practice

Batting practice shall not be permitted on the tournament field. Pre-game practice will be coordinated with the tournament director or his designee.

14.14.3 Home and Visitor

Home team for all first round games shall be the higher seeded team. In all subsequent rounds, the home shall be determined by a coin flip with the tournament director or designees two hours prior to the game.

14.14.4 Team Benches

Home team will have the first base dugout and will take the infield first.

14.14.5 Conditions

In case of questionable playing conditions, the tournament director shall determine if a when a game shall be started. The decision may be appealed to the tournament committee.

14.14.6 Replay

NCAA rules replay system will be in effect.

14.14.7 Ten (10) Run Rule

The ten (10)-run rule after seven innings will be enforced of the first two days of the tournament (or any day that four (4) games are scheduled).

14.14.8 Pre-Game Protocol

The following procedures govern pre-game protocol

14.14.8. A Infield

Pre-game infield will be limited to ten (10) minutes per team, followed by fifteen (15) minutes for field preparation and five (5) minutes for pre-game ceremonies. No pre-infield warm-up around the infield area. Home team will take infield first 30 minutes prior to game time.

14.14.8. B Lineups

Copies of the game line-up should be delivered to the Story Field press box 45 minutes prior to start of game. Late lineup changes will be permitted, but please submit in a timely manner. Please include first and last names, jersey numbers, positions and substitutes on legible line-up card. Please report any difficult pronunciations to help PA announcer and broadcasters.

14.14.8. Introductions

The entire team rosters and coaches will be introduced at game #1 through #4 on opening day and at game #14 on the final day. Participants should run to the respective base paths as they are introduced, starting midway and then proceeding towards home plate. The home catcher may be asked to catch a ceremonial first pitch.

14.14.9 Dugouts

Home team will have the first base dugout. The host school, if playing in the tournament, will have choice of staying in home dugout. If game #15 is necessary, a coin flip will be made following game #14 to determine the home team. Teams will stay in the dugout used for game #14.

15.0 Post Season Honors**15.1 All-Conference Selections**

There will be first and second team All-Conference Selections including (1) catcher; (5) infielders; (4) outfielders; (1) relief pitcher; (1) utility player; (1) designated hitter; (1) MVP will be selected for the first team (he is an additional member) EB 2/8/19

15.2 All-Region Selections

There will be first and second team All-Conference Selections including (1) catcher; (5) infielders; (4) outfielders; (1) relief pitcher; (1) utility player; (1) designated hitter; (1) MVP will be selected for the first team.

15.3 Showcase Games

The showcase event is held in the fall on a date selected by the baseball sports committee. Player selections will be finalized during the fall and then forwarded timely to the host institution of the showcase event. EB 2/8/19

16.0 Dress Decorum

For NWAC games, playoffs, and championships, all players and coaches must be in full uniform when on the field. All other team personnel shall be dressed professionally when on the field. P-6/6/15; E-7/1/15

NWAC BASEBALL TOURNAMENT FORMAT 2020

DAY 1 TIME

Game 1 9:35 South 1 vs. North Cross Region Winner

Game 2 12:35 East 1 vs. West Cross Region Winner

Game 3 4:35 North 1 vs. South Cross Region Winner

Game 4 7:35 West 1 vs. East Cross Region Winner

DAY 2 TIME

Game 5 9:35 Loser Game 1 vs. Loser Game 2

Game 6 12:35 Loser Game 3 vs. Loser Game 4

Game 7 4:35 Winner Game 1 vs. Winner Game 2 (Note: Times adjusted based on host site)

Game 8 7:35 Winner Game 3 vs. Winner Game 4

DAY 3 TIME

Game 9 11:00 Winner Game 6 vs. Loser Game 7

Game 10 2:00 Winner Game 5 vs. Loser Game 8

Game 11 7:00 Winner Game 7 vs. Winner Game 8

DAY 4 TIME

Game 12 2:00 Winner Game 9 vs. Loser Game 11

Game 13 7:00 Winner Game 10 vs. Winner Game 11

DAY 5 TIME

Game 14 12:00 Winner Game 12 vs. Winner Game 13

Game 15 If necessary (see note 3)

Notes:

1. Pairings for games 12 and 13 will not match previous opponents against each other unless necessary.
2. If three teams remain after game 13, the winner of game 11 automatically draws the bye in game 14.
3. Game 15 will be needed if winner of game 11 loses games 13 or winner of game 12 wins game 14.

NWAC BASEBALL REGION AND CHAMPIONSHIP PAIRINGS

Region #1 Seed vs. Super Region Winner		
Year 2020	Team	Team
	South #1	North
	East #1	West
	North #1	South
	West #1	East
Year 2021	West #1	North
	East #1	South
	North #1	West
	South #1	East
Year 2022	South #1	West
	West #1	South
	North #1	East
	East #1	North
Year 2023	West #1	East
	North #1	South
	East #1	West
	South #1	North
Year 2024	North #1	West
	South #1	East
	West #1	North
	East #1	South
Year 2025	East #1	North
	North #1	East
	West #1	South
	South #1	West

NWAC BASEBALL SUPER REGION PAIRINGS

Year	Host N2	Host W2	Host S2	Host E2
2019	W3 & E4	S3 & N4	E3 & W4	N3 & S4
2020	E3 & S4	N3 & E4	W3 & N4	S3 & W4
2021	W3 & S4	S3 & E4	E3 & N4	N3 & W4
2022	S3 & E4	E3 & N4	N3 & W4	W3 & S4
2023	E3 & W4	N3 & S4	3 & E4	S3 & N4
2024	W3 & E4	S3 & N4	E3 & W4	N3 & S4
2025	S3 & W4	E3 & S4	N3 & E4	W3 & N4

NWAC BASEBALL CROSS REGION PLAYOFF FORMAT BRACKET

NWAC BASEBALL COUNTABLE AND NON-COUNTABLE ACTIVITIES for OUT OF SEASON AND SUMMER SEASON

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC BASKETBALL MISSION: NWAC men's and women's basketball will provide an outstanding collegiate experience for our student-athletes while enabling them to pursue excellence in the classroom, on the court, in the community and in their lives while competing at a high level.

1.0 Governance

The NCAA rules and regulations govern play both men and women except as noted.

2.0 General Administration

2.1 Awards

2.1.1 All Region Teams

Coaches from each region will select the following all-region players: (1) MVP; (5) First Team members; (5) Second Team members; (1) Defensive Player of the Year; (5) All-Defensive members; (1) Freshman of the Year. Selections happen no later than the Monday prior to the start of the championship tournament. In case of ties, the following tiebreaker is used: EB 2/8/29

- A. Coaches vote for those involved in the tie
- B. Team with better league record
- C. NWAC office and the chair of the respective committee will break the tie

2.1.2 Release of All Region Teams

All Region first and second teams shall be released prior to the men's and women's basketball tournament. The NWAC office shall make the results available for media publicity and tournament use.

2.1.3 Baden Player of the Year

Nominees for the Men's Baden Player of the Year and the Women's Baden Player of the year are the four region MVP's and are voted on by the coaches at the end of the season. EB 2/8/19

2.1.4 Coach of the Year Criteria & Process (See Guidelines Page 9)

2.2 Game Ball

The Executive Board adopts an approved ball as the official conference basketball used in all NWAC pre-season, league, and championship tournament games. EB 2/8/19

2.3 Cancellations

(Refer to region handbooks and NCAA Basketball Rules Manual)

2.4 Regions

For basketball, the conference is divided into four regions. The Basketball Sports Committee recommends alignments and the Executive Board will make the final decision. EB 2/8/19

2.5 Coaching Ethics & Standards (See Guidelines Pages 4-8)

3.0 Sports Season Calendar

3.1 Practice

Each institution shall be allowed a total of 12 weeks of practice, which may be utilized in between September 1, and the end of the academic /spring quarter. Time period between first allowable official contest and end of the playing season shall not be considered in the calculation of the 12 weeks. Those who have not graduated from high school or whose high school class has not yet graduated (e.g. incoming recruits) cannot participate in practices for the current academic year. ~~P 6/5/15; E 7/1/15~~

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for basketball is the period between 9/1- through the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni matches/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for basketball is the day after the championship tournament through the end of the spring term limited to 12 hours per week, 5 days a week.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week**. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. **These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

3.4 First Competition Date

The first contest shall not be played prior to the third Friday in November. See Constitution Article XV- Schedules

3.5 Dates

Summer Out of Season 7/1-8/31

Playing Season 9/1 through championship tournament

Out of Season Day after (CT) through the end of Spring term.

Dead Season (no activity) End of spring term through June 30; last 2 weeks of each quarter (W/S) that falls in Out of Season. **Passed 5/31/19; Effective 7/1/19**

~~3.2 Playing Season~~

~~The first contest shall not be played prior to the third Friday in November. No contest may be played after the last regular season-scheduled playing date as established by region. In effect for 2019-2020 season. See Constitution Article XV-Schedules. P 6/1/18; E 7/1/18~~

4.0 Scrimmages

4.1 Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed P 6/3/16; E 7/1/16

4.1.3 Awards

No awards of any kind may be given to the participants.

4.1.4 Championships

No championships of any kind

4.1.5 Travel

Travel expenses for one overnight stay can be provided.

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics

4.2 Dates

A maximum of three (3) scrimmages with other teams may be held prior to team's first official game. All dates opponents and times must be registered with the NWAC office. One (1) additional scrimmage allowed at the end of the season to prepare for the conference tournament. A scrimmage includes teams participating in a clinic with another team; intra-squad play is allowed.

CHAPTER TWO NWAC BASKETBALL OPERATING PROCEDURES

5.0 Schedule

5.1 Number of Games

The maximum number of games with outside competition during the regular season is twenty-six (26). P-6/3/16; E-7/1/17

5.1 Number of Games

The maximum number of games with outside competition during the regular season is twenty-six (26). Passed 6/3/16; Effective 7/1/16

The maximum number of scheduled games with outside competition during the regular season is twenty-six (26). Teams may schedule one (1) pre-league home contest against their alumni, which does not count against their contest limitation, towards the official won-loss record, and no statistics used for individual and team statistics. Passed 5/31/19; Effective 7/1/19

CHAPTER TWO NWAC BASKETBALL OPERATING PROCEDURES

5.2 Tournaments

~~Teams may participate in two (2) tournaments and the required Crossover Tournament. For scheduling purposes, games played in these tournaments will only count as two (2). These three (3) tournaments may be either double elimination or round robin with a maximum of three (3) games allowed per team. P 6/2/17; E 7/1/17~~

5.2 Tournaments

For scheduling purposes, teams may participate in two (2) tournaments and the required NWAC Cross-Over Tournament. Each of these tournaments counts as two games towards the 26 maximum games. These three (3) tournaments may be double elimination or round robin, with a maximum of three (3) games allowed per team. If a team has a bye for the NWAC Cross-Over Tournament, the team may play in a double elimination or a round robin tournament during NWAC Crossover Tournament weekend. A maximum of three (3) games allowed, but count as two (2). Passed 5/31/19; Effective 7/1/19

6.0 Game Management

It is the responsibility of the home athletic director to guarantee that the following game management tasks are executed at a high level. EB 2/8/19

6.1. Statistics (See pages 39-40 for additional information)

All NWAC games and tournaments are required to be scored live using the current statistical program. The host is responsible for live scoring games directly to the current statistic platform. EB 2/8/19

6.1.1 Stat Personnel

Statistics crews should be well versed in the required current statistical program and the reporting procedures to the NWAC office. Such a crew should consist of at least two people and more if necessary. EB 2/8/19

6.1.2 Team Stats

Statistics should be provided to both teams promptly at half time and a final official stat report no later than 15 minutes at the conclusion of the game.

6.1.4 Live Stats

Finalize Live-stats via the current statistical platform and process. EB 2/8/1

6.1.5 Score table Personnel

Employ qualified and experienced official time, official scorer, and shot clock operators. A stopwatch needs to be readily accessible at the score table.

6.1.6 Dress

It is highly recommended that the official scorekeeper wear an officials jersey and that the score board operator and shot clock operator wear shirts, vests, or jackets that clearly designate their official capacity.

6.1.7 Coaching Tools

A chalkboard and/or a whiteboard, appropriate writing utensils, and eraser for each team in each locker room.

6.1.8 Services for Visiting Team

Provide the visiting team with the following:

- A. Bench towels
- B. Shower towels
- C. Game programs
- D. Starting line-ups
- E. Locker room access any time it is needed within the limits noted in section 6.1.9

6.1.9 Locker Rooms

Separate locker room (dressing) facilities will be provided by the home team for the visiting team. In the case of doubleheaders where facilities are limited, a separate room (classroom or other) must be provided in addition to the locker room to assure privacy in at least one of the areas thirty (30) minutes prior to game time and continuing at half time if appropriate.

6.1.10 Officials Locker Rooms

Separate locker rooms (dressing), shower facilities, towels, and water, shall be provided for officials. EB 2/8/19

6.1.11 Electronic Media

Electronic media is not allowed during the game or at halftime for coaching purposes by the two competing teams.

6.2 Video Replay**6.2.1 Process**

If video replay is available via the host site, both Men's and Women's basketball will follow their respective NCAA rulebooks to administer replay. Please note it is not mandatory for each NWAC school to have a video replay system available, but when there is such technology available, officials will use replay. See Rule 11 in NCAA Men's and NCAA Women's Basketball Rulebooks for reviewable plays.

6.2.2 Confirmation of Use

Prior to each contest, officials will check with the home game manager/AD to confirm whether there is replay available for the game.

6.2.3 Courtside Availability

The monitor must be courtside, within 12' from the court, and easily accessible to officials. Obviously, the quality of the game film is only as good as, what is available. It is imperative that camera people be trained to do a good job and be focused on their responsibilities.

6.2.4 Timeliness

Officials are instructed to attempt to get "in and out" on monitor reviews unless there is a fighting/ejection situation, or the game is in balance based on the review.

CHAPTER TWO NWAC BASKETBALL OPERATING PROCEDURES

6.2.5 Indisputable Evidence

Games with video replay, the official must first find that the monitor review reveals by indisputable evidence that the call on the floor was incorrect.

6.3 Game Reporting Procedures

See Chapter Two Basketball Standard Operating Procedures, Pages 15 and 16.

6.4 Timeouts

6.4.1 NCAA Protocol

Timeouts will be consistent with NCAA procedures except:

6.4.2 NWAC Media Timeout Policy and Procedure

Chapter Two Basketball Standard Operating Procedures, Pages 11 and 12 EB 2/8/19

CHAPTER TWO NWAC BASKETBALL OPERATING PROCEDURES

6.5 Pre-Game Countdown/Activities

Chapter Two Basketball Standard Operating Procedures, Page 13 EB 2/8/19

7.0 Team Rosters

For all basketball contests whether home or away, preseason, league or post season, players in uniform will be limited to those students who appear on the appropriate NWAC eligibility report not to exceed 15 player. P-6/3/15; E-7/1/16

8.0 Player Limits

9.0 Travel Squad (See 7.0 for travel squad size limitation)

10.0 Tournaments

10.1 4-Team Crossover Tournaments

10.1.1 Crossover Dates

The Executive Board will establish crossover tournament dates two (2) years in advance.

10.1.2 Region Hosts

Each region will host two (2) men's and two (2) women's crossover tournaments and these sites are determined by November 1 each year. EB 2/8/19

Each region will host two (2) men's and two (2) women's crossover tournaments and these sites are determined by November 1 each year.

10.1.3 Assignment of Teams

Each region will assign their region teams to the crossover sites. In the event mutual agreement cannot be reached within the region, the tiebreaker formula (Chapter 20 Rules and Regulations) will be utilized whereby a school with the lowest number will choose their site. ***If a team has been assigned a bye for the NWAC Crossover Tournament, that team may play in a double elimination and/or a round robin tournament and these games would only count as two (2). EB 2/8/19***

10.1.4 Tournament Size

It is recognized that certain tournament hosts may have to secure non-conference teams to complete the four (4) team field.

10.1.5 Tournament Fees

The Executive Board standardizes tournament fees. Tournament fee is \$500 per team. The host is responsible for expenses beyond entry fee revenue. *Section 10.1 P-6/3/16; E-7/1/16 Do we look at a minimum of \$550*

11.0 Uniforms

11.1 Uniform Standards

NWAC basketball team uniforms must comply with the NCAA standard as set forth in the NCAA Basketball Rules Manual. ***It is the responsibility of the coach and/or athletic director to be fully aware of the uniform policy. Exceptions and points of emphasis are: EB 2/8/19***

11.1.1 Sponsor Logo

The only exception is that teams may put one sponsor logo (no bigger than 3" x 3") on the left/right side front of the jersey, or on the back of the jersey just below the neckline.

11.1.2 Numerals

Numbers need to be easily distinguishable from the predominant background color(s) and pattern shall be worn on the back of each player's jersey. Numerals that are the same color as the background and outlined in a different color are illegal. EB 2/8/19

11.1.3 Fines

Failure to comply with the uniform policy will result in a \$500 fine. EB 2/8/19

11.2 Home and Visiting Teams

The designated visiting team will wear dark uniforms.

12.0 Officials

12.1 Certified Officials

Each region will assign certified officials for non-league and league games. Regions should have signed contract with NCAA certified assignors.

12.2 NWAC Technical Foul Policy

See Chapter Two Basketball Standard Operations Procedures, Page 14

13.0 Playoffs

14.0 Championship Event

14.1 Championship Authority

Control, management and sponsorship of the NWAC Men's and Women's Basketball Playoff and Tournament games for entry into the tournament shall be vested in the NWAC Executive Board.

14.2 Tournament Structure

Sixteen (16) men's and sixteen (16) women's teams, four per region, qualify for the conference tournament. The tournament is a single elimination format. Sweet 16 and Elite 8 is played a week prior to the Final 4 and championship games.

14.3 Men's & Women's Tournament Bracket

See NWAC Basketball SOPS, Page 10

14.4 Appointment of Tournament Director

The tournament director appointed by the Executive Board

14.5 Tournament Director Duties

The duties of the tournament director are as follows but not limited to and in conjunction with the NWAC office:

14.5.1 Facilities

Arrange for use of the facilities *including practice facilities* EB 2/8/19

14.5.2 Publicity

Coordinate with NWAC office all publicity

14.5.3 Game Management Personnel

Arrange for ticket sellers, ticket takers, game management personnel, and other necessary officials to ensure high quality support services.

14.5.4 Towels

Arrange for towels for players and officials.

14.5.5 Locker Rooms

Provide the necessary shower and locker room facilities for teams and officials.

14.5.6 Storage

As needed, arrange for overnight storage for participating team's equipment.

14.5.7 Times, Points of Entry

Notify teams and officials of game times, entry gates, bus parking, locker rooms, etc.

14.5.8 Concessions

Concession rights are to be arranged and retained by the host.

14.5.9 Tickets

Procure necessary tickets and passes.

14.5.10 Receipts

Turn in all receipts to the NWAC.

14.5.11 Expenses

All bills incurred in conducting the tournament shall be recorded and paid by the NWAC office.

14.6 Tournament Coaches Meeting

Failure to attend the basketball tournament coaches meeting and reception the night prior to the start of the tournament by the head coach or designee will carry a fine of \$50.

14.7 Broadcasting Rights

The NWAC Executive Board controls broadcasting rights.

14.8 Officials

Conference basketball tournament officials are selected from a list of recommendations received by each region by December 1. These officials sign a contract for their services. The assignor hired by the NWAC decides on the assignments for tournament games. It is recommended for each game in the first two rounds, one official should be from the region of each team represented and the third official should be from a natural region.

14.8 Video Exchange

Failure for teams to upload their last two regular season games and/or their last two playoff games to server within 12 hours of the last game played, will be fined \$250.00. EB 2/8/19

15.0 Post Season Honors

15.1 All-Region Selections

See 2.1 See Appendix A 20

15.2 Sophomore All-Stars

~~The top five sophomore vote getters (from all region selections) will participate for each region in the Sophomore All Star games. See Chapter Two Basketball SOP's.~~

16.0 Dress Decorum

In games in which NWAC teams are a participant anyone in the team travel party and team personnel on the bench must be in team suits, school sponsored attire, or business casual attire (no denim, no t-shirts, no hats, no non-school sweatshirts) when at the athletic facility or any official game/tournament function. Coaches should at a minimum be in casual attire for their games. Business casual dress is a middle ground between formal wear and street wear. For men, a combination of collared shirt (golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers) with socks is generally acceptable. For women, a combination of collared shirt (golf shirt or blouse), cotton pants, slacks, and shoes (heels and loafers) **P-6/5/15; E-7/1/15**

17.0 Video/Film Exchange

17.1 Responsibility

Home teams must film any pre-season, non-league, league, and playoff games. Games must be updated and ready for viewing by 12pm the next day. Failure to provide the upload by the designated time will result in a \$50 fine. Each violation after will be fined an additional \$25. EB 2/8/19

17.2 Pre-Season

Teams that are hosting pre-season tournament are responsible to upload game films to the server. All games that are listed on your schedule must be filmed and uploaded to the server. Games must be updated and ready for viewing by 12pm the next day. Failure to provide the upload by the designated time will result in a \$50 fine. Each violation after will be fined an additional \$25. EB 2/8/19

17.3 Non NWAC Opponent

If NWAC teams are playing a non-member opponent at their gym, or competing in a non-NWAC pre-season tournament, you are responsible to your game uploaded. Games must be updated and ready for viewing by 12pm the next day. Failure to provide the upload by the designated time will result in a \$50 fine. Each violation after will be fined an additional \$25. EB 2/8/19

2020 NWAC Men's and Women's Basketball Championship Format

Sunday, March 8, 2020, Time TBD

- **Selection Show:** Teams drawn to determine first round opponent.

Women's Championship Tournament Format

Thursday, March 12, 2020, Women's Sweet 16

- Game Times: 8am, 10am, 12pm, 2pm, 4pm, 6pm, 8pm, 10pm (winners advance, losers are done)

Friday, March 13, 2020, Women's Elite 8

- Game Times: 1pm, 3pm, 5pm, 7pm (winners advance, losers are done)

Saturday, March 21, 2020 Women's Final 4

- Game Times: 1pm & 3pm (winners advance, losers are done)

Sunday, March 22, 2020 Women's Championship Games

- Women's Championship Game Time: 2:00pm

Men's Championship Tournament Format

Saturday, March 14, 2020, Men's Sweet 16

- Game Times: 8am, 10am, 12pm, 2pm, 4pm, 6pm, 8pm, 10pm (winners advance, losers are done)

Sunday, March 15, 2020, Women's Elite 8

- Game Times: 1pm, 3pm, 5pm, 7pm (winners advance, losers are done)

Saturday, March 21, 2020 Men's Final 4

- Game Times: 5pm & 7pm (winners advance, losers are done)

Sunday, March 22, 2020 Women's Championship Games

- Men's Championship Game Time: 4:45pm

Sunday, March 22, 2020 Sophomore All-Star Game Information

- Women's Sophomore All-Star Game 10am
- Men's Sophomore All-Star Game 11:45am

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
NS V WE	NE V SW	NW V SE	NS V WE	NE V SW	NW V SE	NS V WE

NWAC MEN'S BASKETBALL ELECTRONIC MEDIA TIMEOUT POLICY

- Three-30 second timeouts and one-60 second timeout for each team per regulation game.
- Each team may carry up to two 30-second timeouts (and the full if it was unused) into the second half, for a maximum of 3 total team timeouts.
- Media timeouts shall occur at the first dead ball after the 15, 10, and 5 minute marks when the game clock is stopped.
- When a timeout is granted and creates a dead ball with 30 seconds or less before the media marks or creates the first dead ball after one of the 15, 10, and 5 - minute marks, that timeout will become the electronic media timeout for that specific media mark time. (Exception: Rule 5-14.10.d)
- The first timeout requested by either team in the second half shall become the length of the media timeout (80 seconds).
- Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.
- In any extra period, the first timeout granted to either team may become an electronic media timeout.

NWAC WOMEN'S BASKETBALL ELECTRONIC MEDIA TIMEOUT POLICY

- Each team gets 3-30 second timeouts and 1-60 second timeout for the regulation game.
- There shall be 1 scheduled electronic media timeout per quarter at a length of 80 seconds.
- Media Timeouts shall occur at the first dead ball at or below the 5-minute mark when the game clock is stopped.
- In the 1st and 2nd quarters, if a team timeout is called prior to the first dead ball being at or under the 5:00 minute mark in that quarter, that timeout becomes the media timeout for that quarter.
- If no timeout is called prior to the first dead ball at or below 5:00, then the first dead ball at or below 5:00 will become a media timeout – 80 seconds in length unless there is a media agreement in place that makes this longer than 80 seconds.
- In the 3rd and 4th quarters, the same protocol is followed as the 1st and 2nd quarter's protocol with one exception: The first team called timeout will NOT erase the next schedule media timeout and will be a media length timeout.
- The length of time between the 1st and 2nd quarters and then between the 3rd and 4th quarters shall be 80 seconds, the same as a media timeout.

Please have this information available at the score table

NWAC PRE-GAME COUNTDOWN TO BE USED FOR SINGLE GAMES AND THE FIRST GAME OF A DOUBLEHEADER

Time To Tip Off	Scoreboard	Activity
60:00	54:00	Court available for team warm-ups; scoreboard clock starts
10:00	4:00	Captains meet with game officials
6:00	0:00	Horn to clear floor; National Anthem
4:00	0:00	Introductions
2:00	0:00	Team Huddle
0:00	20:00	Tip-Off

*Before the 10-minute mark is reached on the game clock that is counting down the time before the start of the game, each team shall supply the scorers with names and uniform numbers of team members who may participate, and those of the five starting players. After the 10-minute mark is reached on the game clock that is counting down the time before the start of the game and until the end of the game, a team shall not make changes to the scorebook. Exception: Changes necessitated by obvious injury, illness, blood on the uniform, a replacement of a designated starter to attempt a technical-foul free throw, or to correct scoring or bookkeeping mistake.

NWAC PRE-GAME COUNTDOWN TO BE USED FOR SECOND GAME OF A DOUBLEHEADER

Time To Tip Off	Scoreboard	Activity
20:00-30:00*	24:00	Court available for team warm-ups; scoreboard clock starts
10:00	4:00	Captains meet with game officials
4:00	0:00	Horn to clear floor; Introductions
2:00	0:00	Team Huddle
0:00	0:00	Tip-Off

***Teams at a minimum get a twenty (20) minute pre-game warm-up**

*Before the 10-minute mark is reached on the game clock that is counting down the time before the start of the game, each team shall supply the scorers with names and uniform numbers of team members who may participate, and those of the five starting players. After the 10-minute mark is reached on the game clock that is counting down the time before the start of the game and until the end of the game, a team shall not make changes to the scorebook. Exception: Changes necessitated by obvious injury, illness, blood on the uniform, a replacement of a designated starter to attempt a technical-foul free throw, or to correct scoring or bookkeeping mistake.

The pre-game countdown sheet should be at every score table and distributed to the game manager, each team, game officials, scoreboard operator, scorekeeper, and the public address announcer.

In an effort to provide quality competition and quality character, the NWAC has the following process when it comes to technical fouls for men's and women's basketball.

PLAYERS:

CLASS A TECHNICAL FOULS (Unsporting acts): When a player receives four technical fouls for unsportsmanlike behavior, the player will sit the next scheduled game. Any additional technical fouls awarded to the player will result in an additional game suspension. Once the player receives seven technical fouls, the player is suspended for the remainder of the season.

- **Only CLASS A unsporting technical fouls** are counted towards a player's suspension.
- Penalties would carry over into the post-season and would carry over into the next season as well.

FLAGRANT two PERSONAL OR TECHNICAL FOULS: A one game suspension penalty for any player that receives two Flagrant 2 Fouls during the season.

COACHES:

CLASS A TECHNICAL FOULS (Unsporting acts): When a coach receives five technical fouls for unsportsmanlike behavior, the coach will sit the next scheduled game. When a coach receives his 7th technical, he/she will then sit the next two games and so forth.

- **Only CLASS A unsporting technical fouls** are counted towards a coach's suspension.
- Penalties would carry over into the post-season and would carry over into the next season as well.
- Bench technical fouls will count towards the head coach's total.

For more information use the following links to the NCAA Men's and Women's Basketball Rule Books

<http://www.ncaapublications.com/p-4553-2018-19-ncaa-mens-basketball-rules-and-interpretations.aspx>

<http://www.ncaapublications.com/p-4559-2017-18-and-2018-19-ncaa-womens-basketball-rules-and-interpretations-online-only.aspx>

Stats Software: Presto Sports App is required this season as mandated by the Basketball Committee.

Reporting Contest Results

Contest Score:

- All games are required to be scored live using the Presto Basketball Scoring App via the Presto website nwacstats.org/login/login.jsp
- If you are on the road at a non-member school and do not have access to enter your score on the website:
- e-mail results to sportsinfo@nwacsports.org or text message to SIA Spencer Roland, (360) 430-7949

Stat File:

- Presto: Finalize Live-stats through "Game Ctrl" -> "Wrap Up" (follow prompts)

WHO and WHEN

Tournaments Stats

- The NWAC tournament **host** is responsible for live scoring games directly to Presto.
- You must reach out to Presto Support to request team access for the dates of your tournament. Email support@prestosports.com and ask for access to tournament teams for the duration of the tournament to create/score games not involving the host team.
- If you attend a tournament at a non-NWAC school, you are responsible for submitting stats for your team from that tournament within **two days** of the final tournament game. **You are required to report the score immediately following the contest.**

Home Games Stats

- All NWAC Hosts are required to live score games they host.

Road Games Stats versus Non-NWAC Schools:

- *Away games* stats against non-NWAC schools shall be reported within 48 hours of the game. The NWAC school is responsible for reporting only their stats. **Again, the final score shall be reported immediately following the contest by the NWAC member school.**
- **HELP:** If you have questions on the Reporting Procedures, please contact **Tracy Swisher at (503) 956-4644**. If you need assistance with Presto or the scoring app, please contact NWAC Sports Information Assistant Spencer Roland at (360) 430-7949.
- If you encounter any problems reporting your score or submitting game stats. Spencer has made a video showing how to set-up and use the basketball app, <https://www.youtube.com/watch?v=eFKCqHnbCpl>

How do I practice with the scoring app?

- For practice games- Use the "unofficial Sport)" season and then create a game with the two available teams under that season, (the team shouldn't matter since the game is not official). If you do not have access to the unofficial season, you may email support@prestosports.com and request access to the Unofficial (Sport) season. You can also request specific teams for them to include in that season as well.

Failure to submit score will result in a \$25 fine per offense.

NCAA Stats guide:

http://fs.ncaa.org/Docs/stats/Stats_Manuals/Basketball/2017EZ.pdf

This document is available under your member login in case you need to refer to it.

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC CROSS COUNTRY MISSION: NWAC men's and women's cross-country provides training and competitive opportunities in distance running. Student-athletes foster discipline, leadership skills, dedication, and the ability to work toward individual as well as team goals, skills important not only to the sport of cross-country but also to every aspect of life.

1.0 Governance

The NCAA rules and regulations govern both NWAC men's and women's cross-country meets except as noted.

2.0 General Administration

2.1 Awards

2.1.1 NWAC Championships

The top three men's and women's teams at the NWAC Championships shall be awarded trophies. The top ten men's and women's individual finishers shall receive awards.

2.1.2 Regional Championships

The top men's and women's teams at regional championships shall be awarded trophies. Individual regions may provide awards for individual finishers at their discretion.

2.1.3 Coach of the Year

Coaches at the NWAC championship meet vote on a men and women's cross-country coach of the year.

2.1.4 The Baden Athlete (Runner) of the Year

Coaches vote on the Baden Male and Female Athlete (Runner) of the Year at the NWAC championship meet. Ties are broken by the NWAC office. EB 2/8/19

2.1.5 Runners of the Week

The Cross Country Chair chooses one male and one female athlete (runner) of the week in cross-country. Nominees must have competed that week in a meet, which at least four (4) NWAC teams competed. EB 2/8/19

2.2 Forfeits

2.3 Protests

2.4 Cancellations

2.5 Coaching Standards & Ethics See Guidelines Pages 4-8 For Additional Information)

2.6 Meets

The maximum number of meets with outside competition during the regular season is eight (8).

2.7 Participation of sports club teams and unattached participants in NWAC event.

2.7.1 Eligibility

All participants in an NWAC member school cross-country league competition must meet NWAC eligibility criteria.

2.7.2 Unattached Participants

Sports club teams and unattached participants may not in any way imply that they are connected with the athletic program of a member school (using the name of the school mascot is acceptable).

2.7.3 Funding

Athletic funds may not be used to support unattached participants. This includes, but is not limited to travel, meals lodging, and uniforms.

2.7.4 Club Members and Unattached Participants

All sports club team members and unattached participants must be informed that participation in any open event, hosted and sanctioned by a NWAC member school, may result in the loss of a year's eligibility when transferring to an NCAA or NAIA school.

2.8 Distance Track

Any college wishing to compete in Distance Track must declare to the NWAC Office that they are participating in Distance Track. Those colleges may only use cross-country scholarships for Distance Track Athletes. No track scholarships will be offered to athletes attending a school offering Distance Track. Thus, a school participating in Cross Country and Distance Track may offer five scholarships for men (15 quarters) and five scholarships (15 quarters) for women.

3.0 Sport Season Calendar

3.1 Practice

~~Each institution shall be allowed a total of 12 weeks of practice, which may be utilized in between August 1, and the end of the current academic year/spring quarter. Time period between first allowable official contest and end of playing season shall not be considered in the calculation of the 12 weeks. Those who have not graduated from high school or whose high school class has not yet graduated (e.g. incoming recruits) cannot participate in practices for the current academic year.~~

3.1 Playing Season (competition and practice)

The Playing Season segment (competition and practice) for cross-country is the period between the initial playing season start date (8/1) and the last day of the championship meet.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, fieldwork, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, **meets**, showcases, exhibitions, and alumni meets/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season

The Out of Season segment for cross-country is the day after the championship meet through the end of Spring term.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, open running scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season

Workouts during this segment are on a voluntary basis.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

CHAPTER THREE NWAC CROSS COUNTRY OPERATING PROCEDURES

3.4 First Competition Date

Fourth Saturday in August Passed: EB
2/8/10

3.5 Dates

Summer Out of Season 7/1-7/31

Playing Season 8/1-Championship Meet

Out of Season Day after championship meet through the end of Spring term

Dead Season (no activity) End of Spring term through June 30; last two weeks of each quarter (F/W) that falls in Out of Season

3.6 Conference Championship

The conference championship meet will be held the second Saturday in November. Cross Country competition may begin on the Saturday eleven (11) weeks prior to the Championship meet.

~~**3.3 Out of Season**~~

~~**3.4 Cross Country Yearly Calendar**~~

~~See Appendix A-4. In effect for 2019-2020 Season. See Constitution Article XV-Schedules; P-6/1/18; E-7/1/18~~

4.0 Scrimmages

5.0 Schedule

Cross Country schedules shall be developed by individual colleges and sent to the NWAC office, cross-country committee chairperson, and all NWAC cross-country coaches by September 1.

6.0 Meet Management for NWAC meets

CHAPTER THREE NWAC CROSS COUNTRY OPERATING PROCEDURES

7.0 Rosters

8.0 Roster Limits

9.0 Travel Squad

10.0 Outside Meets

11.0 Uniforms

NWAC Cross Country team uniforms must comply with the NCAA standard as set forth in the NCAA Cross Country Handbook. It is the coach and athletic director's responsibility to be fully aware and comply with the uniform policy. P-6/5/15; E-7/1/15

12.0 Officials

Officials used for NWAC member school sponsored events must be certified to provide timing at intercollegiate cross-country meets. EB 2/8/19

13.0 Playoffs

14.0 Championship Event**14.1 Date**

The conference championship meet will be held on the second Saturday in November.

14.2 Site

The Executive Board will determine the site of the conference championship meet.

14.3 Course Length

The length of the cross-country run at the NWAC championships meets shall be 5,000 meters for women and 8,000 meters for men.

14.4 Host College

The Host College or venue shall submit a course map prior to September 30 for the conference meet. The course shall be adequate for the number of participants and shall comply with NCAA regulations.

14.5 Times

The conference championship races shall be held at 11:00am and 12:00pm (noon). The men shall race first in the even numbered years and the women shall race first in the odd numbered years.

14.6 Amount of Competitors

Each team may enter ten (10) competitors. However, coaches must designate the eight (8) competitors who will actually participate in the championship race at least 30 minutes prior to the actual start time.

14.7 Ties

Ties in the NWAC Championship meet shall be broken by comparing the place finish of each team member 1-5 versus their respective competitor on the opposing team (Team A's first finisher vs. Team B's first finisher, etc.) The team advantage goes to the team winning the majority (best of five) of the comparisons.

15.0 Post-Season Honors**15.1. All-American**

The top seven finishers, both men and women, at the NWAC Championship meet shall be named All-Americans.

CHAPTER THREE NWAC CROSS COUNTRY OPERATING PROCEDURES

	2019	2020	2021	2022	2023	2024	2025
Start date	8/1	8/1	8/1	8/1	8/1	8/1	8/1
1 st Meet	8/24	8/29	8/28	8/27	8/26	8/31	8/30
Labor Day	9/2	9/7	9/6	9/5	9/4	9/2	9/1
Saturday	9/7	9/12	9/11	9/10	9/9	9/7	9/6
Saturday	9/14	9/19	9/18	9/17	9/16	9/14	9/13
Saturday	9/21	9/26	9/25	9/24	9/23	9/21	9/20
Saturday	9/28	10/3	10/2	10/1	9/30	9/28	9/27
Saturday	10/5	10/10	10/9	10/8	10/7	10/5	10/4
Saturday	10/12	10/17	10/16	10/15	10/14	10/12	10/11
Saturday	10/19	10/24	10/23	10/22	10/21	10/19	10/18
Saturday	10/26	10/31	10/30	10/29	10/28	10/26	10/25
Saturday	11/2	11/7	11/6	11/5	11/4	11/2	11/1
NWAC CHAMPIONSHIPS	11/9	11/14	11/13	11/12	11/11	11/9	11/8
LOCATION	St. Martin's University	TBD	TBD	TBD	TBD	TBD	TBD

CHAPTER THREE NWAC CROSS COUNTRY OPERATING PROCEDURES

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

CHAPTER FOUR NWAC GOLF OPERATING PROCEDURES

NWAC GOLF MISSION: The mission of NWAC golf is to provide student-athletes the opportunity to approach competition, academics, and life with respect, accountability, and integrity.

1.0 Governance

USGA rules (where not superseded by local ground rules) govern all play. The golf course professional and/or golf committee shall determine interpretation of local rules and USGA rules. ***The local host club and their rules will govern and be the standard rules for decorum, play, and decisions per tournament. EB 2/8/19***

2.0 General Administration

2.1 Awards

2.1.1 Conference Championships

Awards are given to 1st-3rd place finishers at conference championships along with 1st-4th Medalists (Guidelines, Awards Chapter 2, 2.2.5)

2.1.2 Baden Athlete (Golf) of the Year

The Baden Golfer of the Year one male and one female golfer is determined by the lowest scoring average of all four NWAC league matches. EB 2/8/19

2.1.3 Athlete (Golfer) of the Week

The Golf Chair chooses one male and one female athlete of the week in golf. Nominees must have played in a tournament that week, in which at least four (4) NWAC teams played. EB 2/8/19

2.2 Equipment

Players have the option to carry bags or use a pull cart. Electronic devices, range finders and cell phones, are allowed during NWAC golf competition. Cell phones used only for inputting scores and or checking individual and team scores. EB 2/8/19

3.0 Sport Season Calendar

~~3.1 Practice~~

~~Each institution shall be allowed a total of twelve (12) weeks of practice, which may be utilized in between August 1, and the end of the current academic year/spring quarter.~~

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for golf is the period between 8/1-11/15 and 1/15 through the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni matches/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season

The Out of Season segment for golf is 11/16-1/14 limited to 12 hours per week, 5 days of countable activities.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, golf drills, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. **These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

~~3.2~~ Playing Season

~~The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20. Passed 6/2/17; Effective 7/1/17. In effect for the 2019-20 Season: See Constitution Article XV – Schedules. Passed 6/1/18; Effective 7/1/19~~

3.4 First Competition Date

Fall golf September 13; Spring Golf March 6 Passed: EB 2/8/10

3.5 Dates

Summer Out of Season 7/1-7/31

Playing Season 8/1-11/15 & 1/15 through championship tournament

Out of Season 11/6-1/14

Dead Season (no activity) Day after championship tournament through June 30; last 2 weeks of each quarter (F/W) that falls in Out of Season.

~~3.2~~ Playing Season

~~The NWAC Golf season will consist of a split season. The first fall competition date will be September 22. The fall schedule will be completed by October 31. The first spring competition date will be March 15. The season will conclude by the third week of May (Golf Championships). The total maximum playing events for the fall and spring combined may not exceed thirteen (13), NWAC Championships are not included in the thirteen (13) total. Passed 6/5/15; Effective 7/1/15 in effect for 2019-20 Season: See Constitution Article XV – Schedules. Passed 6/1/18; Effective 7/1/19~~

4.0 Scrimmages

NWAC Golf currently does not allow scrimmages.

5.0 Schedule

5.1 League Matches

League and Championship matches are for NWAC schools only.

5.2 Maximum Events

The total maximum playing events for the fall and spring combined may not exceed thirteen (13). NWAC Championships are not included in the thirteen (13). P-6/5/15; E-7/1/15

6.0 Event/Tournament Management

6.1. Decorum

There shall be no smoking, vaping, E-Cigs, chewing or other use of tobacco products by team members on the golf course. Swearing or throwing of clubs is not tolerated. Flagrant violations may result in suspension from the next conference tournament. Suspension is determined by a majority decision of the Tournament Committee. ***Suspensions of golfers must be documented and turned into the NWAC for further review and possible additional penalties. EB 2/8/19***

6.2 Spectators

Spectators must stay away from players.

6.3 Tournament Host Responsibilities Pre Event

6.3.1 Make course arrangements for the following including:

- Dates
- Cost
- Availability of practice rounds
- Range balls
- Coaches' carts
- Scoring Area

6.3.2 Site and Date

Communicate with the NWAC Golf Chair regarding site and date.

6.3.3 Notifying NWAC Schools

Communicate with NWAC schools regarding tournament specifics including:

- Course name(s) and contact numbers
- Entry forms
- Payment arrangements
- Lodging recommendations
- Tournament format information
- Time and place of coaches meeting to introduce the rules committee, discuss local rules and review miscellaneous business

6.3.4 Rules Committee

Arrange for rules committee (e.g. tournament director, PGA pro, two coaches)

6.3.5 Tournament Documents

Generate tournament paperwork including Rules Sheets, Pairings, Scorecards and Scoreboard

A. Rule sheet should include:

The conditions of the competition (How teams are score)
Definition of the boundary and margins of the course
Establishment of rules for abnormal conditions (e.g. preferred lies, embedded ball, etc.)
Possible drop zones
The NWAC rule for pace of play
The NWAC rule for breaking of ties
The members of the Rules Committee

B. Pairings and Team Line-ups

C. Pair participants in groups of three or four according to school.

6.3.6 Player Pairing

Players from the same team are not allowed to play in the same group. Every attempt needs to be made to make players scheduled for continuous tee times, thus making the “coaching” of the players reasonable.

6.3.7 Hole Assignments

Provide pairing sheets and hole assignments to coaches, pro shop and officials as soon as possible for both days.

6.3.8 Round Two Pairings

After the first round, pair the schools according to team scores, not according to individual scores. Tee time send-off format should allow the highest scoring teams to start first and so on until the lowest team scores from day one are teeing off last (high to low). Shotgun format can place them anywhere on the course but pairing them by scores (high to low).

6.3.9 Receipts for Fees

Provide written receipts for entry fees.

6.4 On-Course Administration

6.4.1 Starter

Arrange for starter if players are playing according to tee time. Each starter should be furnished with copies of the rules sheet, scorecards, pencils, and a clock.

6.4.2 Officiate Course

Arrange for a way to referee the golf course

6.4.3 Pace of Play

Arrange for a way to enforce NWAC Pace of Play policy

6.4.4 Scoring

- A. Accept scorecards in scoring area to attest there are two signatures and every hole has the correct score
- B. Arrange for rules committee member to be in scoring area to settle rules questions.
- C. Maintain Scoreboard.

- D. BirdieFire is the official NWAC golf tournament management program. BirdieFire is to be used in all NWAC member hosted events.
- E. BirdieFire live scoring is to be used at all NWAC hosted events. Live scoring can be done by using volunteers or designating players.

F. The NWAC Golf Chair determines scoring responsibilities using current official NWAC Golf scoring program. EB 2/8/19

6.5 Administration

6.5.1 Posting Results

Results from each day and pairings need to be sent to coaches as soon as possible.

6.5.2 Reporting of Results

Report team and individual results to NWAC office and participating coaches and schools.

6.5.3 Awards

Provide awards for team and medalist champion (men and women, league matches only)

6.5.4 Fines

Failure of host to comply with NWAC Golf SOP's will result in a \$100 fine. EB 2/8/19

6.6 Pace of Play

The first group(s) to start will be considered out of position if, at any time during the round, the group is behind a 15 minute per hole pace of 4.5 hours. Any following group will be considered out of position if it (a) is taking more than the allotted time to play (15 minutes per hole) and (b) reached the teeing ground of a par -3 hole and the preceding group has cleared the next tee; reach the teeing ground of a par-4 hole and the putting green is clear; or reaches the teeing ground of a par-5 hole when the preceding group is on the putting green. Both (a) and (b) must apply for a group to be out of position. When a group is out of position the group is penalized two strokes. If the group subsequently gets back in position by their 18 tee, the two-stroke penalty will be taken away. The player concerned about a non- responsive fellow-competitor in his/her group should request the tournament committee to monitor the group in case the group is liable to be penalized under these guidelines.

6.7 Substitution

There is no substitution of players once a match has started. (This a clarification of USGA rules).

6.8 Medal Play

All matches shall be medal play.

6.9 Scorecard Validation

All players will be instructed to check, sign, and attest scorecards at the end of the match.

7.0 ROSTERS**8.0 PLAYER LIMITS****8.1 Number of Players Scoring**

Six (6) women, six (6) men will represent each college in each match. The team score is the sum of the four (4) lowest scores for the men and (3) lowest scores for the women to determine the total medal scores. Forfeits will occur if there are less than four (4) men and three (3) women players.

8.2 Individual Entries

When participating in a match and the school does not have a full team, individuals are allowed to compete in the match. NWAC Matches are limited to six (6) participants for both men's and women's teams. EB 2/8/19

9.0 TRAVEL SQUAD**9.1 Size of Travel Squad**

The traveling squad shall be six (6) men and six (6) women for conference matches. When any deviation from the standard six (6) team members is used, the host must notify all participants of the limits on team size.

10.0 TOURNAMENTS**10.1 Scoring**

The team score is the sum of the three (3) lowest scores for the women and four (4) lowest scores for the men to determine the total medal scores.

10.2 Medalists

The lowest scoring individual man and woman are medalists

10.3 Tie-Breakers:**10.3.1 Team Sudden Death Playoff (If course available)**

In the case of ties for league matches, the winner will be determined by sudden death playoff. The men's teams will have four (4) players from each team earning a tie playoff. The women's team will have the three (3) players from each team earning a tie playoff. For non-league matches, the host tournament director will announce tiebreaker rules at the coaches meeting prior to the tournament. EB 2/8/19

10.3.2 Counting Scores

Three counting women/four counting men from the final round of the respected schools. Tournament rules committee determines hole rotation. (The lowest combined score wins)

10.3.3 Compare Cards (if course not available)**10.3.4 Fourth/Fifth Player's Scores**

Fourth/Fifth Player's score from the final round will be used to break the tie. If one team only has three/four players then the highest counting score in the final round from all tied, teams will be compared to determine the champion. Lowest score wins. If tie still exists, the third /fourth score from the first round will be used to determine winner.

10.3.5 Medalist

- (A) Sudden Death Play-off (if course available)
- (B) Compare Cards (If course is not available)
- (C) Compare last 18 whole score, if still tied compare final nine holes of the last day. If the tying players have the same score for the last nine, determine the winner based on the last six holes, last three holes and finally the 18th hole. If the final round is a multiple tee start, the last nine holes are considered holes 10-18, last six are holes 13-18 and the last three are holes 16-18. Lowest score wins.

11.0 UNIFORMS**11.1 Attire**

Appropriate school issued golf attire must be worn by all team personnel during season and championship play. The host school will communicate to match participant schools the dress code for the club site. This code shall be the dress code for the match, If the club host does not have a dress code, then attire shall be school issued golf attire such as pants (khaki's, slacks, yoga pants), collared shirts, tailored shorts, or skirts. Denim is not acceptable. Shoes must be worn. Rain gear or windbreakers may be worn over this when necessary. This applies to coaches also. The penalty for breach of dress code is disqualification from the day's match.

11.2 Sponsor Logos

Teams may put one sponsor logo and/or NWAC logo (no bigger than 3"x3" on the left/right chest, left/ right sleeves, or on the back of the shirt just below the neckline. *Passed: 6/5/15 Effective: 7/1/15*

12.0 OFFICIALS**13.0 PLAYOFFS****14.0 CHAMPIONSHIP EVENT****14.1 Participants**

All men and women's NWAC golf teams will be invited to participate in the conference tournament.

14.2 Date

The NWAC Championship is conducted the 3rd week of May.

14.3 Championship Format

The teams will play a thirty-six (36) whole tournament. The tournament will be a two-day event played on an eighteen (18) whole course or courses. The Executive Board with recommendations from the golf coaches will determine the site. The tournament site will rotate each year among the regions.

14.4 Practice Round

A practice round on the tournament course will be allowed on the Saturday prior to the tournament only if the tournament director obtains permission from the host golf course.

14.5 Tournament Committee

A committee appointed by the Tournament Director shall decide disqualifications due to unsportsmanlike behavior at the conference tournament.

14.6 Team Scores

Lowest team score will determine the NWAC champions. The men's team score will be the sum of the four (4) lowest scores of the six (6) members of the team, determined by the total medal scores for each eighteen (18) holes. The women's team score will be the sum of the three (3) lowest scores of the six (6) members of the team, determined by the total medal scores for each eighteen (18) holes.

14.7 All-Tournament Team

In addition to the first, second and third place team awards, a tournament All-Star Team will be recognized. This All-Star Team will be the top four (4) men and women medalists. Then number one (1) men and women's medalists will also be recognized.

14.8 Championship Ties

In the event of a tie, the Team Champions will be determined by a sudden death playoff. The men's teams will have four (4) players from each team earning a tie play in a playoff. The women's team will have the three (3) players from each team earning a tie play in a playoff.

15.0 POST-SEASON HONORS

15.1 An All-League All-Star Team

All-League/All-Star Teams will be selected based on the golfer's stats from league play only using three of four possible matches. Six (6) men and six (6) women will be selected as First Team All-League. Additionally there will be six (6) men and six (6) women will be selected as Second Team All-League.

15.2 National Awards

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC SOCCER MISSION: To uphold the NWAC mission while offering healthy soccer competition based on sportsmanship, integrity and accountability. NWAC soccer strives to develop student-athletes through education for future opportunities in college soccer and life in general.

1.0 Governance

NCAA rules and regulations will be followed unless otherwise specified.

2.0 General Administration

2.1 Awards

Each region will select 1 MVP, 3 forwards, 5 Midfielders, 5 defenders, and 1 Goalkeeper

2.2 Forfeits

College that forfeits a match or “no shows” will pay the cost of officials for host team and may be fined up to \$500 per contest at the discretion of the NWAC Executive Director.

2.3 Points

For all league matches, three (3) points will be awarded for a win, one (1) point for a tie, and no (0) points for a loss. During regular season league games, NO overtime will be played.

2.4 Non-League Cards

Yellow cards and red cards that are issued during non-league matches shall count towards an individual player’s card accumulation. Furthermore, suspensions that result from card accumulations may be served during non-league matches. However, after the first official play date, colleges may not add non-league matches.

2.5 Game Times (Recommended)

2.5.1 Women’s Soccer

- A. Weekday games start at 2pm. After daylight savings, begin at 1pm (w/o lights)
- B. Weekend Games start at Noon.

2.5.2 Men’s Soccer

- A. Weekday games start at 4pm. After daylight savings, begin at 3:15pm (w/o lights).
- B. Weekend games start at 2:15pm

3.0 SPORT SEASON CALENDAR

~~**3.1 Practice**~~

~~Each institution shall be allowed a total of 12 weeks of practice, which may be utilized between August 1, and the end of the current academic/spring quarter. Six (6) of the weeks shall begin on the first Monday of April to coincide with the spring scrimmage season. Passed: 6/6/15; Effective: 7/1/15~~

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for soccer is the period between the initial playing season start date (8/1) and the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni games/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

~~3.2 First Competition Date~~

~~Time period between first allowable official contest and end of the playing season shall not be considered in the calculation of the 12 weeks. Passed: 6/6/15; Effective: 7/1/15~~

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for soccer is the day after the championship tournament through the end of Spring term.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, open gym, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

3.3.3 Participants

Those who have not graduated from high school or whose high school class has not yet graduated (e.g. incoming recruits) cannot participate in practices for the current academic year. *Passed: 6/6/15; Effective: 7/1/15*

3.4 First Contest

The earliest date that a contest may take place is the Monday before Labor Day. (Soccer, General Regulations, Rule 16-B). *Passed: 6/6/15; Effective: 7/1/15*

3.4 First Competition Date

Fourth Thursday in August Passed: EB 2/8/10

CHAPTER 5 NWAC SOCCER STANDARD OPERATING PROCEDURES

3.5 Dates Passed 5/31/19; Effective 7/1/19

Summer Out of Season 7/1-7/31

Playing Season 8/1-Championship Tournament

Out of Season Day after championship tournament through the end of Spring term

Dead Season (no activity) End of Spring term through June 30; last two weeks of each quarter (F/W) that falls in Out of Season

4.0 SCRIMMAGES

4.1. Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed P 6/3/16; E 7/1/16

4.1.3 Awards

No awards of any kind may be given to the participants.

4.1.4 Championships

No championships of any kind

4.1.5 Travel

Travel expenses for one overnight stay can be provided.

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics

4.1.6 Alumni

Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their limitation or their scrimmage limitation. *P-6/3/16; E 7/1/16 (Article III, Section 17)*

4.2 Maximum Dates

The fall and spring soccer programs may include scrimmages with outside teams. A maximum of six (6) scrimmage dates may be split between the fall and spring seasons. Fall scrimmages must be played after the first practice and prior to the first scheduled league contest. All scrimmages, dates, opponents and times must be registered with the conference office immediately upon finalization. Rules and regulations for the scrimmage competition are found under Article III, section 17 of the Bylaws. *Passed: 6/1/18; Effective: 7/1/18*

4.3 Spring Season

Spring season shall not begin prior to the first Monday of April and will last six (6) weeks.

4.4 Spring scrimmages

The spring season program may include scrimmages with outside teams, not to exceed six (6) scrimmage dates throughout the year. *Passed: 6/1/18; Effective: 7/1/18*

4.5 Rules and Regulations

NWAC scrimmage rules and regulations for Spring Soccer shall be those listed under the Scrimmage definition, Article III, Section 17 of the Bylaws.

4.6 Reporting Spring Information

Member institutions having a Spring program must file a report with the NWAC Executive Director. The report shall include all scrimmage dates, opponents, and a roster of participants. The report must be submitted on or before May 15.

4.7 Eligibility

Spring participation shall not be considered official for eligibility purposes, but a participation roster must be submitted to the NWAC office. The roster will be restricted to currently enrolled students. The spring season would exclude students who have not yet graduated from high school or whose high school class has not yet graduated.

5.0 Schedule

5.1 Process

The scheduling committee will prepare a tentative league schedule by March 1 each year. The tentative schedule will then be submitted to the NWAC soccer committee and all coaches and athletic directors for revisions and recommendations to the soccer sports committee. By April 1 of each year, the soccer sports committee will make its presentation of the final schedule to the NWAC regional commissioners and the Executive Director for final approval. The athletic directors of both colleges involved must agree to changes to the final schedule. The requested change must be submitted to the soccer chair, assigning secretary and the NWAC Executive Director for final approval. Schedule changes made by a college after June 1 will be assessed a progressive change fee by WAISOA and NWAC.

5.2 Maximum Number of Games

The maximum number of league and non-league games for each school shall be limited to twenty-four (24) excluding playoff games.

6.0 GAME/MATCH MANAGEMENT**6.1 Host Team Staff Responsibilities****6.1.1 Match Supervisor****6.1.2 Qualified Trainer****6.1.3 Trained Scorekeeper and spotter to keep paper stats. Need for back up.****6.1.4 Cameraperson****6.1.5 Ball Chasers****6.1.6 Before Teams Arrive**

- A. Provide directions to match site to visiting team.
- B. Open field gates two hours before match if possible.
- C. Open men's and women's locker rooms and restrooms (if available).
- D. Set out corner flags and check field and goals for safety.
- E. Set out water and cups for both teams and have ice available on site.
- F. Provide adequate seating for both teams (24 seats each).

6.1.7 Before the Match:

- A. Match supervisor introduces self to visiting coach.
- B. Match supervisor meets officials and provides dressing room (if available).
- C. Match supervisor meets visiting team and directs them to locker room.
- D. Coaches exchange rosters, indicating starting player 15 minutes before match.
- E. Roster to include the team's caution and ejection history.
- F. Coaches present score sheet and rosters, with starting players marked, to the match supervisor for the use of the scorekeeper.
- G. Start match on time.

6.1.8 After the Match:

- A. Match supervisor will have official check and sign the score sheet.
- B. Match supervisor will have coaches check and sign the score sheet.
- C. Match supervisor will give copy of score sheet to visiting coach.
- D. Match supervisor or coach will scan and email the NWAC Soccer match report to the NWAC Sports Information Assistant, sportsinfo@nwacsports.org.
- E. Home coaches will access the NWAC Presto website to enter match statistics.

6.2 Game Ball

League and game ball is determined by the NWAC office.

6.3 Timing

The official time of the game, including all stoppage, will be kept by the center referee. The scoreboard clock should start the first half at 0:00 and count up continuously stopping at 45:00. In the second half, the scoreboard clock should start at 45:00 and count continuously stopping at 90:00.

6.4 Substitutes

Each team may substitute up to eleven (11) players at a time. Substitutes may enter or re-enter the game in either half. Substitutes may enter the game under the following conditions:
EB 2/8/19

6.4.1

On a goal kick;

6.4.2

On a team's own throw-in; if the team in possession chooses to substitute, the opposing team may also substitute up to 11 players at that time.

6.4.3

On a team's own corner kick; if the team in possession chooses to substitute, providing the requisites of Rule 3.7 are met, the opposing team also may substitute up to 11 players at that time.

6.4.4

After a goal has been scored;

6.4.5

Between periods;

6.4.6

When a player has been cautioned; In the case of a player(s) being cautioned, the coach may substitute for the player(s) cautioned. If such a substitution is made, the opponent shall have the opportunity to make an equal number of substitutions at that time.

6.4.7

When a goalkeeper has been ejected; In the case of a goalkeeper being ejected, his/her team shall play short, and the coach may substitute for the ejected goalkeeper only. If a substitution is made, a field player shall be removed, and the opposing team shall not substitute at that time.

6.4.8

When a player has been instructed to leave the field for an equipment change.

6.5 Match Reports, Card Reports, and Rosters

The home coach must post the Card Report and key statistics to the NWAC PrestoSports web site as soon as possible, but no later than 10pm the day of the match. Key statistics must include: cards issued to both teams and who received them; goals scored, who scored and who assisted, shots on goal, player participation and shut outs earned. **Paper stats need to be kept.** In addition, the accurately completed Match Report must be carefully reviewed and signed by the referee and both coaches. In case of a non-league match, the NWAC team playing in the match is responsible for the above.

6.6 Official Scorer

The home institution will designate an official scorer for each league match and be responsible for training him or her to properly complete the Match Report and carry out his or her duties.

6.7 Roster

An official NWAC game roster, including the names of all players, coaches and other bench personnel, must be submitted to the referee, official scorekeeper and opposing coach no later than 15 minutes before game time. The game roster submitted to the official scorekeeper and the opposing coach must include each player's total number of cautions and ejections in the columns beside the players' names; however, the copy submitted to the referee should not include each player's total number of cautions and ejections.

6.8 Non Compliance

Colleges not complying with Rule 600.7 will be fined \$25.00 and their coach will be suspended for one match for each occurrence.

6.9 Video

6.9.1 Video Minimum Standards

Home teams must video all non-league, league and playoff games (not scrimmages).
Standard protocol is as follows: EB 2/8/15

- A. Filming done from an elevated view located at or near the center of the pitch. Volume should be part of the recording.
- B. Camera operators are not to comment while filming.
- C. Filming needs to commence at least 2 minutes prior to the match starting and conclude at least one minute after the end of the game handshake, unless there is a post-game incident.
- D. If there is an incident on the pitch, the camera operator needs to film the incident.
- E. Matches must be uploaded to Krossover and ready for viewing by 12pm the next day. Failure to provide the upload by the designated time will result in a \$50 fine. \$25 is added to every additional violation.

7.0 ROSTER

For all soccer league matches home and away, players in uniform will be limited to those student-athletes who appear on the appropriate NWAC eligibility report. Home teams game day roster will be unlimited and away team game day roster are not to exceed 22. EB 2/8/19

8.0 PLAYER LIMITS

9.0 TRAVEL SQUAD

The travel squad will be limited to twenty-two (22) for all conference matches. For all playoff and league championship matches, the number will be unlimited.

10.0 TOURNAMENTS

11.0 UNIFORMS

11.1 NCAA STANDARDS

NWAC soccer team uniforms must comply with the NCAA standard as set forth in the NCAA Soccer Handbook (pages 24-25). It is the responsibility of the coach and athletic director to be fully aware of the uniform policy. Exceptions and points of emphasis are: EB 2/8/19

11.1.1 Home Team

For all NWAC sanction matches, the home team wears uniforms/socks white or light and away team wears uniforms/socks dark in color. If there is an issue, the home team changes.

11.1.2 Playoffs & Championships

For NWAC playoffs and championship tournament matches, both teams must bring both sets of uniforms and socks.

11.1.3 Numerals

Numerals at least 8 inches in height that are easily distinguishable from the predominant background color(s) and pattern shall be worn on the back of each player's (including goalkeeper's) jersey. Numerals that are the same color as the background and outlined in a different color are illegal. Numerals at least 4 inches in height that are easily distinguishable from the predominant background color(s) and pattern shall be worn on the front of each player's (including goalkeeper's) jersey. Numerals that are the same color as the background and outlined in a different color are illegal.

11.1.4 Sponsors

Teams may put one sponsor logo and/or NWAC logo (no bigger than 3"x3") on the left/right chest, left/right sleeves, or on the back of the jersey just below the neckline.

11.1.5 Penalty

Failure to comply with the above uniform rules will result in a \$500 fine. EB 2/8/19

12.0 OFFICIALS

The soccer committee shall develop and review annually a system for evaluating soccer officials. This system shall be presented to all participating schools at the annual fall meeting.

13.0 PLAYOFFS

13.1 Game Times for Playoff Matches (Recommended)

13.1.1 Women's Soccer

- A. Weekday games start at 2pm; after daylight savings begin at 1pm
- B. Weekend games start at 12pm (noon)

13.1.2 Men's Soccer

- A. Weekday games start at 4pm; after daylight savings begin at 3pm
- B. Weekend games start at 2:15pm

14.0 CHAMPIONSHIP EVENT

14.1 Dates

The Final Four-Championship event and the all-star games will take place each year on the weekend prior to Thanksgiving. Semi-final games will take place on Friday. All-Star games and championship games will take place on Sunday. The losers of the semi-final games will each receive 3rd place trophies. To keep the soccer championships from competing with other NWACC fall championships, the dates of the championship tournament may be moved for this accommodation.

14.2 Division Championships

The division championship will be determined based on points accumulated in all league play. If there is a tie for a division championship, and if one team has a head-to-head advantage over the other team, then the team with the head-to-head advantage will be the division champion and will receive the championship trophy. If the two teams are tied head to head, then the two teams will be co-champions and tournament seeding will be determined by:

14.2.1

Regional tiebreaker procedures (if possible).

14.2.2

If still tied: Soccer tiebreaker numbers.

14.3 Division Ties for Second

Tournament placement will be decided by:

14.3.1

The match results between the two tied teams.

14.3.2

If still tied: Regional tiebreaker procedures (if possible).

14.3.3

If still tied: Soccer tiebreaker numbers (Soccer, Conference Playoffs and Championship)

14.4 Division ties for third place:

14.4.1 Two-way tie:

Head to head record between tied teams determines entrance to the championship tournament.

- A. If teams are tied head to head, and then regional tiebreaker procedure (if possible) determines entrance to the championship tournament.
- B. If teams are tied head to head and if it is not possible for a regional tiebreaker procedure to determine entrance to the championship tournament, then the soccer tiebreaker numbers will determine home site for a tiebreaker match.

14.4.2 Three-way tie:

Head to head record amongst tied teams determines entrance to the championship tournament.

- A. If teams are tied head to head, and then regional tiebreaker procedure (if possible) determines entrance to the championship tournament.
- B. If teams are tied head to head and if it is not possible for a regional tiebreaker procedure to determine entrance to the championship tournament, then the soccer tiebreaker numbers will determine bye team and home sites for tiebreaker matches.
- C. The two non-bye teams play at site determined above.
- D. Bye team plays the winner – home site determined as above.

14.5 Tie In Playoffs

If a play-off match ends in a tie at the end of regulation time, two (2) sudden-victory over time periods of ten (10) minutes each shall be played. A coin toss called by the visiting team will determine choice of ends of the field or the kick-off before the start of the first sudden-victory overtime period. If, after the second overtime period, the score is still tied, the tiebreaker procedure of taking kicks from the penalty line or spot, as set forth below, shall be used to determine advancement, or in the case of the Championship match, the winner. Only players who are listed on the official NWAC match roster form shall be eligible to participate in the tiebreaker. Please refer to NCAA Rule 7(Duration of the Game) for the tiebreaker procedure. A tie in the 3rd place game will not be broken.

14.6 Semi-Finals

Semi-final matches played on Friday and Championship matches played on Sunday. The losers of the semi-final games will each receive a third place trophy. The all-star matches take place on Sunday morning. This schedule is subject to change. EB 2/8/19

14.7 Designation of Home and Visitors

The home team in the semi-finals and championship matches is the higher seeded team. If both teams are the same seed, then a coin flip (done by the conference office) on Monday of championship week will determine the home team for the semi-finals. If the same scenario takes place for the finals, a coin flip will be done at the conclusion of the semi-final matches to determine the home team for the championship game.

15.0 POST-SEASON HONORS**15.1 Division champions**

Receive regional championship trophies

15.1.1 Regional MVP's

Each region will acknowledge MVP

15.1.2 Regional Coach of the Year

Each region vote and acknowledge region Coach of the Year

15.2 NWAC Champions**15.2.1 Championship Cup**

The Champions will receive a perpetual Championship Cup that travels year to year. College's in possession the Cup will add their name plaque and deliver it to the tournament the following year.

15.2.2 NWAC Trophy

Champions will receive a Championship Trophy that will remain with the college.

15.2.3 The NWAC will acknowledge:

- A. Tournament MVP
- B. NWAC Coach of the Year (Voted on by coaches post season)
- C. NWAC Player of the Year (Voted on by coaches post season)
- D. All Star Games
 - (1) All-Star Selections Process will begin in the last week of the season and be published the Tuesday before the Championship weekend.
 - (2) The process will include voting for the Regional Coach of the Year and the Regional Most Valuable Player.
 - (3) The votes will be cast by coaches in their respective regions.
 - (4) All Star teams will be representative of the Regions that are paired in a given year.
 - (5) The rosters will be comprised of four (4) forwards, eight (8) midfielders, eight (8) defenders and two (2) Keepers.
- E. All Region Players. Three (3) All Region Players will be recognized from each program post season. Process to be determined by each region.

16.0 Dress Decorum

For NWAC matches, playoffs, and championships, game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, school sponsored apparel, or business casual apparel. In the case of inclement weather, appropriate attire may include additional apparel. Jeans and non-college issued hats issued and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-ups suits, short, t-shirts and athletic footwear. *Passed: 6/5/15 Effective Date: 7/1/15*

2019

East #2-West #3 Winner vs. South # 1
West #2-East #3 Winner vs. North #1
North #2-South #3 Winner vs. West #1
South#2-North #3 Winner vs. East #1

2020

West #2-South#3 Winner vs. East # 1
South #2-West #3 Winner vs. North #1
North #2-East #3 Winner vs. South #1
East #2-North #3 Winner vs. West #1

2021

West #2-North #3 Winner vs. South #1
North #2-West #3 Winner vs. East #1
South #2-East #3 Winner vs. West#1
East #2-South #3 Winner vs. North #1

2022

East #2-West #3 Winner vs. South #1
West #2-East #3 Winner vs. North #1
North #2-South #3 Winner vs. West #1
South#2-North #3 Winner vs. East #1

2023

West #2-South#3 Winner vs. East # 1
South #2-West #3 Winner vs. North #1
East #2-North #3 Winner vs. West #1
North #2-East #3 Winner vs. South #1

2024

West #2-North#3 Winner vs. South # 1
North #2-West #3 Winner vs. East #1
South #2-East #3 Winner vs. West #1
East #2-South #3 Winner vs. North #1

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC SOFTBALL MISSION: The mission of NWAC softball is to provide student-athletes the opportunity to approach competition, academics, and life with respect, accountability, and integrity.

1.0 Governance

Current NCAA Women's Fast Pitch rules shall govern all competition. The international tiebreaker shall be used starting in the tenth (10th) inning of all league contests.

2.0 General Administration

2.1 Awards

Regions will select first and second team all-region teams. First team will consist of 20 players; 2 catchers, 6 infielders, 4 outfielders, 3 pitchers, 2 utility players, 1 DH, 1 MVP and 1 Pitcher of the Year. Second team is the same as first team without MPV and Pitcher of the Year.

2.2 Baden Player of the Year

The Baden Player of the Year award will be voted on at the end of the year by coaches and the nominees will be the MVP's from the four (4) regions.

2.3 Protests

2.3.1 Allowable Protests

Protests may be made only when an umpire's decision is in violation of the rules. No protest shall be permitted for judgment decisions. When a complaint is being filed, the following procedures will be used:

- A. A protest must be entered with the umpire-in-chief by offended team at the time of play and before the next pitch after such play. Umpire-in-chief will announce the game being played under protest and indicating in scorebook where the situation exists.
- B. A statement of facts shall be written by the athletic commissioner and coach of the affected member college and by all game officials.
- C. The statement of facts shall specify what occurred, who was involved and surrounding circumstances relative to the alleged infraction.
- D. A written protest must be postmarked within seventy-two (72) hours of the completion of the game under protest. The statements will be filed with the NWAC office and the Softball Committee Chair. The Chair, the Executive Director, a neutral committee commissioner shall review all submitted documents and prepare a statement of conclusion for a suitable corrective action. *Passed 5/31/13; Effective 7/1/13.*
- E. The protest must be filed within seventy-two (72) hours of the completion of the game under protest. A check for \$25 made out to the NWAC shall accompany the protest. If the protest is upheld, the check will be returned.

3.0 Sport Season Calendar

3.1 Practice

~~Each institution shall be allowed a total of 12 weeks for Fall and Spring preseason practice, which may be utilized between the dates of September 1 through November 15, and January 2 through March 1. Each institution must report to the NWAC office, by August 31, the time periods in which the 12 weeks will be utilized. *Passed 6/2/17; Effective 7/1/17.*~~

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for softball is the period between 9/1-10/31 and 1/15- the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni games/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for softball is 11/1-1/14 limited to 12 hours per week, 5 days of countable activities.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, hitting and fielding, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

3.2 ~~Playing Season~~

~~The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20. Passed 6/2/17; Effective 7/1/17. In effect for the 2019-20 Season: See Constitution Article XV—Schedules. Passed 6/1/18; Effective 7/1/19~~

3.4 First Competition Date

The first spring contest shall not be played prior to the third Friday of February and no earlier than February 20. Passed 6/2/17; Effective 7/1/17. See Constitution Article XV-Schedule Passed 6/1/18; Effective 7/1/19

3.5 Dates Passed 5/31/19; Effective 7/1/19

Summer Out of Season 7/1-8/31

Playing Season 9/1-10/31 & 1/15 through championship tournament

Out of Season 11/1-1/14

Dead Season (no activity) Day after championship tournament through June 30; last 2 weeks of each quarter (F/W) that falls in Out of Season.

4.0 Scrimmages

4.1 Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed. P 6/3/16; E 7/1/16

4.1.3 Awards

No awards of any kind may be given to the participants.

4.1.4 Championships

No championship of any kind.

4.1.5 Travel

~~Travel expense for one overnight stay can be provided.~~

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics, **Passed 5/31/19; Effective 7/1/19**

4.1.6 Alumni

Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their limitation or their scrimmage limitation. *Passed 6/3/16; Effective 7/1/16 (Article III, Section 17)*

4.2 Dates

~~The fall and spring softball seasons may include scrimmages with outside teams. A maximum of four (4) scrimmage dates may be split between the fall and spring seasons, and must be played prior to a team's first contest date in the spring. A contest date cannot be a scrimmage date. *Passed 5/31/13; Effective 7/1/13*~~

4.3 Rules and Regulations

Rules and regulations for fall competition with outside teams shall be those rules listed under the scrimmage definition.

4.4 Fall Reporting

~~Member institutions having a fall program shall file a report with the Executive Director. The report shall include a roster of participants, and all scrimmage dates and opponents. The report shall be submitted on or before the November 15 ending date.~~

4.4 Fall Eligibility

Fall participation shall not be considered official for eligibility purposes.

5.0 Schedule

5.1 Maximum Dates

League schedules shall be set by the softball committee except when a league is comprised of schools from only one region. The softball schedule for each college shall be limited to twenty-five (25) dates exclusive of league playoffs and the conference tournament.

5.2 Tournaments

Dates used will be length of the tournament.

5.3 League and Non-league

2 games maximum per date, 3 game maximum, one day of the two-day pre-season crossover and/or inter-region weekend. *Passed 5/31/13; Effective 7/1/13*

5.4 League Doubleheaders

League game doubleheaders will be played at each home-to-home meeting. Two (2) games of seven (7) innings each will constitute a doubleheader.

5.5 Rainouts

When rain-outs occur, the visiting school should be notified no later than 10:30 a.m. Rained out games will be rescheduled in their scheduled order, with the consent of the visiting coach, at a time which is convenient for both teams.

6.0 GAME MANAGEMENT

6.1 Duties and Responsibilities

The following services are to be provided by the home college. A properly lined and regulation playing field with a backstop.

6.2 Official Conference Softball

The Executive Board may adopt an approved ball as the official conference softball in which case that ball shall be used in all league, playoff, and tournament games. (At present, the approved ball is the Baden 2BSFPY-12D).

7.0 Rosters

8.0 Player Limits

Player Limit Traveling squads for NWAC league games shall not exceed eighteen (18) players in uniform. There shall be no limit for the home team. The visiting team will provide a list of eighteen (18) eligible players to the home team when line-ups are exchanged prior to the first contest of that trip. During each game, no one except eligible players in uniform, coaches, managers, athletic trainers, physicians, scorekeepers and bat persons shall occupy the dugout of either team.

9.0 TRAVEL SQUAD (See 8.0)

9.1 Championship Tournament Roster

In all post-season playoff games (Championship Event), all participating teams will be limited to those student-athletes whose names appear on the Final/Championship eligibility report, not to exceed (20) student-athletes. *Passed: 6/1/18; Effective 7/1/18*

10.0 TOURNAMENTS

10.1 CONFERENCE SOFTBALL TOURNAMENT PROCEDURES

10.1.1 Maximum Tournaments

A team may enter a maximum of two (2) tournaments not including one (1) NWAC Crossover Tournament during the season. The number of dates a team must count toward its maximum number allowed shall be the length of the tournament.

10.2.1 Selection of Site

The Softball Sports Committee will select the preseason and crossover softball tournament sites prior to March 1.

10.3.1 Game Guarantee

The preseason and crossover softball tournaments will be a four (4) game guarantee.

10.4.1 Teams

All member schools are invited to attend the tournament.

10.5.1 Registration Fee

<p>Minimum registration fees will be used to cover the cost of the officials, field rentals, awards, and a certified athletic trainer. EB 2/8/19</p>
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10.6.1 Dates

One crossover tournament date will be scheduled during the season on the third weekend of April, except when it falls on Easter weekend.

10.7.1 No Competition Period

Teams not participating in the crossover tournament may not participate in any other contest on the crossover weekend.

11.0 UNIFORMS

Team uniforms shall be as addressed in the NCAA Softball Rulebook. Teams may put a sponsor logo and/or NWAC logo (no bigger than 3" x 3") on the left/right chest, left/right sleeves, or on the back of the jersey just below the neckline. *Passed: 6/5/15; Effective 7/1/15*

12.0 OFFICIALS

The home team shall secure two or more NCAA Certified Officials. A certified official shall be one that has passed the annual Online NCAA Softball Official test and belong to a certified softball officiating organization. The home team will be responsible for the official's fees. Each team will provide a qualified scorekeeper with the home team scorekeeper designated as the official scorer. The home team will be responsible for submitting game results and official game stats to the NWAC office.

Passed 5/31/13; Effective 7/1/13

13.0 PLAYOFFS**14.0 CHAMPIONSHIP TOURNAMENT****14.1 Date**

The NWAC Championship Tournament is conducted the 3rd weekend of May.

14.2 Tournament Entry

The softball tournament entry is based on performance throughout the season. Sixteen (16) teams will qualify for the conference tournament based on an RPI (Rating Percentage Index) with automatic qualifiers being the top three teams in each region. The RPI is based on these three criteria: Your Winning Percentage x .25, your Opponents Winning Percentage x .50, and Your Opponents Opponents Winning Percentage x .25. The tournament will be seeded 1-16 based on each teams' RPI. If a tie should occur for the third place in region the following tiebreaker criteria shall be applied: 1) Head to head, 2) Runs scored against between the teams that are tied, 3) if there is still a tie after the first two tiebreakers have been applied, there will be a one game playoff. *Passed: 6/5/15; Effective 7/1/15*

14.3 Games

Each tournament game shall consist of seven (7) innings. The eight (8)-run rule after five (5) innings shall be used for all games of the conference championship. In the case of a tie, the international rule will occur at the top of the tenth (10th) inning. The international rule is not used in the championship game.

14.4 Determination of Home and Visitor

Home team for all first round games shall be the team with the highest league seed. In all subsequent rounds, the home team shall be determined by a flip of the coin.

14.5 Umpires

Three (3) umpires shall be used for all tournament games.

14.6 Bat List

Teams will be required to provide one bat list per day, as noted by NCAA rules.

14.7 Tournament Director

A tournament director will be to secure properly lined regulation playing fields, secure qualified officials, provide regulation softballs, prepare financial estimate prior to the tournament and provide financial report after the tournament, and be responsible for all matters pertaining to the tournament.

14.8 Fences

The fence distances for the NWAC Championship Softball Tournament shall be as follows: Distance from home plate down to the left and right field foul poles is 210' and the distance from home plate to straight away center field fence shall be 215'. *EB approved 4/18/18, Effective July 1, 2018*

14.9 Inclement Weather

In the event of bad weather conditions, every attempt possible will be made to adhere to the tournament bracket. The tournament director will communicate tournament updates and decisions that are made by the tournament committee to all participating coaches.

14.10 Tournament Roster

In all post-season playoff games (Championship Event), all participating teams will be limited to those student-athletes whose names appear on The Final/Championship eligibility report, not to exceed (20) student-athletes.
Passed: 6/1/18; Effective 7/1/18

15.0 POST-SEASON HONORS

15.1 Region Trophies

The NWAC will provide three (3) Region Championship Trophies. The trophies will be presented to each region champion at the NWAC Championship Tournament. Regions: N, E, SW

15.2 All-Conference Teams and Coach of the Year

An All-Conference Team and Coach of the year will be recognized for each of the four (4) NWAC regions. See All Region Format.

15.3 Championship Tournament Awards

The NWAC will award and recognize the following teams and individuals at the Championship Tournament.

15.3.1 NWAC Trophies

1st – 4th place

15.3.2 Individual Awards

20 Plaques for the Championship Team

15.3.3 MVP

1 Tournament 'Charlotte York' MVP (Bylaws Article XI)

15.4 All-Tournament Team

The Championship Tournament recognizes 14 student-athletes to the NWAC All-Tournament Team. The 1st – 4th place team coaching staffs, for their respective teams, makes the selection.

15.4.1 1st place team

1 MVP & 4 all-tourney team

15.4.2 2nd place team

4 all-tourney team

15.4.3 3rd place team

3 all-tourney team

15.4.4 4th place team

2 all-tourney team

15.5 The NWAC Softball Coach of the Year

Is recognized at the Championship Tournament awards ceremony. The participating tournament team coaches vote on this recognition.

15.6 National Awards

National Fast pitch Coaches Association recognized NWAC All-Americans annually. The softball committee representative, utilizing the process and timelines that are governed by the NFCA, coordinates the nomination and selection process. Nominations for NFCA All-Americans can only be submitted if your NWAC team has participated in one or both of the annual NWAC Preseason and/or Crossover tournaments ***and a coach from your college is a current NFCA member. EB 2/8/19***

16.0 Dress Decorum

16.1 NWAC Player Policy

At NWAC games and the championship tournament venue, anyone on the playing field, in the dugout or warm-up area, must comply with the dress decorum policy.

16.2 Coaches

Coaches must wear official institutional matching apparel (color and logo) to include matching collared shirts, shorts, and/or slacks (no denim/jeans), and shoes and socks (no sandals, flip-flops). Headgear must be worn in an appropriate manner.

16.3 Non Players/Coaches Team Personnel

All other team personnel must wear appropriate collared shirts, shorts and/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flop). Head gear must be worn in an appropriate manner. Participating team members and college personnel returning to the tournament as spectators shall be appropriately attired.

16.5 Banquet and Awards Ceremony

Banquet attire, unless otherwise designated by the NWAC office, will be casual business attire (t-shirts, denim pants, hat, shorts, sandals, sweat pants, flip-flops will not be permitted). *Section 1600.1 through 1600.5 Passed: 6/5/15 Effective Date: 7/1/15*

CHAPTER SIX NWAC SOFTBALL OPERATING PROCEDURES COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

TENNIS MISSION: It is the mission of Tennis programs to provide a positive collegiate athletic experience to student athletes through competitive play of the lifelong sport of tennis. Matches will be conducted in a professional manner in a climate that emphasizes sportsmanship.

1.0 Governance

1.1 USTA

The United States Tennis Association Rules (USTA) shall govern play during both league and tournaments unless otherwise stipulated by the Sports Committee or Tournament Director or as noted in SOP's.

1.2 Violation of Procedures

If a violation of the tennis procedure occurs, the violation must be identified in writing and sent to the chair of the committee. The Chair will deem if the Athletic Directors of the schools involved can deal with it. The Chair will send a copy of the alleged violation to the NWAC office. The NWAC office will follow up with the Tennis chair and depending on the severity of the violation, the NWAC office may fine the school in violation.

2.0 General Administration

2.1 Match Limitations

A limit of twenty (20) matches may be played, not including the NWAC tournament. ~~Two (2) scrimmages with other teams may be held after the first practice and prior to the first scheduled league contest.~~

See Tennis 3.0 for allowable scrimmages and activities.

2.2 Classification of Competition

The coach according to competitive ladder or criteria shall rank classification of competition. Each coach must provide written justification to substantiate the ranking upon request.

First singles – top singles player entered in match by college

Second singles – number two singles player entered in match by college

Third singles – number three singles player entered in match by college

Fourth singles – number four singles player entered in match by college

Fifth singles – number five singles player entered in match by college

Sixth singles – number six singles player entered in match by college

First doubles – top doubles team entered in match by college

Second doubles – number two doubles team entered in match by college

Third doubles – number three doubles team entered in match by college

Example: If due to illness or whatever reason, a team is missing a singles player (i.e.

second singles), this rule means the remaining singles must move up so that the forfeit is in the sixth singles. A coach may not play a first and third singles leaving no one in second singles. If the top player is missing, everyone must move up one.

2.3 Match Results

Upon completion of a league match, the host school will enter match results on the NWAC website the same day as the match. Passed EB 2/8/19

3.0 SPORT SEASON CALENDAR

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for tennis is the period between 1/15- through the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni matches/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for tennis is 9/1-1/14 limited to 12 hours per week, 5 days of countable activities.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, tennis drills, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. **These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

~~3.2 Playing Season~~

The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20.

~~Passed 6/2/17; Effective 7/1/17. In effect for the 2019-20 Season: See Constitution Article XV - Schedules. Passed 6/1/18; Effective 7/1/19~~

3.4 First Competition Date

February 14; Passed: EB 2/8/10

3.5 Dates

Summer Out of Season 7/1-8/31

Playing Season 1/15 through championship tournament

Out of Season 9/1-1/14

Dead Season (no activity) Day after championship tournament through June 30; last 2 weeks of each quarter (F/W) that falls in Out of Season. **Passed 5/31/19; Effective 7/1/19**

~~3.1 Practice~~

Each institution shall be allowed a total of 12 weeks of practice, which may be utilized in between September 1 the third Monday in September, and the end of the current academic year/spring quarter. Time period between the first allowable official contest and end of playing season shall not be considered in the calculation of the 12 weeks. Those who have not graduated from high school or whose high school class has not yet graduated (e.g.). Incoming recruits) cannot participate in practices for the current academic year. **Passed: 6/5/15; Effective 7/1/15**

~~3.2 First contest~~

First contest date is February 15th each year. **Passed: 6/3/16; Effective 7/1/16.** In effect for the 2019-20 Season: See Constitution Article XV - Schedules. ~~Passed 6/1/18; Effective 7/1/19~~

4.0 SCRIMMAGES(SEE TENNIS 3.0 FOR ADDITIONAL INFORMATION)

4.1 Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed. *P 6/3/16; E 7/1/16*

4.1.3 Awards

Participants do not receive awards of any kind.

4.1.4 Championships

No championship of any kind.

4.1.5 Travel

~~Travel expense for one overnight stay allowed.~~

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics. Passed 5/31/19; Effective 7/1/19

4.1.6 Alumni

Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their limitation or their scrimmage limitation. Passed 6/3/16
Effective 7/1/16

4.2 Dates

~~Scrimmages with outside teams are not to exceed three (3) scrimmage dates in the fall. If a school chooses to participate in a fall Tennis jamboree, this event would count as one of the three scrimmage dates.~~

4.3 Rules and Regulations

Rules and regulations for fall competition with outside teams shall be those rules listed under the scrimmage definition.

5.0 Schedule

5.1 Tennis Schedule

The Tennis Sports Committee will appoint a person who will be responsible for making the tennis schedule. Each school must schedule and play home and away matches with every other NWAC tennis team.

5.2 Fall Tennis

5.2.1 Start Date

Fall Tennis shall not begin prior to the third Monday of September except that each institution may begin its fall program the first day of classes for that institution.

5.2.2 Rules and Regulations

Rules and regulations for fall competition with outside teams shall be those rules listed under the scrimmage definition. For eligibility purposes, fall participation does not count.

5.2.3 Fall Scrimmages

See Tennis 4.2

5.2.4 Fall Tennis Report

Member institutions having a fall program shall file a report with the Executive Director. The report shall include a roster of participants, and all scrimmage dates and opponents. The report shall be submitted on or before the November ending date.

6.0 GAME MANAGEMENT

6.1 Type of Match

All league matches played use an eight (8) game pro set for doubles and two out of three sets for singles. *Passed 5/31/18; Effective 7/1/18*

6.2 Cancellation of Match

To officially cancel a match, the official of one school must contact the official representative of the opponent school prior to the visiting team's leaving campus. If there is a question, the visiting school should contact host school's representative to confirm match. (Official representative can be either the coach or athletic director).

6.3 Inclement Weather

6.3.1 Travel Coach Responsibility

The coach of the traveling team shall call the coach of the home team for a weather check prior to leaving for an away match. The make-up of rained out matches have priority over non-league matches and are played on the first possible date following the rain out. To provide opportunities to make up matches not previously made up, there are no conference matches the week of the conference tournament. EB Passed 2/8/19

6.3.2 Halted Match

If possible, an incomplete tennis match that is called due to inclement weather without either team having won five (5) matches will be rescheduled. Any completed matches (events) will stand, while incomplete matches (events) will resume play at the point (score) where the match was discontinued.

6.3.3 Change in Match Play

In the event of bad weather, the matches may be played by using the eight (8) – game "pro set" with mutual consent of the two coaches. A Pro set is completed when one player wins eight (8) games with the win being by two (2) games, i.e. 8-6, 9-7. These will be scored as fully completed matches. Tie break to take place at 8-8. EB Passed 2/8/19

6.4 Traditional Scoring

Regular scoring will be used in all matches. Coaches may agree to use no-ad scoring or super tiebreaker for third set in league matches if weather conditions or other circumstances warrant. The Tournament Committee of the conference tournament will determine the scoring to be used at the conference tournament.

6.5 Scoring

One (1) point per match. Winning college must have five (5) points out of the total nine (9) points. Defaults are scored as 9 – 0.

6.6 Tiebreaker

The twelve (12) - point tiebreaker shall be used in all matches.

6.7 Warm-ups

All serving warm-ups (singles and double matches) must be taken before the first game of the match. Warm-up time should be limited to ten (10) minutes.

6.8 Coaching During Matches

A coach may coach a player anytime during the match as long as the coach does not interfere with match play. EB Passed 2/8/19

6.9 Request of Officials

If there are inconsistencies in calling lines or scoring discrepancies, a player may request an umpire.

7.0 Rosters

At the beginning of each match, the lineups introduced and courts assigned. During regular season each men's and each women's team may play up to twelve (12) players. EB Passed 2/8/19

8.0 Player Limits**9.0 Travel Squad**

The traveling squad for each team (men and women) during regular season play is limited to twelve (12).

10.0 Tournaments**11.0 Uniforms**

Appropriate school sponsored tennis attire must be worn by all team personnel during season and championship play. This attire should abide by the dress code of the NWAC/USTA rule books. Teams and coaching personnel should be wearing school issued tennis attire. Appropriate tennis attire does not include jeans/denim, non-issued school apparel. Teams may put a sponsor logo and/or NWAC logo (no bigger than 3" x 3") on the left /right chest, left/right sleeves, or on the back of the jersey below the neckline. *Passed: 6/5/15; Effective 7/1/15*

12.0 Officials

One official certified by a recognized tennis association (e.g., ITA, USTA, PNWT, NCAA, etc.) will be present at the NWAC Championships. Passed 5/31/19; Effective 7/1/19

13.0 Playoffs**14.0 Championship Event****14.1 Tournament Director**

The host college shall appoint a tournament director.

14.2 Tennis Sports Committee

The NWAC tennis sports committee members present at the tournament shall act as the tournament committee to assist and advise the tournament director. Any modifications necessary shall be based on their recommendation.

14.3 Tournament Budget

The tournament director will prepare and submit to the league office a budget listing all expenses associated with the tournament.

14.4 Tournament Financial Statement

The tournament director will submit a financial statement to the league office within thirty (30) days of the conclusion of the tournament.

14.5 Tournament Results

The tournament director will send a copy of the tournament results to the league office and all participating coaches during the week following the tournament.

14.6 Conference Tournament Rules

The following rules shall be applied to tournament play.

14.6.1 Uniforms

See 11.0

14.6.2 Sportsmanship

Courteous conduct is expected from all players whether competing or not. Unnecessary noise or other distractions will not be tolerated in the immediate area of a tennis match.

14.6.3 Access

Coaches and spectators must stay outside the fences while matches are in progress.

14.6.3 Match Times

Courts and times for all matches will be assigned by the tournament director and committee and shall be posted at the tournament director's table.

14.6.4 Warm-up Times

The warm-up period before a match shall be limited to ten (10) minutes.

14.6.5 Match Winner Responsibilities

The winner of each match must turn in the used tennis balls to the tournament director or his/ her assistant immediately upon completion of each match, report the result of his match and check the time of his/her next match.

14.6.6 Institutional Representative

A coach (or official designee) from the participant's institution must accompany all teams and/or team members during tournament play.

14.7 Conference Tournament Format for Men and Women**14.7.1 Tournament Format**

The NWAC Tennis Tournament will consist of nine (9) individual brackets, which shall be as follows: #1 singles, #2 singles, #3 singles, #4 singles, #5 singles, #6 singles, #1 doubles, #2 doubles, #3 doubles. Each participating college may enter one (1) player in each of the six (6) singles brackets and one (1) doubles team in each of the three (3) doubles brackets.

14.7.2 Submission of Players

Coaches will submit to the tournament director the names of their number 1 through 6 singles players and first, second and third doubles teams on or before ten (10) days prior to the seeding meeting preceding the NWAC Tournament.

14.7.3 Number of Matches per Day

There shall be no more than four (4) matches per day per player.

14.7.4 Tournament Draw

The Tournament draw and seeding for the Conference Tournament shall follow the rules and regulations of the USTA. In addition, the following shall be strictly observed:

- A. Only NWAC dual match results will be observed for individual records for the season.
- B. A coach must submit to the tournament director every player's win/loss record five (5) days prior to the draw. The following must be observed: All wins at the position participant is playing in the conference tournament and all wins at a higher position; wins at a lower position may not be counted. Losses at a higher position will not be counted, but losses at a lower position must be included.

14.7.5 Pre-seeding Meeting

The tournament director prior to the coaches' meeting will conduct a pre-seeding meeting to make recommendations to the coaches for tournament seeding.

14.7.6 Coaches Meeting

The tournament director and the NWAC Tennis Committee will conduct the coaches' meeting. The coaches will vote on the final seeding. The top four (4) players/doubles teams should be seeded in each bracket.

14.7.7 Player's Meeting

A player's orientation meeting will be held thirty (30) minutes prior to play. All players should attend.

14.7.8 Coach of the Year

The tournament director or designee will prepare, distribute and count ballots for Coach of the Year.

14.7.9 Tournament Scoring

The tournament-scoring format for men and women is outlined on page 100. No advancement points will be used in the conference tournament. These points are calculated into the scoring format. EB Passed 2/8/19

15.0 Post Season Honors**15.1 All-Conference Selections/Player of the Year**

15.1.1 Singles Honors

Based on performance throughout the season the top two players at Singles positions 1, 2 and 3 will be named to the All-Conference First Team and the top two players at Singles positions 4, 5, and 6 will be named to the All -Conference Second Team. Selections of these players will be made through coach nomination, discussion, and vote, which will occur at the pre-seeding meeting at the NWAC Conference Tournament. EB Passed 2/8/19

15.1.2 Baden Tennis Player of the Year

The Tennis Player of the Year will be awarded to the male and female winner of the Conference Tournament at #1 Singles as long as the player has played in at least 50% of league matches at the #1 position. In the event that this criterion is not met, coaches will nominate and vote on a “Player of the Year” at the conclusion of the NWAC tournament. Voting members are coaches of the participating teams – ties to be broken by NWAC representative. EB Passed 2/8/19

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

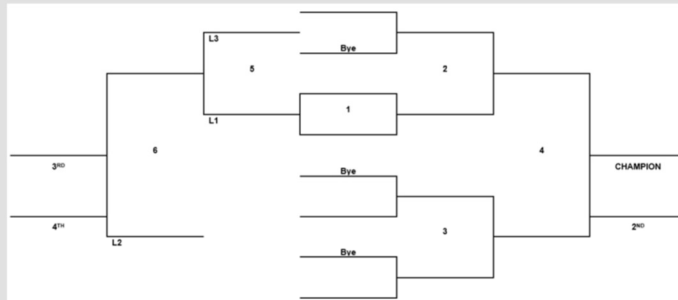
TENNIS

	<i>Singles/ 1 Doubles</i>	<i>Singles/ 2 Doubles</i>	<i>Singles/ 3 Doubles</i>	<i>4 Singles</i>	<i>5 Singles</i>	<i>6 Singles</i>
1st Place	20	18	16	14	12	10
2nd Place	17	15	13	11	9	7
3rd Place	15	13	11	9	7	5
4th Place	0	0	0	0	0	0
*4th Place	13	11	9	7	5	3

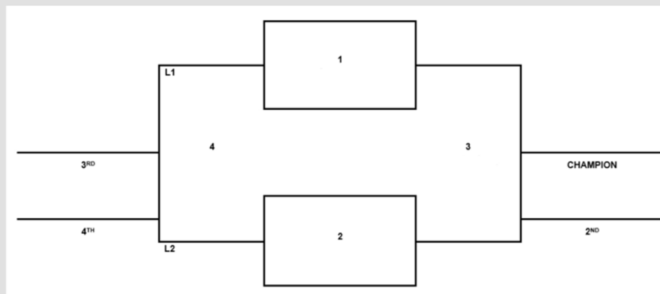
*8 or more teams

Men's and Women's Tennis Tournament Format

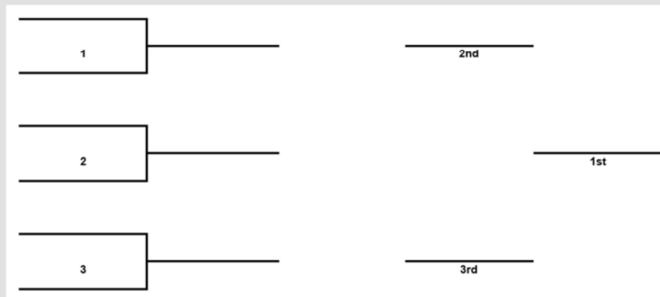
Five Team Format



Four Team Format



Three Team Format



NWAC TRACK & FIELD MISSION: NWAC Track and Field will provide an outstanding collegiate experience to our student-athletes while enabling them to pursue excellence in the classroom, the community and their lives while competing at the highest level in their chosen sport.

1.0 GOVERNANCE

NCAA rulebook will be followed unless otherwise specified.

2.0 GENERAL ADMINISTRATION

2.1 Awards

2.1.1 All –American Awards

The first three (3) in each event will be recognized as all-American and will receive certificates.

2.1.2 All-Conference Awards

The first six eight (8) placers in each event will be recognized as all-Conference and will receive Conference awards.

2.1.3 Coach of the Year

The Coach of the Year for men and women will be recognized at the NWAC HOF Banquet as voted on by the coaches.

2.1.4 Outstanding Performers

The outstanding performers of the meet (Men & Women) will be voted on by the head coaches by ballot following the completion of the last event and will receive Conference awards at the meet.

2.1.5 M/W High Point Awards

The High Point awards (Men & Women) will be determined at this time as well and will receive Conference awards at the meet.

2.1.6 Baden T/F Athlete of the Year

The male and female Baden T/F Athletes of the Year will be awarded to the female and male track athletes who earns the most points at the conference championship meet.

2.2 Forfeits

2.3 Protests

NCAA rules will be followed in the event of a protest.

2.4 Ethics

2.5 Cancellations

2.6 Governance of Sports Club Teams and Unattached Participants in NWAC Events

The following will govern the participation of sports club teams and unattached participants in NWAC hosted events.

2.6.1 Eligibility

All participants in an NWAC member school's track & field club team must meet the NWAC eligibility rules.

2.6.2 Affiliation

Sports club teams and unattached participants may not in any way imply that they are connected with the athletic program of a member school. (Using the name of the school mascot is acceptable). Unattached athletes may be listed in the competition publications and results with the school name so long as the name of the school is preceded by the word “unattached” or some variant thereof (ex: Unattached-Walla Walla or Unattached-Whatcom is permissible).

2.6.3 Funding

Athletic funds may not be used to support unattached participants. This includes, but is not limited to travel, meals, lodging, and uniforms.

2.6.4 Transfer Issues

All sports club team members must be informed that participation in any open event may result in the loss of a year’s eligibility when transferring to any other NCAA, NAIA or NWAC school.

2.7 Definition of a Meet

Any time track members representing your college are in direct competition with another college, this is considered a meet.

2.8 Reporting of Results

Each coach is responsible for sending marked or annotated results of a meet in which one of her/his team members has qualified for the championship meet to the NWAC office. (Note: Qualifiers and meet results must be postmarked within seven (7) days of the date of the meet or a \$25 fine will be levied.) No student-athlete will be eligible for the championship meet unless the NWAC office has received the official results of the meet in which he/she has qualified. The NWAC office is responsible for compiling a list of those who have qualified for the championship meet and distributing it to the conference track coaches.

3.0 SPORT SEASON CALENDAR

3.1 Practice

~~Pre-season Each institution shall be allowed a total of 12 weeks of track and field training prior to the start of competition. Coaches may schedule the 12 training weeks starting as early as September 1st with the end date being the day before the first weekend in March. Each institution must report to the NWAC office by August 30 the time periods in which the 12 weeks will be utilized.~~ ***Passed 5/30/14; Effective 9/1/14***

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for track and field is the period between 1/15- through the last day of the championship meet.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni matches/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for track and field is 9/1-1/14 limited to 12 hours per week, 5 days of countable activities.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, field and throw drills, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis, limited to 6 hours per week during 4 weeks of summer session.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. **These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season.** Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

3.2 Playing Season

The first Spring contest shall not be played prior to the third Friday of February, and no earlier than February 20. *Passed 6/2/17; Effective 7/1/17.* In effect for the 2019-20 Season: See Constitution Article XV—Schedules. *Passed 6/1/18; Effective 7/1/19*

3.3 First Contest/Meet

The Track and Field season will run from the first weekend in March and end with the NWAC Championships in May. If March 1st falls on a Saturday or Sunday then the first weekend will include a February date. In effect for the 2019-20 Season: See Constitution Article XV—Schedules (page 8-9) *Passed 6/1/18; Effective 7/1/19*

3.4 First Competition Date

February 28; Passed: EB 2/8/10

3.5 Dates

Summer Out of Season 7/1-8/31

Playing Season 1/15 through championship meet

Out of Season 9/1-1/14

Dead Season (no activity) Day after championship meet through June 30; last 2 weeks of each quarter (F/W) that falls in Out of Season. *Passed 5/31/19; Effective 7/1/19*

3.6 In-Season

Student athletes may participate in out-of-season track meets, both pre-season and post-season. NWAC Code will govern those who do participate in such meets and the college shall be responsible for their conduct as stipulated under the general regulations. **Note:** This allows a student to run in an off-season meet as a representative of the college. The college does, however, assume the responsibility of having a coach or institutional representative in attendance and in all circumstances; the same conditions apply to the student concerning eligibility etc.

4.0 SCRIMMAGES

5.0 SCHEDULE

6.0 MEET MANAGEMENT

6.1 Staff

6.2 Meet Reports

Final results need to be sent to the NWAC office after competition of the championships and must include full results (heats and flights) from day one and day two, wind readings, field series, rulings, etc.)

6.3 Film N/A

6.4 Pre-Meet

6.1.1 Lineup sheets

6.2.2 Warm up

6.5 Protocol for Hosts

See Championship Event Information

7.0 ROSTERS

8.0 PLAYER LIMITS

CHAPTER EIGHT NWAC TRACK AND FIELD OPERATING PROCEDURES

9.0 TRAVEL SQUAD

10.0 TOURNAMENTS

11.0 UNIFORMS

11.1 Official Uniforms

When engaged in competition, each competitor must wear an official team uniform or be disqualified.

11.1.1 School Issued Uniforms

A uniform should consist of school-issued shorts or briefs, top, or one-piece body suit. However, any outer garment (e.g., sweat pants, tights) that is school-issued becomes the official uniform. Clothing worn in addition must be worn under the uniform. It is recommended that such clothing be of a solid color.

11.2.1 Numbers

Bare midriff tops are not acceptable. Uniforms must allow for competitors' numbers to be placed above the waist, front and back, and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Note: The uniform top must meet or hang below the waistband when the competitor is standing.

11.2 Relay Uniforms

All relay team members must wear uniforms with components (i.e., top and bottom) that are of identical primary color between team members. Body suits are considered to be comprised of top and bottom components. The members may choose to wear pants, shorts, briefs or body suits (or combination thereof), the length of which may vary. Any visible garment worn under the tops shall be of an identical color as those worn by other members of the relay team. Any visible garment worn under the pants, shorts, briefs or one-piece body suits shall be of an identical color as those worn by other members of the relay team.

12.0 OFFICIALS

Whenever possible, officials should be USATF certified.

13.0 PLAYOFFS

14.0 CHAMPIONSHIP EVENT

14.1 Information Packet

The meet director will mail the meet information packet by April 1 to all conference institutions.

14.2 Championship Dates

The NWAC Track & Field Championships will be on the Monday-Tuesday immediately preceding Memorial Day Weekend. The NWAC Multi-Event Championships will be on the Monday-Tuesday approximately three weeks (21 calendar days) prior to the NWAC Track & Field Championships.

14.3 Team Scoring

The top eight (8) place points at the Multi-Event Championships will count toward team scoring at the Track & Field Championship meet. The first eight (8) placers in each event will be recognized as all-Conference and will receive Conference awards.

14.4 Championship Site

The T&F sports committee may recommend championship sites, with the Executive Board determining the championship locations.

14.5 Multi-Event Championships

The Multi-Event championships meet location should rotate opposite of the track championship meet location.

14.6 Entry Forms

The meet director with indicated deadlines will issue entry forms. Entries will be done electronically on a chosen site (i.e., Direct Athletics) and must be done by the Monday; seven days prior to the NWAC meet. This deadline will include all non-qualifiers that the school would like to enter. Schools submitting late entries will be fined as follows: Entries received by Tuesday \$50 fine. Entries received by Wednesday \$125 fine. Entries received by Thursday \$250 fine and any entries received after Thursday will not be accepted into the meet. The Host school will receive the money collected from the fines.

14.7 Final Scratches

Final scratches must be made by noon the Monday of the meet by phone. Any additional scratches after Monday noon will be considered scratches from the entire meet. The meet director will notify schools as soon as possible, but no later than Tuesday prior to the Meet, of which non-qualifiers are eligible and confirm their entry. Non-qualifiers pulled into more than one event will have the opportunity for coaches to not accept the athlete into an event while confirming their entry in another event. This will not be considered as a scratch and, therefore, an athlete would not be held to an all-or-none situation. The meet director will notify schools as soon as possible, but no later than Tuesday prior to the Meet, of which non-qualifiers are eligible and confirm their entry. Any non-qualifiers pulled into the meet must compete or be scratched except for the following: Non-qualifiers in the 1500, Steeple, 5K and 10K pulled into more than one event will have the opportunity for coaches to not accept the athlete into an event while confirming their entry in another event. This will not be considered as a scratch and, therefore, an athlete would not be held to an all-or-none situation in these 4 events.

14.8 Qualifying After Initial Entries

Athletes who qualify for the conference meet in meets after the initial entries have been submitted should be confirmed via a telephone call and fax to the meet director on the Monday prior to the meet. In addition, a verification of qualifying mark form should be sent to the meet director by certified mail. Late qualifiers can only be entered in the event in which they qualified following initial non-qualifier entries. Qualifying standards for the NWAC Championships are accepted if met during a regularly scheduled outdoor meet after the first weekend in March.

14.9 Qualifying Marks

All qualifying marks (times) submitted to the NWAC and utilized as a qualifier for the Championship Meet must be F.A.T. rather than hand-timed. Hand-timed events will no longer be acceptable as a qualifying time for all events 800 m. 400 m. or less in length. In the case of a discrepancy from an athletes entered mark and the NWAC qualifying list the NWAC list will be used.

14.10 Entries

14.10.1 Number of Allowed Entries

A minimum maximum of sixteen (16) athletes in the conference meet in the following events: 100m, 100HH, 110HH, 200m, 400m, 400IH, 800m, 5,000m, 10,000m, Shot Put, Discus, Javelin, Hammer, Pole Vault, High Jump, Long Jump, and Triple Jump. However, any athlete who meets the qualifying standard will be allowed to compete in the championship meet. Entries for the NWAC Championship meet shall be limited to a total of 25 male competitors and 25 female competitors per competing team. The total number will include both qualifiers and non-qualifiers pulled into the championships to bring the field to its maximum number in specific events. However, no athlete will be drawn into an event in which they have never posted a mark for that event during that season of competition.

14.10.2 1500m & Steeplechase

A minimum maximum of twelve (12) athletes in the conference meet in the 1500m and Steeplechase.

14.10.3 Relay Entries

A minimum maximum of eight (8) entries in the following events: 400m relays and 1600m relays which will be determined by their ranking from the NWAC Performance List.

14.11 Qualifying Standards

The Track & Field Committee shall review qualifying standards to be used to gain entry into the Conference Track Championship each year. The Committee will look at the average of the sixth place times, heights and distances for the last four (4) years in each event and, using discretion and an understanding of the events and circumstances, will determine whether to change a qualifying standard for the next year. This review will be utilized to insure equity between events. A list of qualifying standards and a suggested conference meet time schedule, are found at the end of chapter 8.

14.11.1 Relays

Enter a team if your school qualifies. Make individual changes up to the start of the event so names are correct for results.

14.11.2 Starting Heights

The starting height for the high jump at the NWAC meet will be 10 centimeters below the qualifying height for that year and the starting height for the pole vault at the NWAC meeting will be 30 centimeters below the qualifying height for that year.

14.11.3 Bibs

All athletes should be given a bib number, which should be supplied, by the host school. The bib will contain either that athlete's participation number or name, and shall be worn, within view of the meet officials, at all times during competition.

14.11.4 Smaller Events

All events that have 8 or fewer competitors should go directly to seeded finals. (Preferred positions)

14.12 Championship Administration and Management

14.12.1 Awards

- A. The first three (3) in each event will be recognized as all-American and will receive awards at their end of the year banquet
- B. The first six (6) eight (8) placers in each event will be recognized as all-Conference and will receive Conference awards.
- C. The Coach of the Year for men and women will be recognized with Conference watches.
- D. The outstanding performer's track and Field of the meet will be voted on by the head coaches in a meeting following the completion of the last event and will receive Conference awards. The High Point awards can be discussed at this time as well and will receive Conference awards.

14.13 Training Facilities

Training facilities will be made available to the competing teams by the host institution. The training facilities will be available a minimum of two hours prior to the start of the first event. The head trainer from each institution should notify the host institution's head trainer of any special treatments needed by a participant. If an institution has no trainer then arrangements should be made for medical care.

14.14 Medical Arrangements

Both during the warm-up period and the competition period of the Championship meet there will be: (1) A person qualified and delegated to render emergency care to a stricken athlete or spectator, preferably a certified and/or licensed athletics trainer; (2) planned access to a physician, preferably a team physician, by phone or nearby presence for prompt medical evaluation including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; and (3) a thorough understanding by all affected parties, including the leadership of visiting teams, of the personnel and procedures involved.

14.15 Media Arrangements

The host institution's is responsible for the disbursement of all pre-meet publicity and the final results to media outlets identified by each institution, including the NWAC office.

14.16 Lodging and Restaurants

The host institution in conjunction with the NWAD office will advise participating institutions of available hotel and motel accommodations and restaurant information at the site of the championships. If hotel chosen by the NWAC is located in the city/town of the championship meet, that hotel is the host hotel. Each competing institution is responsible for making its own reservations.

14.17 Meetings

A mandatory meeting for head coaches of all competing teams will be conducted on the evening before the championships. The host institution will notify the coaches of the location of the meeting. Meeting information will be mailed out with meet information by April 1. Note: This must be mailed out with meet information by April 1.

14.18 Banquet

A team dinner (banquet) will be organized by the host team and take place after the first day of competition. The dinner menu, location and other pertinent information must be mailed by April 1. NWAC Athlete of the Month awards will be handed out at the banquet and will be provided by the host school.

14.19 Results

Day one (1) results and Day two (2) heat/flight sheets will be handed out at the Monday evening banquet. Final results will be available at the awards ceremony following the meet. Multiple copies should be available for each institution. The results should include both metric and English conversions plus a running score. The awards that were given out should also be included as well as team scores.

14.20 Rules

The NCAA rules book will serve as the official rules for the championship meet. Any exceptions are noted here in the NWAC Track & Field SOP's.

14.21 Host Institution's Responsibilities

The host institution of the NWAC Track & Field Championships has the responsibility to provide the following for the championship meet:

14.21.1 Facility

A suitable facility as deemed by the NWAC.

14.21.2 Delivery of Championship Materials

Mail complete meet information to all Conference institutions by April 1.

14.21.3 Publicity

Provide all publicity related to the meet.

14.21.4 Championship Program

Print championship program in conjunction with the NWAC office.

14.21.5 Coaches Meeting

Arrange time and place for the coaches' meeting.

14.21.6 Entry Information

Process all entry information.

14.21.7 Final Results

Provide final results.

14.21.8 Officials

Provide all meet officials that are USTAF certified.

14.21.9 Medical Services

Provide training, medical arrangement, and an emergency action plan.

14.21.10 Equipment

Provide all equipment.

14.22 Coaches Meeting

The meet director will provide the agenda for the coaches meeting with at a minimum, the following items:

14.22.1

Distribute coaches meet packets, programs and shirts

14.22.2

Discuss the meet management and administration.

14.22.3

Protest procedures.

14.22.4

Medical availability.

14.22.5

Parking.

14.22.6

Results availability.

14.22.7

Awards ceremony.

14.22.8

Field questions.

14.23 The Meet Program

It is the responsibility of the host institution and the NWAC office to print an official meet program for the NWAC championships. Information in the program determined by the NWAC office. Following are suggested items to put in the program

14.23.1

Team rosters and pictures

14.23.2

NWAC Track & Field Championships history

14.23.3

Event time schedule.

14.23.4

Meet officials.

14.23.5

Previous year's team scores.

14.23.6

Meet records.

14.23.7

Event entry listings.

14.23.8

Previous Coach of the year

14.23.9

High Point and Track and Field Athlete of the meet

14.23.10

A neutral cover.

14.24 Officials

All meet officials for the host institution will coordinate the NWAC Track & Field Championships. The duties of each of these officials are specified in the NCAA Rule Book or the NWAC Track SOP's. They should understand the differences of the NWAC Meet and if possible be USATF certified.

14.25 Protests

If a protest is initiated, the Jury of Appeals will consist of the coaches not involved in the protest. Note: See form

14.26 Awards Ceremony

(After the second day of competition) The host institution will conduct the awards ceremonies and have the following presentations for each gender and the NWAC should take pictures:

14.26.1 Team scores

Last through 4th

14.26.2

Third Place Team (to front for pictures).

14.26.3

Second Place Team (to front for pictures).

14.26.4

Team Champions (to front for pictures).

14.26.5

Track Athlete of the Meet (to front for pictures).

14.26.6

Field Athlete of the Meet (to front for pictures).

14.26.7

High Point Athlete of the Meet (to front for pictures).

14.26.8

Coach of the Year (to front for pictures).

14.26.9

Distribute results to coaches (designate an area).

15.0 POST-SEASON HONORS**15.1 National Awards**

See Championships (above) The top three in each event will be honored as JC All-Americans

CHAPTER EIGHT NWAC TRACK AND FIELD MINIMUM QUALIFYING STANDARDS FOR THE CONFERENCE TRACK MEET

The following are the Track & Field qualifying standards for 2019:

<u>EVENT</u>	<u>MEN</u>	<u>WOMEN</u>
100m	11.14	12.84
200m	22.41	26.35
400m	51.08	61.25
800m	1:58.10	2:26.79
1,500m	4:06.33	5:03.33
3,000m STEEPLECHASE	10:18.99	12:49.39
5,000m	15:59.88	19:03.81
10,000m	34:52.85	43:06.74
100/110m HURDLES	15.65	15.68
400m HURDLES	57.70	1:07.79
4 X 100m RELAY	43.64	51.68
4 X 400m RELAY	3:28.61	4:14.05
HIGH JUMP	1.87M-6'-1.5"	1.52M-4'11 ¾"
POLE VAULT	4.23m-13' 10 ½"	3.30m-10'10"
LONG JUMP	6.71m-22' 0 ¼"	5.09m-16' 8 ¼"
TRIPLE JUMP	13.50m-44' 3 ½"	10.63m-34' 10 ½"
SHOT PUT	13.36m-43' 10"	11.49m-37' 8 ½"
DISCUS THROW	39.62m-130' 0"	34.67m-113'9"
JAVELIN THROW	53.44m-175'4"	36.38m-119'4"
HAMMER THROW	43.40m-142'5"	37.86m-124'2"
DEC/HEP	5000	3000

Submitted times must be converted to A.T. (Automatic Times). For entry into the conference meet, all marks must be in A.T. Near qualifiers should be submitted weekly. When submitted near qualifiers for the conference meet, list preferred order of events on entry form to facilitate entry into meet events.

Multi-Event Qualifying

The Multi-Event field shall be limited to sixteen (16) decathletes and sixteen (16) heptathletes that have met the qualifying standards, or if the field is not full, met the criteria listed under #2 below and been officially entered into the meet. The following shall serve as the guidelines for the selection of the sixteen (16) athletes.

1. A decathlete that scores 5000 points and a heptathlete that scores 3000 points in a sanctioned qualifying meet shall qualify for the Multi-Event Championships. If more than sixteen (16) achieve the qualifying standard, the top sixteen (16) marks qualify for the meet.

2. If fewer than sixteen (16) achieve the qualifying standard, the following criteria shall be used to fill the field to sixteen (16). (The criteria are listed in order of preference for selection.)

- a. Athletes that place in the top six (6) in the Multi-Event Championship the previous year.
- b. An athlete that is injured or ill but that has met or exceeded the qualifying standard from the previous March 1st in a sectioned decathlon/heptathlon using international implements. Verification of marks must accompany the entry form.
- c. ~~If using the qualifying standard, the previous year's top six (6) finishers or the qualifiers from the previous NWAC meet, athletes with a mark less than the qualifying standard shall be selected if they have achieved the mark **dd** an entry for the track season and have submitted an entry form.~~
- d. If an athlete is unable to participate in a qualifying meet due to an accident, injury or illness, an appeal may be lodged with the NWAC. The appeal must include a medical verification and a written statement regarding the athlete's disability plus support for the athlete's ability to compete at or near the existing qualifying standard.

If sixteen (16) athletes do not meet the above criteria, the meet will be conducted with fewer than sixteen (16). Appeals for entry go to (in order): 1. Meet Director; 2. Executive Director; 3. Track & Field Committee.

Participation Guarantee: If an athlete qualifies for the Multi-Event Championship Meet and an entry is submitted, the athlete will be expected to compete. If the athlete is unable to compete due to an accident, injury or illness, notification must be given to the Meet Director forty-eight (48) hours prior to the beginning of competition so that the next available qualifier will have the opportunity to compete. Failure to notify the Meet Director of an entered and qualified athlete's inability to participate within forty-eight (48) hours of the beginning of the meet will result in the athlete being disqualified from the NWAC Championship Track & Field Meet. Only a written medical exception can be appealed.

CHAPTER EIGHT NWAC TRACK AND FIELD OPERATING PROCEDURES MINIMUM QUALIFYING STANDARDS

FIRST DAY	10:00	Women.....10,000 (finals)
	10:30	Men.....Hammer (prelims and finals)
	11:00	Men.....10,000 (finals)
		Women.....Pole Vault (prelims and finals)
		Men.....Long Jump (prelims and finals)
		Women.....Javelin (prelims and finals)
	12:30	Women.....100M High Hurdles (semi-finals)
	12:40	Men.....110M High Hurdles (semi-finals)
	12:50	Women.....400M (semi-finals)
	1:00	Men.....400M (semi-finals)
		Women.....Long Jump (prelims and finals)
		Men.....Pole Vault (prelims and finals)
		Men.....Discus (prelims and finals)
		Women.....Shot Put (prelims and finals)
	1:10	Women.....100M (semi-finals)
	1:20	Men.....100M (semi-finals)
	1:30	Women.....800M (semi-finals)
	1:40	Men.....800M (semi-finals)
	1:55	Women.....400M Intermediate Hurdles (semi-finals)
	2:05	Men.....400M Intermediate Hurdles (semi-finals)
	2:15	Women.....200M (semi-finals)
	2:25	Men.....200M (semi-finals)
	2:35	Women.....3000M Steeplechase (finals)
	3:00	Men.....3000M Steeplechase (finals)
SECOND DAY	10:00	Women.....Hammer (prelims and finals)
		Women.....Triple Jump (prelims and finals)
	10:30	Men.....Javelin (prelims and finals)
		Men.....High Jump (prelims and finals)
	12:00	Women.....4 x 100M Relay
	12:05	Men.....4 x 100M Relay
	12:10	Women.....1500M
	12:20	Men.....1500M
	12:30	Men.....Triple Jump (prelims and finals)
		Men.....Shot Put (prelims and finals)
	12:35	Women.....100M High Hurdles
	12:45	Men.....110M High Hurdles
	12:55	Women.....400M
	1:00	Men.....400M
		WomenDiscus (prelims and finals)
		WomenHigh Jump (prelims and finals)
	1:05	Women.....100M
	1:10	Men.....100M
	1:20	Women.....800M
	1:25	Men.....800M
	1:40	Women.....400M Hurdles
	1:50	Men.....400M Hurdles
	2:00	Women.....200M
	2:05	Men.....200M
	2:10	Women.....5000M
	2:35	Men.....5000M
	2:55	Women.....4 x 400M Relay
	3:05	Men.....4 x 400M Relay

NWAC TRACK & FIELD CALENDAR

	2019	2020	2021	2022
Pre-Season Training Practice	September 1	September 1	September 1	September 1
First Meet	February 1	February 1	February 1	February 1
Multi-Event Championships	March 1	TBA	TBA	TBA
Multi-Event Championships Site	April 29-30	April 27-28	April 26-27	May 2-3
*Track & Field Championships	Spokane Falls Community College	Spokane Falls Community College	Spokane Falls Community College	Spokane Falls Community College
Track & Field Championships Site	May 20-21	May 18-19	May 17-18	May 16-17
Track & Field Championships Site	Mt. Hood Community College	Mt. Hood Community College	TBA	TBA

*Dates are subject to change

NWAC TRACK & FIELD CHAMPIONSHIP TIMETABLE MEET DAY

- ☐ **Meet – First Day**
 - ☐ Set up facility for first day competition
 - ☐ Conduct Championship events (awards)
 - ☐ Compile first day results and seeding for finals

- ☐ **Meet – Second Day**
 - ☐ Set up facility for second day competition
 - ☐ Conduct Championship events (awards)
 - ☐ Compile final results
 - ☐ Release results to media outlets

- ☐ **Following Monday**
 - ☐ Mail or email a hard copy of the results to each coach and media

NWAC TRACK & FIELD CHAMPIONSHIP TIMETABLE MEET PREPARATION

- ☐ Previous Year
 - ☐ Host a meet at the conference facility

- ☐ March 1
 - ☐ Check facility for any major work necessary
 - ☐ Begin routine facility care
 - ☐ Reserve meeting room for coaches meeting
 - ☐ Review list of equipment required (order more if necessary)
 - ☐ Order competitor numbers and pins
 - ☐ Arrange for fully automatic timing system if necessary
 - ☐ Begin working on meet program
 - ☐ Contact NWAC office for delivery of trophies, awards and shirts
 - ☐ Host a meet during the regular season at facility ☐ Solicit officials for championship meet
 - ☐ Make arrangements for medical services
 - ☐ Make arrangements for first day banquet

- ☐ April 1
 - ☐ Mail meet information packet to all conference institutions
 - ☐ Confirm key officials
 - ☐ Finalize inventory on all equipment

- ☐ Last 7-14 days
 - ☐ Input entries into computer meet management/results program
 - ☐ Confirm near qualifiers
 - ☐ Cut teams down to 25 competitors
 - ☐ Complete meet program
 - ☐ Assemble coaches meeting packets
 - ☐ Begin coaches meeting agenda
 - ☐ Make final preparations of facility
 - ☐ Confirm delivery of trophies, awards and shirts
 - ☐ Awards finished for banquet and general preparations

NWAC TRACK & FIELD PROTEST FORM

I, _____, coach at _____ am

protesting the following decision:

based on the rule _____ of the NCAA or
the NWAC rule book.

I understand that the \$25.00 protest fee will be forfeited if the protest is not upheld.

Time _____

Event _____

Decision _____

Signatures _____

NWAC TRACK & FIELD-HIGH POINT AWARD FORM

Male _____ School _____ Points _____

Events scored in: _____

Female _____ School _____ Points _____

Events scored in: _____

NWAC TRACK & FIELD-OUTSTANDING TRACK ATHLETE

Male _____ School _____

Why? _____

Female _____ School _____

Why? _____

Note: Please return your ballots to the press box at the end of the meet.

NWAC TRACK & FIELD-OUTSTANDING FIELD ATHLETE

Male _____ School _____

Why? _____

Female _____ School _____

Why? _____

Note: Please return your ballots to the press box at the end of the meet.

NWAC TRACK & FIELD-COACH OF THE YEAR BALLOT

Criteria for the conference coach of the year:

- Professionalism
- Effort to promote their sport
- Support for the spirit and intent of the NWAC code and sports rules
- Conduct of the coach’s team
- Contribution to the growth of the sport
- Improvement in program from previous year and during the current season

Men _____ School _____

Women _____ School _____

Please return ballot to press box within 15 minutes of end of competition.

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC VOLLEYBALL MISSION: NWAC Volleyball provides training and competitive opportunities in the skills of Volleyball. Student-athletes develop discipline, leadership skills, dedication, and the ability to work toward individual as well as team goals, skills important not only to the sport of Volleyball but also to every aspect of life.

1.0 GOVERNANCE

1.1 Playing Rules

The NCAA rules and regulations shall be followed for Volleyball except as noted. Institutions must abide by the rules established in each region and by the volleyball committee.

1.2 AVCA

All Head Coaches are encouraged to become AVCA members. AVCA membership entitles the coach to be able to nominate and vote in the All-American process. Process for All-American Nomination and Selection is outlined on the AVCA website: www.avca.org. Freshman to watch candidate: When the NWAC all-tournament team and All-American teams have been selected, the freshmen will automatically be placed on the list. Sport Committee will then vote and select the AVCA “freshman to watch”. The AVCA “Freshman to Watch” publication comes out in July/August of the following summer. Criteria for the award include: EB 2/8/19

- (A) Must be a freshman
- (B) Must be returning to same NWAC volleyball program, Stats, and All-American Honors for the year are considered in selection of final candidate and alternate.
- (C) NWAC Tournament All-Tournament Team
- (D) 5-6 Rotation Player
- (E) Placement in the NWAC Tournament 1st-6th Place
- (F) NWAC POW and Baden POW
- (G) Regional selection for first or second team

2.0 GENERAL ADMINISTRATION

2.1 Awards

Each region will select 6 first-team and an MVP and 6 second-team all-region teams.

2.1.1 Conference Player of the Week

An offensive and defensive player along with a setter will be selected for each week of the season. Schools submit nominations to the region representative by Sunday evening. POW Form is available on the NWAC website under rules and compliance. Each region is responsible for establishing a process for selecting these individuals of the week for their region. Region selections are forwarded to the sports committee chair by Monday 5pm. The chair will select the players of the week by noon on Tuesday. That selection will be forwarded to the conference office by noon Wednesday for inclusion on the NWAC website. Winners will be expected to provide their athlete’s picture to the NWAC SID. EB 2/8/19

2.1.2 Under Armour Player of the Week

The VB Chair from the weekly POW selections selects the Under Armour Player of the Week. NWAC SID (or the VB Chair) will send the Under Armour Player of the Week to the AVCA. For the AVCA POW award, only players whose coaches are members of the AVCA will be nominated. EB 2/8/19

2.2 Forfeit

2.3 Protests

Shall be filed with the volleyball sports committee Chair. The Chair shall appoint a committee member from each region to form a committee of four. The protest committee and a vote taken shall review all information related to the protest. The result of that vote shall be discussed with the NWAC Executive Director and the final decision conveyed to the schools involved by the sports committee Chair.

2.4 Volleyball Procedures

NWAC Community College Volleyball Sports procedures shall be submitted by coaches to the volleyball sports committee for consideration, except those having major financial implications, in which case they shall be submitted directly to the Executive Board through the sport committee.

2.5 Coaches Meeting

The Volleyball Coaches' Committee Annual Meeting shall be held at the NWAC Championship site and in conjunction with the Annual Sophomore Showcase. A coach or college representative shall represent each college.

2.6 Ball

NWAC Conference Volleyball as designated by the conference office and is used for all NWAC sanctioned *matches, tournaments, and championships*. EB 2/8/19

2.7 Team Regulations

2.7.1 Lineup Sheets

Must be submitted no later than the three (3) minute mark on the clock.

2.7.2 Warm Ups

All players can warm up, even red shirt players. Before the start of the match, non-participants will change into neutral clothing.

2.8 Participant Eligibility

All participants in a NWAC member school Volleyball league competition must meet the NWAC eligibility rules. (Bylaws Article III – Student-Athlete Eligibility).

2.9 Schedules and Rosters

Schedules and rosters must be submitted to the NWAC office and posted on the PrestoSports website within established due dates set by the NWAC office.

3.0 SPORT SEASON CALENDAR Passed 5/31/19; Effective 7/1/19

3.1 Practice

Each institution shall be allowed a total of 12 weeks of practice, which may be utilized in between August 1, and the end of the current academic year / spring quarter. 6 of the weeks shall begin on the first Monday of April to coincide with the spring scrimmage season. Time period between first allowable official contest and end of playing season shall not be considered in the calculation of the 12 weeks. Those who have not graduated from high school or whose high school class has not yet graduated (e.g. incoming recruits) cannot participate in practices for the current academic year. ***Passed: 6/5/15***
Effective Date: 7/1/15

3.1 Playing Season (competition and practice) Passed 5/31/19; Effective 7/1/19

The Playing Season segment (competition and practice) for volleyball is the period between the initial playing season start date (8/1) and the last day of the championship tournament.

3.1.1 Playing Season Allowable and Non-Allowable Activities

An institution is permitted to conduct officially recognized practice and competition each academic year only during the period outlined in 3.1.

3.1.2 Allowable Related Activities

Practice, joint practice with other institutions, required skill work, required strength-training/conditioning, open gyms, scrimmages, and film sessions.

3.1.3 Limitations During Playing Season

Any activities that would involve athletes from outside your own team will be limited to **5 activities (one day=one activity)** during the playing season. This would include scrimmages, joint practices with other institutions/teams, showcases, exhibitions, and alumni games/scrimmages/ practices. **These can be utilized at any point during the playing season.** It is highly recommended that all athletically related activities held during the Playing Season segment be greatly reduced one week prior (dead week) to the beginning of the institution's final examination period through the conclusion of the institution's final examination period. Official school uniforms and/or practice gear is allowed. Two overnight stays (i.e. single nights) can be provided for related activities that occur during the playing season.

3.2 Out of Season Passed 5/31/19; Effective 7/1/19

The Out of Season segment for volleyball is the day after the championship tournament through the end of Spring term.

3.2.1 Out of Season Allowable Athletically Related Activities

Allowable athletically activities during the Out of Season segment are practice, joint practice, required skill work, required strength training/conditioning, open gym, scrimmages/meets/showcases/leagues, and alumni activities.

3.2.2 Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to **4 activities (one day=one activity)** during Out of Season segment. All allowable contact with student-athletes by institutional coaches during the Out of Season segment **will not exceed 12 hours per week and 5 days per week**. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. All required athletically related activities during the Out of Season segment are prohibited one week prior (dead week) to the beginning of the institution's final examination period (last two weeks of the quarter). Official school uniforms and/or practice gear is allowed. One overnight stay is allowed for Out of Season activities. Voluntary open gyms/field with no coaching is exempt from this rule.

3.3 Summer Out of Season Passed 5/31/19; Effective 7/1/19

Workouts during this segment are on a voluntary basis.

3.3.1 Summer Out of Season Allowable Related Activities

Allowable athletic activities during the Summer Out of Season are the same as Out of Season.

3.3.2 Summer Out of Season Limitations

Any activities that would involve athletes from outside your own team will be limited to 2 activities (one day=one activity) OR 1 tournament during this season. These voluntary activities shall be limited to 6 hours per week for only 4 weeks of the Summer Out of Season. Voluntary individual (4 athletes or less) skill workouts with coaches are exempt from this rule. Voluntary open gyms with no coaching is exempt from this rule. No overnight stays allowed in Summer Out of Season segment.

~~3.4 1st Competition Date~~

~~Last Friday in August. Passed: 6/5/15 Effective Date: 7/1/15. See Constitution Article XV Schedules (page 8) Passed 6/1/18; Effective 7/1/18~~

3.4 First Competition Date

Fourth Friday in August Passed: EB 2/8/10

~~3.5 Dates~~

~~In-season dates set by the NWAC Executive Board.~~

3.5 Dates Passed 5/31/19; Effective 7/1/19

Summer Out of Season 7/1-7/31

Playing Season 8/1-Championship Tournament

Out of Season Day after championship tournament through the end of Spring term

Dead Season (no activity) End of Spring term through June 30; last two weeks of each quarter (F/W that falls in Out of Season)

3.6 Playoffs

Playoffs shall be no later than the five (5) days prior to the conference tournament.

3.7 Championship Dates

To keep the volleyball championships from competing with other NWAC fall championships, the dates of the championship tournament may move for this accommodation.

3.8 Spring Season

Spring season shall not begin prior to the first Monday of April and will last six (6) weeks.

3.9 Spring Season Scrimmages

The spring season program may include scrimmages with outside teams (see section 400 Scrimmages).

3.10 Reporting of Spring Season

Member institutions having a spring program must file a report with the NWAC Executive Director. The report shall include all scrimmage dates, opponents, and roster of participants.

3.11 Spring Eligibility

Spring participation shall not be considered official for eligibility purposes, but a participation roster must be submitted to the NWAC office. The roster will be restricted to currently enrolled students. The spring season would exclude students who have not yet graduated from high school or whose high school class has not yet graduated.

4.0 SCRIMMAGES

4.1 Definition

A scrimmage shall follow the rules listed below:

4.1.1 Schedule

A scrimmage when listed in the official schedule must be listed as a scrimmage by the intercollegiate athletic department.

4.1.2 Uniforms

Official game uniforms (home or away) are allowed P 6/3/16; E 7/1/16

4.1.3 Awards

No awards of any kind may be given to the participants.

4.1.4 Championships

No championships of any kind

4.1.5 Travel

Travel expense for one overnight stay can be provided

4.1.5 Travel

See Playing Season (3.1.3), Out of Season (3.2.2), and Summer Out of Season (3.3.2) for specifics

4.1.6 Alumni

Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their limitation or their scrimmage limitation. P-6/3/16; E 7/1/16 (

4.2 Maximum Dates

A maximum of four (4) scrimmage dates within the fall and spring seasons. If you scrimmage in the fall, it must be before the first league contest. All dates, opponents, and times must be registered with the conference office. See Article III, Section 16 of the Bylaws. One (1) additional scrimmage to be allowed at the end of the season to prepare for the conference tournament. A scrimmage includes teams participating in a simulated match situation, teams participating in a "mutual practice" and teams participating in a clinic with another team; intrasquad play is allowed.

4.3 Rules and Regulations

NWAC scrimmage rules and regulations for Spring Volleyball shall be those listed under the Scrimmage definition, Article III, Section 17 of the Bylaws.

5.0 SCHEDULE**5.1 Schedule Policy**

Scheduling regulations: Institutions must abide by the rules established in each region and by the volleyball committee. ***Final schedules due to the conference office by the first Friday in August.*** EB 2/8/19

5.2 Establishing Region Schedules

Regions are responsible for establishing regional schedules. The seventh full weekend (Fri. /Sat. or Sat. / Sun.) of the season shall remain open for crossover play (Effective 2018 season). August 1 is designated start date. *EB approved 12/13/17, Effective July 1, 2018*

5.3 Number of Matches

Scheduling season is interpreted to mean not more than twenty-five (25) single match events and six (6) tournaments (not to include the Fall Festival as one of 6 tournaments). The tournament dates shall be defined as follows:

5.3.1 One (1) NWAC crossover date

For the following season, bids to host a regional crossover tournament are due to the VB Chair by October 1

5.3.2 Number of Invitation Dates

Up to five (5) invitation dates.

5.3.3 Tournament Definition:

A. **1 day tournament:** Four or more teams playing at one site and a minimum of three matches played in one day, per team.

B. **2 day tournament:** four or more teams playing at same site over 2 days, independent of number of matches played.

5.4 Schedules

Final schedules due to the conference office by the first Friday in August. EB 2/8/19

5.5 Dig Pink Event

Each region declares their Dig Pink Event/Match for dates in October by the first Monday in September. Each host institution will let the NWAC office know what activities they will be doing on this date so they can help promote the event. EB 2/8/19

6.0 GAME MANAGEMENT**6.1 Duties and Services**

The following items and services are required:

6.1.1 Facility

Regulation playing facilities, including floor setups

6.1.2 Scoreboard

Visual scoreboard

6.1.3 Officials

Securing of officials, timers, scorers, and linesman

6.1.4 Bench

Towels and waters should be made available for both teams at least 60 minutes prior to the start of the match.

6.1.5 Ready for Play

The playing court must be set up and ready for warm up one (1) hour prior to match time as indicated on the accepted conference schedule.

6.1.6 Film Exchange Server

All non-tournament matches are required to be uploaded by the host school to the Krossover/Hudl video server with established NWAC required timelines.

6.1.7 Match Results and Stats

Match results and stats are required to upload to the PrestoSports platform within established NWAC required timelines (see website).

6.1.8 Non Tournament Matches

For non-tournament matches, provide a stat crew that can keep complete NWAC statistics for both teams and provide a completed copy of the official NWAC stats form to the visitors within fifteen (15) minutes of the end of the match.

6.1.9 Intermission

There will be a 5-minute intermission between the second and third sets. There may be a special exception for sophomore night, dig pink, special promo, etc. assuming the visiting coach has been notified prior the start of the match. *EB approved 4/18/18, Effective July 1, 2018*

6.1.10 Emergency Notification

In case of emergency, which causes you to be late to a contest, follow the guidelines in the NCAA Rule Book. Contact host Coach and/or Athletic Director of that institution immediately. EB 2/8/19

6.1.11 News Information Services

Schools notify local paper and wire services of results immediately following match. EB 2/8/19

6.2 Recommended Services

6.2.1 Locker Rooms

Separate dressing areas for players and officials

6.2.2 Medical Services

Athletic Training area and services

6.3 Suggested Courtesies

Campus maps and parking arrangements

6.4 Failure to Provide Services

Violations of home/host obligations should be referred to the NWAC volleyball sport committee.

6.5 Video

Home teams must video all pre-season, non-league, league, and playoff games. Games must be uploaded and ready for viewing by 12pm the next day. Failure to provide the upload by the designated time will result in a \$50 fine. Each violation after will be fined an additional \$25. All home single matches that are listed on your schedule (excluding scrimmages) must be digitally filmed and uploaded to the Krossover server. If you are playing a non-NWAC opponent at their gym, you are responsible to get your game uploaded.

6.4.1 Tournaments

Tournaments are not required to be uploaded. If all of your preseason matches are tournament play, you will need to have at least one match posted on Krossover 72 hours prior first league play date. EB 2/8/19

6.4.2 Live Streaming

Live streaming is encouraged. Advertising to the public (on the school website, Facebook and Twitter), the address of streamed events is encouraged by each host school. EB 2/8/19

6.6 Pre-Match Protocol

See Chapter Nine Volleyball Standard Operating Procedures

7.0 ROSTERS

7.1 Regular Season Rosters

Regular season rosters are due to the conference office the third Friday in August. EB 2/8/19

7.2 Tournament Rosters

Tournament roster sheets are due to the conference office by the first Friday in November. If players are wearing numbers that do not correspond to the roster sheet turned in on the first Friday in November, the institution may incur a fine. EB 2/8/19

7.3 Lineup Sheets

Lineup sheets must submitted no later than the three (3) minute mark on the clock. A maximum of 15 eligible players may designated on the lineup sheet for each team.

8.0 PLAYER LIMITS

All players can warm up, even red-shirt players. Before the start of the match, non-participants will change into neutral clothing. EB 2/8/19

8.1.1 All players can warm up, even red-shirt players. Before the start of the match, non-participants will change into neutral clothing.

9.0 TRAVEL SQUAD

The travel squad limit shall not be more than fifteen (15) student-athletes.

10.0 TOURNAMENTS

10.1 Fees

Entry fees are to be established by the host school(s). Entry fee costs will be determined by each host institution and should cover the cost of officials and awards. This includes the up and down officials and all scorers. Other costs should be borne by the host.

10.1.1 Invitational Tournament Fees

Entry fees for **invitational tournaments** are to be established by the host school(s). Entry fee costs will be determined by each host institution and should cover the cost of officials and awards. This includes the **R1 and R2** officials and all scorers. Other costs should be borne by the host. Entry fees for Crossover Tournaments is \$550.00
Passed 5/31/; Effective 7/1/19

10.1.2 Crossover Tournament Fees

Entry fees for Crossover Tournaments is \$550.00 *Passed 5/31/; Effective 7/1/19*

10.2 Officiating Fees

Entry fees are to include officiating fees (including scorers and timers where necessary), awards and any management costs to be incurred by the host institution.

10.3 Volleyball Committee

The volleyball sports committee shall be responsible for the organization and coordination of crossover competition.

10.4 Crossover Schedule

Crossover scheduling will be done at the conference coaches meeting held during Conference Championship weekend. A representative from a school must be present at that meeting to select the tournament they wish to attend. When the coach signs up for a tournament, it should be with the intent to sign the contract. If a school signs up for a tournament and does not sign the contract, then they will not be able to join the selection process the next year. They must wait for the process to be completed and then will be allowed to participate.

10.4.1 Format

The Crossover format will be the same for all crossover tournaments.

- A. Each team guaranteed four matches
- B. All matches will be the best 3 out of 5
- C. Pool play will be cross region
- D. Results of pool play determines seeding for final matches (i.e. 1 vs. 1; 2 vs. 2; 3 vs. 3; 4 vs. 4)
- E. Final match may include same region play.
- F. It is recommended that two (2) matches are played Day 1 and two (2) matches are played on Day 2.

10.5 Crossover Contracts

Contracts for participation for crossover tournaments will be sent out by the host school. Contract due dates to be established by the host school.

10.6 Obligation of Contract

Signing a contract makes participation mandatory. Breaking a contract will result in a sanction from the Executive Board and it is a Category 1 Code violation.

10.7 No Compete Clause

If a school does not sign a contract or chooses not to participate in a crossover, they may not compete at all on the crossover dates.

10.8 Trainer

A certified athletic trainer will be available.

10.9 Tournament Coordinator

The tournament will have a designated coordinator.

11.0 UNIFORMS

11.1 NCAA Regulations

All NCAA regulations concerning uniforms must be followed and the only exception to this is teams may put a sponsor logo and/or NWAC logo (no bigger than 3" x 3") on the left/right chest, left/right sleeves, or on the back of the jersey just below the neckline. ***Passed: 6/5/15 Effective Date: 7/1/15***

11.2 Libero Jersey

The libero jersey is required to be immediately recognized from all angles as clearly contrasting the jerseys of other team members. To address this simply, is for the libero to wear their visiting jersey when they are the home team and wear their home jersey when they are the visiting team. ***EB passed 4/18/18 Effective Date: 7/1/18***

12.0 OFFICIALS

12.1 Home Responsibilities

~~Home matches (dual) – home school will negotiate, furnish and pay for officials. This includes official lines people who have been trained and are wearing professional attire. Training would include watching current NCAA line judge DVD and recommended practice prior to first match. Appropriate attire would include white polo shirt, dark navy pants. Flags should be provided by the host school.~~

12.1 Home Responsibilities

Home matches (dual)-home/region school will negotiate, furnish and pay for officials. This includes official lines people, R1 and R2, who come from a certified officials association. In addition, trained people should manage the official score table, including competent scorebook person, libero tracker and scoreboard person. ***Passed 5/31/19; Effective Date 7/1/20***

12.2 Multiple Events

Events involving three (3) or more teams - the host school will secure officials, but the teams playing will share the costs. The host school will collect the fees and pay the appropriate personnel.

12.3 Fees

Host school and/or region negotiates fees with the appropriate officials' organization.

13.0 Playoffs/Tie Breaker Procedures

NWAC Volleyball will use the following tiebreaker procedures for all tournaments (excluding the Championship tournament) formatted such that ties could occur.

13.1.1 Two Teams Tied

If two teams are tied: 1) Head to Head Record/Head to Head Match, Sets

13.3.2 Two or More Teams Tied

If more than, two teams are tied:

13.3.1 Match first, then Sets, then point differential.

13.3.2 Won-Loss ratio for the total number of games played, between the tied teams

13.3.3 Comparison of the point differential between the tied teams. Point differential shall be determined by subtracting the total points lost from the total points won. (The highest plus or lowest minus remainder shall be considered the superior team.

13.3.4 Coin Toss

14.0 CHAMPIONSHIP EVENT**14.1 Date**

The conference championship tournament will be held on the second or third weekend in November (dates to be determined by Ex. Board). ***There may be times when the weekend may be moved. See Article 3.5***

14.2 Site

Approximately every three (3) years the Executive Board determines the site for the conference championship tournament. EB 2/8/19

14.3 Tournament Expenses

Expenses to be borne by the NWAC and the host region.

14.3.1 Officials

Officials shall be secured by and compensated by the NWAC. Official lines people shall be hired for all matches.

14.4.2 Game Management

The host region shall be responsible for securing game management officials and tournament personnel.

14.4 Tournament Regulations**14.4.1 Entries**

No team shall attend any competition unless accompanied by a coach or institutional representative who is a non-player. The non-player shall not be a student of that institution.

14.5.2 Institutional Representation

Coach or institutional representative must be present with team during competition and must be listed on entry form.

14.5.3 Complaints

Complaints regarding tournament procedures shall be received and evaluated by a panel composed of the tournament director, coordinator of officials, and the volleyball sport committee chair or their designee. The committee shall also serve as the protest committee.

14.5.5 Pre-tournament Meeting

A hospitality room set up the evening of the warm-ups, perhaps in a room at the tournament site or hotel site. Packets, pre-registration, and a chance to meet selection committee members, tournament officials, etc., shall be provided.

14.6 Tournament Awards.**14.6.1 Coach of the Year**

The NWAC Coach of the Year will be voted on from the four regional Coaches of the Year and any write ins. This vote will take place at the coaches meeting prior the Championships.

14.8 Tournament Structure. (16 teams, 4 from each region)**14.8.1 Number of Teams**

All sixteen teams will meet at the site of the tournament.

14.8.2 Tournament Format

The tournament format will be a straight double elimination tournament bracket.

14.8.3 Winner's Bracket

The winner's bracket matches, including the championship match, will be three out of five. The loser's bracket matches will be two out of three.

14.8.4 Warm-up Schedule

For a team's first match of the first day of the NWAC tournament, a minimum of thirty (30) minutes shared court time plus the standard NCAA pre-match team rotation protocol will be allowed. After the first matches, teams will have a guaranteed 35 minutes for warm-up prior to each match. That time will start when the court is cleared from the previous match so warm-up space is available. *EB approved 12/13/17, Effective July 1, 2018*

14.8.5 Tournament Pairing

For tournament pairings and schedule, refer to [Appendix A-18](#). For ***scheduled first round matches, regions in upper and lower brackets will switch on alternating years.*** EB 2/8/19

14.8.6 Tournament Roster

Post season playoff games (regional and conference), both the home and traveling teams will be limited to those student-athletes whose names appear on the Final/Championship Eligibility Report. EB 2/8/19

14.8.7 Length of Tournament

The NWAC conference volleyball tournament will take four days with the championship match and "if necessary match" to occur on the final day.

14.8.8 "If" match

The "If" match will be 2 out of 3 sets to 25, and if it goes to three sets, the third set will be to 15 points. There will be a 30 minutes break between matches.

14.8.9 Court

Championship court will be ready for warm-up for teams by 1:00pm on Sunday. Championship game will start at 2:00 pm.

14.9 Pre-tournament Warm Up

The tournament director will organize pre-tournament warm-up following the established guidelines.

14.10 All-Tournament Selections

Coaches from the schools that finish first through sixth will select tournament all-stars from their own team in the following numbers: EB 2/8/19

- 14.10.1 First place team MVP, 2 first team, 1 second team
- 14.10.2 Second place team 2 first team, 1-second team
- 14.10.3 Third place team 1 first team, 1-second team
- 14.10.4 Fourth place team 1 first team, 1-second team
- 14.10.5 Fifth place team 1 second team
- 14.10.6 Sixth place team 1 second team

14.10.7 Selection

Coaches leaving the tournament prior to its conclusion should hand their selections to the tournament director. Please Note: The above procedure is for a thirteen-person all-tournament team.

15.0 POST-SEASON HONORS

15.1 Sophomore All-Star Process and Schedule

The following general guidelines are provided to hosts of the NWAC Sophomore All-Star Event. The guidelines cover preferred scheduling for practice times, meetings and the tournament.

15.1.1 Uniforms

A. Players should wear their own team uniform for the All-Star matches.
Coaches for the all-star teams should coordinate numbers.

15.1.2 Practice Time

The host shall provide a 1½-hour practice time for each regional team. Each team should have access to one court. ***Practice time should end no later than 9 pm.*** EB 2/8/19

15.1.3 Schedule

The host region and the next closest region will be scheduled for the early practice time ***6:00pm-7:30pm.*** ***The regions traveling the greatest distance will practice 7:30pm-9:00pm.*** EB 2/8/19

15.1.4 Committee Meeting

The Sports Committee will meet at the championship tournament Saturday at 3-5:30pm.

15.1.5 Annual Coaches Meeting

The annual Conference Coaches Meeting will be scheduled for Saturday at 6-8:30pm at the championship tournament.

15.1.6 All-Star Matches

At the tournament, 2-out-of-3 matches will be scheduled for 10:30 am & 12:00pm.

15.1.7 Size of Team

Each region will have a 15-member sophomore showcase team (consistent with conference roster size) with four additional alternates allowed. A maximum of 15 players will be participating in the event. The alternates will be used in the case that the region needs players to replace team members involved in the Championship match.

15.2 All-Star Selection Process

Each region will select sophomore all-stars from first and second all-star teams. In addition, each region will have an additional (12) member honorable mention team consisting of freshman or sophomores. It will be from this list that the remainder of the 12-sophomore player roster may be filled along with the designating of (4) sophomore alternates. This honorable mention team should allow enough sophomores to be listed in case one or both teams in the NWAC tournament are from the same region. In this case, alternates will be notified. Plans will need to be made well in advance about how these players will be notified, transportation, etc.

15.3 Sophomore All Region Selections

Each region will select sophomores from the all-region teams (which may include honorable mention selections).

15.4 Regional Coach of the Year

Each region will determine the manner they deem appropriate to select Regional Coach of the Year.

15.5 Conference Coach of the Year

15.5.1 Nominees

The nominations for NWAC Coach of the Year consists of the four Regional Coaches of the Year and write in candidates. EB 2/8/19

15.5.2 Criteria for the Regional and Conference Coach of the Year Selections

Professionalism, effort to promote their sport, support for the intent of the NWAC code and sports rules (Character/Competition/Community), conduct of the coach's team, contribution to the growth of the sport, improvement in the program from previous year/during current season and season record. EB 2/8/19

15.5.3 Voting Process

At the annual coaches meeting in November held at the NWAC Championships, each school would get one vote for the NWAC Coach of the Year. EB 2/8/19

15.5.4 Announcement

The winner announced immediately at the NWAC Coaches Meeting. EB 2/8/19

16.0 DRESS DECORUM

Coaches are expected to dress professionally. Appropriate match attire for all coaches and bench personnel, other than uniformed players is business casual, for all NWAC matches (excluding invitational tournaments and crossovers) and championships. As a suggested guideline, appropriate match attire does NOT include casual jeans, non-coaching style shorts, "sloppy" casual fleece sweats (team warmups are appropriate), tank tops, hats and flip-flops. All participating student-athletes must be in uniform and or team warm-ups. Unless otherwise specified by the NWAC office, while attending the banquet or other non-game related functions, all members of the team travel party must dress, at minimum, in business casual attire. *Passed: 6/5/15 Effective Date: 7/1/15 Revised 7/25/17*

CHAPTER NINE NWAC VOLLEYBALL OPERATING PROCEDURES

NWAC PRE-MATCH PROTOCOL (Example 7pm Matches)

3/5 set match rally; Scoring to 25 points; Fifth game rally to 15 points no cap

<i>Time Allotted</i>	<i>Actual Time</i>	<i>Visible Time</i>	<i>Protocol</i>
:41	6:00pm-6:41pm	60:00	*Court available for shared warm-up
	6:30pm	30:00	Coin Toss
:04	6:41pm 6:45pm	19:00 15:00	Visiting Team Full Court
:04	6:45pm 6:49pm	15:00 11:00	Home Team Full Court
:05	6:49pm 6:54pm	11:00 6:00	Visiting Team Full Court
:05	6:54pm 6:59pm	6:00 1:00	Home Team Full court
:01	6:59pm 7:00pm	1:00 0:00	Team Huddle/Announcements National Anthem

*15 minute Serve and Serve Receive time will start 30 minutes prior to the above stated protocol as stated in the volleyball SOPs.

*At the 3-minute mark, both coaches must have submitted lineup to official table.

Comments:

All players will line up in numerical order on the end line for introductions and national anthem. All players introduced. Officials signal after intros and teams huddle. Starters then just enter the court (with Libero making exchange after line-up checks) without lining back up on the end line. Verify process with coaches.

Balls:

Baden Perfection or Baden Elite-white or colored panel are acceptable for league play.

5-minute intermission between sets 2 & 3

Uniforms:

NWAC rules state that the uniform numbers must be in the center front on all jerseys. All teams must comply.

Deciding game:

Teams must switch at 8.

Note: Pre-Match Protocol should be at the scorers' table by the time the visiting team arrives.

COUNTABLE AND NON-COUNTABLE ACTIVITIES for Out of Season and Summer Season	
<i>Countable Activities</i>	<i>Non-Countable Activities</i>
Practice	College Approved PE Classes
Joint Practice	Study Halls
Required Skill Work	Voluntary workouts, or open gym/fields w/no coaching
Required Strength Training	Recruiting Activities (host)/tryouts
Open Gyms	Travel time to practice/scrimmages/meets
Scrimmages/leagues/tournaments (The activity counts as 2 hours regardless of how long the scrimmage lasts)	

NWAC

NORTHWEST ATHLETIC CONFERENCE

GUIDELINES, SPORTS TESTS, FORMS



CHARACTER, COMPETITION COMMUNITY

DESCRIPTION OF POSITION:

A male and female Commissioner is appointed by college presidents from each member college. Commissioners shall serve as representatives to the Athletic commission, its boards, committees, regional commission and on local campuses. They serve to provide leadership for policies and procedures for the Northwest Athletic Association for Community College. A Commissioner must be an employee of the institution they represent.

RESPONSIBILITIES:**A. AT THE CONFERENCE LEVEL:**

1. Be responsible for the administration of the policies and procedures of the NWAC.
2. Represent their school and be knowledgeable enough to recommend changes to the Code Book including the constitution, by-laws and sports rules. Approve fees, dues and the annual budget.
3. Be willing to serve two years on the Executive Board when elected by your region.
4. As an Executive Board member, you will be responsible for:
 - a. Maintaining current Code Book
 - b. Reviewing financial records
 - c. Attending all Board meetings
 - d. Carrying out the business of the Conference
5. Serve on sports committees as member and/or chair as appointed.
6. Attend annual conference meetings.
7. Accept other responsibilities that are in the best interest of the NWAC.

B. AT THE REGIONAL AND INSTITUTIONAL LEVEL:

1. Be responsible for enforcing the athletic code, policies and procedures of the association at the region and within the member institution. This would include enforcing, interpreting and clarifying to student athletes any rules and regulations affecting their participation in intercollegiate athletics.
2. Be responsible for the verification and signing of:
 - a. Eligibility forms
 - b. Eligibility petition forms
 - c. Grant-in-aid audits
3. Provide leadership for coaches' professional development and certification.
4. Assist with setting and approving league schedules.
5. Serve on investigation committees for code violations.
6. Attend regional meetings.
7. Accept administrative responsibilities as needed when hosting tournaments.
8. Nominate candidates for Roll of Honor, Hall of Fame and Northwest Champion Awards.

RESPONSIBILITIES AS RELATED TO NWAC:

A. AT THE CONFERENCE LEVEL

1. Insure compliance with the Code Book by all athletic programs.
2. Prepare eligibility at appropriate times.
3. Insure compliance with NWAC due dates for rosters, schedules, photos, statistics and etc.
4. Prepare revenue/expense sheets for any NWAC Championship or All-Star contests hosted by your institution and insure remuneration to the NWAC office as appropriate.
5. Prepare accurate grant-in-aid audit for NWAC office at the end of each school year.
6. Insure proper coaching certification by all coaches and track/update appropriate clinics, conferences, seminars and etc.
7. Management of the letter-of-intent process.
8. Be willing to serve on sports committees when appointed.

B. AT THE REGIONAL LEVEL

1. Keep the Executive Director apprised of situations specifically affecting your institution regarding the possible addition or deletion of any athletic programs.
2. Attend regional commissioners meetings, as appropriate, or if not assigned as the commissioner from your institution, assist the appointed commissioners from your institution.

C. AT THE INSTITUTIONAL LEVEL

1. Administer NWAC Code Book test and sport specific tests to all of your coaches.
2. Insure that season sport schedules are prepared according to appropriate guidelines.
3. Insure proper home game management.
4. Make determinations/approvals regarding any changes of approved game schedules.
5. Provide proper and timely dissemination of all NWAC information to commissioners, coaches and student-athletes where appropriate.
6. Insure proper management of all internal and external athletic funding.

“A COACH will impact more young people in a year than the average person does in a lifetime.”
Rev. Billy Graham

The NWAC shall adopt and maintain the NWAC Coaching Handbook to help coaches understand the mission of the NWAC and conference coaching expectations. The materials in the coaching handbook include minimum standards, NWAC Coaches Code of Conduct, training requirements or recommendations; professional development opportunities and other such information as may be helpful in promoting effective coaching of NWAC student-athletes. In addition, the NWAC, coaches are to read and fully understand the NWAC Concussion Management Plan found in these pages as well as on the conference website.

NWAC expects coaches to abide by the NWAC Coaches Code of Conduct and must meet the minimum coaching standards set forth in the NWAC Coaches Handbook. Specifically, all NWAC coaches must pass the NWAC Codebook General Test and the applicable NWAC Sport Specific Test. Coaches must also review the NWAC Concussion Management Plan and take the concussion training provided online. In addition, coaches are encouraged to maintain current CPR and First Aid certifications, as appropriate. It is the responsibility of the member colleges to determine which coaching positions should receive the recommended CPR/First Aid training.

NWAC expects coaches to meet the minimum standards set forth by NWAC. Standards 1, 2, 3, and 4 must be met before coaching (within three weeks of their individual sport start date) in the NWAC. Standard 5 must be met within the first three weeks of coaching. IN addition, NWAC recommends that colleges encourage their coaches to maintain CPR and First Aid certifications (Standard 6). Colleges are encouraged to perform criminal background checks upon hiring new coaches and to conduct annual coaching performance evaluations.

Minimum Standards are as follows:

1. Provide official documentation of at least a high school diploma or equivalent, preferably an Associate's or Bachelor's degree.
2. Document experience in the sport as a player and/or coach, preferably at the college level.
3. Read the Coaches Code of Conduct
4. Read the NWAC Coaches Concussion Management Plan and take the concussion training provided online every two years.
5. Pass yearly the NWAC Codebook General Test and the NWAC Sport Specific Test for the coach's particular sport.
6. In addition, NWAC recommends that coaches maintain current CPR and First Aid certifications as applicable. It is the responsibility of the colleges to determine which coaching positions should receive the recommended training and monitor the NWAC minimum standards.
7. Van training is recommended for any coach who will or may be driving a college van to transport student-athletes to athletic events. It is the responsibility of the colleges to determine which coaching positions should receive the required training. It is recommended that the colleges have on file current automobile insurance of coaches who may be driving student-athletes to athletic events.

*Standards 1 & 2 are provided when a coach is hired. Items 3, 4, & 5 are done as stated above and as follows: Fall sports, no later than 8/21, Winter sports, no later than 9/21. Standard 6 it is recommended that institutions insure that coaches maintain current CPR and First Aid certifications. Colleges are required to maintain up to date record on the NWAC coaching minimum standards.

Coaches play a vital role in the development of a student-athlete. The impact or influence a coach has can have tremendous ramifications and with this comes high expectations and accountability on coaches. As such, whether coaches are full-time, part-time, or work as volunteers, they are responsible for executing their role in a professional and expert manner. It is imperative that NWAC coaches are fully aware of the expectations set forth by the conference as well as the expectations set locally by the community college that employs them. These expectations should not be in conflict but should support the mission of the conference as well as the local community college. The NWAC recognizes the educational contribution that coaches make in the educational process. The association encourages all coaches to work with their administration to develop a personal professional development plan.

The NWAC Coaches Code of Conduct materials has been put together to help coaches clearly understand the mission of the NWAC, expectations, responsibilities, accountability, and the importance that a coach has when working with student-athletes.

NWAC MISSION:

To foster athletic participation in an environment that supports equitable opportunities for students consistent with the educational objectives of member colleges. To this end, the NWAC will promote the importance of character ethics and sportsmanship by:

- Teaching how to achieve individual success while contributing to the objective of a group.
- Providing the opportunity for competition with honor.
- Supporting academic and athletic growth.
- Instilling a respect for diversity within the development of team.
- Promoting positive relations between colleges and their communities.
- Teaching the importance of preparation and the balancing of an active schedule.

NWAC PRINCIPLES:

The priority is to develop student-athletes through academic and athletic opportunities giving them the experience they deserve. This experience focuses on:

Developing Character: "What good is an increase in knowledge without a change in character?"

Fostering Competition: "Genuine effort in sport and in the classroom is essential."

Community: "Helping others helps all."

Our service and support must be rooted in excellence so that we can work on giving more than what is expected.

STANDARD ONE: Character Development:**"I am who I am but I am not yet who I will be."**

- Use the opportunities of athletics and academics to challenge student-athletes to foster who they are.
- Treat each student-athlete as an individual, cultivating their mind and body.
- Demonstrate to student-athletes the respect for each person, opponent and the competition with honor and integrity.

STANDARD TWO: Academic Success:**"Education is the best gift because once you have it; no one can ever take it from you."**

- Make student-athlete academic success a cornerstone of your program.
- Assess the academic success of your athletic program.
- Encourage and support academic support services for student-athletes.
- Encourage student-athletes to be engaged academically in the campus.
- Make it a priority that student-athletes attain their educational goals (i.e., AA degree, transfer degree, vocational degree, certification, or at a minimum 72 credits)

STANDARD THREE: Safety: "Luck runs out, but safety lasts a lifetime."

- Place the academic, emotional, physical and moral well-being of student-athletes above all else.
- Make the safety of your athletes paramount.
- Provide a safe environment for practice, conditioning and competition.
- Create a culture of excellence that emphasizes a life-style free of drugs, tobacco, and alcohol.
- It is your responsibility to work with medical personnel to aid student-athletes in their physical, mental, and emotional well-being.

STANDARD FOUR: Coach's Behavior, Ethics, and Responsibilities:**"You should autograph all of your work with excellence."**

- Maintain strictly professional interpersonal relationships with all student-athletes, student managers, and student-trainers.
- Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
- Give student-athletes more than they expect.
- Treat all coaches, players, officials, administrators, game management personnel, and public with respect.
- Honor all NWAC and other governing agencies rules. To teach athletes and support staff in breaking rules is unprofessional and unethical.

- Honor the sport and respect the competitors by not embarrassing them, your institution, the fans or the league by mocking or being disrespectful.
- Demonstrate collective responsibility to your team, institution and the league.
- Recruit student-athletes in a positive and professional manner. Negative recruiting looks bad on you, your institution and is unethical, desperate and unprofessional.
- Refrain from making additional demands for practice time and ancillary team activities, which interfere with student-athletes opportunities for academic success.
- Desist from making any statements or promises to a prospective student-athlete that knowingly cannot be fulfilled.
- Respect both written and verbal commitments a prospective student-athlete may make to another institution.
- Abstain from any discussion of transfer with any student-athlete from another institution until the administrators from both schools have talked and granted permission.
- Abstain from public demonstrations of profanity, vulgar language, and obscene gestures and discourage the same amongst staff members and student-athletes.
- Educate you, staff and players on the pros and cons of using social media.
- Do not kid yourself, your teams behavior is a direct reflection of the leadership they learn and observe from their coach.

STANDARD FIVE:

Coaching Competency: “Every success is built on the ability to be better than good enough.”

- Pursue professional excellence by attending clinics, seminars, camps, or through the attainment of an advanced degree.
- Stay current on rule changes and technical advancements within your sport.
- Provide opportunities for staff members to pursue professional development opportunities.

STANDARD SIX:

Coaching and Campus Culture: “Understanding opens the door to opportunities.”

- Commit to engaging others on the campus.
- Encourage student-athletes to get involved in campus programs.
- Understand the role of faculty and learn how to work and engage faculty to support teams.
- Honor the standards set forth by faculty and administration. Do not teach student-athletes to avoid the standards, teach them to understand the importance of the standards.

STANDARD SEVEN:

Coach’s Responsibility for Accurate and Timely Sports Information: “Time waits for no one.”

- Turn in all requested sports information accurately and in a timely fashion to the conference office.
- When hosting an event, ensure that the visiting team gets needed sports information accurately and in a timely fashion.
- Cultivate relationships with local media outlets to help promote locally college athletic programs.

Each year, the NWAC honors a “Coach of the Year” in each sanctioned sport. The selection process varies by sport. It will be the responsibility of the sports committee chair or his/her designee plus the conference tournament director to apply the appropriate process and inform the conference office at the conclusion of the conference championship, name of the winner. Announcement of the Coach of the Year follows the championship event and the award presentation happens at the annual awards banquet in June.

CRITERIA FOR THE REGIONAL & CONFERENCE COACH OF THE YEAR SELECTION

- Professionalism
- Effort to promote their sport
- Support for the spirit and intent of the NWAC code and sports rules
- Conduct of the coach’s team
- Contribution to the growth of the sport
- Improvement in program from previous year/during the current season

CRITERIA AND SELECTION PROCESS FOR: M & W CROSS COUNTRY, M & W TENNIS, M & W GOLF, M & W TRACK & FIELD

1. Since these sports allow open participation at the conference, all coaches of teams at the conference championships will be eligible.
2. Near the end of the championship event, a ballot circulates with the above criteria.
3. The sports committee chair or his/her designee will tally the ballots and inform the tournament director who will notify the conference office at the conclusion of the event.

CRITERIA AND SELECTION PROCESS FOR THE FOLLOWING SPORTS: VOLLEYBALL, SOFTBALL, BASEBALL, M & W BASKETBALL

1. The commissioner or coach responsible for selection of the regional all-league team will provide regional coaches with the above criteria and ask coaches to vote for regional Coach of the Year when they select regional all-league teams. The commissioner or coach will notify the conference office of selection.
2. Only the coaches selected as regional coaches of the year and other coaches whose teams are participating in the conference tournament championship event/tournament will be eligible for selection as conference coach of the year.
3. The sports committee chair or his/her designee will tally the ballots of the sports committee members and coaches in attendance at the conference championship event.

CRITERIA AND SELECTION PROCESS FOR M & W SOCCER

1. The commissioner or coach responsible for selection of the regional all-star team will provide regional coaches with the above criteria and ask coaches to vote for regional Coach of the Year when they select regional all-stars. The commissioner or coach will notify the conference office of selection along with regional all-stars.
2. Only the coaches selected as regional coaches of the year, other coaches whose teams are participating in the conference tournament championship event/tournament will be eligible for selection as conference coach of the year.
3. The Sports Committee Chair or his/her designee will prepare a ballot listing the eligible Coaches and distribute same to all NWAC soccer coaches and Sports Committee members one week prior to the conference championship tournament. The completed ballots are returned to the Sports Committee Chair or his/her designee no later than on the Friday following the championship tournament. Once tallied, the Sports Committee Chair will inform the Executive Director of the selections. The Executive Director will publish the information prior to the All-Star matches.

NWAC CONCUSSION INFORMATION FOR COACHES

Additional information is available on NWAC website via the membership link

NWAC Institutions shall have a documented concussion management plan that considers each state's concussion law and reflects current standards and practices regarding concussion management. Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by the institution's designated Sports Medicine personnel, trained in the evaluation and management of concussions. Student-athletes determined to have a concussion shall not return to activity for at least the remainder of that day. The team physician or his/her designee trained in the evaluation and management of concussions, according to the institution's concussion management plan, shall determine medical clearance. Institutions should provide to all student-athletes educational material on an annual basis regarding the signs and symptoms of concussions in order to understand the responsibility to report such signs and symptoms, for themselves as well as teammates, to a member of the institution's sports medicine team and coaching staff. Institutions should provide to all coaches educational material on an annual basis regarding the signs, symptoms, and management of concussions. All coaches must understand their responsibility in referring any student-athlete with such signs and symptoms to the AT or Sports Medicine personnel as described in the institution's concussion management plan. It is recommended that the presentation of educational material and the institution's concussion plan, to all coaching staffs, be held at the annual mandatory coaches' compliance meeting.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or body that can change the way the brain normally works. Concussions can also occur from a fall, colliding with someone else, hitting a hard surface, or being hit by an equipment. Concussions may affect each person differently.

RECOGNIZING A CONCUSSION

Two signs to look for among student-athletes during both practices and games are:

- A forceful blow to the head or body that results in rapid movement of the head and;
- Any change in the student-athlete's behavior, thinking, or physical functioning.

SIGNS AND SYMPTOMS OF A CONCUSSION

Most people with a concussion recover quickly and fully. However, for some people, symptoms can last for days, weeks, or longer. Each person responds differently to a concussion. Those who have a concussion in the past are also at risk of another one and may find that it takes longer to recover if they have another concussion.

SIGNS OBSERVED BY COACHING STAFFS:

Appears dazed or stunned
Forgets plays
Moves clumsily
Loses consciousness (even briefly)
Can't recall events prior to hit or fall

Is confused about assignment or position
Is unsure of game, score, or opponent
Answers questions slowly
Shows behavior or personality changes
Can't recall events after hit or fall

SYMPTOMS REPORTED BY STUDENT-ATHLETES:

Headache or “pressure” in head	Nausea or vomiting
Balance problems or dizziness	Double or blurry vision
Sensitivity to light	Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy	Concentration or memory problems
Confusion	Does not “feel right”

IF YOU THINK, YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:

Take the student-athlete out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion. An athlete, who exhibits signs, symptoms, or behaviors consistent with a concussion, both at rest or during exertions, should be removed immediately from practice or competition, and should not return to play until cleared by an appropriated health care professional. Sports have injury timeouts and player substitutions so that student-athletes can be checked out.

PREVENTION AND PREPARATION:

Coaches play a vital role in preventing concussions and responding to them properly. All coaches must read the NCAA Coaches and Student-Athletes Concussion Fact Sheets and view the videos[^] listed below. It is highly recommended that coaches review and watch the concussion materials listed at the bottom of this page.

FOLLOWING ARE STEPS COACHES CAN TAKE TO ENSURE THE BEST OUTCOME FOR STUDENT-ATHLETES

- *Educate student-athletes and coaching staff about concussions. Explain concerns about concussions and your expectation of safe play to student-athlete, staff members, and assistant coaches. Create an environment that supports reporting, access to proper evaluation, conservative return-to-play.
- *Review and practice your emergency action plan for your facility.
- *Know when you have sideline medical care and when you will not for both home and away games.
- *Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- *Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognized the signs of a concussion.
- *Insist that safety comes first.
- *Teach student-athletes safe sport techniques and encourage them to follow the rules of play.
- *Encourage student-athletes to practice good sportsmanship at all times.
- *Encourage student-athletes to immediately report symptoms of concussion.
- *Prevent long-term problems. A repeat concussion that occurs before the brain recovers from the previous one (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death.

Additional literature and video concussion resources:

- <http://www.ncaa.org/sport-science-institute/concussion-educational-resources>
- [^]http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html
- [^]<https://www.youtube.com/watch?v=55YmbIG9YM>
- [^]https://www.youtube.com/results?search_query=lystedt+law

Please read and familiarize yourself with NWAC medical appendices on the NWAC website via the membership link.

The following information provided for NWAC coaches to ensure compliance in such areas but not limited to:

Recruiting

1. Be familiar with all recruiting guidelines and allowable recruiting geographical areas.
2. Know the allowable expense limits for recruits.
3. Ensure that all recruits are made aware of all expenses involved in attending your college, including the costs to live in your community.
4. NWAC encourages coaches to utilize ethical standards and stress the positive aspects of our institution when recruiting.

Letters of Intent

1. Determine which student-athletes will receive Letters of Intent and the amount each is to receive and recommend these athletes to the Athletic Director or appropriate administrators.
2. Provide athletic office with names, addresses, high school attended, transfer information and any other information needed.
3. Stay within guidelines for number and dollar amount for scholarships and maximum job dollars allowed.
4. Be knowledgeable regarding the areas of other financial aid and the appropriate use of internal and external athletic funding.

Eligibility

1. Understand and continue to update your knowledge of eligibility rules and regulations especially new rules adopted at the annual commissioners' meeting. If you have questions ask your athletic commissioners first.
2. Inform all your student-athletes of eligibility rules and regulations.
3. Know the correct procedures for petitioning athletes' eligibility.
4. Along with basic eligibility criteria, make sure you are also familiar with areas such as summer school, attendance, participation, grade verifications, limited team membership, limitation on number of games, number of sports per season, number of colleges per season, transfer rules, and amateur standing.
5. Make sure the athletic office has all the information needed from each athlete for the eligibility forms. Coordinate with your AD or the appropriate administrators to ensure that all athletes meet eligibility criteria and are on the eligibility list prior to the first contest and that all information on the eligibility sheet is accurate.
6. Work with the appropriate institutional personnel to track the academic progress for your athletes and make sure you are aware of their academic progress.

Schedules and Travel

1. Work with the athletic department on scheduling all athletic events, abiding by league schedules set up by the region commissioners.
2. Be aware of the all travel arrangement. Transport team to events, ensure adequate supervision, and assume responsibility for the conduct of the players while on all road trips. Safety is paramount!
3. Mett all scheduled obligations and work through your athletic administration for any schedule or time changes. It would be wise that you work with officials associations and other teams to confer game times.
4. Assume responsibility for reporting team scores to the NWAC office after home contest or away contest in which the opponent is not a NWAC member college. Always report scores to local media.

Preparing Athletes for Competition

1. Help ensure that all your athletes have completed physical exams, filled out health records, NWAC questionnaires, assumption of risk forms, and tracers for transfer, disclaimers, and any other forms necessary prior to the first practice.
2. Be alert to protect athletes from unsafe conditions related to facility and equipment.
3. Be aware of the general rules and regulations concerning practices, what constitutes a practice, starting and ending dates, and supervision.
4. Be responsible for teaching physical conditioning relative to your sport.
5. Be responsible for teaching and coaching the fundamentals for your sport.
6. Be familiar with all rules and regulations governing your sport in addition to the NWAC sports specific rules governing your support. These include such areas as playing season dates, travel squad size, pre-game regulations, protests, home team responsibilities, scrimmage rules and conference tournament schedule, rules, etc.

Miscellaneous Duties

1. In fund-raising ventures, work with athletic department making sure all such ventures fall within the NWAC regulations and your college policies.
2. Be willing to serve as Athletic Commissioner when appointed.
3. Be willing to serve on sports committees when appointed.
4. Understand penalties fall all flagrant acts committee by athletes and make sure athletes are aware of such penalties.
5. Be a gracious and respectful host to visiting teams, fans, visiting coaches, and officials.
6. Know and enforce NWAC's alcohol, drug, and tobacco policy.
7. Help develop and be familiar with your college's Athletic Injury Disaster Plan and medical policies.
8. Assist the athletic department in meeting required NWAC dates for rosters, schedules, pictures, etc.
9. Fulfill all minimum requirement for NWAC coaching certification and work toward further professional development.
10. Work with your athletes and four-year college personnel to enhance the transfer proves.
11. Develop a code of ethics and ensure enforcement.
12. Help prepare, recommend, and work within your college budget.
13. Accept responsibility for all your sport equipment and uniforms.

- Open facilities are open to all students.
- Depending on school policy, open facilities may include local citizens.
- Supervision shall be assigned by local districts.
- No coaching allowed.
- Open facilities can be scheduled at any time. School athletic directors should ensure that violation of early practice dates to not occur.
- Use of an institution athletic facilities (open gym/facilities or specialized sports equipment) by student-athletes, provided the activity is not required and the usage is consistent with that provided the general student population.

NWAC OPERATING GUIDELINES FOR COLLEGE SPORTS CAMPS

(Approved by the NWAC Executive Board, 1/15/91)

TYPE A

Camp is sponsored on or off campus by a member college during the summer or school year. Camp is directed and staffed by full-time or part-time college employees.

Guidelines:

1. Internalize control of all camp receipts and expenditures through the business office of the college.
2. Process all payroll through the appropriate college office.
3. Camp director, staff, and camp counselors, including any current or prospective athletic participants should be paid a stipend or at an hourly rate commensurate with other like campus activities.
4. Unless covered by school policy, purchase a separate liability insurance plan.
5. Any summer employment provided to current or prospective athletes should comply with the Athletic Grant in Aid section of the NWAC Code.

TYPE B

A non-affiliated group or individual holds Camp on a member college campus.

Guidelines:

1. Require a rental agreement for use of facility and equipment.
2. Individual or group provides proof of approved liability insurance.
3. Camp brochure or information distributed to participants clearly delineates that the camp is not a college-sponsored function.
4. College publications do not advertise camp information.
5. Current or prospective athletes should not be provided employment on a preferential basis.

TYPE C

Camp held at an off-campus facility, directed and staffed by full-time or part-time college employees. The college does not sponsor Camp.

Guidelines:

1. Camp brochure or information distributed to participants clearly delineates that the camp is not a college sponsored function.
2. No college funds used for printing, publicity, transportation or rentals.
3. Campus staff should not be used to distribute camp information or be involved in activities related to the promotion or operation of the camp.
4. If college equipment is used in the camp, a rental agreement should be in force.
5. Purchase of a liability insurance plan should be encouraged.
6. If any of the camp staff are current NWAC coaches, they must comply with the Athletic Grant in Aid section of the NWAC code when employing current or prospective athletes.

Training in the following may be obtained through any classes, workshops, clinics, seminars, in-service training or other opportunities, which have been certified by the institution as well as the NWAC. While the NWAC and its regional groups intend to offer training opportunities, institutions are encouraged to provide training opportunities. Areas that are beneficial for professional development are:

MEDICAL

Prevention of Injuries Chemical and Substance Abuse ,First Aid, CPR ,Physical Conditioning and Training, Exercise Physiology, Preparing for Emergencies Health and Wellness, Injury Rehabilitation, Concussion, Mental Health, Steroids, AED Training

LEGAL

NWAC Code, Duties and Obligations of Coaches for Safety and Security of Participants, Rules Clinics, Title IV

COACHING

Sports Sociology and Psychology, Ethical Considerations, Motivation, Promotion and Public Relations, Dealing with Substance Abuse, Time Management, Sports Skills/Fundamentals, Recruiting, Instructional Methods, Budget Management, Theory and Practice in Specific Sports, Multicultural Sensitivity

*Coaches are encouraged to talk with their institution's Athletic Director and Human Resource Office regarding professional development opportunities.

*Each sport has national organization that also provides professional development opportunities.

NWAC MEDICAL INFORMATION/ACKNOWLEDGEMENT OF HAZARDS AND RISKS

Participation in any athletic activity may involve injury of some type to either yourself or a fellow student athlete. Such injury can include direct physical and possibly crippling Injury to one's body. There is also the possibility of suffering emotional distress or psychological injury as a result of witnessing or actually inflicting injury to another. The severity of such injury can range from minor cuts, scrapes, bruises, muscle strains, or bone fractures and dislocations to catastrophic injury, such as complete paralysis, or even death. Such injury can impair one's general physical and mental health and hinder one's future ability to earn a living, to engage in other business, social, and recreational activities, and generally to enjoy life.

All sports involve the RISKS OF SERIOUS INJURY OR DEATH. These risks of injury include the possibility of death; neck and spinal injuries, which can result in complete or partial paralysis; brain damage; eye, dental, hearing and other head injuries; injury to the body's bones, joints, ligaments, muscles, tendons, and other aspects of the musculoskeletal system. Pre-existing medical conditions, including illness, disease, and prior injuries can be aggravated or cause other injuries while engaged in sports. Use of drugs, alcohol, or medications can contribute to injury or illness while participating in athletic activities. Some injuries may be caused as a result of poor physical conditioning and overexertion. Such overexertion can result in injury to muscles, the heart, and other body parts, resulting in sprains and strains, cardiac or cardiopulmonary arrest, and other medical conditions. Injuries can also result from the use of correct or incorrect playing techniques used in tryouts, practices, warm-ups, drills, games, plays, or other similar undertakings. Injury can result from misfit or worn equipment and from otherwise wearing and/or using equipment or other protective gear. Injury can result from training room procedures; from the use of training equipment; from the administration of first aid; or from failing to follow game, training, safety or other team rules. The use of transportation provided or arranged by the College to and from games and other related activities also involves a risk of injury or death.

The purpose of this WARNING is to bring your attention to the existence of potential dangers associated with athletic participation. There is, however, always the risk of other types of injuries or the risk of injury or death resulting from other causes not specified here. The purpose of this WARNING is also to aid you in making an informed decision as to whether you (or your child or ward) should participate in this athletic activity and, as a condition of such participation, sign the foregoing ACKNOWLEDGEMENT OF HAZARDS AND RISKS CONNECTED WITH PARTICIPATION IN INTERCOLLEGIATE SPORTS. In addition, Its purpose is to make you aware that as a student-athlete (or as a parent or guardian), it is your responsibility to learn about and/or ask coaches, physicians, or other knowledgeable persons about any concerns that you might have at any time regarding athletic safety and participation.

SPORT SPECIFIC RISKS & HAZARDS

Please check box for sport(s) you will be participating in and read risks & hazards.

☐ **BASEBALL:** Injuries in this sport are common, and occur to all parts of the body, including the head and neck, shoulders, arms, chest, hands and fingers, hips and legs, knees, and ankles and feet. Injury to the body's nerves, the heart and blood vessels, and other internal or reproductive organs is also possible. Such injuries may cause temporary disability or can result in permanent impairment. Pitchers, in particular, are susceptible to shoulder and arm injuries. Fatalities in Baseball typically are caused by direct blows to the chest from a struck or pitched ball or from head and neck injuries caused by being hit with baseballs or bats or by colliding with other players. Injury to the head or other parts of the body can result from contact with other participants, the playing surface, the backstop, and other solid objects in and around the playing field.

☐ **BASKETBALL:** Because it is a contact sport, basketball involves the risk of serious injury to virtually every part of the human anatomy. Injuries in basketball commonly can occur to all parts of the body, including the head, neck, shoulders, arms, chest, hands, fingers, hips, legs, knees, ankles, and feet. Fatalities in basketball typically are caused by direct blow to the head, chest, or from head and neck injuries caused by falling or colliding with other players. Injury to the head or other parts of the body can result from contact with other participants, the playing surface, and other solid objects in and around the basketball court.

☐ **CROSS COUNTRY:** Common injuries sustained because of participating in cross-country are principally located in the lower part of the body. The most common injury site is the thigh with a strain of the hamstring muscle in the back part of the thigh being the most common. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are common. Head and neck injuries can occur because of falls. The most common time for injury to occur is during practice or warm-up.

☐ **GOLF:** Common injuries sustained because of participating in golf are principally located in the low back and in the left wrist, left hand, and left shoulder (for right-handed golfers). The elbow, neck, and knee are also common sites of injury to golfers. Typical types of injuries to golfers include tendon and muscle strains, ligament sprains, nerve impairment, and blisters. The majority of these injuries occur during the impact or follow-through phases of the golf swing. The repetitive nature of the golf swing and contact with something other than the ball during the swing are the principal injury mechanisms. The most common cause of serious physical injury or death involves being struck by a golf club, golf ball, or lightning. Slipping and falling due to uneven terrain or wearing golf shoes on a smooth surface can result in Injury. Heat stroke or heart failure may similarly result in serious injury or death.

NWAC MEDICAL INFORMATION/ACKNOWLEDGEMENT OF HAZARDS AND RISKS

- ☐ **SOCCER:** Is a VIOLENT CONTACT sport. Because it is a sport involving contact, soccer **more so than other contact sports**, involves the risk of serious injury to virtually every part of the human anatomy. Soccer players also are susceptible to injury or death resulting from such causes as heat stroke, heart defects, and from natural causes or other congenital problems. Common injuries sustained because of participating in soccer include knee injuries; strains and contusions of the thigh muscles; shin splints; ankle dislocations, and fractures of the hands and muscle strains and nerve impairment. Other common types of injuries involve fractures, bruises, cuts, scrapes, sprains, strains, torn ligaments and blisters. Injury to the head or other parts of the body can result from contact with the participants, bystanders, the playing surface goalposts, and other solid objects in and around the playfield.
- ☐ **SOFTBALL:** Injuries in softball commonly can occur to all parts of the body, including the head, neck, shoulders, arms, chest, hands, fingers, hips, legs, knees, ankles and feet. Pitchers in particular, are susceptible to shoulder and arm injuries. Fatalities in softball typically are caused by direct blows to the chest from a struck or pitched ball, or from head and neck injuries caused by being hit with softballs or bats or by colliding with other players. Injury to the head or other parts of the body can result from contact with other participants, the playing surface, and other solid objects in and around the pitch.
- ☐ **TENNIS:** Common injuries sustained because of participating in tennis are to the arm, elbow, ankles, feet, shoulder, and low back, the knee, the wrist and hand, the eyes, and the neck. The most common tennis injury is to the elbow- "tennis elbow"- which is the result of repeated extension of the wrist. Injury to the shoulder generally occurs because of the service motion. "Tennis Shoulder" is a dropped shoulder caused by stretching the large shoulder muscles and is a deformity often occurring in professional players and amateur players who have competed for many years. Eye injuries typically occur when struck by a served ball or when struck by a returned ball while rushing or playing the net. Nerve stretching in the neck can occur when performing the backhand stroke. Miscellaneous tennis injuries may occur from striking net standards or from sliding because of debris on the court. Injury to the head and mouth, nose, teeth, eyes, ears, and other parts of the body can result from contact with the ball, other participants, the playing surface and other solid objects in and around the tennis court.
- ☐ **TRACK & FIELD:** is a competitive individual and team sport involving sprinting and running activities. As in all sports involves the RISKS OF SERIOUS INJURY OR DEATH. Common injuries sustained as a result of participating in cross-country are principally located in the lower part of the body. The most common injury site is the thigh with a strain of the hamstring muscle in the back part of the thigh being the most common. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are common. Head and neck injuries can occur as a result of falls. The most common time for injury to occur is during practice or warm-up.
- ☐ **VOLLEYBALL:** Common injuries sustained because of participating in volleyball are principally located in the arms, hands, legs, and feet. The ankle, foot, knee, low back, shoulder, elbow, wrist, and fingers are examples of typical injury locations. Bruises, scrapes, and strains are common types of injury. Less common but possible injuries are fractures, ligament and cartilage damage, and concussions. Injury to the head or other parts of the body can result from contact with other participants, the playing surface, and other solid objects in and around the playfield.

STUDENT Acknowledgement OF HAZARDS AND RISKS

I have read the above warning, which is incorporated here by reference, and I understand the RISKS OF INJURY OR DEATH. I also understand that by participating (or by permitting my child or ward to participate) in the intercollegiate programs at Skagit Valley Community College, I (my child or ward) am subject to the possibility of injury or death as outlined in the WARNING above.

CAUTION

BY SIGNING THIS ACKNOWLEDGEMENT OF HAZARDS AND RISKS I ACKNOWLEDGE THAT I HAVE READ ITS CONTENTS AND WARNING, THAT I UNDERSTAND ITS CONTENTS AND WARNING, AND THAT I AGREE TO ITS TERMS AND CHOOSE TO PARTICIPATE (OR TO PERMIT MY CHILD OR WARD TO PARTICIPATE) IN THE INTERCOLLEGIATE SPORTS AT: _____

Signature of Student

Sport

Date

Signature of Parent or Legal Guardian (if student is under 18 years of age)

NWAC member institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussions. Student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. The team healthcare provider (e.g., team physician) or his or her designee according to the concussion management plan shall determine medical clearance.

The concussion management plan should ensure that student-athletes are educated and presented with educational materials about the signs and symptoms of concussions. Student-athletes accept responsibility for reporting injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. Student-athletes must acknowledge, by signing a statement, that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to a medical staff member.

The concussion management plan should ensure when a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions.

The concussion management plan precludes a student-athlete diagnosed with a concussion from returning to athletics activity (e.g., competition, practice, and conditioning sessions) for at least the remainder of that calendar day.

The concussion management plan requires medical clearance for a student-athlete diagnosed with a concussion to return to athletics activity (for example, competition, practice, conditioning sessions) as determined by a team healthcare provider (e.g., team physician) or the physician's designee.

All NWAC coaches shall receive educational material from their institution on an annual basis regarding symptoms, signs, and management of concussions. NWAC coaches must recognize and understand their responsibility in referring any student-athlete with signs and symptoms to the medical staff as described in the concussion management plan. All NWAC coaches will need to take the concussion training provided on line.

According to the 5th International Conference on Concussion in Sport consensus statement, a sports related concussion (SRC) is defined as a traumatic brain injury induced by biomechanical forces. The common characteristics of a concussive head injury include:

1. Causation by a direct blow either to the head, neck, face, or anywhere else that may transmit a force to the head.
2. SRC result is a rapid onset with short-lived disruption of neurological function that typically resolves spontaneously.
3. The neuropathological changes are usually manifest in functional disturbances rather than structural injury.
4. SRC can result in a wide range of signs and symptoms. Recovery from a SRC is frequently sequential and in some cases may be prolonged.

If a student-athlete at a NWAC event is suspected to have sustained a concussion, the following recommended actions should take place:

1. The student-athlete will be removed from all activity (practice and/or competition)
2. The student-athlete will be evaluated by the Host Medical Director/Athletic Trainer or the student-athletes own athletic trainer (if they are present with the team). The Host Medical Director (AT) and/or onsite team physician has unchallengeable medical authority regarding the student-athletes' management and return to play, in consultation with the student-athletes own athletic trainer if they are present.

Immediate concussion assessment will include the following:

- a. Symptom screening.
 - b. Physical Examination (including c-spine) and Neurological Assessment.
 - c. Cognitive Assessment.
 - d. Balance Assessment.
3. This structured examination/assessment will follow a standardized concussion assessment process such as the SCAT5 Sports Concussion Assessment Tool.
 4. If a concussion is confirmed the student-athlete will not be allowed to return to practice or play until they have progressed through a post-concussion management plan. In addition, the EAP will be activated if any of the following are evident:
 - a. Suspected spinal injury.
 - b. Glasgow Coma Scale of < 13.
 - c. Focal Neurological Deficit indicative of intracranial trauma.
 - d. Prolonged Loss of Consciousness.
 - e. Repeated vomiting.
 - f. Worsening mental status as indicated by deteriorating neurological signs or symptoms.
 5. Additionally, for all cases of a diagnosed concussion, the injured student-athlete and another team representative (responsible adult) will be provided with instructions on concussion follow-up care and management. Those instructions must be documented along with the individual injury report indicating the diagnosis of the concussion.
 6. The concussed student-athlete will be required to follow a graduated return-to-play (RTP) program including a return-to-learn plan. Student-athletes will not be allowed to RTP until they have completed the graduated RTP protocol and have been released by an appropriately licensed healthcare professional trained in the evaluation and management of SRC.

Resources:

1. Consensus statement of concussion in sport-the 5th international conference on concussion in sport held in Berlin, October 2016; <https://bjsm.bmj.com/content/bjsports/early/2017/04/28/bjsports-2017097699.full.pdf>
2. NATA Concussion Webpage of Position Statements, Resources, and Initiatives; <https://www.nata.org/practice-patient-care/health-issues/concussion> (Oct. 2018)
3. NCAA Concussion Webpage of Educational Resources, Best Practices, and Data and Research related to concussions; <https://www.ncaa.org/sport-scienceinstitute/concussion> (Oct. 2018)

SIGNS AND SYMPTOMS OF A CONCUSSION

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. Each person responds differently to a concussion. Those who have a concussion in the past are also at risk of another one and may find that it takes longer to recover if they have another concussion.

Signs observed by coaching staffs:

Appears dazed or stunned	Is confused about assignment or position
Forgets plays	Is unsure of game, score, or opponent
Moves clumsily	Answers questions slowly
Loses consciousness (even briefly)	Shows behavior or personality changes Can't recall events
prior to hit or fall	Can't recall events after hit or fall

Symptoms reported by

student-athletes:

Headache or "pressure" in head	Nausea or vomiting
Balance problems or dizziness	Double or blurry vision
Sensitivity to light	Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy	Concentration or memory problems
not "feel right"	Confusion Does

PREVENTION AND PREPARATION:

Coaches play a vital role in preventing concussions and responding to them properly. All coaches must view the three short videos on concussion to better understand the many facts of concussions and recovery.

<http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html> (certificate must be filed with school)

http://www.youtube.com/watch?v=sEFQkMo_Oe0

http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html

Following are some steps coaches can take to ensure the best outcome of student-athletes:

- Educate student-athletes and coaching staff about concussion. Explain your concerns about concussion and your expectations of safe play to student-athletes, staff members, and assistant coaches. Create an environment that supports reporting, access to proper evaluation, and conservative return-to-play.
- Review and practice your emergency action plan for your facility.
- Know when you will have sideline medical care and when you will not for both home and away games.
- Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognize the signs of a concussion.
- Insist that safety comes first.
- Teach student-athletes safe-play techniques and encourage them to follow the rules of play.
- Encourage student-athletes to practice good sportsmanship at all times.
- Encourage student-athletes to immediately report symptoms of concussion.
- Prevent long-term problems. A repeat concussion that occurs before the brain recovers from the previous one (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death.

IF YOU THINK YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:

Take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion. An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, both at rest or during exertion, should be removed immediately from practice or competition and should not return to play until cleared by an appropriate health care professional. Sports have injury timeouts and player substitutions so that student-athletes can get checked out.

Remove the student-athlete from play. Look for the signs and symptoms of concussion if your student- athlete has experienced a blow to the head. Do not allow the student-athlete to just “shake it off.” Each individual athlete will respond to concussions differently.

Ensure that the student-athlete is evaluated right away by an appropriate health care professional. Do not try to judge the severity of the injury yourself. Immediately refer the student-athlete to the appropriate athletics medical staff, such as a certified athletic trainer, team physician, or health care professional experienced in concussion evaluation and management.

Allow the student-athlete to return to play only with permission from a health care professional with experience in evaluating for concussion. Allow athletic medical staff to rely on their clinical skills and protocols in evaluating the athlete to establish the appropriate time to return to play. A return-to-play progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.

Develop a game plan. Student-athletes should not return to play until all symptoms have resolved both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return-to-play time frames are getting longer. Coaches should have a game plan that accounts for this change.

Lystedt Law: Washington State's concussion law became effective in July 2009. The main provisions apply to school districts and athletic leagues who utilize school district property:

- Removal of any athlete suspected of having a concussion from practice/game under age 18;
- Athletes cannot return to practice/game until evaluated by a licensed physician or their designee trained in the diagnosis and management of concussions and given written medical authorization.

Additional Information

- NCAA Concussion Fact Sheets and Video for Coaches and Student-Athletes
www.NCAA.org/health/safety
- Heads Up: Concussion Tool Kit (CDC)
www.cdc.gov/ncipc/tbi/coaches_tool_kit.html
- Heads Up Video (NATA)
Streaming online at www.nata.org/consumer.headsup.htm
 - www.CDC.gov/Concussion
- For more information, visit ncaa.org/concussion.

NORTHWEST ATHLETIC CONFERENCE STUDENT-ATHLETE CONCUSSION-INJURY STATEMENT

☐ I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer/athletic health care provider and/or team physician.

☐ I have read and understand the NCAA Concussion Fact Sheet. ☐

I have viewed the Concussion Video.

http://s3.amazonaws.com/ncaa/web_video/health_and_safety/concussion/concussion.html

AFTER READING THE NCAA CONCUSSION FACT SHEET and VIEWING THE CONCUSSION VIDEO, I AM AWARE OF THE FOLLOWING INFORMATION:

- A concussion is a brain injury, which I am responsible for reporting to my athletic trainer/athletic health care provider or team physician.
- A concussion can affect my ability to perform everyday activities, affect reaction time, balance, sleep, and classroom performance.
- You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the athletic trainer/athletic health care provider or team physician.
- I will not return to practice or play in a contest if I have received a blow to the head or bod that results in concussion related symptoms.
- Following a concussion the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.
- In rare cased, repeat concussion can cause permanent brain damage, and even death.

I have read the above information noted here by reference, and I understand the risk of injury or death. I understand that by participating in intercollegiate athletics I am subject to the possibility of injury or death as outlined above.

Athlete's Printed Name: _____

Athlete's Signature: _____

Date: _____

NWAC EVENT EMERGENCY ACTION PLAN

Please complete this form and return to the NWAC office at least 2 weeks prior to the championship event that you are hosting.

NWAC Championship Venue Name: Everett Community College

Address: **City:** **State:** **Zip Code:**

Medical Staff	Name	Phone
Host Athletic Trainer		
Athletic Trainer		
Physician		
Campus Venue Security		
Regional EMS		

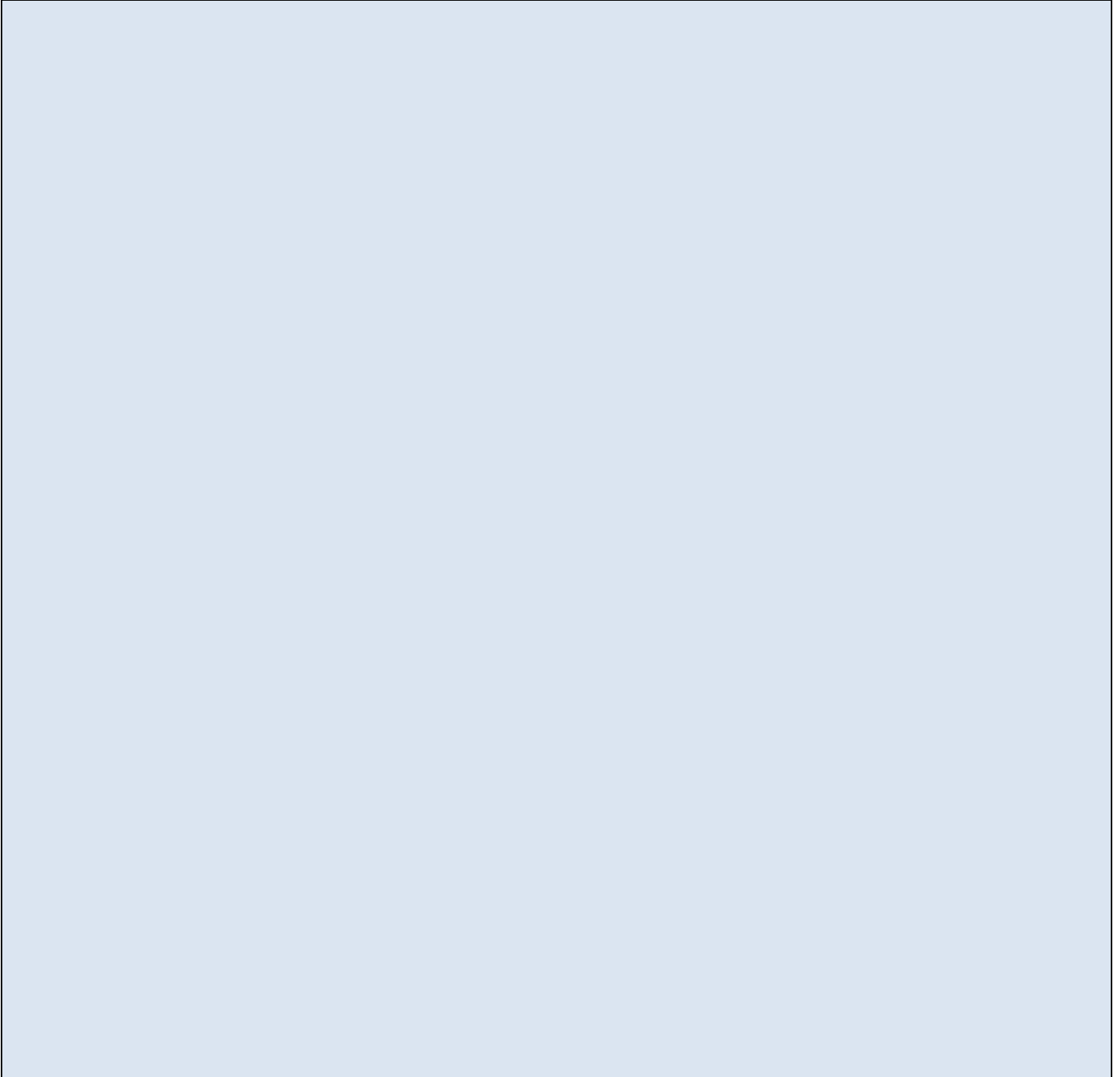
Name of Nearest Hospital:

Address: **City:** **State:** **Zip Code:**

Insert map/directions from the championship venue to the nearest hospital (copy and paste below)

Venue Map

Insert a map of the venue and the location of the championship facility (copy and past below)



In the event of an emergency, the Host Medical Director or their designee will activate EMS and provide appropriate information about the emergency including but not limited to:

1. Nature of the emergency
2. Services required
3. Location of the patient
4. Onsite care being provided
5. Other information as requested

In an emergency, the following individuals are responsible for:

1. Immediate care of patient
 - a. Name:
 - b. Phone:
2. Scene safety/crowd control
 - a. Name:
 - b. Phone:
3. Emergency equipment retrieval (onsite)
 - a. Name:
 - b. Phone:
4. Necessary documentation
 - a. Name:
 - b. Phone:
5. Direction EMS to the scene (if necessary)
 - a. Name:
 - b. Phone:

Onsite Emergency Care Equipment and Location:

Emergency Equipment	Location
AED and Pocket or BV Masks	
Spine Board and Immobilization Equipment	
Splints	
First Aid Supplies	
Biohazard Equipment	
Crutches	

Emergency Resource	Location
<i>Additional Recommendations for All Outdoor Venues</i>	
Lightning Detection System	
Weather App	
Severe Weather Monitoring	
NWAC Lightning & Air Quality Policies	

In addition, as the Medical Director for the event, I have reviewed and will utilize/implement (if relevant) the following NWAC Championship Medical Policies (as indicated). Please initial after each of the policies listed below:

- Concussions: _____
- Lightning: _____
- Air Quality: _____

SPORT SPECIFIC ADDITIONAL RECOMMENDATIONS FOR NWAC CHAMPIONSHIP EVENT EMERGENCY PREPAREDNESS

BASEBALL: Ambulance on call. Ensure appropriate AT services for number of fields

BASKETBALL: Ambulance on-site. Ensure direct communication between athletic trainer, court and EMS.

CROSS COUNTRY: Ambulance on-site. Ensure appropriate AT service throughout course in addition to the finish line.

GOLF: Ensure appropriate AT services throughout the course in addition to the clubhouse.

SOCCER: Ambulance on-site. Ensure direct communication between host medical staff, field and EMS. Physician on site.

SOFTBALL: Ambulance on-call. Ensure appropriate AT service for the number of fields used.

TENNIS: Ensure appropriate AT service for number of courts used

TRACK & FIELD: Ensure appropriate AT services for the entire site. Ambulance on-site for high-risk events like Pole Vault and Steeplechase. Ensure appropriate AT services throughout the course in addition to the finish line.

VOLLEYBALL: Ensure appropriate AT service for the number of courts used.

GENERAL INFORMATION

Is the Host Medical Director responsible for the safety of spectators at the Venue? ____Yes ____No

If the response is no, then who is responsible for the safety of the spectators at the event:

Name:

Contact Information:

We recognize that many teams at NWAC Championship events will be traveling with their own ATs. The role of the Host Medical Director in those situations is provide support. RTP decisions will be the responsibility of the team's AT. In the event that a team does not have their own AT, the Host Medical Director and/or physician has the final authority for the RTP decision making.

NWAC MEDICAL INFORMATION/INJURY AND ILLNESS REPORTING ACKNOWLEDGMENT FORM

I, _____, acknowledge that I have to be an active participant in my own healthcare. As such, I have the direct responsibility for reporting all of my injuries and illnesses to the sports medicine staff of my institution (e.g., team physician, athletic trainer, and athletic health care provider). I understand that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced. I hereby affirm that I have fully disclosed in writing (e.g. physical forms, etc.) any prior medical conditions and will disclose any future conditions to the sports medicine staff at my institution.

Additionally I understand that there is a possibility that participation in my sport may result in a head injury and/or concussion. I have been provided with education on head injuries and understand the importance of immediately reporting symptoms of a head injury/concussion to the sport medicine staff at my institution.

By signing below, I acknowledge that my institution has provided me with specific educational materials on what a concussion is and given me the opportunity to ask questions about areas and issues that are not clear to me on this issue.

I, _____ have read the above and agree that the statements are (Student-athlete's name)

(Signature of student-athlete)

Date

BEST PRACTICE #1

Clinical Licensure of Practitioners Providing Mental Health Care

Schools are encouraged to ensure that the mental health care of a college athlete is provided by a licensed individual who is qualified to provide mental health services.

<http://www.ncaa.org/sites/default/files/Mental%20Health%20Best%20Practices%201.pdf>

BEST PRACTICE #2

Procedures for Identification and Referral of Student-Athletes to Qualified Practitioners

Athletics departments are encouraged to work with sports medicine and campus mental health services to develop written emergency and nonemergency action plans for situation in which college athletes face a mental health challenge. Appendix?

<http://www.ncaa.org/sites/default/files/Mental%20Health%20Best%20Practices%202.pdf>

BEST PRACTICE #3

Pre-Participation Mental Health Screening

Schools are encouraged to develop and apply mental health screening tools, as well as a written mental health referral plan, prior to a student-athlete's initial participation in college athletics.

<http://www.ncaa.org/sites/default/files/Mental%20Health%20Best%20Practices%203.pdf>

<http://www.ncaa.org/sites/default/files/MHBP%20Screening%20Tools%20General%20Index.pdf>

BEST PRACTICE #4

Health-Promoting Environments That Support Mental Well-Being and Resilience

Athletics departments are encouraged to educate student-athletes, coaches, and faculty athletics representatives to help create a culture that promotes care seeking and mental well-being and resilience.

<http://www.ncaa.org/sites/default/files/Mental%20Health%20Best%20Practices%204.pdf>

Managing Student-Athletes Mental Health Issues

http://www.ncaa.org/sites/default/files/2007_managing_mental_health_0.pdf

NWAC physical forms are found on the NWAC website via membership page.

HEAT STRESS AND HEAT EXPOSURE

The following guidelines for hot weather activities for NWAC contests. The AT/AHP of the host institution will in consultation with the host game administrator, and head official monitor conditions via <http://www.noaa.gov/> prior to and throughout a contest when conditions are present that require it. The following guidelines for NWAC contests are:

*YELLOW: Chance of heat illness is low, but still possible. Continue with normal preparations.

*YELLOW/ORANGE: Ensure each team has adequate access to water for breaks; consider with consultation of officials, adding additional water breaks to the contest.

*ORANGE: If it appears to be a sustained period, contests shall be terminated or not started and rescheduled.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

COLD STRESS AND COLD EXPOSURE

The following guidelines are for cold weather activities for NWAC contests. The AT/AHP of the host institution will in consultation with the host game administrator, and head official monitor conditions via <http://www.noaa.gov/> prior to and throughout a contest when conditions are present that require it.

Guidelines for NWAC contests are:

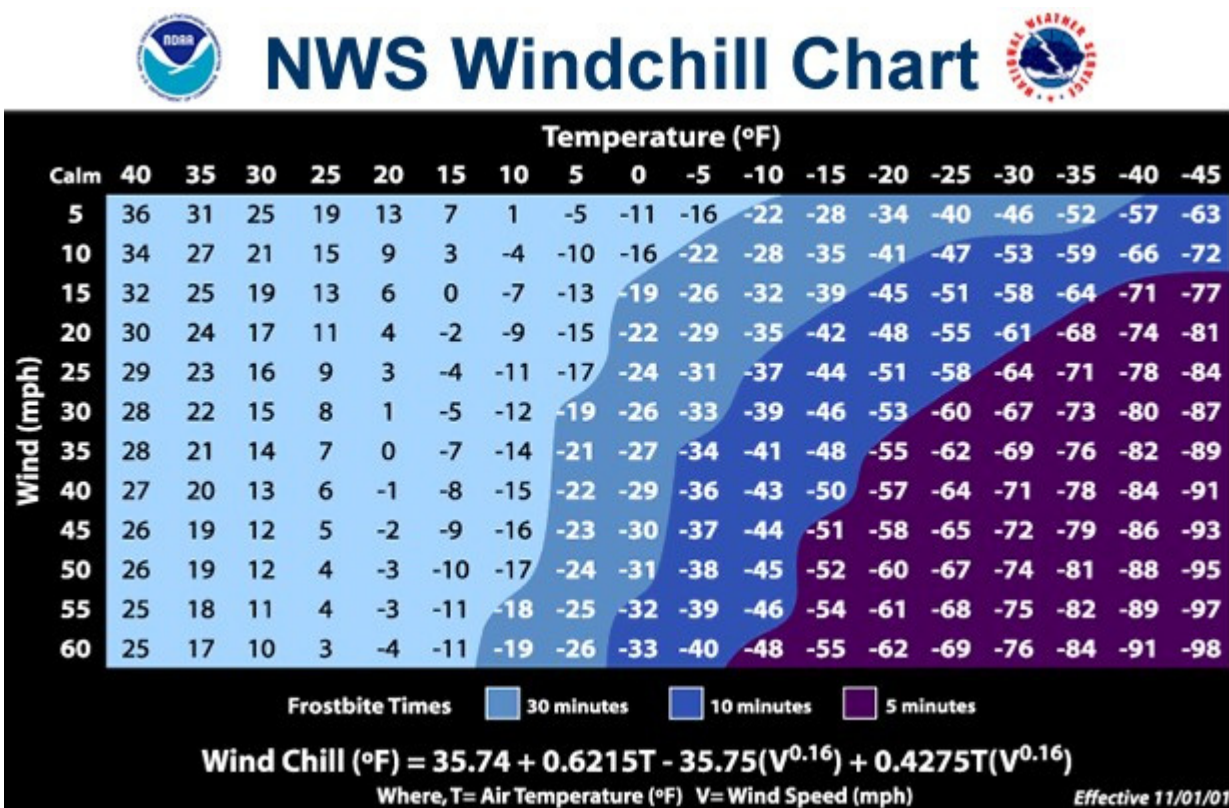
*30 degrees Fahrenheit and below-be aware of potential cold injury and notify personnel of the potential

*25 degrees Fahrenheit and below-use additional protective clothing, cover as much exposed skin as practical and provide opportunities for rewarming

*15 degrees Fahrenheit and below-consider modifying activities to limit exposure or to allow for more frequent chances to re-warm

*0 degrees Fahrenheit to -19 degrees-consider terminating or rescheduling activity based on expertise of Head official, Host AT/AHP, Host administrator in consultation with NWAC Executive Director or designee.

In the event a host location is at risk of falling under the advisories at set forth in Appendix prior to a contest, every effort should be made to communicate as early as possible with the NWAC office and visiting team to develop a backup plan.



Whenever there are concerns about air quality related to the health and safety of student-athletes at NWAC outdoor Championship events, the AirNow tool provided by the US Environmental Protection Agency is the primary tool to be used to make decisions about the efficacy of outdoor physical activity. AirNow is a centralized data system that provides consistent, high quality reports on the air quality throughout the US. The Air Quality Index (AQI) is a color-coded index informing users about the quality of the air and its relationship to health. There is a direct link of increased health risk for asthmatics as well as others with cardiac conditions such as heart attacks, strokes, and irregular cardiac rhythms when engaging in physical activity with poor air quality. It is the responsibility of the host Medical Director/Athletic Trainer at NWAC Championship events to determine when an event should be suspended and when it is safe to return to play as the result of air quality concerns. The AT is to notify the NWAC Championship Director who, in collaboration with the appropriate personnel (i.e. games committee), will implement the predetermined action plan for both player and spectator safety.

The following criterion shall be used when making decisions about air quality:

1. **When the AQI is between 101 – 150**, student-athletes with preexisting conditions such as those mentioned above should be closely monitored by the host medical director and/or the student-athletes' athletic trainer (if they are present). If there are any signs or symptoms of distress, the student-athlete is to be medically withdrawn from the competition. General air quality warnings need to be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.
2. **When the AQI is at 151 – 200**, student-athletes with preexisting medical conditions should be removed from participation, as the air quality is unhealthy; meaning that some members of the general public may experience adverse health effects and those participants from sensitive groups, (respiratory and cardiac preexisting conditions) may experience more serious health effects. General air quality warnings need to be provided to the spectators, guest, and coaches at the venue describing the risk of prolonged exposure to poor air quality.
3. **When the AQI is at 201 or greater**, outdoor physical activity will be discontinued as the rating is very unhealthy; meaning that a health alert is in effect and there is increased risk of adverse health effects for everyone. General air quality warnings need to be provided to the spectators, guest, and coaches at the venue describing the risk of prolonged exposure to poor air quality.
4. When the AQI drops below 200, and the forecast indicates that weather patterns are favorable for the air quality to remain below that threshold, return to play is permissible.
5. In the event that a championship event is not in a geographical area where AirNow is available, the host Medical Director/Athletic Trainer will predetermine what regional resources are available to inform air quality decisions and communicate those resources and indicators to the NAIA Championship Manager as well as other appropriate personnel (i.e. games committee).

NWAC MEDICAL INFORMATION/WEATHER AIR QUALITY INDEX

Link: <https://airnow.gov/index> AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Air Quality Index	Visibility	Description of Air Quality	Hold events as usual. Athletes' w/asthma should keep inhalers at hand. Athletes w/other smoke related sensitivities should take precautions as symptoms dictate.
Good Green	0 to 50	15 miles and up	Air quality is satisfactory, and air pollution poses little or no risk	Hold events as usual. Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider. All athletes' w/respiratory illness should limit outdoor activity, monitor symptoms and reduce/cease activities.
Moderate Yellow	51 to 100	8 to 14 miles	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.	Activities over 2 hours should decrease in intensity and duration. Add rest breaks or substitutions to lower breathing rates. Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider. All athletes' w/respiratory illness should limit outdoor activity, monitor symptoms and reduce/cease activities. Consider postponing/delaying/relocating.
Unhealthy for Sensitive Groups Orange	101 to 150	3 to 7 miles	Members of sensitive groups may experience health effects. The general public is less likely to be affected.	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 2 hours should decrease in intensity and duration. Add rest breaks or substitutions to lower breathing rates. If possible, move practices/events indoors.
Unhealthy Red	151 to 200	1.5 miles to 2.5 miles	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 2 hours should decrease in intensity and duration. Add rest breaks or substitutions to lower breathing rates. If possible, move practices/events indoors.
Very Unhealthy Purple	201 to 300	1 mile	Health alert: The risk of health effects is increased for everyone.	Consider postponing/delaying/relocating all outdoor sport events. Move all practices indoors. Athletes' w/asthma and other respiratory illnesses are advised to stay away from events/practices. If events are held all athletes are advised to limit their outdoor exercise and any sustained rigorous exercise for more than one hour must be rescheduled, moved indoors or discontinued.
Hazardous Blue	301 and higher	> 1 mile	Health warning of emergency conditions: everyone is more likely to be affected.	Cancel all outdoor events or relocate to another site.

Note: Values above 500 are considered beyond the AQI. Follow recommendations for the "Hazardous category." Additional information on reducing exposure to extremely high levels of particle pollution is available here.

Resources: 1. Information about the Air Quality Index and its relationship to health are available at: <https://www.airnow.gov/air-quality-and-health> (2018) 2. Publications for Health Professionals concerning air quality are available at <https://www.airnow.gov/health-professionals-publications> (2018) three. NCAA Competitive Safeguards and Medical Aspects of Sports guidance on practice and competition in poor air quality conditions is available at <http://www.ncaa.org/sportscience-institute/air-quality> (2018)

VISIBILITY- State DEQ's monitors air pollution throughout the state to ensure air quality standards are met. Because wildfires often occur in remote areas, and the smoke impacts are transitory, monitoring wildfire smoke levels is often difficult. Remember, local smoke levels can rise and fall rapidly, depending on weather factors including wind direction. People can conduct a visual assessment of smoke level to quickly get a sense of air quality levels and take precautions. The process making this observation is:

- Face away from the sun * Determine the limit of your visual range by looking for targets known distances (miles).
- Visual range is that point at which even high contrast objects totally disappear

NWAC Codebook General Test 2019-2020

TRUE/FALSE

1. ___ The sports committee chair may be a coach appointed by the Executive Board.
2. ___ Vacancies on a sport committee shall be filled by recommendations submitted by the region and/or appointed by the Executive Board.
3. ___ All codes will be voted on at the end-of-the-year commission meeting. It takes a three-fourths majority of those voting (excluding abstentions) from the total Athletic Commission to pass.
4. ___ Sport chairs must review, write, and update bi-annually the sport specific test questions by July 4.
5. ___ NWAC assistant coaches are allowed to participate in any sport as a player.
6. ___ The student-athlete who has begun participation in collegiate athletics shall have passed a minimum of 12-quarter credit hours the previous term.
7. ___ A student-athlete not in attendance at a member institution the previous quarter establishes Winter Quarter eligibility as soon as the fall quarter is complete.
8. ___ A student-athlete may participate in softball and track and field for a member institution during any sport season.
9. ___ A second season transfer from a non-member institution must have passed 12-quarter credits in the last full-time term, accumulated at least 35 credits between seasons of participation and have a cumulative GPA at or above 2.50 for all college coursework.
10. ___ An injury that has resulted in the student-athlete not being able to participate for the remainder of the season, the trainer makes the final medical determination on whether the student-athlete can no longer compete during the season.
11. ___ A student-athlete participates in one scheduled scrimmage and then quits the team. He/she is considered to have not used an year of eligibility.
12. ___ Athletically related aid, whether tuition waiver, scholarship or job, can only be assigned and awarded for fall, winter, and spring.
13. ___ A student-athlete is injured and is out for the year. You have a new student-athlete who just transferred to your institution; the coach can give the new student-athlete the remainder of the scholarship that was originally awarded to the injured student-athlete.
14. ___ A student-athlete who has been granted eligibility to participate in a team sport sponsored by a member college shall be declared ineligible immediately if he/she participates in any contest in that sport sponsored by any other club, team group, or organization at any time during that sport season.
15. ___ A student-athlete transferring from a non-member college becomes eligible immediately provided he/she has never signed a Letter of Intent or has never participated in a contest as shown on the NWAC eligibility statement.
16. ___ Expenses for visiting recruits shall be limited to the equivalent of two days (48 hours).
17. ___ Athletic recruiting in the NWAC includes all of Canada.
18. ___ Institutions may expend non-state funds to compensate visiting recruits for meals and lodging.

NWAC Codebook General Test 2019-2020

19. ___ All players participating in NWAC all-star games/matches need not be accompanied by a school representative since the contest are for individuals and not teams.
20. ___ Coaches can void letter of intents.
21. ___ During a “tryout” of student-athletes at a NWAC institution, the school may give college clothing to the college bound student-athlete to use in the tryout and the student-athlete can keep the gear provided by the school for the tryout.
22. ___ It is up to the NWAC office to determine which coaching positions should receive the recommended CPR/First Aid training.
23. ___ Letters of intent are issued solely through email.
24. ___ College specific letters of intent are acceptable to issue to student-athletes.
25. ___ Teams may schedule one (1) pre-league home contest against their alumni and it will count against their contest limitation or their scrimmage limitation.
26. ___ Letters of Intent will be sent to student-athletes for all sports on or after January 15.
27. ___ Student-athletes shall have passed a minimum of 10-quarter credit hours the previous term. This includes all athletes who have signed a Letter of Intent (LOI), all athletes listed on an eligibility form, all athletes receiving athletic aid, and all athletes practicing with the team in the current academic year.
28. ___ “A redshirt” is a student/athlete who practices but does not compete in a counting contest. Any grant in aid spent on a redshirt must be accounted for in the NWAC financial aid audit and will count towards the institutional limits for that sport.
29. ___ Any activities that would involve athletes from outside your own team will be limited to 4 activities (one day-one activity) during the playing season.
30. ___ NWAC intercollegiate sports are divided into three segments (playing season, out of season, and summer season).

BASEBALL SPORT SPECIFIC TEST

True/False

- ___ 1. NWAC baseball rules are governed by the NCAA rulebook (in general; taking into account special NWAC-specific regulations).
- ___ 2. Baseball teams are limited to a travel squad of 24 players for all games including pre-season, league, and post-season.
- ___ 3. Grants-in-aid (scholarships) are limited to 11 (33 quarters).
- ___ 4. Fall practice coincides with school; begins when classes begin and must stop at the end of the term.
- ___ 5. Chewing tobacco/cigarettes are prohibited by the NWAC for all players and coaches.
- ___ 6. Fighting: Players involved in a "fight" must be suspended for only one game.
- ___ 7. Recruiting: NWAC schools are allowed to scholarship students from all states we are allowed to recruit.
- ___ 8. Member institutions may sponsor or support with money or equipment, any baseball programs or teams outside their institution.
- ___ 9. NWAC baseball coaches may also serve as associate scouts for professional major league teams.
- ___ 10. NWAC baseball schedules consist of 25 allowable dates, with a maximum of two games per day. There are no exceptions.
- ___ 11. Protests may only be made when an umpire's decision is in violation of the rules. No protest shall be permitted for judgment decisions.
- ___ 12. The first spring contest shall not be played prior to the third Friday in February, no earlier than February 20th
- ___ 13. Fall baseball may include scrimmages with outside teams, not exceeding four (4) scrimmage dates.
- ___ 14. Bats used by NWAC teams must be wood or composite wood bats that are NCAA certified with the BBCOR stamp.
- ___ 15. All NWAC student-athletes are required to pass 10 credits in the previous quarter of attendance to participate the following quarter.

BASKETBALL SPORT SPECIFIC TEST

1. What is the earliest practice date allowed?
 - A. Anytime
 - B. Oct. 1st
 - C. September 1st
2. When can the first contest take place?
 - A. Anytime
 - B. 3rd Friday of November
 - C. September 1st
3. What is the maximum number of games a team could play prior to post-season competition (not counting scrimmages ?
 - A. No Limit
 - B. 29 (26 + 3 possible extra games gained from tournaments)
 - C. 24
4. How many players may be dressed in uniform for region games road games?
 - A. No limit
 - B. 15
 - C. 12
5. A maximum of _____ scrimmages with other teams may be held prior to your first official game. All dates opponents and times must be registered with the Conference office.
 - A. 3
 - B. 5
 - C. 2
6. How many total **terms** of grant-in-aid is a basketball program allowed to award during one academic year?
 - A. 21
 - B. 33
 - C. 24
7. A first year student/athlete who has never played basketball before shows up at the end of Fall term and wants to play during the current season. That S/A did not attend classes anywhere in the Fall. They can become eligible _____.
 - A. When Fall Grades are posted.
 - B. When eligibility is ran for winter term
 - C. On or after January 2nd

BASKETBALL SPORT SPECIFIC TEST

8. Sharing game film on Krossover/Hudl is the responsibility of the host NWAC school (or NWAC school if playing a non-nwac opponent), uploads must be ready to be viewed by _____
- A. 12pm next business day.
 - B. 12pm next day.
 - C. Sometime in the next week or two.
9. A prospective student-athlete shall be enrolled in an NWAC member college within _____ calendar school days from the beginning of the quarter to participate during that quarter.
- A. 30
 - B. 20
 - C. 5
10. The _____ rules and regulations shall govern play for both men and women except as noted in code book or SOP's.
- A. NAIA
 - B. NJCAA
 - C. NCAA

TRUE FALSE

11. ____ Official season uniforms may NOT be worn during scrimmages.
12. ____ A total of 5 scrimmages/exhibition alumni games/joint practices are allowed during the basketball Playing Season (first day of official practice thru the championship tournament).
13. ____ NWAC basketball team uniforms must comply with the standards as set forth in the NCAA Basketball Handbook.
14. ____ Coaches must be in a minimum of business casual attire for their games.
15. ____ A women's basketball player played three minutes in a pre-season game in December and never played again that same season. That 3 minutes played counts as a year of participation and uses one year of eligibility.

CROSS COUNTRY SPORT SPECIFIC TEST

True or False:

- ___ 1. Each team may enter ten (10) competitors in the NWAC Championship meet; however coaches must designate the seven (7) competitors who will actually participate in the championship race at least 30 minutes prior to the actual start time.
- ___ 2. The conference championship races shall be held at 11:00 a.m. and 12:00 p.m. (noon). The men shall race first in the even numbered years and the women shall race first in the odd numbered years.
- ___ 3. The host college shall submit the NWAC Championship course map to the NWAC office and NWAC cross country coaches a course map prior to October 30. The course shall be adequate for the number of participants and shall be in compliance with NCAA regulations.
- ___ 4. The length of the cross country run at the NWAC championship meets shall be 4,000 meters for women and 9,000 meters for men.
- ___ 5. The site for the conference championship meet will be determined by the Executive Board.
- ___ 6. The conference championship meet will be held on the second Saturday in November. Cross Country competition may begin on the Saturday, eleven (11) weeks prior to the Championship.
- ___ 7. Any college wishing to compete in Distance Track must declare to the NWAC Office that they are participating in Distance Track. Those colleges may only use cross country scholarships for Distance Track Athletes. No track scholarships will be offered to athletes attending a school offering Distance Track. Thus, a school participating in Cross Country and Distance Track may offer five scholarships for men (15 quarters) and five scholarships (15 quarters) for women.
- ___ 8. All sports club team members and unattached participants must be informed that participation in any open event, hosted and sanctioned by a NWAC member school, may result in the loss of a year's eligibility when transferring to an NCAA school.
- ___ 9. Athletic funds may not be used to support unattached participants. This includes, but is not limited to travel meals, lodging and uniforms.
- ___ 10. Sports club teams and unattached participants may not in any way imply that they are connected with the athletic program of a member school. (Using the name of the school mascot is acceptable).
- ___ 11. Ties in the NWAC Championship meet team scoring shall be broken by comparing the place finish of each team member 1-7 versus their respective competitor on the opposing tied team. (Team A's first finishers vs. Team B's first finisher, etc.) The team advantage goes to the team winning the majority (best of seven) of the comparisons.
12. What is the maximum allowable number of meets with outside competition during the regular season? 7 8 9 10
13. What association rules and regulations shall be followed for both men and women cross country NWAC events? NAIA NCAA WIAA OSAA

GOLF SPORT SPECIFIC TEST

True/False

1. ___ The first day for the fall season a team can start official practice is Aug 1.
2. ___ The host school for NWAC league matches are required to provide financial assistance for that match.
3. ___ The local host club and their rules will govern and be the standard rules for decorum, play and decisions per tournament.
4. ___ Stakes used to show the location of the boundary edge of out of bounds are obstructions.
5. ___ A ball is dropped in the right way and in a wrong place but not yet played. The player may lift the ball without penalty and correct the mistake.
6. ___ The NWAC golf season is solely played during the spring quarter.
7. ___ Designated coaches can help players read putts in NWAC competition.
9. ___ In stroke play, players may play "ready golf" in a safe and responsible way.
10. ___ The total maximum playing events for the fall and spring combined may not exceed thirteen (13). NWAC Championships are not included in the 13 total.
11. ___ A ball lies in ground under repair when the ball touches ground under repair.
12. ___ The original ball is no longer in play if a player has played a provisional ball from a spot nearer the hole than where the original ball is estimated to be.
13. ___ The first day of official practice for the spring season is Jan 10.
14. ___ Yellow penalty areas have two relief options; red penalty areas have three relief options.
15. ___ Coaches may not contact player tee through the green in NWAC competition.
16. ___ Sand and loose soil are loose impediments on the putting green but not elsewhere.
17. ___ The NWAC Season concludes the third week of May.
18. ___ A wrong ball is any ball other than the player's ball in play, provisional ball or a second ball played in stroke play.
19. ___ When a player drops a ball in taking relief, the ball must be dropped in and come to rest in the relief area.
20. ___ When a painted line on the ground defines the boundary edge of the course, the boundary edge is the outside edge of the line, and the line itself is in bounds.
21. ___ A ball is lost if not found in three minutes after the player, partner or their caddies begin search for it; time spent playing a wrong ball does not count in this three-minute period.
22. ___ A flagstick may be left in the hole unattended when the player makes a stroke from the putting green and there is no penalty if the player's ball hits the flagstick.
23. ___ A player may not repair damage to the putting green by animals such as hoof indentations.

GOLF SPORT SPECIFIC TEST

Circle the Correct Answer

24. In stroke play, a player searches for his or her ball for three minutes and does not find it. The player looks for another minute, finds the ball and plays it. What is the ruling?

- A. There is no penalty.
- B. The player gets the general penalty for playing a wrong ball.
- C. The player gets the general penalty for unreasonable delay.

25. Which of the following is not ground under repair?

- A. A hole on a double green being used for play of another hole.
- B. An aeration hole made by the maintenance staff.
- C. A hole left by a removed stake that defines the edge of a penalty area.

26. Which does not result in the player getting a penalty?

- A. Swinging at and missing a wrong ball that lies at rest in an area of tall grass.
- B. Making a stroke at his or her ball and dislodging a hidden stray ball that lay underneath it.
- C. Making a stroke at a large piece of an abandoned ball, mistaking it for his or her ball.

27. In stroke play, a player accidentally steps on and moves his or her ball-marker on the putting green. What is the ruling?

- A. There is no penalty.
- B. There is a one-stroke penalty.
- C. The player gets the general penalty.

28. On the putting green you cause your ball to move while addressing the ball, you must now:

- A. Move ball back to original spot, no penalty.
- B. Move ball back to original spot, one stroke penalty.
- C. Move ball back to original spot, two stroke penalty.
- D. Play the ball in the position it now comes to rest, one stroke penalty.

29. After playing from the teeing area, a player briefly searches for his or her ball, declares it lost and tees another ball in the teeing area. The original ball is then found in a penalty area less than three minutes after search began. What is the ruling?

- A. The player must play the teed ball as the original ball is lost.
- B. The player must play the original ball or take relief under the penalty area relief Rule (17.1d).
- C. The player must take relief under the penalty area relief Rule (17.1d).

30. The official stat program for NWAC Golf is:

- A. Golf Stat
- B. Driving Links
- C. Links Stat
- D. Birdie Fire

31. ___ On the putting green, a player picks up an acorn on his or her line of play that was slightly pushed into the surface by another player's shoe in his or her stepping on the acorn. The player also repairs the depression left by the acorn. What is the ruling?

- A. The player was not allowed to remove the acorn and repair the depression.
- B. The player was allowed to remove the acorn and repair the depression.
- C. The player was allowed to remove the acorn but not to repair the depression.

SOCCER SPORT SPECIFIC TEST

True/False

1. ____ The maximum number of league and non-league matches for each college shall be 24 excluding playoff games.
2. ____ The fall and spring soccer programs may include scrimmages with outside teams. A maximum of four (4) scrimmage dates may be split between the fall and spring seasons.
3. ____ Fall Scrimmages may be played at any time during the fall season.
4. ____ Spring participation is considered official for NWAC eligibility purposes. T F The host team is responsible for providing a qualified athletic trainer at each match.
5. ____ For all league matches, three (3) points will be awarded for a win, one (1) point for a tie and no points for a loss.
6. ____ The official time of the game, including all stoppage, will be kept by the center referee.
7. ____ The division championships will be determined on the basis of points accumulated in all scheduled matches.
8. ____ A player receiving two (2) cautions (yellow cards) in a match will be ineligible to compete in the next regularly scheduled match.
9. ____ Cautions or ejections in non-league matches do not count towards card accumulation.
10. ____ Suspensions that result from card accumulations may not be served during non-league matches.
11. ____ Any player who has received a total of five cautions in one season shall be suspended and shall not compete in the next regularly scheduled match, including postseason matches.
12. ____ In the event of player(s) being cautioned, the coach may not substitute for the cautioned player(s).
13. ____ Either team may substitute up to eleven (11) players at a time. Substitutes may enter or re-enter the game in either half under the NCAA substitution conditions.
14. ____ Following a match, the home team must post the Card Report and Key Statistics report to the NWAC interactive web site as soon as possible but no later than 10pm the day of the match.
15. ____ If a college fails to submit the Card Report and Key Statistics report on time, then the college will be fined \$25 and their head coach will be suspended from their next regularly scheduled match.
16. ____ The fully and accurately completed NWAC Soccer Match Report form must be signed by the referee and both coaches after the match.
17. ____ An official NWAC game roster, including the names of all players, coaches and other bench personnel, must be submitted to the referee, official scorekeeper and opposing coach no later than 15 minutes before game time. Each player's total number of cautions and ejections must be shown on all copies of the roster form.
18. ____ Colleges that forfeit a match or "no shows" will pay the cost of officials and be fined up to \$1,000 per contest by the NWAC Executive Director.

SOCCER SPORT SPECIFIC TEST

19. ____ Caution (yellow card) accumulation will not carry forward into postseason play.
20. ____ Numerals shall be one single solid color that contrasts the body of the uniform. Numerals are required on the front and back of the uniform.
21. ____ For NWAC matches, game attire for all bench personnel, other than uniformed players must be college issued apparel. Jeans and non-college issued hats and non-college sweats are prohibited.
22. ____ Home team wears uniforms/socks white or light and away team wears uniforms/socks dark in color. If there is an issue, the home team changes.

NWAC SPORT SPECIFIC TEST SOFTBALL

1. What are the official NWAC Softball playing season dates?
 - a. 9/15-11/15 and 1/1-5/15
 - b. 9/1-10/31 and 1/13-Championship Tournament
 - c. You can choose your 12 weeks as long as it is between 8/1 and 5/14
 - d. None of the above.

2. A Fall Program report by each softball program institution is due to the NWAC office by _____.
 - a. July 15
 - b. August 1
 - c. November 15
 - d. September 1

3. What month is the annual NWAC Softball Coaches meeting scheduled?
 - a. September
 - b. October
 - c. February
 - d. March

4. The student-athlete who has begun participation in collegiate athletics shall have passed a minimum of _____ quarter credit hours the previous term.
 - a. 15
 - b. 12
 - c. 10
 - d. 9

5. NWAC Softball rules are governed by which organization?
 - a. NSA
 - b. ASA
 - c. NCAA
 - d. USFPCA

6. To qualify for eligibility to participate in a second (2nd) season of any sport, a student-athlete must have _____ earned a minimum of _____ quarter credit hours or the equivalent, beginning with and including the first quarter (the quarter of the sport season's official start date) of the first season of participation.
 - a. 12
 - b. 36
 - c. 48
 - d. 72

NWAC SPORT SPECIFIC TEST SOFTBALL
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TRUE OR FALSE

7. ___ Letter of intents will be sent to student athlete's email addresses for softball on or after April 15th
8. ___ A limit of 18 players can travel with a team for an NWAC league game, however, only 15 can suit up for a game.
9. ___ The student athlete has 21 days to accept and return to college issuing the LOI before it becomes invalid.
10. ___ NWAC Athletic recruiting will be confined to only the states of Washington, Oregon, Alaska, province of British Columbia or Alberta, California, Idaho, Montana, Nevada, Hawaii, Utah and Wyoming
11. ___ A student's participation in fall softball practice or scrimmages affects their NWAC Eligibility.
12. ___ Institutions shall not expend state funds to compensate visiting recruits for meals or lodging.
13. ___ The softball schedule for each college shall be limited to twenty-five (25) dates exclusive of league playoffs and Conference tie-breakers.
14. ___ The physical examination shall be valid for twenty-four (24) consecutive months to the date unless otherwise limited by the physician indicating the physical is only good for less than twenty-four (24) consecutive months.
15. ___ Teams not participating in the crossover tournament may only participate in contests against non-member schools during the crossover weekend.
16. ___ A student-athlete who signs a NWAC Letter of Intent is obligated to that institution for one academic year.
17. ___ The first spring contest shall not be played prior to the third Friday of February, and no earlier Than February 20th.
18. ___ Teams may schedule one (1) pre-league home contest against their alumni, which will not count against their contest limitation or their scrimmage limitation.
19. ___ Student-athletes who are a participant and/or signed to a current Letter of Intent (LOI) must sit out three (3) terms (exclusive of summer) after separation from the athletic program.

NWAC SPORT SPECIFIC TENNIS TEST
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1. ___ USTA governs play unless otherwise stipulated by the Sports Committee or Tournament Director.
T F
2. ___ A five-minute warm-up is permitted prior to the third set after the rest period of any split sets match. T F
3. ___ The travel squad limit is twelve. T F
4. ___ All matches are scored at one point per match with nine points total possible. The winning college must earn at least five (5) of the total nine (9) points.
5. ___ The first allowable contest date for the Spring season is February 15.
6. ___ A player may only play singles or doubles in a team match.
7. ___ The 12-point tiebreaker shall be used in all matches.
8. ___ No more than five matches per/day, per/player is permitted at the NWAC tournament.
9. ___ If a team's number 1 singles player is ill, the team may forfeit the #1 position so all other players can play at their correct position.
10. ___ During a match, coaches are not allowed to enter the playing area but must remain outside the fence or curtain (indoor).
11. ___ All serving warm-ups (singles and double matches) must be taken before the first game of the match. Warm-up time should be limited to five (5) minutes.
12. ___ Upon completion of a league match, the host school has up to 48 hours to enter match results on the the NWAC website.
13. ___ All league matches played use an eight (8) game pro set for doubles
14. ___ All league single matches played use three out of five sets.
15. ___ Two officials certified by a recognized tennis association will be present at the NWAC Championships.

NWAC SPORT SPECIFIC TRACK & FIELD TEST

- ___ 1. NCAA Rules and regulations shall govern all meets with exceptions as determined by the Athletic Commission.
- ___ 2. Track and field outdoor competition for conference teams shall begin March 15th.
- ___ 3. The top 6 place finishers in each event at the conference championship will count toward team scoring.
- ___ 4. Should an athlete's name and mark not be sent in as a championship meet qualifier for track and field, there is a hardship clause which will enable that athlete to still petition to be allowed into the meet.
- ___ 5. Hand-times are acceptable as championship qualifying marks for races under 800 meters.
- ___ 6. It is the responsibility of each coach to send marked and annotated results of a meet in which one or more of his/her team members has qualified for the track championship meet, to the NWAC Office within 10 days of the date of the meet, or a \$25 fine will be levied.
- ___ 7. Track and field athletes may participate in out-of-season track meets, both preseason and post-season.
- ___ 8. If a school qualifies a relay team to the championships, the team members for the championship must remain those same four individuals who posted the qualifying standard.
- ___ 9. An athlete may participate in an event at the NWAC Track & Field Championships even if he/she has never posted a mark in that event that season.
- ___ 10. If a non-qualifier is pulled into the NWAC Championship meet, s/he must compete in all events for which s/he was a non-qualifier.
- ___ 11. Qualifying marks obtained at an Indoor Meet can be used to qualify for the NWAC Championship Meet.
- ___ 12. Unattached athletes can travel with the team, but cannot receive meal money.
- ___ 13. The meet information packet will be mailed by the meet director by April 1 to all conference institutions.
- ___ 14. The first eight (8) placers in each event will be recognized as all-Conference and will receive Conference awards.
- ___ 15. The uniform top must meet or hang below the waist band when the competitor is standing.

NWAC SPORT SPECIFIC TRACK & FIELD TEST

Multiple Choice: Circle One

13. The multi-event championships are held _____ weeks prior to the track and field championships.

- A. 2
- B. 2 ½
- C. 3
- D. 3 ½

14. A maximum of _____ athletes may compete in each of the multi-event championships.

- A. 8
- B. 12
- C. 16
- D. unlimited

15. For the NWAC Championship Meet, each college is allowed a maximum of _____ entries per gender.

- A. 20
- B. 25
- C. 30
- D. No limit

16. At the championship track and field meet, there shall be a maximum of _____ in the steeplechase.

- A. 8
- B. 12
- C. 16
- D. Unlimited as long as they have met the qualifying mark

17. Championship qualifying standards are computed by averaging the sixth place times, heights, or distances for the last _____ years in each event.

- A. 2
- B. 3
- C. 4
- D. 6

18. Starting height for the high jump will be:

- A. The height of the lowest qualifier
- B. 10 centimeters below the qualifying standard
- C. The qualifying standard
- D. The height of the shortest competitor

19. The coaches meeting will be held

- A. At the multi-event championships
- B. The night before the championship meet
- C. The night between the two championship meet days
- D. There is no coaches meeting

NWAC TRACK & FIELD SPORT SPECIFIC TEST

20. The award for Outstanding Track Performance or Outstanding Field Performance is made based on
- A. Points scored in the championship meet
 - B. The meet director and meet referee's vote
 - C. The coach's vote
 - D. Points scored during the entire season
21. The Host institution has the responsibility to provide all of the following except
- A. A suitable facility as deemed by the NWAC
 - B. Establish the meet schedule by April 1st
 - C. Print Championship program
 - D. Arrange time and place for coaches meeting
 - E. Establish starting heights
22. In the multi event championships if an athlete is unable to compete due to accident, injury or illness notice must be given to the meet director
- A. An hour before the start
 - B. 48 Hours before
 - C. 24 Hours before
 - D. 7 days prior
23. The recent change to the expansion of NWAC recruiting areas, the new NWAC recruiting areas now include:
- A. Colorado and Nebraska
 - B. All 50 states and Canada
 - C. All 50 U.S. states
 - D. Colorado and New Mexico
24. A Track and Field student-athlete can compete in the following:
- A. Track and Field and a different fall sport during the same year
 - B. Track and Field and a different sport in the winter quarter.
 - C. Track and Field and a different sport in the spring.
 - D. All of the above

NWAC SPORT SPECIFIC VOLLEYBALL TEST

True False:

- ___ 1. When protests are filed with the sports committee chair, a committee of two will be formed with two of the four regions represented.
- ___ 2. A set team lineup of not more than 15 players must be submitted before each match. This submission should occur 3 minutes prior to match start time.
- ___ 3. Each region may select up to 15 sophomores to play in the sophomore showcase. However, the first and second team's regional all-star teams will have six on each team with only one additional player designated as MVP.
- ___ 4. Host schools must upload matches to Krossover/Hudl immediately following the match.
- ___ 5. It is recommended that each head coach is a current member of the AVCA.
- ___ 6. Teams may schedule one pre-league home contest against their alumni, which will not count against their limitation or their scrimmage limitation.
- ___ 7. Each NWAC school will designate a date for a home "Dig Pink" Fundraiser match during the month of October by the first Monday in September.
- ___ 8. No team shall attend a competition unless accompanied by a coach or institutional representative.
- ___ 9. It is a host school requirement to record the match and provide a stat file for both teams (for non-tournament games).
- ___ 10. A regional offensive, defensive player and setter of the week is selected for every week of the season prior to the tournament.

Multiple Choice:

- 11. Who is the governing body for NWAC volleyball rules?
 - a. AVCA
 - b. NCAA
 - c. NAIA
 - d. CEVA
- 12. How many single match events and how many tournaments may you schedule?
 - a. 25 and 6 tournaments
 - b. 22 and 5 tournaments
 - c. 22 and 6 tournaments
 - d. 26 and 4 tournaments
- 13. What constitutes a one-day tournament?
 - a. 2 or more teams at one site, playing 1 match each
 - b. 3 or more teams at one site, playing 2 matches each
 - c. 4 or more teams at one site playing 2 matches each
 - d. 4 or more teams at one site playing 3 matches each
- 14. For the following season, bids to host a regional crossover tournament are due to the VB Chair by:
 - a. Sept. 1
 - b. Oct. 1
 - c. Oct. 15
 - d. Nov. 1
- 15. The break between sets 2 and 3 in dual matches is:
 - a. 10 min. long
 - b. 8 min. long
 - c. 5 min. long
 - d. 2 min. long

NWAC SPORT SPECIFIC VOLLEYBALL TEST
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16. If a school chooses not to play in a crossover tournament they may:
- a. Play in a different tournament that weekend
 - b. Play another school who also did not attend a crossover
 - c. Lose the opportunity to compete in a crossover the next year
 - d. Not play on those dates
17. The Out of Season for volleyball is:
- a. Day after Championship Tourney until April 1
 - b. 6 weeks starting April 1
 - c. Day after Championship Tourney through the end of spring term
 - d. Same thing as Summer Out of Season
18. When must a playing court be available for warm-up prior to match time?
- a. 30 minutes
 - b. 45 minutes
 - c. 1 hour
 - d. 2 hours
19. The earliest date for an athlete to sign a LOI is:
- a. Nov. 1
 - b. Nov. 15
 - c. Dec. 1
 - d. Jan. 1
20. The name of the NWAC Video exchange program for volleyball is:
- a. Stat crew
 - b. Daksports
 - c. Krossover/Hudl
 - d. YouTube
21. NWAC volleyball policies and procedures can be found in:
- a. NCAA rule book
 - b. The Volleyball Handbook
 - c. NWAC Code Book
 - d. AVCA
22. To submit a player for NWAC All-American honors, the coach must be a member of:
- a. USAVB
 - b. NCAA
 - c. AVCA
 - d. Membership is not required

NWAC SPORT SPECIFIC VOLLEYBALL TEST
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23. Who is the current volleyball sport committee chair?
- a. Kathie Woods
 - b. Carri Smith
 - c. Jenni Hull
 - d. Jayme Frazier
24. The Volleyball Sport Committee is made up of:
- a. one coach from each region
 - b. 2 coaches from each region
 - c. a coach and a commissioner from each region
 - d. 2 commissioners from each region
25. The POW (Player of Week) is due to your designated POW region representative no later than:
- a. Sunday evening
 - b. Monday morning
 - c. Monday evening
 - d. Tuesday morning

NWAC ATHLETIC CONTEST AGREEMENT

INSERT SPORT HERE:

This agreement mad and entered into this day, _____ by and between _____ and _____

1. Date _____ Location _____
2. Time _____

Date _____ Location _____
Time _____

3. Financial consideration shall be: _____
4. Officials for the above event(s) shall be assigned by: _____
5. The eligibility of all players or competitors who participate in the specified event shall be determined by and in accordance with the rules and regulations of the Northwest Athletic Conference (NWAC), and in accordance with the rules and regulations of the athletic conference or association to which each party may belong.

APPROVED:

APPROVED:

Director or Athletics Signature

Director of Athletics.

College

College

Date

Date

If the above information is correct, please sign and return to:

Host College: _____

Attention: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Please return original to the host college and retain a copy for your records.

*It is highly recommended that schools use this agreement when finalizing scheduled contests to reduce/eliminate any potential issues.

NWAC CODE CHANGE PROPOSAL FORM

DATE DUE: First Draft January 25, Final Version April 15

TITLE:

Source:	Sports Committee <input type="checkbox"/>	Executive Board <input type="checkbox"/>	Region N <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/>
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Approved by two-thirds Please check appropriate box:	Sports Committee <input type="checkbox"/>	Executive Board <input type="checkbox"/>	Region N <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/>
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Constitution ☐

Bylaw ☐

Article:

Section:

Page:

Sport:

Rule:

Page:

Effective Date:

Presenter (required):

Current Policy/Procedure:

Intent:

Proposed Policy/Procedure:

Rationale:

Describe any estimated budget impact this may have:

Impact on Student-Athlete's Time (Academic and/or Athletics):

History:

Date of implementation:

What other codes or articles in the codebook will this change affect? Please explain.

Codes that involve budgetary changes will be in effect the next fiscal year.

Signature:

NWAC ELIGIBILITY PETITION FORM

***The Eligibility Petition Request Form
has been removed from the online code book.***

Please download the form in the Member's Area of the NWAC website under NWAC FORMS

NORTHWEST ATHLETIC CONFERENCE (NWAC) HALL OF FAME CRITERIA AND TIMELINE

STATEMENT OF PURPOSE:

To recognize and show appreciation to outstanding individuals for their years of dedication and service to NWAC athletics.

To recognize and show appreciation to outstanding former student-athletes who distinguished themselves competing in the NWAC and after leaving NWAC member colleges.

To recognize and show appreciation to outstanding former NWAC coaches who distinguished themselves coaching in the NWAC and after leaving NWAC member colleges.

To recognize and show appreciation to outstanding former NWAC teams who distinguished themselves competing in the NWAC.

***NOMINATION CRITERIA FOR STUDENT-ATHLETES:**

The nominee must have played two years at the community college level.

The nominee shall have demonstrated outstanding athletic success at the highest level in his/her sport at a NWAC college and/or by continued demonstration at the four-year and/or professional levels.

The nominee shall have demonstrated outstanding qualities of academic performance and leadership.

The nominee will not be considered until five years after they have completed NWAC competition in the sport for which they are being nominated.

If the nominee is deceased or there are extenuating circumstances, the five-year period may be waived by the Executive Board.

***NOMINATION CRITERIA FOR COACHES:**

The nominee was a head coach in the NWAC for a minimum of three years.

The nominee shall have demonstrated outstanding athletic success at the highest level in his/her sport at an NWAC college and/or by continued demonstration at the four-year and/or professional levels.

The nominee shall have demonstrated outstanding qualities of moral character and leadership.

The nominee becomes eligible three years after they have left the NWAC in the sport for which they are being nominated and left the NWAC institution in good standing.

If the nominee is deceased or there are extenuating circumstances, the three-year period may be waived by the Executive Board.

***NOMINATION CRITERIA FOR CONTRIBUTORS/INDIVIDUAL OUTSTANDING SERVICE:**

The nominee served the NWAC for a minimum of ten years.

The nominee becomes eligible three years after they have concluded their service to the NWAC.

The nominee must have demonstrated efforts to improve and/or enhance the quality of athletic competition within their respective state and the NWAC. Such service shall be demonstrated as a member of the athletic commission, executive board, sports committee, regional chair, tournament director, college administration/staff, or sponsorship of activities such as championships, and/or regional events that involve large numbers of student-athletes.

Left their institution and the NWAC in good standing.

If the nominee is deceased or there are extenuating circumstances, the three-year period may be waived by the Executive Board.

NORTHWEST ATHLETIC CONFERENCE (NWAC) HALL OF FAME CRITERIA AND TIMELINE

***NOMINATION FOR TEAMS:**

A minimum of ten years shall have elapsed since the team last competed in the NWAC.

Only the region hosting the annual NWAC Commissioner's meeting may nominate teams to be inducted into the Hall of Fame, except where geographical location of the meeting would increase the attendance of the nominated team at the Hall of Fame Banquet. (Example: host region is the North, the HOF is held at the Sea-Tac, and the inducted teams is from Green River). Under those circumstances, the Executive Board will select the top teams from those regions, but the total number of teams inducted will not exceed three.

The team must have won a NWAC, NWACC, NCWSA, AACC, or OCCAA conference championship.

Members of the team should have demonstrated strong academic achievement.

Team members' contributions to their community will be considered.

GENERAL GUIDELINES:

A maximum of five candidates (athletes & coaches) shall be elected each year.

A maximum of one individual for outstanding service shall be elected each year.

A maximum of two teams shall be elected each year.

When individuals and/or teams are nominated, the institution/person who is making the nomination must provide the following information before the nominees will be forwarded to the Executive Board for review.

Incomplete nominations are subject to non-review by the Executive Board.

- Completed Appendix Forms A-72, A-73, A-74
- Meet the Nomination Timelines

NOMINATION TIMELINES:

December 1	Nomination form completed by staff from member college and forwarded to regional chair.
January 15	Nominations reviewed, selected, endorsed, and recommended from region to Executive Board.
February	Review by Executive Board subcommittee and final selection by Executive Board at their February meeting.
May/June	Induction of honorees at the annual Hall of Fame Banquet

****The Executive Board can make exceptions on a case-by-case basis.***

NWAC HALL OF FAME STUDENT-ATHLETE NOMINATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

NOMINATION CRITERIA FOR STUDENT-ATHLETES:

___ Must have played two years at the community college level.

___ Demonstrated outstanding athletic success at the highest level in his/her sport at a NWAC college and/or by continued demonstration at the four-year and/or professional levels.

___ Demonstrated outstanding qualities of academic performance and leadership.

___ Five years has passed after he/she has completed NWAC competition in the sport for which they are nominated.

___ If deceased or there are extenuating circumstances, the Executive Board may waive the five-year period.

EXPLAIN HOW THE NOMINEE MEETS THE ABOVE CRITERIA:

HONORS RECEIVED:

LAST YEAR OF INVOLVEMENT WITH THE NWAC: _____

NOMINATED BY: _____ COLLEGE: _____

DATE: _____

REGIONAL ENDORSEMENT: _____ DATE: _____

**The Executive Board can make exceptions on a case-by-case basis.*

NWAC HALL OF FAME NOMINATION FORM FOR COACHES

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

NOMINATION CRITERIA FOR COACHES:

__ Head coach in the NWAC for a minimum of three years.

__ Demonstrated outstanding athletic success at the highest level in his/her sport at a NWAC college and/or by continued demonstration at the four-year and/or professional levels.

__ Demonstrated outstanding qualities of moral character and leadership.

__ Three years has elapsed since coaching in the NWAC the sport for which they are nominated and left the NWAC institution in good standing.

__ If deceased or there are extenuating circumstances, the Executive Board may waive the three-year period.

EXPLAIN HOW THE NOMINEE MEETS THE ABOVE CRITERIA:

HONORS RECEIVED:

LAST YEAR OF INVOLVEMENT WITH THE NWAC:

NOMINATED BY: _____ COLLEGE: _____ DATE: _____

REGIONAL ENDORSEMENT: _____ DATE: _____

**The Executive Board can make exceptions on a case-by-case basis.*

NWAC HALL OF FAME NOMINATION FORM INDIVIDUAL OUTSTANDING SERVICE

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

NOMINATION CRITERIA FOR CONTRIBUTORS/INDIVIDUAL OUTSTANDING SERVICE:

☐ Nominee has served the NWAC for a minimum of ten years.

☐ Three years has passed since their service to the NWAC.

☐ Nominee has demonstrated efforts to improve and/or enhance the quality of athletic competition within their respective state and the NWAC. Such service shall be demonstrated as a member of the athletic commission, executive board, sports committee, regional chair, tournament director, college administration/staff, or sponsorship of activities such as championships, and/or regional events that involve large numbers of student-athletes.

☐ Left their institution and the NWAC in good standing.

☐ If deceased or there are extenuating circumstances, the Executive Board may waive the three-year period.

EXPLAIN HOW THE NOMINEE MEETS THE ABOVE CRITERIA:

HONORS RECEIVED:

LAST YEAR OF INVOLVEMENT WITH THE NWAC:

NOMINATED BY: _____

COLLEGE: _____

DATE: _____

REGIONAL ENDORSEMENT: _____

DATE: _____

**The Executive Board can make exceptions on a case-by-case basis.*

NWAC HALL OF FAME TEAM NOMINATION FORM

NAME/YEAR OF TEAM: _____ COLLEGE: _____

YEARS OF PARTICPATION: _____

MAIN CONTACT OF PERSON REPESENTING TEAM: _____

PHONE: _____ EMAIL: _____

HEAD COACH: _____ EMAIL: _____ PHONE: _____

ASSISTANT COACH(ES): _____

NOMINATION CRITERIA FOR TEAMS:

__ Minimum of ten year has elapsed since the team last competed in the NWAC.

__ Only the region hosting the annual NWAC Commissioner's meeting may nominate teams to be inducted into the Hall of Fame, except where geographical location of the meeting would increase the attendance of the nominated team at the Hall of Fame Banquet. (Example: host region is the North and the HOF is held at the Sea-Tac and the inducted teams if rom Green River). Under those circumstances, the Executive Board will select the top teams from those regions, but the total number of teams inducted will not exceed three.

__ Team must have won a NWAC, NWACC, NCWSA, AACC, or OCCAA conference championship.

__ Members of the team should have demonstrated strong academic achievement.

__ Team members' contributions to their community will be considered.

EXPLAIN HOW THE TEAM MEETS THE ABOVE CRITERIA:

HONORS RECEIVED:

LAST YEAR OF INVOLVEMENT WITH THE NWAC:

NOMINATED BY: _____ COLLEGE: _____ DATE: _____

REGIONAL ENDORSEMENT: _____ DATE: _____

**The Executive Board can make exceptions on a case-by-case basis.*

NWAC HALL OF FAME TEAM ROSTER NOMINATION FORM

COLLEGE: _____

TEAM & YEAR:

[illegible]

NWAC Nomination Form for Jim Jackson Award

In memory of Jim Jackson who served as the Athletic Director at Clackamas Community College and as the Compliance Manager for the NWAC, this award initiated by the NWAC Executive Board in 2019, recognizes *outstanding service* in support of the NWAC mission, activities, student-athletes, and others. The nominee's service enhances the reputation and the public awareness of the NWAC. Coaches, commissioners, athletic directors, administrative assistants, and conference office nominate candidates. Candidates are not limited to those employed by the NWAC or NWAC institutions. Nominees are reviewed and selected by the NWAC office.

Please send nomination materials via email to dhays@clark.edu by May 10. Please use the nomination form attached with this memo.

NAME OF THE NOMINEE FOR THE AWARD:

CRITERIA:

- *Demonstrates selfless service;
- *Enhances the reputation and the public awareness of the NWAC
- *Person exemplifies the purpose of the award;
- *Person exemplifies the core principles of the NWAC Character, Competition, Community, and Giving More Than Is What is Expected

EXPLAIN HOW THE PERSON MEETS THE ABOVE CRITERIA:

PERSON'S YEARS OF SERVICE IN SUPPORT OF THE NWAC:

NOMINATED BY:

DATE:

ADDITIONAL ENDORSEMENTS:

DATE:

NWAC Nomination Form for Dutch Triebwasser Award

Initiated by the NWAC Executive Board in 1990 in memory of the former Mt. Hood Community College Athletic Director, the Dutch Triebwasser award recognizes outstanding leadership and attention to detail in support of the NWAC and/or a NWAC institution. The selection of the recipient is generally based upon accomplishments during a specific year. Coaches, commissioners, and athletic directors, nominate candidates, and all nominees are reviewed and selected by the NWAC office.

Please send nomination materials via email to dhays@clark.edu by May 10. Please use the nomination form attached with this memo.

NAME OF THE NOMINEE FOR THE AWARD:

CRITERIA:

- *Displays outstanding leadership qualities;
- *Attention to details in support of their athletic program and/or the NWAC;
- *Accomplishments typically are within the year;
- *Athletic programs are highly competitive;
- *Person exemplifies the core principles of the NWAC Character, Competition, and Community

EXPLAIN HOW THE PERSON MEETS THE ABOVE CRITERIA:

PERSON'S YEARS OF INVOLVEMENT AT THEIR INSTITUTION AND OVERALL:

NOMINATED BY:

DATE:

ADDITIONAL ENDORSEMENTS:

DATE:

NORTHWEST ATHLETIC CONFERENCE MEDICAL HARDSHIP WAIVER FORM

Use this form to request another season of sport participation under NWAC Code Article III, Section 26

The Northwest Athletic Conference (NWAC) would like to inform you of the following information as it pertains to your medical hardship request:

- I. *It is important to understand that this appeal deals only with your athletic eligibility with NWAC member colleges. If you plan to continue your athletic competition at an NCAA or NAIA four-year college or university, you may not receive the same consideration; and if granted, your year of additional eligibility may be considered as an additional year of competition by the NCAA or NAIA.*
- II. *The NWAC would like to inform you that under the federal Health Insurance Portability and Accountability Act (HIPPA), you have the right to privacy regarding the sharing of your medical information. All medical information is confidential and will be used by authorized staff and trustees of the NWAC. The medical information used or disclosed will be specific to the injury/illness that is documented and being considered on this form.*
- III. *If you have any questions about this process, please first contact your coach and/or athletic director. If you need further clarification contact the NWAC office.*

Article III, Section 26 - A student-athlete may be granted an additional year of eligibility by the conference for reason of hardship which is defined as that incapacity resulting from injury or illness under the following conditions:

- A. Injury or illness occurs when he/she has not participated in more than 20% of games played.
- B. The injury or illness occurred in the first 50% of scheduled contests (pre-season games through the conclusion of regular season games, season not to include post-season contests).
- C. The injury resulted in incapacity to compete for the remainder of the season. The resulting injury must be documented by a doctor at the time of injury or on the date that the doctor determines the athlete can no longer compete during the season.
- D. The medical hardship requests will be accepted between the conclusion of the current sport season and the start of the following sport season.
- E. Student-athlete must meet all academic requirements as set forth by the NWAC codebook.

RE: In accordance with this section, to be considered for an additional season of sport, the student-athlete shall have not participated in more than 20% of games played and the injury or illness occurred within the first 50% of scheduled contests (season not to include post-season contests).

NORTHWEST ATHLETIC CONFERENCE MEDICAL HARDSHIP WAIVER FORM

COMPLETE THIS FORM AND PRESENT IT TO YOUR COLLEGE ATHLETIC COMMISSIONER

Your waiver request will not be considered unless the following materials to support your request accompany this for. Incomplete packets will not be reviewed.

1. A written statement from the student-athlete who is injured explaining the injury.
2. A written statement from the doctor that evaluated your injury or illness. Your trainer may present additional information, but it cannot substitute for the doctor's record. The doctor's record must include the dates of your injury or illness as cared for by him/her.
3. Up-to-date transcript(s) that verifies your academic standing.
4. An official athletic schedule for the sport season in which your injury or illness occurred indicating the contests in which you participated.

Student's Name

Phone Number

Student's Address

City, State, Zip

College

Sport

Date Injury/Illness Stopped
Competition

How many scheduled contests (exclusive of scrimmages) did you participate in during the sports season prior to your incapacitating injury or illness?

Indicate on athletic schedule the contests in which you participated.

Is this your 1st or 2nd season in this sport?

☐ 1st

☐ 2nd

Are you still enrolled? ☐ Yes ☐ No

Credits Enrolled? _____

I verify that the above statements are true. I also understand that if granted, this request only affects my community college eligibility. I understand that I may not be granted an additional year of eligibility at a NCAA or NAIA college or university.

My signature below verifies that I have read and understand the consequences of my added eligibility according to NCAA rules and I understand the HIPPA policy.

Student Signature and Date

College Official Signature and Date

NWAC RECRUITING DISCLAIMER

Institution _____ Sport(s) _____ School _____
 Year _____
 Name _____ SID _____ Date of Birth _____
 Home Address _____ Cell _____
 Phone _____
 High School _____ City/State _____ Date of Graduation _____

If you did not attend college right after high school, please identify what activities and dates you were involved with during that time-period.

Date _____ Activity _____
 Date _____ Activity _____

Have you attended other collegiate institutions, including community colleges, since high school? ____Yes
 ____No

If **yes**, list the college and dates (month/year) of enrollment

Date _____ College _____
 Date _____ College _____

If a transfer, state the number of hours transferred. _____ Quarter Hours _____ Semester Hours

Are all official transcripts from all previous colleges attended on file with the Admissions Office? ____Yes
 ____No

ATHLETIC PARTICIPATION (INCLUDE COMMUNITY COLLEGE):

Have you participated in an intercollegiate contest/event since high? ____Yes
 ____No

Have you participated in an intercollegiate practice since high school? ____Yes
 ____No

If **yes** to the above, complete the following, listing any participation at all colleges you attended, including present college.

20__ to 20__ _____
 20__ to 20__ _____
 20__ to 20__ _____

Are you now participating on any other team? ____Yes ____No If **yes**, list team _____

When was the last you participated? _____ Have you notified the team you are leaving? ____Yes ____No

LETTER OF INTENT

Have you ever signed a Letter of Intent?	Yes	No	If yes , sport for which letter was signed.	
--	-----	----	--	--

AMATEURISM

Have you ever participated or tried out for a professional team? ____Yes
 ____No

Have you ever played with, received payment or signed a contract to play a professional team? ____Yes
 ____No

If yes, list the sport, organization, and date signed. _____

Student Signature _____ Date _____

NWAC REQUEST FOR INVESTIGATION


DATE:

College Requesting Investigation

Name and Position of Person Requesting Investigation

Code Section(s) relating to the alleged violation (list section numbers and page #)

Signature of Athletic Director of College Requesting Investigation

Signature of Athletic Commission of College Requesting Investigation 

*Using the college letterhead stationery, explain the allegation in detail and submit it with this form.

*Be objective and complete in your statement.

*Include specific information identifying exact times, dates, locations, and names of people involved.

* Also include any other pertinent information that will assist in the investigation.

When all available information is complete, please forward to the Athletic Commissioner of the member college in questions and the NWAC.

NWAC STUDENT'S REQUEST TO VOID LETTER OF INTENT

DATE: _____

Name of Student: _____

Address: _____ City: _____ State: _____
Zip _____

College to which originally signed Letter of Intent:

Sports: _____

Please attach a document stating why you are requesting to void the original Letter of Intent you signed. This request must take place prior to the start of school and/or the first fall practice date.

Submit your Request to Void and your letter to the athletic director of the college at which you originally signed. That college will have the option of signing or not signing the Request to Void form. In either case, your request will be forwarded to the NWAC conference office and reviewed at the next regular meeting of the NWAC Executive Board.

Please read carefully: I understand that if released from my original Letter of Intent by the conference office or the NWAC Executive Board that I will be eligible for competition at another NWAC member college as long as all NWAC eligibility rules are satisfied. However, ***I am aware that I will not be eligible to receive an athletic grant-in-aid from another member college in any sport during my first year of participation.***

Student Signature: _____

Date Signed: _____

NWAC STUDENT'S REQUEST TO VOID LETTER OF INTENT COLLEGE RESPONSE

DATE: _____ **COLLEGE:** _____

Name of Student: _____

Year of Signed Letter of Intent: _____

Certifying his/her decision to enroll at
(college): _____

To participate in (sport/s): _____

SEE ATTACHED STATEMENT FROM STUDENT-ATHLETE:

It is important to understand that this form deals strictly with the request to void the original signed Letter of Intent by the two parties above and this request transpires before the start of the school year and/or the first fall practice.

If agreed by the Director of Athletics/Athletic Commissioner of the above named institution, this student may be eligible for competition any other NWAC member institution as long as all NWAC rules of eligibility are satisfied. However, no additional NWAC Letter of Intent may be signed or become valid, nor is the athlete eligible for athletic aid **for any sport** at another member institution for one year.

It is important to understand that if the request to void the Letter of Intent is supported by the institutional representative, it does not replace or void the transfer requirements.

This request to VOID this Letter of Intent agreement is: Supported _____
Not Supported _____

Director of Athletics/Athletic Commissioner Signature: _____

Date Signed: _____

The NWAC Sports Calendar is available on the NWAC Website

The NWAC Table of Code Violations Chart Available on NWAC Website

NWAC TRACER REPORT

From:

Date:

To:

The student-athlete listed below has initiated contact with our Athletic Department and is interested in the possibility of transferring to: _____

Student-Athlete Name: _____

Date of Birth: _____

Sport: _____ Date of Entrance at Your School: _____ Last Date of Attendance: _____

1. Do you have any objection with a member of our athletics staff speaking to this student about the possibility of transferring? ☐ Y ☐ N
2. Did this student sign a Letter of Intent (LOI) or a National Letter of Intent (NLOI) with your institution? ☐ Y ☐ N
3. Did your institution recruit this student-athlete? ☐ Y ☐ N
4. Has this student-athlete transferred FROM any other institutions? If **yes**, please list below:

-
5. Would this student-athlete be academically eligible to compete if he/she returned to your institution? ☐ Y ☐ N

6. How many seasons of competition has this student-athlete used in this sport? _____
The NWAC Athletic Code defines participation as, "Participation in any contest, other than an approved scrimmage, regardless of time, shall be counted as one season of competition in that sport and the participant will have used one year of collegiate eligibility."

If yes, what sport(s) and year(s)?

Sport	Semesters/Quarters	Year	Athletic Aid? Yes/No	Status (Circle all that apply)			
				Practiced	Competed	Redshirt	Hardship
				Practiced	Competed	Redshirt	Hardship
				Practiced	Competed	Redshirt	Hardship
				Practiced	Competed	Redshirt	Hardship

7. Was this student-athlete injured while participating in a scheduled game, practice, meet, or match? If **yes**, please explain:

-
8. Was the student-athlete ever suspended or had a disciplinary action from your institution and/or team? If **yes**, please explain:
-
-

Print name of person completing this form: _____

Phone: _____

Signature: _____ Title: _____

Date: _____

Please return this form via email:

INTERLOCAL AGREEMENT BETWEEN COMMUNITY COLLEGE DISTRICTS IN WASHINGTON AND OREGON

WHEREAS, the community colleges of Washington and Oregon listed below (“Participating Colleges”) participate in intercollegiate athletics; and

WHEREAS, the Participating Colleges benefit from having a central organization to oversee and govern competition between the Participating Colleges; and

WHEREAS, the Northwest Athletic Association of Community Colleges (“NWAACC”) has been in existence in varying forms as an agency that has provided oversight and governance to the Participating Colleges since 1946; and

WHEREAS, the Participating Colleges wish to formally establish NWAACC as the governing body for intercollegiate athletics pursuant to the authority granted to Washington colleges by Title 39.34 of the Revised Code of Washington (“RCW”) and the authority granted to Oregon colleges under section 341.290 of the Oregon Revised Statutes (“ORS”); and

NOW, THEREFORE, the Participating Colleges hereby create pursuant to law the Northwest Athletic Association of Community Colleges. The membership of NWAACC shall consist of the Participating Colleges as set forth below, who hereby enter into this Interlocal Agreement pursuant to RCW 39.34.030 and ORS 341.290(14).

1.0 THE PURPOSE OF THIS AGREEMENT IS to formally establish a public agency to administer and oversee intercollegiate athletics among the various colleges operated by the Participating Colleges. This Agreement formalizes NWAACC as that agency.

2.0 PARTIES to this Agreement and MEMBERSHIP in the NWAACC consist of the following community colleges:

WASHINGTON: Bellevue College, Big Bend Community College, Cascadia Community College, Centralia College, Clark College, Columbia Basin College, Edmonds Community College, Everett Community College, Grays Harbor College, Green River Community College, Highline Community College, Lower Columbia College, Olympic College, Peninsula College, Pierce College at Ft. Steilacoom, Pierce College at Puyallup, Shoreline Community College, Skagit Valley College, South Puget Sound Community College, Spokane Community College, Spokane Falls Community College, Tacoma Community College, Walla Walla Community College, Wenatchee Valley College, Whatcom Community College, and Yakima Valley Community College.

OREGON: Blue Mountain Community College, Chemeketa Community College, Clackamas Community College, Lane Community College, Linn-Benton Community College, Mount Hood Community College, Portland Community College, Southwestern Oregon Community College, Treasure Valley Community College and Umpqua Community College.

The parties to this Agreement intend to open membership to additional institutions, limited to two-year colleges operating in the states of Washington, Oregon, Idaho, and the Province of British Columbia. Membership may be granted as specified and under the conditions set forth in, the Official Code Book identified in clause 3.0 below.

**INTERLOCAL AGREEMENT BETWEEN COMMUNITY COLLEGE DISTRICTS IN WASHINGTON AND
OREGON Pg.2**

3.0 The ORGANIZATION OF NWAACC is as set forth in Appendix A. Appendix A, which is incorporated into this Agreement, is the 2013-2014 OFFICIAL CODE BOOK of NWAACC. NWAACC shall be governed by the Athletic Commission as provided in Appendix A. Each succeeding CODE BOOK must be approved annually by the Athletic Commission consisting of members from each college. Each succeeding CODE BOOK will supersede the previous one and will be attached as Appendix A and incorporated into this Agreement.

4.0 FUNDING. NWAACC shall be funded according to the provisions of the OFFICIAL CODE BOOK as referenced above in section 3.0 and in accordance with each succeeding CODE BOOK. Clark College shall serve as fiscal agent and house the NWAACC offices.

5.0 GOVERNANCE. This Agreement is entered into pursuant to and under the authority granted by the laws of the States of Washington, Oregon and any applicable federal laws. The provisions of this Agreement will be construed to conform to those laws, and the venue of any action brought hereunder will be in Superior Court for Thurston County, Washington. In the event of a conflict between the laws of the States of Washington and Oregon, the Laws of the State of Washington shall take precedence.

6.0 TERM of Agreement. The Agreement will expire ten (10) years from the latest date upon which a signature is affixed by the representative of each College.

7.0 MODIFICATION. The Agreement may be modified or amended only by written amendments signed by each member.

8.0 TERMINATION. Each member may opt out of this Agreement with 180 days' notice to the NWAACC Executive Director, or succeeding chief executive official of NWAACC. Any debts created by that member's departure shall be the responsibility of the departing member.

9.0 DISSOLUTION OF ASSOCIATION. In the event that a majority of members elect to end participation in the Association, each member of NWAACC shall be equally responsible for a proportionate share of all assets and debts accumulated by NWAACC.

10.0 ENTIRE AGREEMENT: This Agreement embodies the entire Agreement between the members. There are no other Agreements, promises, terms, conditions or obligations between the members in relation to intercollegiate athletics. This Agreement shall supersede all previous Agreements among the parties relating to intercollegiate athletics.

IN WITNESS WHEREOF, the undersigned have executed original copies of the Agreement on the dates shown below.

Signature of President

School

Date