

**NJCAA REGION XVIII/SWAC
EXECUTIVE COMMITTEE OPERATING CODE**

Article I - Membership

Section A The members of this committee shall be elected in accordance with the Constitution and By-laws of NJCAA Region XVIII.

Section B The Chairperson:

1. Shall alternate between men and women representatives.
2. Shall be one of the Executive Committee members serving his/her second year on the Committee.
3. Shall be selected by the members of the Executive Committee at a meeting prior to the Fall Regional meeting.
4. Shall call an annual Executive Committee meeting and others as deemed necessary.
5. Shall preside over Executive Committee meetings.
6. Shall appoint a secretary.
7. Shall submit recommended changes in NJCAA Region XVIII regulations to the Legislative Assembly for approval.
8. Shall submit recommended changes in the operating code of the Executive Committee to the Legislative Assembly for approval.

Article II - Meetings of Executive Committee

Section A The Committee will meet when deemed necessary.

Section B The date and place of the meetings will be selected by the Chairperson of the Executive Committee.

Section C Minutes of the meetings will be distributed to all members of the Legislative Assembly.

Section D All actions of the committee must be approved by a majority vote of the committee.

Section E The Chairperson of the Executive Committee shall have the right to vote.

Section F If a member of the Executive Committee is from an institution involved in an investigation; this member shall not be allowed to vote on that issue.

Article III - Functions of The Executive Committee

Section A Review the general regulations of the organization annually. (These include the Region XVIII Constitution, By-laws and Operating Codes).

1. Member schools and/or a sports committee desiring to propose new regulations and/or revisions of current regulations must submit these in writing to the Chairperson of the Executive Committee two (2) weeks prior to the scheduled meeting.
2. All recommended changes of regulations will be submitted to the Legislative Assembly for final approval.

Section B Continually review the sports' standard operating procedures and make recommendations for revision to the sports committee if the operating procedures are in conflict with general regulations.

Section C Sanction events as NJCAA qualifying events: A sanctioned event is an event co-sponsored by a member institution and NJCAA Region XVIII.

Section D Oversee NJCAA Region XVIII events and Inter-Regional events in liaison with Regional Directors.

Section E Serve as a nominating committee for the offices of regional director, assistant regional director, and member-at-large. In order for a candidate's name to be placed in nomination, the candidate must demonstrate support from his/her school.

Section F Serve as a referral body to review and act upon problems involving member institutions.

- Section G Review infractions of general regulations: give interpretations, render judgments, and impose penalties for infractions.
- Section H Maintain Executive Committee Operating Code.
- Section I Handle all Standard and Ethics Concerns.

Article IV - Procedures for Handling Violations of General Regulations

- Section A All allegations of infractions of the general regulations must be submitted in writing to the appropriate Regional Director. The written complaint must contain the following information:
 1. The name of school
 2. The name of the individual, individuals, or team in violation
 3. The date, time, and place
 4. The general regulations which are in violation
 5. The facts concerning the violation
 6. The names of witnesses or others who could support the alleged violations
- Section B Within five (5) days of receiving the complaint, the Regional Director will notify the athletic director and President of the institution charged in the complaint. Notification shall be by registered mail.
- Section C The Regional Director shall request the charged institution to respond within ten (10) days upon receipt of the allegations and to submit evidence to support its position.
- Section D Decisions regarding allegations or infractions shall be made in the first instance by the appropriate Regional Director. The Regional Director shall furnish a copy of the decision in writing to the affected member college and to the Executive Committee. Said decision shall state the following:
 1. The names and addresses of the parties involved.
 2. The jurisdictional basis of the complaint.
 3. The alleged grounds for non-compliance.
 4. Supporting evidence or documentation forming the basis of the complaint.
 5. The decision.
- Section E Instead of ruling on an alleged violation, the Regional Director may elect to submit it to the Chairperson of the Executive Committee.
 1. The Chairperson may determine that there is need for further evidence.
 - a. The Chairperson may appoint one or two members of the Executive Committee to investigate the complaint.
 - b. The findings of the investigation shall be reported to the Chairperson who will then determine the next course of action.
 2. The Chairperson may call a hearing of the Executive Committee to render judgment.
 3. The Chairperson shall give the charged institution an opportunity to examine the evidence and respond to it before submitting it to the Executive Committee.
- Section F Judgments rendered by the Executive Committee shall be reported in writing to the appropriate people: to the individual student(s), the coach involved, the athletic director, the president of the college, the Sport Advisor, the Regional Directors, and the person(s) filing the original complaint.
- Section G Should new facts relating to the situation become known, a review of the Executive Committee action may be requested. The request, addressed to the chairperson of the Executive Committee, must be in writing.
- Section H If charges are substantiated, the reasonable cost of the hearing, the investigation, and the review shall be paid for by the member college against whom the charges are brought. If the charges are not substantiated, the cost will be borne by the college that brought the charges.

Section I The Executive Committee Chairperson will report the number of complaints investigated and the action taken to the Legislative Assembly at the annual meetings.

Article V - Penalties for Infractions

Section A The following disciplinary measures may be imposed, depending upon the severity of the infraction. The committee may impose any or all of the following:

1. Reprimand in writing.
2. Loss of eligibility for further competition in a specific sport for a designated period of time.
3. Loss of eligibility for competition in a Region XVIII sanctioned event in a sport for a designated period of time.
4. Loss of eligibility for further competition in all sports for a designated period of time.
5. Loss of eligibility for competition in all Region XVIII sanctioned events for a designated period of time.
6. Loss of active membership in Region XVIII for a designated period of time.
7. Permanent loss of Region XVIII membership.

Section B Code of Conduct/Sportsmanship

The basic principles of the National Junior College Athletic Association athletic competition stand for the highest ideals in sportsmanship. The primary objective of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials, and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the NJCAA and Region XVIII/SWAC that the rights of the majority shall not be jeopardized by the actions of a few, this **CODE OF CONDUCT** has been adopted. Sports rule books may apply rules and regulations that are more restrictive than those found in this section.

1. BASIC RESPONSIBILITIES
 - a. Participants shall recognize their responsibility for proper conduct before, during and after any tournament, contest or event sponsored by the NJCAA or Region XVII/SWAC.
 - b. **Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of all Region XVII/SWAC/NJCAA institutions.** Each coach who has participants competing in the event shall be responsible for informing each member of the CODE.
2. REGULATIONS OF CONDUCT
 - a. **SPORTSMANSHIP**

Certain standards of behavior are expected of all student-athletes and team personnel participating in any NJCAA event. Student-athletes are guests at any event, their participation is a privilege not a right. Sportsmanship and citizenship are modes of conduct that promote and develop respect for fellow participants, coaches, and teammates. That respect should also be reflected in each student-athlete behavior toward officials and spectators. Every individual participating in any Region XVIII event must abide by the following:
 - b. **BEHAVIOR RULES**

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student-body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches, and institutional personnel who are participating in NJCAA/Region 18/SWAC events are subjected to all Region/SWAC/NJCAA Ejection rules, regulations and

penalties as stated in the Region 18/SWAC and NJCAA Handbook as well as local state and federal laws. Unacceptable forms of behavior include, but not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language
6. Use of tobacco and/or alcohol
7. Disrespectful attitude towards host hotel personnel
8. Unlawful activities

SWAC Athletic Directors will talk and have an understanding with their coaches that both players and coaches will not verbalize or taunt opposing coach(s) or player(s) either pre, during or post-game. Penalty: Coach will report verbal abuse/taunting by the opposing coach(s) and/or player(s) in writing with details of the incident and by whom to their AD. The AD will send the written report to the appropriate Region Director. The Region Director and Assistant Region Director will investigate the incident and send a warning notice to the coach and/or player involved (with a copy to the Athletic Director). A second written concern to the Region Director about the coach and/or player, after proper investigation, may result in a game suspension.

i Violent Behavior

Acts of violence or flagrant acts during or related to an athletic contest are not permitted.

- (1) A violent act is one in which physical contact or an attempt to make physical contact occurs, with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
- (2) An act in which any bench personnel other than the coaching staff leaves the bench area when a fight may break out or has broken out.

ii Ejection Penalty for Violent Behavior

The following penalties will be assessed if a game official ejects a coach, player, team personnel, staff member or game management personnel for violent, un-sportsman-like behavior:

- (1) Immediate ejection and removal from the venue (no visual contact of the contest).
- (2) Mandatory ejection and removal from the venue for any bench personnel, other than the coaching staff, who leaves the bench when a fight may break out or has broken out.
- (3) A two game/match contest suspension to be served during the next two regularly scheduled or post-season contests. Suspension of coach or player the end of the season of play shall carry over to the following season's next academic year and will served during the first scheduled contest of that year.
- (4) Should the player, coach or team personnel be ejected for a violent behavior a second time during the season, that individual shall be prohibited from participating in any intercollegiate athletic contests for that institution for the remainder of the academic year, including post-season play.
- (5) If the individual is a baseball pitcher, at the time of ejection, that individual shall not participate in the next two (2) contests nor pitch in the next six (6) contests during regular and/or post season play.

- (6) Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
- (7) The referee may end the contest.
- (8) Failure to report and/or comply will result in:
 - (a) For the first occurrence, the penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - (b) For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - (c) Games in which a suspended player(s), coach or team personnel participate shall be forfeited.

iii Non-Violent Unsportsmanlike Behavior

Non-violent unsportsmanlike behavior during or related to any Region XVIII/SWAC event is prohibited. This behavior is defined as profanity, vulgar gestures, trash talk, taunting and loud or abusive language directed at players, coaches, contest officials, game management personnel and/or spectators. The use of tobacco or alcohol during Region XVIII/SWAC sponsored events is prohibited within this rule. *Region XVIII/SWAC requires all rules dealing with uniform to be strictly enforced by all coaches and game officials. In addition to the specific sport rules, Region XVIII mandates that no athlete can modify or change the uniform or how it is worn, i.e. rolling up sleeves, pulling shorts or pants down below the waist. Also, we require that the game uniform be worn in the prescribed manner at all times including in warm-ups, on the bench during the contest, and after the game/match until participants return to the locker room or are released to go to their transportation. This includes anyone removing their jersey or pulling the shirt out while on the playing field or floor, before, during or after a game.*

iv Player & Coaches conduct prior to & after contest to & after contest

Players that are involved in verbal or physical altercations before, during or after the game/match, or who abuse equipment or facilities (i.e. benches, lockers, etc.) are required to be reported to the Region Director in writing by the host institution Athletic Director. Region XVIII/SWAC expects the same Code of Conduct for athletes and coaches in force prior to and after the contest.

Coaches' behavior with an officials/umpires: If a coach(s) approaches and/or has discussion with an official/umpire either pre-game, during half-time, post-game or between games, off the court/field or chases an official/umpire, as reported by the official(s)/umpire(s) or AD, they will be suspended from coaching the next game/match.

v Ejection Penalty for Non-Violent Unsportsmanlike Behavior

The following penalties will be assessed if a game official ejects a coach, player, staff member, team personnel or game management personnel for non-violent, un-sportsman-like behavior:

- (1) Immediate ejection and removal from the venue (no visual contact with the contest).

- (2) A one game/match suspension to be served during the next regularly scheduled contest and/or post season play. Suspension of a coach, player at the end of the season of play shall carry over to the following season.
- (3) Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
- (4) Failure to report and/or comply will result in:
 - (a) For the first occurrence, penalties will double and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
 - (b) For the second occurrence, penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
 - (c) Game in which a suspended player(s), coach or team personnel participates shall be forfeited.
- (5) Ejection of the coach: The game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.

ENTERING spectator area is prohibited: No player, coach or bench personnel may leave the playing area and enter into the into the spectator area of the facility to engage in any type of verbal or physical conflict.

PENALTY for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.

- (6) Reporting structure
 - (a) The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) and their respective college president following the ejection(s) by noon local time of the first business day following the event.
 - (b) The Region Directors (or designee) shall keep a record of all ejections in Region XVIII/SWAC region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
 - (c) The Region Director or designee shall supply an end of the year report of the ejections occurring in Region XVIII/SWAC. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the NJCAA Standards and Ethics Committee by June 15 of that academic year.
- (7) Appeals
 - (a) Participants in all NJCAA/Region XVIII/SWAC certified sports are subject to the penalties listed for ejections.
 - (b) There is no appeal of a game(s) suspension resulting from an ejection by a game official.
- (8) Personnel and athletes suspended under these NJCAA/Region XVIII/SWAC rules shall not be allowed in the facility/gym/field complex (no visual contact with contest) before or during the contest and may not coach or participate before

the game, during play, or at half-time. The coach is prohibited from any contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel before, during, or after the game. Suspended coaches may travel with the team, but will not be allowed in the immediate facility where the event is in progress (no visual contact with contest). Suspended athletes may not travel with the team while serving a suspension. Visiting athlete(s) serving a two-game suspension may be in the facility, but will not dress or be on the bench or in the dug-out. If at home during the suspension, the player(s) is not allowed in the facility at all during the second game.

PUBLIC STATEMENTS: Any statement made to media or public gatherings that are critical of Region XVII/SWAC or any of its member institutions or any of their representatives, including game officials or players would be required to be reported to the Region XVIII Regional Director.

Derogatory Comments: Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of Region 18/SWAC contests, tournament or officiating of contests during post-game interviews or at other times, to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during the contest. A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

Penalty for Derogatory Statements- A letter of censure would be sent by the Regional Director to the offender with a copy to the institution's president. Second offense would result in a probationary status. Third offense results in action of the Region Executive Committee with penalty of possible suspension.

FANS/PARENTS: Disruptive behavior of fans/parents that is detrimental to the event and the well-being, safety and common courtesy expected by participants/teams is the responsibility of the host institution's game management. If there are complaints that are certified about these problems in game management procedures, the Region will inform the institutions of problems and recommendations.

Penalty for Failure to Correct Game Management Problems – Failure to correct the problem in a specified time will result in a letter of censure along with a request to the institution's president to enforce the Region's request. Failure to do so could result in a motion of the Region Executive Committee to place the institution on probation or expel the institution from league affiliation.

Note: Event administrators must report in writing (on NJCAA EJECTION Report Form) all incidents of unsportsmanlike behavior which result in ejection to the Regional Director and to visiting team athletic director within 24 hrs of the incident.

c. Alcohol - Drugs

The use of alcohol/drugs at any Region XVIII/SWAC sponsored event is prohibited. Any game a student-athlete, coach, team official or other individual participating in an athletic event is using or is sufficiently impaired so as to endanger that individual or other individuals participating in said event by virtue of injury, use of alcohol, or drugs (including but not limited to performance enhancing or pain killing drugs) may remove or disqualify said individual from further participation in the sporting event by the following procedure:

Penalty for alcohol/drug use at Region XVIII events:

The game official shall immediately notify the impaired individual and the impaired individual's coach, team captain that the official has reasonable cause to believe that the said individual is impaired to the extent of being a danger to the individual and/or to other participants and the specific reasons for such belief.

- i The game official may then declare the impaired individual disqualified from further participation for such time as the game/match official believes is necessary for the individual to recover from such impairment.
- ii In the event the impaired individual objects to the decision of the game official, such decision may be immediately referred to the Region Director, athletic director, or their designee in charge of the sporting event or said representative or other person-in-charge shall make the final determination as to the individual's impairment or lack thereof and the decision of the Region Director, athletic director, or other person-in-charge shall be final and binding with regard to any disqualification, suspension, or overruling of the game official.
- iii Nothing shall, however, prevent the impaired individual or such individual's school from subsequently requesting review of the game official's decision to the Region Executive Committee. Said Executive Committee may review the decision of the game official and take such appropriate action as may be justified and fair to all parties.

Tobacco

The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule shall apply equally to all student-athletes, coaches, authorized team personnel and other individuals participating in an athletic event.

Penalty for use of tobacco products at Region XVIII events:

The event official shall immediately notify said individual(s) observed using any form of tobacco product of the aforementioned violation and shall enforce an immediate event disqualification and or additional penalties prescribed by the national rules governing the sport.

3. GENERAL VIOLATIONS

- a. "NUMBER VIOLATIONS" : For a violation that involves a number (i.e. number scrimmages, games, letter of intent, scholarship agreement) the following progressive series of sanctions shall be imposed:
 - i FIRST OFFENSE: Two to one ratio/penalty in which next season's games (or other type of numerical infractions) are reduced in direct proportion to the offense.
 - ii SECOND OFFENSE: One year probation for the college in violation.

- iii THIRD OFFENSE: Suspension for the college in violation.
- b. "DATE VIOLATIONS": For a violation that involves starting dates, ending dates, etc. The following sanctions will be imposed:
 - i FIRST OFFENSE: Letter of warning
 - ii SECOND OFFENSE: One year probation for the college in violation.
 - iii THIRD OFFENSE: Possible suspension for the college in violation determined by Region Executive Committee.

Article VI - Procedures of Appeal

- Section A Any member college has the privilege of appeal if the decisions of the Regional Director or the Executive Committee be deemed unfair or unjust.
- Section B A member college challenging the decision of the Regional Director must do so to the Executive Board. The appeal must be in writing and must be made within fifteen (15) days from the date of the original decision of the Regional Director. The appeal must be sent by certified mail (return receipt requested) to the Regional Director and to the Chairperson of the Executive Committee.
 - 1. In cases of extreme emergency, the member college or the Regional Director may petition the Executive Committee for an early hearing date. However, the decision of the Executive Committee concerning the granting or refusing of such request shall be final.
 - 2. Requested appeals to the Executive Committee shall be de novo hearing on all issues.
 - 3. Appeal may be heard before the Executive Committee by written or oral presentation.
 - 4. The member college shall notify the Executive Committee at the time of filing the appeal whether it desires oral or written presentation.
- Section C Appeal by written presentation shall conform to the following procedure:
 - 1. The member college making the appeal shall include the following in its written presentation:
 - a. A defense of its alleged non-compliance with regulations.
 - b. Supporting evidence or documentation pertinent to the appeal.
 - c. Reasons why the decision should be reversed.
 - 2. The Regional Director shall submit the following information in rebuttal:
 - a. A defense of the decision rendered against the college found in violation.
 - b. Supporting evidence or documentation pertinent to the violation.
 - c. Reasons why the decision should not be reversed.
 - 3. The member college shall submit its written stipulation twenty (20) days prior to the hearing to the Executive Committee and to the Regional Director. The Regional Director shall within ten (10) days thereafter submit a written presentation to the Executive Committee and to the member college.
- Section D Appeal by oral hearing shall conform to the following procedures:
 - 1. Twenty (20) days in advance of the hearing, the appealing college shall submit a written documentation of its defense to the Executive Committee and to the Regional Director. Ten (10) days thereafter the Regional Director shall submit documentation in support of the decision rendered. Each party shall send copies to the other of all material to be used in support of its case.
 - 2. At the hearing the member college shall submit relevant evidence regarding the issue, and the Regional Director shall likewise submit relevant evidence concerning the original decision.
 - 3. Appeal procedures before the Executive Committee shall be transcribed by a certified court reporter.

- Section E The costs of the appeal, including transcript costs, shall be shared by appellant.
- Section F The decisions of the Executive Committee shall be put in writing and shall be made within sixty (60) days from notice of appeal. Copies shall be furnished to the appellant member college, the Regional Director, and the Executive Committee Chairperson by certified mail, return receipt requested.
- Section G The appellant member college may appeal further any and all decisions, findings, or rulings of the Executive Committee to the Region XVIII Board of Appeal. Such an appeal shall be based upon questions of law, fact, or rule violation as presented in the Appeal by Written Presentation or as shown by the transcript of the Appeal by Oral Hearing held before the Executive Committee.
1. If the decision of the Executive Committee is challenged by the member college involved, such challenging must be resolved by the submission of the issue or issues in question to the Region XVIII Board of Appeal. The member college shall be the appellant and Region XVIII Executive Committee shall be the appellee. The burden of proof in the proceedings shall be on the appellant.
 - a. The Region XVIII Board of Appeal shall consist of three persons.
 - b. The three members of the Board of Appeal plus a first and second alternate shall be selected at the Spring meeting by the Legislative Assembly and shall serve for one year.
 - c. Should any of the three Board of Appeal members be involved directly in the issue under appeal, that board member shall be replaced by an alternate.
 - d. Any Region XVIII delegate in good standing, with the exception of those on the Executive Committee, shall be eligible for selection to the Region XVIII Board of Appeal.
 2. The appeal procedure shall be instituted as follows:
 - a. The member college appealing must serve written notice upon the Executive Committee through its Regional Director, demanding appeal on the issue in question. This notice must be served no later than twenty (20) days from the date of the decision of the Executive Committee and be sent by certified mail, return receipt requested.
 - b. The appeal notice shall set forth the nature of the claim and a statement of the matter in dispute.
 - c. Upon receipt of the appeal notice, the Regional Director shall submit to the members of the Appeal Board within five (5) working days, copies of the following by certified mail, return receipt requested:
 - i The appeal notice.
 - ii The Appeal by Written Presentation or the transcript of the Appeal by Oral Hearing.
 - d. The Board of Appeal shall reach a decision within twenty (20) days of their receipt of the appeal notice.
 - e. No member college shall be penalized for any action taken in reliance on the written decision of the Executive Committee.
 - f. No other appeal procedures are authorized.

Article VII - Revision of Operating Code

- Section A Revisions of the Operating Code are subject to approval of Executive Committee in accordance with the Constitution and By-laws of Region XVIII or the National Junior College Athletic Association.