

NJCAA REGION XVIII/SWAC SPORT ADVISOR OPERATING CODE

Article I - Purpose

- Section A Each sport shall have a sport advisor for women and sport advisor for men. The same person shall not handle the same activity for men and women unless the regional championships are held jointly.
- Section B The sport advisor shall be a legislative assembly representative appointed by the Regional Directors.
1. The appointment shall occur in even-numbered years.
 2. The term of appointment shall be two years.
- Section C The function of the sport advisor is to improve communications within Region XVIII by serving as a liaison between the Legislative Assembly and the coaches.

Article II - Duties of the Sport Advisor

- Section A To serve as a chairperson of his/her sport committee.
1. The sport advisor shall call meetings of the sport committee as needed.
 2. The sport advisor shall serve as liaison in the sport between NJCAA and Legislative Assembly.
 - a. By attending NJCAA Championship in sport if possible or by appointing a coach from a participating Region XVIII school.
 - b. By reporting appropriate information in writing to the NJCAA Executive Committee and to the Legislative Assembly.
- Section B To confer with the tournament or meet director regarding the planning and organizing of the regional championship.
- Section C To serve in an advisory capacity at the Region XVIII Coaches' Association business meeting at the sanctioned events in that sport.
1. The sport advisor shall contact the sponsor school regarding arrangements for the coaches' meeting.
 2. The sport advisor shall confer with the chairperson of the Coaches' Association regarding the agenda. Agenda items should include:
 - a. Roll call of schools and coaches in attendance at the meeting.
 - b. Announcements pertinent to the sport and the championship.
 - c. Recommendations for an/or changes in championship procedure.
 - d. Region XVIII business, such as the following, may require approval at the Region XVIII Fall or Spring meetings:
 - i Recommended revisions of standard operating procedures.
 - ii Review of recent changes in NJCAA regulations.
 - iii Confirmation of dates and host school.
 - iv Selection of sponsor school for next regional championship, if appropriate.
- Section D To disseminate information regarding the business conducted at sport committee meetings and coaches' association meetings.
1. Mail copies of all minutes and proposed changes to the following individuals:
 - a. The Executive Committee: men's and women's regional directors, men's and women's assistant regional directors, treasurer, and the member-at-large.
 - b. The athletic directors and all voting delegates of Region XVIII.
 - c. The coaches of that sport for Region XVIII.
 2. Information should be mailed no later than two (2) weeks after the meeting.

- Section E To maintain a Region XVIII Sport's Policies Notebook.
1. The notebook should include the following:
 - a. A copy of the sport's current standard operating procedures.
 - b. Information helpful to the tournament or meet director regarding the planning and organizing of the regional championship.
 - c. The minutes from the coaches' meetings (past and present).
 - d. The minutes of sport committee meetings.
 - e. General correspondence relating to the sport.
 - f. Related NJCAA information.
 - g. Other information pertinent to that sport (e.g., officiating concerns).
- Section F To develop and maintain a history of the sport for Region XVIII including up-to-date records, champions, and runners-up. A copy of current information shall be supplied to the Regional Director each year.
- Section G The sport advisor shall act as the coordinator of the all-star game and be directly responsible to the region.

Article III - Sport Advisory Committee

- Section A The members of the Sport Advisory Committee shall include:
1. The sport advisor.
 2. The chairperson of the Coaches' Association.
 3. Any other members appointed by the sport advisor or the Regional Director.

Article IV - Revision of the Operating Code

- Section A Revision of the Operating Code
1. Revision of the Operating Code is subject to approval of the NJCAA Region XVIII Executive Board in accordance with the Constitution and By-laws of the region.
 2. Final approval will be made by the Legislative Assembly.