NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

REGION I

HANDBOOK

2017-18

REGION I OFFICERS
2017-18

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REGION I HANDBOOK
TABLE OF CONTENTS

Contents

REGION I CONSTITUTION 1
REGION I DUES AND ENTRY FEES - WOMEN'S DIVISION 9
REGION I DUES AND ENTRY FEES - MEN'S DIVISION 10
REGION I FINANCIAL STATEMENT 11
BASEBALL 12
WOMEN'S BASKETBALL 14
MEN'S BASKETBALL 15
CROSS COUNTRY 16
FOOTBALL 17
GOLF: MEN 17
DIVISION II 18
GOLF WOMEN 19
SOCCER 19
SOFTBALL 20
TENNIS 22
TRACK AND FIELD 24
VOLLEYBALL 25
REGION I PLAYOFF STRUCTURE 27

REGION I CONSTITUTION

ARTICLE I - NAME

SEC 1 NAME: The name of this organization shall be Region I of the National Junior College Athletic Association, Men's and Women's Divisions.

SEC 2 PURPOSE: The purpose of Region I shall be to foster and promote wholesome athletic programs and to formulate policies and procedures for Region I events. Region I is authorized and approved by the NJCAA and operates in accordance with the Rules and Regulations of the NJCAA.

ARTICLE II – MEMBERSHIP

SEC 1 MEMBERSHIP: Community Colleges which are members of the NJCAA and assigned to Region I are eligible for membership in this organization and will:

A. Administer their athletic programs in accordance with the constitution, bylaws and other legislative acts of the Region.
B. Establish and maintain a high standard of ethics and fair play.
C. Pay the annual dues and entry fees before the deadline as stipulated in the bylaws.
D. Have representation at each meeting.

ARTICLE III - OFFICERS

SEC 1 TITLES: The elected officers shall be the Men's Regional Director, Women's Regional Director, Men's Assistant Regional Director, Women's Assistant Regional Director and Secretary.

SEC 2 ELECTIONS: The officers shall be elected and serve in accordance with the bylaws of Region I.

ARTICLE IV - MEETINGS

SEC 1 QUARTERLY MEETINGS: Shall be held in conjunction with quarterly Arizona Community College Athletic Conference meetings.

SEC 2 SPECIAL MEETINGS: Special meetings may be called at the discretion of the Region Directors.

ARTICLE V - FINANCES

SEC 1 AUDIT: The Men's and Women's Regional Directors shall render and publish an annual report of funds collected and expended in accordance with the procedures set forth in the bylaws.

ARTICLE VI - REPRESENTATION

SEC 1 REPRESENTATION: Two voting representatives shall be appointed by the President or Chief Executive Officer of each member institution in accordance with the bylaws of the Region.

ARTICLE VII - AMENDMENT

SEC 1 AMENDMENTS: The constitution and Bylaws may be amended by the procedures and stipulations set forth in the bylaws.

ARTICLE VIII - VIOLATIONS

SEC 1 VIOLATIONS: Questions regarding alleged violations of the constitution and bylaws shall be administered in accordance with the procedures set forth in the bylaws.

BYLAWS

ARTICLE I- NAME

SEC 1 NAME: The name of the organization shall be Region I, a branch of the National Junior College Athletic Association (NJCAA).

ARTICLE II - AUTHORITY

SEC 1 AUTHORITY: Region I is authorized, approved and operates in accordance with the rules and regulations of the NJCAA.

SEC 2 ELIGIBILITY: For a student to represent his/her college in intercollegiate competition, he/she must meet all current eligibility rules of the NJCAA. Eligibility rosters must be submitted to the NJCAA Eligibility Administrator, Men's Regional Director and/or Women's Regional Director according to the deadline dates.

ARTICLE III - MEMBERSHIP

SEC 1 MEMBER: All NJCAA member institutions located within the geographic boundaries of Region I are members.

SEC 2 DUES: Region I dues shall be determined two years in advance, at the first quarterly meeting. Dues are payable by August 15 of each calendar year. In the case where this requirement is not met, the college will be subject to a late fee of $250 per gender. (May 2017)

ARTICLE IV - OFFICERS

SEC 1 OFFICERS: The elected officers of Region I shall be the Men's/Women's Regional Directors, Assistant Men's/Women's Regional Directors and Secretary.

SEC 2 NOMINATIONS: The nomination and election of officers shall occur during the May meeting. The Women's Regional Director and Assistant Regional Director shall be elected in even numbered years. The Men's Regional Director, Assistant Regional Director and Secretary shall be elected in odd numbered years.

SEC 3 TERM OF OFFICE: Each officer shall serve a two year term in office.

SEC 4 DUTIES OF OFFICERS:
The Men's Regional Director shall serve as chairperson and conduct the Region meetings in even numbered years. The Women's Regional Director shall serve as chairperson and conduct the Region meetings in odd numbered years.

A. The Regional Directors shall:
1. Call special meetings as necessary for the purpose of planning Region I events.
2. Conduct necessary tournaments, meets, and/or playoffs to determine the Region I qualifying teams to NJCAA National Tournaments.
3. Represent Region I at the NJCAA Legislative Assembly.
4. Certify to the Eligibility Administrator and to the NJCAA Tournament Directors the eligibility of Region I representative(s).
5. Notify the respective Tournament Directors, by phone, as to the Region I representative to the NJCAA Tournament/Meet.
6. Provide All-American Selections and pictures to the appropriate NJCAA Sport Chairperson.
7. Submit to the NJCAA Executive Director a financial statement for the period ending July 31 of that year.
8. Investigate eligibility violations and report to the NJCAA Eligibility Administrator.
9. Maintain a record of all finances.
10. Send reports to NJCAA Service Bureau.
11. Be authorized as a signer of checks drawn from the Region I account.
12. Submit a financial report.
13. Deposit all moneys received in the name of Region I.
14. Pay all authorized expenses.
15. Be paid a stipend of $2500 per annum

B. The Assistant Regional Directors shall:
1. Act as Regional Director in the absence of the Regional Director.
2. Attend the NJCAA Legislative Assembly.

C. The Secretary shall:

1. Maintain a record of membership in the Region.
2. Keep a record of all minutes of the Region I meetings.
3. Publish minutes of Region I meetings.
4. **Be paid a stipend of $1000 per annum ($500 from men's sports, $500 from women's sports) (May 2017)**

D. The two at-large Members shall:

1. Serve on the Violations Committee.
2. Be elected at the Region I August meetings
3. Serve a two year term.

E. Elected officers not eligible to be reimbursed by a Region I member college may submit a travel expense form for mileage, per diem and lodging, as allowed by AZ state rates, to attend Region I meetings. The form is to be submitted to a Region director, with a copy sent to the other Region director, by June 1 for the prior fiscal year.

1. A receipt for lodging is required.
2. Per diem may not be claimed when meals are provided.

ARTICLE V - REPRESENTATION

SEC 1 REPRESENTATIVES: Each Region I member college shall be entitled to the following members: Women's Representative, a Men's Representative and an Administrative Representative.

SEC 2 APPOINTMENT: The Athletic Director of each member college shall designate the representatives in writing to the Secretary.

ARTICLE VI - AMENDMENTS

SEC 1 AMENDMENTS: Amendments to the Region Handbook may be made according to the following procedure: submit proposed amendments/changes to the Region Secretary on the designated form by February 1; read and discuss the proposed changes at the March meeting; vote for acceptance, denial, or modification at the May meeting. All approved handbook changes will become effective on August 1.

SEC 2 RATIFICATION: A 2/3 vote of the quorum shall be necessary for an amendment to pass.

ARTICLE VII - COMMITTEES

SEC 1 EXECUTIVE COMMITTEE: The Executive Committee shall be comprised of the Men's Region Director, Women's Region Director, Assistant Men's Region Director, Assistant Women's Region Director, and Secretary. The Executive Committee shall exercise the powers between meetings, hear all appeals and serve as an advisory board to the Regional Directors.

SEC 2 VIOLATIONS COMMITTEE: The Violations Committee shall be comprised of the Men's Region Director, Women's Region Director and two members-at-large to be determined at the first quarterly meeting. The Violations Committee shall act on violations, excluding eligibility, and impose penalties.

SEC 3 DUTIES OF VIOLATIONS COMMITTEE

1. The committee shall review and investigate an alleged violation (excluding eligibility), infringement of policies, misconduct and other such infractions by a member college.
2. The Violations Committee Chairperson will contact the Athletic Director of the accused institution regarding his/her response within forty-eight hours of receipt of complaint.
3. The Athletic Director of the accused college has 10 calendar days to respond.
4. Action will be taken by the Violation Committee within thirty calendar days of receipt of said complaint. Failure to respond within thirty days shall result in the matter being referred to the Executive Committee.
5. The sanctioned institution may appeal the Violations Committee's decision in accordance with the stipulations in Article IX, Section 1-4.

ARTICLE VIII - APPEAL PROCESS

SEC 1 Each Member College shall have the right to appeal the decision of the Violations Committee if the institution deems the decision unfair and unjust.

SEC 2 The Appeal must be in writing and made within fifteen calendar days after the Chairperson of the Violation Committee has mailed notice of the action.

SEC 3 All appeals must be inclusive of: Names of the parties and/or institutions involved; the alleged grounds upon which the appeal is based; supporting evidence or documentation upon which the appeal is based and a statement of the decision to be appealed.

SEC 4 The appeal shall be presented to the Region I Executive Committee for review. The Executive Committee shall hold a hearing and render a decision regarding the appeal. Within 5 calendar days after the decision is rendered, all parties affected shall be notified by the Chairperson of the Region I Executive Committee.

ARTICLE IX - SPORT PROCEDURES

SEC 1 PROTEST COMMITTEE: The protest committee for each Region I Tournament shall consist of the following members: Region Director or his/her appointed representative; the Sport Supervisor or his/her appointed head official; and the Tournament director. All protests shall be settled on site at the time of the protest.

SEC 2 SITES: All sites for Region I Play shall be approved by the Region I Directors.

SEC 3 FINANCIAL REPORTS: All Tournament Directors must file a financial report (see forms) to the Region I Director immediately following the tournament. Payment of all Region gate receipts are due to the Region I Director no later than 60 days after the completion of all tournament. In the case where this requirement is not met, the college will be subject to a late fee of $250. (May 2017)

SEC 4 OFFICIALS: The Region I Officials shall be assigned by the ACCAC Sport Supervisor and approved by the appropriate Region I Director. Region I Officials shall receive an additional $5.00 game fee above the ACCAC regular season pay.

SEC 5 ADMISSION: When admission costs are charged, the fee shall be $5.00 Adults/$3.00 Students. Cost of tournament/session passes should be determined in consultation with the Region Director.

SEC 6 DIRECTOR'S REIMBURSEMENT: Tournament/Meet Directors shall be paid the following:

1 Game/Match	-	$ 50.00
2 Game/Matches	-	$ 75.00
3 Game/Matches	-	$100.00
Tournament	-	$150.00

SEC 7 SCRIMMAGE DATES: A schedule of scrimmage dates/sites and opponents shall be forwarded to the appropriate Regional Director prior to the start of each sport season. Notification of any scrimmage or game change shall be forwarded to the appropriate Regional Director.

SEC 8 AWARDS

1. Plaques – Champion and runner-up teams shall receive a plaque.
2. Certificates - All-Region certificates shall be awarded to the individual athletes selected in each sport.
3. Medals - Medals shall be awarded in the following manner:

Cross Country - 14 medals for men and women to be presented to the top finishers (2-15). First place individual shall receive a plaque.

Golf – Region I Award: The Region medalist will receive a plaque. Players 2-10 will receive medals.

Tennis – The winners of Flights 1-6 in singles and Flights 1 through 3 in doubles shall receive gold medals. The runner-up Flight 1 singles and Flight 1 doubles shall receive silver medals.

Track and Field – The winners of each event will receive a gold medal. Second place finishers will receive a silver medal with third place finishers receiving a bronze medal. This includes all relay events.

Team Sports – Each member of the Region championship team will receive a gold medal (exception: football).

ARTICLE X - CODE OF CONDUCT

SEC 1 The basic principles of Region I stand for the highest ideals of sportsmanship. With this in mind, and since it is fundamental to the continuance of the activities sponsored by Region I that the rights of the majority shall not be jeopardized by the actions of a few, the CODE OF CONDUCT has been adopted.

A. Basic Responsibilities
   1. Participants shall recognize and assume responsibility for the actions of themselves and their team members.
   2. The host college shall establish all procedures necessary for the encouragement of proper conduct of the participants.
   3. Each coach shall be responsible for informing each team member of the Code of Conduct.

B. Regulations of Conduct
   1. Any game official, tournament director, member of the Executive Committee having reasonable cause to believe a student athlete, coach, team official or other individual participating in an athletic event is violating the code of conduct or is impaired by use of alcohol or drugs may remove or disqualify said individual from further competition.
   2. All Region I contests-as well as the coaches, student-athletes, staff and administrators involved in each-will adhere to the guidelines provided by the ACCAC Sportsmanship Policy, which is located in the ACCAC Handbook, pages 11-12.

C. Disciplinary Action
   1. Violations of the code of Conduct for Region events shall be referred to the Region I Violations Committee.
   2. The Violations Committee shall review the case and impose any penalties deemed necessary.
   3. The Region I Executive Committee shall act as a Board of Appeals.

ARTICLE XI - SUBSTANCE ABUSE

SEC 1 SUBSTANCE ABUSE: The use of prohibited/illegal substances by players and/or coaches in Region I events shall not be allowed. If a violation of this policy occurs, the penalty shall be ejection for that game. For a second offense, the penalty shall be ejection from the tournament. The Tournament Director, Region Director and/or Game Official may enforce the penalty.

REGION I DUES AND ENTRY FEES - WOMEN'S DIVISION
APPLICATION FOR MEMBERSHIP 2017-18

College_____

Address:

Athletic Director_____ Date_____

Region I Membership Dues and Entry Fees must be paid prior to August 15th, 2017 in order for your college to be eligible to participate in all Regional and National Championships. Please check the sports in which your college participates and submit the total amount to the Regional Director.

Region I Dues	$225.00	_____

SPORTS

Basketball	$ 50.00	_____
Cross Country	$100.00	_____
Golf	$ 20.00	_____
Soccer.	$150.00	_____
Softball	$250.00	_____
Tennis	$375.00	_____
Track	$475.00	_____
Volleyball	$130.00	_____

TOTAL AMOUNT DUE _____

Make check payable to: Region I - Women's Division
Please remit to: ART BECKER
1879 EAST BRENTRUP DRIVE
TEMPE, AZ 85283

NOTE: When paying ACCAC Dues and Region I Dues, please submit separate checks. Thank you.

REGION I DUES AND ENTRY FEES - MEN'S DIVISION
APPLICATION FOR MEMBERSHIP 2017-18

College_____

Address: _____

Athletic Director_____ Date_____

Region I membership Dues and Entry Fees must be paid prior to August 15th, 2017 in order for your college to be eligible to participate in all Regional and National Championships. Please check the sports in which your college participates and submit the total amount to the Regional Director.

Region I Dues	$225.00	_____

SPORTS

Baseball	$425.00	_____
Basketball	$ 25.00	_____
Cross Country	$100.00	_____
Golf	$450.00	_____
Soccer	$100.00	_____
Tennis.	$375.00	_____
Track	$475.00	_____
TOTAL AMOUNT DUE		_____

Make check payable to: ACCAC-Region I - Men's Division

Please remit to: MEN'S REGION DIRECTOR
ART BECKER
1879 EAST BRENTRUP DRIVE
TEMPE, AZ 85283

NOTE: When paying ACCAC Dues and Region I Dues, please submit separate checks. Thank you.

REGION I FINANCIAL STATEMENT

Sport_____

Site_____ Date_____

Winning Team _____ Score_____

Losing Team _____ Score_____

Income: Entry Fee (Prepaid) = $_____

_____Adults @ $5.00 = $_____

_____Students @ $3.00 = $_____

_____Tournament Passes = $_____

Expenses:

Official Scorer = $_____

Announcer = $_____

Timer = $_____

Ticket Takers = $_____

Tournament Director Fee = $_____

Athletic Trainer Fee = $_____

Other approved event help (List on back) = $_____

Regional Director (Mileage, per diem, lodging if necessary) = $_____

Total = $_____

Please submit profit and financial statement to the Regional Director immediately following the tournament.

BASEBALL

DIVISION I

SITE: The first round of the Region I Division I playoffs will be hosted by the top two seeds. The second round will be hosted by the higher remaining seed.

DATES: The first round of the Region I Division I baseball tournament will be played on the Thursday, Friday and Saturday following the conclusion of ACCAC conference play. The second round will be played on the following Thursday, Friday and Saturday.

FORMAT: The top four Division I finishers in ACCAC Conference play will qualify for the NJCAA Region I tournament. A best of 3-game series will be played at each site. For seeding purposes, the team with the best conference record between the division winners will be the number one seed, and seeds #2, #3, and #4 will be determined in the same manner. If teams have identical conference records, the winner of the conference series between the two teams will be used to break the tie and determine the higher seed. If head-to-head records are identical, the ACCAC tiebreaking procedures will be used.

STRUCTURE: Game times for Thursday and Friday games will be 3:00 and Saturday games will be played at 12:00. Note: higher seeded team will always be the home team.

DIVISION II

SITE: The first round of the Region I Division II playoffs will be hosted by the top two seeds. The second round will be hosted by the higher remaining seed.

DATES: The first round of the Region I Division II baseball tournament will be played on the Thursday, Friday and Saturday following the conclusion of ACCAC play. The second round will be played on the following Thursday, Friday and Saturday.

FORMAT: The top four Division II teams in ACCAC Conference play will qualify for the NJCAA Region I Division II playoffs. A best of three game series will be played at each site. For seeding purposes, the Division II team with the best conference record will be the #1 seed, and seeds #2, #3, and #4 will be determined in the same manner. If teams have identical conference records, the winner of the series between the two teams will be used to determine the higher seed. If head to head records are identical, the ACCAC tiebreaking procedure will be used. Note: the higher seeded team will always be the home team in the playoffs.

STRUCTURE: Thursday and Friday games will begin at 3:00, and Saturday games will begin at 12:00.

GAME RULES: (both divisions): All regular season ACCAC game rules shall apply, including halted game and suspended tie game rules. *Exception***:** the 10-run rule will not apply in a championship game. Prior to the start of the tournament, each site director will determine a time after which a game may not start on that field.

EXPENSES: Legitimate tournament expenses include: three umpires per game, an announcer, ticket seller, official scorer, etc. Any profits shall be submitted with the financial report to the Regional Director.

ALL-REGION:

Division I: The Division I All-Region First team shall be ranked by an open ballot and submitted to the Regional Director in rank order (1-10 & DH). A Second Team All-Region for Division I shall also be named in the same manner.

Division II: For Division II, two All-Region teams will be selected, consisting of 10 players plus one designated hitter. After the All-Conference 1st team is selected and ranked 1-16 by an open ballot, any Division II players from the All-Conference team will be automatically included on the Division II All-Region team and will be submitted as All America candidates in the order in which they were ranked. Division II players selected as 2nd team All-Conference will then be used to complete the All-Region First team. A second team All-Region for Division II shall be selected by open ballot. Certificates shall be awarded.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

WOMEN'S BASKETBALL

SITE: Region I tournament games will be played at the home site of the higher seeded teams in the tournament (Divisions I and II).

DATES: The Region I Division I tournament will be played on Tuesday and Friday. The Region I tournament should be completed at least one week prior to the NJCAA Tournament. The Region I Division II Tournament will be played on Wednesday and Saturday. The Region I tournament should be completed at least one week prior to the NJCAA Tournament. Both tournaments will be played during the same week.

FORMAT: The top three Division I finishers in ACCAC play will qualify for the Region I Division I tournament. The top 4 Division II finishers in ACCAC play will qualify for the Region I Division II tournament. If head-to-head ACCAC records are identical, conference tie-breaking procedures shall be used to determine seeding.

STRUCTURE: In Division I, #3 seed will play at #2 seed in the first round. The winner of that game will play at #1 in the second round.

In Division II, #4 seed will play at #1 and #3 will play at #2 in the first round. Winners of each of those games will play at the site of the higher remaining seed in the second round. **All games will be played at 7:00. If there is a double header for any reason and two games are played at the same location, start times will revert to normal conference start times – first game (women) tip off at 5:30 and second game (men) tip off at 7:30. (May 2017)**

ALL-REGION: The Division I All-Region First Team will be made up of the top 5 Division I players selected to the ACCAC All-Conference Team.

The Division I All-Region Second Team will be made up of the next 5 Division I players selected to the ACCAC All-Conference Team.

The Division II All-Region First Team will be made up of the top 5 Division II players selected to the ACCAC All-Conference Team.

The Division II All-Region Second Team will be made up of the next five Division II players selected to the ACCAC All-Conference Team.

If the positions on the All-Region Teams (Division I and II) cannot be filled, additional ballots will be taken among those nominated for the ACCAC All-Conference Team to fill the respective team. Those chosen in this manner will be ranked lower than those chosen during regular balloting.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

MEN'S BASKETBALL

SITE: Region I tournament games will be played at the home site of the higher seeded teams in the tournament. (Division I and II)

DATES: The Division I, Region I tournament will be played on Thursday and Saturday following the conclusion of ACCAC play.

The Division II, Region I tournament will be played on Wednesday and Friday following the conclusion of ACCAC Conference play.

FORMAT: The top four Division I finishers in ACCAC play will qualify and be seeded for the Region I, Division I tournament. The top 4 Division II finishers in ACCAC play will qualify and be seeded for the Region I, Division II tournament. If head-to-head ACCAC records are identical, conference tie-breaking procedures shall be used to determine seeding.

STRUCTURE: Division I and II

- Each game will be played at the site of the highest seed at 7:30 pm
- First round: #4 seed will play the #1 seed and #2 seed will play the #3 seed.
- Championship game: winners of first round.

Note: if game times and dates are in conflict with a women's championship game, the women's game will be played at 7:30 and the men will play at 5:30.

EXPENSES: Legitimate Tournament Expenses are: Three Game Officials, One Shot Clock operator, one official timer, one official scorer/announcer, one statistician and one ticket seller.

RULES: NJCAA and NCAA Rules shall be used. Teams are limited to not more than 15 players. Basketballs shall be recommended by the coaches and approved by the Regional Director. Basketball coaches shall submit a 15 player roster form and two black and white (5X7) team pictures to the Regional Director prior to February 1st.

ALL-REGION: Division I All-Region First Team will be made up of the top five Division I players selected to the ACCAC All-Conference team.

Division I All-Region Second Team will be made up of the next five Division I players selected to the ACCAC All-Conference team.

Division II All-Region First Team will be made up of the top five Division II players selected to the ACCAC All-Conference team.

Division II All-Region Second Team will be made up of the next five Division II players selected to the ACCAC All-Conference team.

If the positions on the All-Region Teams (Division I or II) cannot be filled, additional ballots will be taken among those nominated for the ACCAC All-Conference Team to fill the appropriate team. Those chosen in this manner will be ranked lower than those chosen during regular balloting.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

CROSS COUNTRY

SITE: The Region I meet site shall be selected by the ACCAC Cross Country Committee and approved by the Region Director.

HOST ROTATION:
2017 – Maricopa (MCC)
2018 – Maricopa (PVCC)
2019 – Pima
2020 – Maricopa (EMCC)
2021 – Central Arizona
2022 – Maricopa (GCC) (May 2017)

The Region I meet course shall not be run on any college's designated home course.

DATE: The meet will be held 10-14 days **prior** to the National Championship meet (not on a Sunday) at the discretion of the host school and approved by the Region Director.

FORMAT: All-Region I teams are eligible to participate in the race. NJCAA and NCAA rules will be used. Each college shall submit an eligibility roster to the meet director ten days prior to the Region meet. Participating teams are limited to a maximum of seven (7) runners in uniform. No unofficial runners may be dressed in specific uniform on the course site.

STRUCTURE: Starting times will be 9:00 AM and 9:45 AM and the order will follow the order of the National Championship meet. Awards will be given at the conclusion of the second race.

ALL-REGION: The All-Region teams for both men and women will consist of the top fifteen over-all finishers. The first team will consist of finishers 1-5, the second team finishers 6-10, and the third team finishers 11-15. All-Region certificates will be presented. The winner will receive a plaque and places 2-15 will receive medals (2nd place silver, 3-15 bronze).

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

FOOTBALL

ALL-REGION: All-Region Teams shall be comprised of a First Team offense of eleven (11) players, by position, a place-kicker (1), and a specialist (1) plus a First Team defense comprised of eleven (11) players, by position, and a punter (1). A second team will be selected in the same manner as the first team selections.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting. Region Director will forward candidates to WSFL President for official submission to the NJCAA.

GOLF: MEN
DIVISION I

SITE: To be determined by the Region Director.

DATE: Regional qualifying must be completed by the conclusion of the second full week of May.

FORMAT: All Division I golf teams are eligible to participate in the Regional Tournament. Teams shall consist of a minimum of four players and a maximum of five. NJCAA and USGA rules shall be used.

STRUCTURE: One 72-hole medal play tournament will be played to qualify for the NJCAA National Tournament. The team score for each round (18 holes) shall consist of the total of the four lowest individual scores on the team for that round. Scores will be cumulative. The team with the lowest total for the combined four 18-hole rounds (72 holes) shall be the Region Champion.

AWARDS: The Region tournament team champion and runner up, the Region tournament medalist, and players finishing 2-8 will receive Region awards.

FINANCES: Tournament costs will be the responsibility of the Region.

ALL-REGION: The All-Region team will consist of the eight (8) lowest cumulative individual totals and ties based on the 72-hole tournament. All-Region certificates will be awarded.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

GOLF: MEN
DIVISION II

SITE: To be determined by the Region Director.

DATE: Regional qualifying must be completed by the conclusion of the second full week of May.

FORMAT: The top 4 Region I, Division II golf teams from the final ACCAC standings are eligible to participate in the Regional Tournament. Teams shall consist of a minimum of four players and a maximum of five. NJCAA and USGA rules shall be used. Any individual in the top ten Division II players from the final ACCAC standings may participate in the Region tournament as an individual.

STRUCTURE: One 72 hole medal play tournament will be played to qualify for the NJCAA National Tournament. The team score for each round (18 holes) shall consist of the total of the four lowest individual scores on the team for that round. Scores will be cumulative. The team with the lowest total for the combined four 18-hole rounds (72 holes) shall be the Region Champion.

AWARDS: The Region tournament team champion and runner up, the Region tournament medalist, and players finishing 2-8 will receive Region awards.

FINANCES: Tournament costs will be the responsibility of the Region.

ALL-REGION: The All-Region team will consist of the eight (8) lowest cumulative individual totals and ties based on the 72-hole tournament. All-Region certificates will be awarded.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

FIRST PLACE TEAM TIE: In the event of a team tie for first place, a sudden death playoff will be held. Only four players may compete for each team in the playoff. They shall be the four players with the lowest score for the last 18-hole round. The playoff will be a four-man hole-by-hole per USGA Rules of Golf tie-breaking procedures until the tie is broken.

TIE FOR LAST TEAM QUALIFYING SPOT: In the event of a team tie for the last qualifying spot, a sudden death playoff will be held. Only four players may compete for each team in the playoff. They shall be the four players with the lowest total for the last 18-hole round. The playoff will be a four-man hole-by-hole per USGA Rules of Golf tie-breaking procedures until the tie is broken.

GOLF: WOMEN

RULES: NJCAA and USGA rules shall be used. Teams shall consist of a minimum of four scoring players and a maximum of five players.

REGION CHAMPION: The winner of ACCAC Conference play will be declared the Region I Champion.

ALL-REGION: The Women's All-Region Golf team will be comprised of the ACCAC All-Conference First Team. All-Region certificates will be presented.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

SOCCER

SITE: The Region I Tournament hosts shall be the colleges with the highest seeds in the bracket.

DATE: The Region Tournament will be played on Monday, Wednesday, Saturday and Tuesday, Thursday, Saturday alternating each year. In even numbered years, the women will play on M-W-S, and the men on T-Th-S. In odd numbered years, the men will play on M-W-S, and the women on T-Th-S. If a doubleheader should occur on Saturday, the current season start times will be used to determine whether the men or women play the first match.

FORMAT: The Region I Tournament will include the top six finishers in the ACCAC, in a single elimination tournament. The ACCAC first and second place teams will receive byes for the first round of the Region Tournament.

STRUCTURE:

First Round: The ACCAC third place team will host the sixth place team and the fourth place team will host the fifth place team.

Semifinals: The second place team will host the winner of #3 and #6, while the first place team will host the winner of #4 and #5.

Finals: The two winners will advance to the finals which shall be hosted by the team with the higher Region seed.

GAME TIMES: If a single game is played, the game time shall be 2:00 PM for a facility with no lights or 6:00 PM for a facility with lights. If a double header is required, game time shall be 11:00AM and 2:00PM for a facility with no lights. If the facility has lights, game time will be 4:00PM and 7:00PM. Game times may be adjusted with the consent of the Region Director and the two Athletic Directors involved.

EXPENSES: Legitimate tournament expenses are a timer, scorer, announcer, ticket seller and four ball shaggers.

RULES: NJCAA and NCAA rules shall be used.

ALL-REGION: The All-Region 1st & 2nd Teams shall reflect those players selected for the ACCAC All-Conference 1st & 2nd Teams. All-Region Certificates shall be awarded.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for qualifying standards.

SOFTBALL

SITE: The Region Tournament for both Division I and Division II will be played at the home site of the #1 seeded teams.

DATE: The Region Tournament for both Divisions I and II will be played on the Friday/Saturday following the conclusion of the regular season.

FORMAT:
Division I – Top four ACCAC finishers at #1 seed in a double elimination tournament.
Division II – Top four ACCAC finishers at #1 seed in a double elimination tournament.

STRUCTURE (same for both Division I and II):

Game 1 - #2 vs. #3	Friday 9 AM
Game 2 - #1 vs. #4	Friday 11 AM
Game 3 – L1 vs. L2	Friday 1 PM
Game 4 – W1 vs. W2	Friday 3 PM
Game 5 – W3 vs. L4	Saturday 10 AM
Game 6 – W5 vs. W4	Saturday 12:30 PM
Game 7 – if needed	Saturday 3 PM

(during D-I and D-II tournament play, game times are subject to change only with the approval of the Region Director. There will be a minimum of 20 minutes between games)

EXPENSES: Legitimate tournament expenses shall be three umpires per game, an official scorer, a visual scorer/announcer and ticket seller.

RULES: NJCAA Rules shall be used:

* Highest seeded team is the home team and occupies the dugout of their choice
* The NJCAA approved softball will be the game ball.

ALL-REGION – ALL-AMERICAN:
First team All-Region selections will be comprised from the All-Conference selections including first, second, and third teams, respectively.
Note: if there are not enough players to fill the All-Region team, the following procedure should be followed:
1) Look back at players who received votes from at least two coaches during the All-Conference selections, and place players receiving the highest votes per position on the All-Region team.
2) A re-vote to fill the vacant positions will occur. In the re-vote, the players must have been nominated for All-Conference and only coaches in the Division will vote for the specific position.

Division I will select twelve players and Division II will select fourteen players.
These numbers are based on the percentages of teams in both divisions, with Division I having four teams and Division II having seven teams.

Division II All-Region Team will include:

Four (4) pitchers
Two (2) catchers
Four (4) infielders
Three (3) outfielders
One (1) utility

Division I All-Region Teams will include:

Three (3) pitchers
One (1) catcher
Four (4) infielders
Three (3) outfielders
One (1) utility

If there are not enough players to fill the All-American team, a second re-vote will be taken to fill the needed positions only.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

TENNIS

SITE: The Region I Tennis Tournament site shall be selected by the ACCAC Tennis Committee and approved by the Regional Directors.

DATES: The tournament shall be held the third or fourth week in April for men and women. Dates determined by the ACCAC Tennis Committee and approved by the Regional Directors.

FORMAT: All-Region I teams are eligible to participate in the Region I tournament.

STRUCTURE: Seeding for the Region I Tournament shall be based on the following criteria:

1. There will be two players seeded in each flight of singles and doubles.
2. At the Region Seeding Meeting, coaches will present their players for seeding consideration. All coaches will then vote to determine the seeds.
3. The voting process is as follows: nominations for individual playoff seeding will have top 4 players submitted in each flight by coaches. Coaches will rank players 4-1 (4 being the highest seed). Coaches cannot vote for players from their own team. Players with the highest amount of points tallied from ballots receive #1 and #2 seeds in each flight.
4. Once a tournament draw has been made, no tournament substitutions will be allowed.

RULES: NJCAA, ITA, and USTA Rules shall be used. The designated line-up shall be submitted to the tournament director by Friday of the week prior to the tournament. Changes to this line-up can only be made if a player is ill, injured or ineligible. The player may be substituted for at the position with the number seven player. If no player is available, the position will be defaulted.

The Region I team champion shall be determined by the point system.

1. The team with the most points shall be declared the winner.
2. One point will be awarded for each match won in the six singles flights and three doubles flights.
3. Seeded players who have 1st round byes will be awarded one point, regardless of results from their 1st round match played.

If two teams tie for the final National qualifying spot, the head-to-head ACCAC season record is used as the tie-breaker. If the two teams have split their dual season matches, a team match will be used as the tiebreaker. The match is to be played within three school days of the completion of the Region Tournament. If three teams tie for the final qualifying spot, the head-to-head ACCAC season record will be used as the tie-breaker. If the teams have split their dual season matches, two team matches will then be used as the tiebreaker. The head-to-head dual match records will be used to determine the team to draw the bye, using head-to-head dual match play: most matches won, most sets won, most games won, or coin flip. The first match is to be played within three school days of the completion of the Region Tournament. The second match is to be played within two school days of the completion of the first round match. If four or more teams tie for the final national qualifying spot, the head-to-head ACCAC season record is used as the tie-breaker. If teams have split their dual season matches, a single-elimination tournament will be played, seeding two teams with the other team drawn to lines by lot. The head-to-head dual match records will be used to determine the two teams to be placed at the top and bottom of the draw: most matches won, most sets won, most games won, or coin flip. The first matches will be played within three school days of the completion of the Region Tournament. The second match is to be played within two school days of the completion of the first round match.

EXPENSES: legitimate tournament expenses shall include:

1. A stipend for the tournament director.
2. Payment for the court rental.
3. The cost of tennis balls for the tournament.
4. The cost of umpires for the tournament.

ALL-REGION: The All-Region tournament team shall be the flight 1-6 champions and the flight 1-3 doubles champions.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

TRACK AND FIELD

SITE: The Region I Track and Field site shall be recommended by the ACCAC Track and Field Committee and approved by the Regional Directors.

DATE: The Decathlon and Heptathlon shall be held within the week immediately preceding the Region I Meet. The Region I Meet shall be held 7 to 14 days prior to the NJCAA National Championships. The days are to be recommended by the Track and Field Committee at the August meetings and approved by the Region Directors**.**

STRUCTURE: The maximum number of entries per event, including the Decathlon and Heptathlon shall be four (4) with two alternates. All meet entries must be submitted, in writing, to the Meet Director prior to the start of the Decathlon and Heptathlon. The final scratch meeting shall be held prior to the Region I Meet at the discretion of the meet director. All scratches are final.

EXPENSES: Legitimate meet expenses shall consist of a Meet Director and other expenses approved by the Regional Directors.

RULES: The NJCAA and NCAA Track and Field Rules shall be used. The scoring system shall be (10-8-6-4-2-1) for men's and women's events. Photo timing must be provided for the Decathlon and Heptathlon as well as the Region I Meet.

SEEDING: All preliminary races and final races will be seeded according to the rulebook. Meet Director shall seed all entries. The Meet Director shall be responsible for assigning all officials and designating a Games Committee.

ALL-REGION: The All-Region individuals shall be the winners in each event. Each shall receive a certificate and a gold medal. Medals shall be awarded for the top three places (gold, silver and bronze.) This includes relay teams.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

VOLLEYBALL

DIVISION I REGION TOURNAMENT

SITE: #3 seed (Seminole or ACCAC) at #2 Seed (ACCAC). Winners play at #1 seed

DATE: Wednesday and Friday following completion of ACCAC season. Day in between allows for travel and travel arrangements.

FORMAT: All matches would be best of 5 sets. #3 and #2 seeds will play a match at 7:00 pm on Wednesday. The winners of Wednesday's match will play at site of the #1 seed on Friday.
The 3 teams will be comprised of the top 2 ACCAC DI teams as determined from overall conference record and Seminole State College as the #3 seed. In order for Seminole State College to qualify they must have a .500 winning percentage against NJCAA competition.
If Seminole State College is not eligible, then the #3 ACCAC team would take their place.
The winner of this Region I Championship will advance on to the NJCAA National Championship Tournament.

DIVISION II REGION TOURNAMENT

SITE: All matches will be hosted by the highest seeded team.

DATE: Thursday, Friday and Saturday after the completion of the ACCAC schedule.

STRUCTURE: Top four Division II teams in ACCAC standings in a 3-day double elimination tournament.

FORMAT:

Game 1: ACCAC #2 seed vs. #3 seed	Thursday	4:00pm
Game 2: ACCAC #1 seed vs. #4 seed	Thursday	7:00pm
Game 3: Loser game 1 vs. Loser game 2	Friday	11:00am
Game 4: Winner game 1 vs. Winner game 2	Friday	2:00pm
Game 5: Winner game 3 vs. Loser game 4	Friday	7:00pm
Game 6: Winner game 4 vs. Winner game 5	Saturday	4:00 pm
Game 7: (If necessary)	Saturday	7:00pm

(minimum of 45 minutes rest and warm-up prior to the start of the next match)

DIVISION I ALL-REGION: All-Region team for Division I will be comprised of players from the All-Conference Team. The top six (6) Division I players selected for the All-Conference Team will comprise the Division I All-Region Team. In the event there are not six (6) players from Division I on the All-Conference Team, a second voting will be necessary. All coaches will be involved in the voting. Only necessary vacancies will be filled during this voting. All-Region certificates shall be awarded.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

NATIONAL QUALIFYING: Please refer to the NJCAA Handbook for National Championship Qualifying standards.

DIVISION II ALL-REGION:

The All-Region Team for Division II will be comprised of players taken from the All-Conference Team. The top eight (8) Division II players selected for the All-Conference Team will comprise the Division II All-Region Team.
In the event there are not eight (8) players from Division II on the All-Conference Team, a second voting will be necessary. All coaches will be involved in the voting. Only necessary vacancies will be filled during this voting. All-Region certificates shall be presented.

ALL AMERICAN NOMINATIONS: Please refer to current NJCAA Handbook for nomination procedures. Provide all nomination materials to the Region Director NO LATER THAN 5PM the second business day following the ACCAC End-of-Year Coaches' Meeting.

Qualifying for Nationals: The Region I Division II champion shall advance to the NJCAA National Tournament.

DIVISION I & II EXPENSES: Legitimate tournament expenses shall be two officials, two line judges, three ball shaggers, announcer/visual scorer, one official scorer, and ticket seller. (May 2017)

RULES: NJCAA Rules shall be used. The tournament volleyball will be the same brand as used at the NJCAA national tournament. A maximum of fourteen players shall be permitted.

REGION I PLAYOFF STRUCTURE

Basic format:

The number of play-off teams in each sport shall be approved by the Region membership with recommendations made by the various sports committees utilizing the following guidelines:

The sports governed by these guidelines are baseball, basketball, soccer, softball and volleyball.

No more than 50% of the total number of teams (combined Division I and Division II) will be allowed into the Region playoffs (a sport can opt to have less than 50%). When determining the 50%, if the total number of teams is an odd number, the playoff allocation will be rounded up to the next whole number (i.e. 13 teams will calculate into 7 total teams for the playoffs).

If there are fewer than four teams in a particular division of play, there will be no Region playoff. The representative to the District/National Tournament will be the highest finishing team within that division of play based upon their final ACCAC standing. This team will count as one of the total number of teams available for the playoffs.

If a particular sport feels there is justification for exceeding the 50% guideline, that sport committee may appeal to the Region I membership to increase the number of teams participating in the Region playoffs. The petition must be submitted to the membership prior to the third quarterly (March) meeting.

Once the numbers have been established for each sport, the sports committee, with recommendations from the coaches, may recommend the alignment of numbers of teams participating in the playoffs by division of play.

Team representation by sport as of 2017-18:

Baseball: 14 teams total (maximum of 7 in playoffs)
- Division I – 6 teams
- Division II – 8 teams

Basketball: 12 teams total in both men's and women's (maximum of 6 in playoffs)

Men		Women	
Division I –	5 teams	Division I –	4 teams
Division II –	7 teams	Division II –	8 teams

Soccer: 11 teams (all DI) total for men (maximum of 6 in Playoffs).
11 teams (all DI) total for women (maximum of 6 in playoffs).

Softball: 13 teams total (maximum of 7 in playoffs)
- Division I – 4 teams
- Division II – 9 teams

Volleyball: 10 teams total (maximum of 6 in playoffs)
- **Division I – 3 teams***
- **Division II – 7 teams**

*** The DI volleyball teams have successfully petitioned to allow all three DI teams to participate in the playoffs using the same structure that is currently in place. (May 2017)**