

## **POLICIES FOR CONDUCTING NJCAA CHAMPIONSHIP EVENTS**

### **Section 1 – Representative at NJCAA Championship Events**

- A. The NJCAA Sport Committee Chair, or designee appointed by the Board of Regents, shall represent the NJCAA at championship events. This person shall advise the Tournament Director concerning matters relative to conducting the championship events. Items include pre-tournament information, coaches meeting, NJCAA and Sport Rules, sportsmanship, selection of the All-Tournament team (when applicable), presentation of awards and other items. The NJCAA National Office will have final authority and direction on the operations of national championships. Transportation, lodging and per diem for the NJCAA Sport Committee Chair shall be paid for by the Championship Host.
  
- B. Should a member of the NJCAA National Office attend a championship event, transportation, lodging and per diem shall be paid for by the Championship Host. NJCAA National Office will alert the Championship Host of scheduled attendance no later than thirty (30) days prior to the event.

### **Section 2 - Responsibilities**

Detailed information, guidelines and requirements relative to hosting an NJCAA Championship and/or Football Bowl Game, including but not limited to, liability insurance requirements, sports specific requirements, video streaming, recording of results and statistics, merchandise policies and more, shall be sent electronically each year to the membership and published on the NJCAA website at [www.njcaa.org](http://www.njcaa.org).

## **SPORTSMANSHIP (Revised June 2023)**

**Section 1 - General Sportsmanship Expectations:** A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators.

Sportsmanship applies to all athletic events involving NJCAA member institutions, conferences and/or regions.

Sport rulebooks may apply rules and regulations that are more restrictive than those found in this section.

- A. Players, coaches and team personnel will recognize their responsibility for proper conduct before, during and after every contest.
  
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

### **Section 2 - Ejections**

#### **A. Violent**

A.1. Violent behavior is defined as:

- A.1.a. An act 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 or game management personnel or damage property.
  
- A.1.b. Engaging in hostile or abusive language or harassment that refers to race, religion, sex, sexual orientation, and national origin and/or other threatening language.
  
- A.1.c. When dealing with the football targeting rule, if a foul is called, the following will be adhered to as taken from the sport rulebook.

A.1.c.i. As targeting is a penalty, it would not be considered a violent ejection, it would be part of the football rules and enforced within the football rulebook. If the foul occurs in the first half of a game, the player is ejected for the remainder of the game. If the foul occurs in the second half or overtime of a game, the player is ejected for the remainder of that game and the first half of the next contest.

A.2. Penalties - The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:

A.2.a. Immediate ejection and removal from the venue as defined by sight and sound

A.2.b. A two-contest suspension to be served during the next two regularly scheduled or postseason contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.

A.2.c. Should a player, coach or team representative receive as their first two ejections, a violent and a non-violent ejection, in any order, they must serve a three (3) contest suspension.

A.2.d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.

A.2.e 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.

A.2.f The referee may end the contest.

A.3. Failure to report and/or comply:

Failure to report and/or comply will result in:

A.3.a. For the first occurrence, the penalties will double for the offending participant, with the head coach also serving the doubled portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

A.3.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.

A.3.c. Games played during the time of failure to report and/or failure to comply with the NJCAA Policies Manual – Sportsmanship, must be forfeited.

## B. Non-Violent

B.1. Definition - Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.

B.2. Penalties - The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:

B.2.a. Immediate ejection and removal from the venue as defined by sight and sound.

B.2.b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or postseason contest, unless a previous violent ejection was served. Suspension of a coach or player at the end of the season of play shall carry over to the following season. For the second non-violent ejection of the sport season, a two-game suspension shall be served. For the third non-violent ejection of the sport season, a four-game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.

B.2.c. Should a player, coach or team representative receive as their first two ejections, a violent and a non-violent ejection, in any order, they must serve a three (3) contest suspension.

B.2.d. 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.

B.3. Failure to report and/or comply - Failure to report and/or comply will result in:

B.3.a. For the first occurrence, the penalties will double for the offending participant and the head coach also serving the double portion of the penalty. A letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

B.3.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.

B.3.c. Games played during the time of failure to report and/or failure to comply with NJCAA Policies Manual - Sportsmanship. must be forfeited.

C. Ejection of the Head 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.

### **Section 3 - Non-Collegial Incident**

A. Definition - Any act or incident not in accordance with NJCAA Policies Manual – Sportsmanship or the respective NCAA Rule Book, and or any sportsmanship situation not appropriately ruled on by the game officials in charge of the contest in accordance with NJCAA bylaws. Examples: multiple ejections, bench clearing altercations, postgame altercations, game official(s) in charge of the contest does not allow the contest to be completed in its entirety.

B. Penalties – Will be administered by the NJCAA National Office on a case-by-case basis in support of NJCAA Policies Manual – Sportsmanship and the respective NCAA Rule Book.

C. Failure to report and/or comply - Failure to report and/or comply will result in:

C.1. For the first occurrence, the penalties will double for the offending participant, with the head coach also serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

C.2. 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.3. Games played during the time of failure to report and/or failure to comply with NJCAA Policies Manual - Sportsmanship must be forfeited.

### **Section 4 – Entering Spectator Area**

No player, coach or bench personnel may leave the playing area and enter 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.

### **Section 5 – Reporting**

A. Single Person Ejections – In the case where a single incident resulted in a single individual being ejected, the report must be submitted in the Admin Portal by noon the next business day.

A.1. The Athletic Directors of the member institution involved in the contest shall include their respective Regional Director (or designee) on the ejection report submission in the Admin Portal. (Note: Reporting procedures must be followed for all regular and postseason competition).

A.2. Ejection Reports – Ejection reports of violent ejections will include a written notification to the President with a copy sent to the Athletic Director of the offending college. This notification will be sent by the Regional Director or his/her designee in the region where the college of the offending player or coach resides.

**B. Multiple Person Ejections and Non-Collegial Incidents** - In the case of an incident where two (2) or more individuals are ejected, in a single incident, or in the case of a Non-Collegial Incident, the report must be communicated to the NJCAA National Office by noon the next business day.

B.1. Game officials do not have to eject players, personnel, or a coach or staff member, to require this report.

B.2. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, the NJCAA President/CEO following any incident which involves two or more individuals by noon local time of the first business day following the incident. (Note: Reporting procedures must be followed for all regular and postseason competition).

B.3. A copy of the report should be sent to the respective Regional Director in addition to the NJCAA President/CEO, and the Compliance Office at [ejections@njcaa.org](mailto:ejections@njcaa.org)

B.4. Details of Report – Multiple Person and Non-Collegial Incident Reports must include a detailed accounting of the following:

B.4.a. Date and location of incident

B.4.b. Names of individuals involved in the incident

B.4.c. Names of schools involved in the incident

B.4.d. Specific details of the incident

B.4.e. Were there any ejections as a result of the incident? If so, provide details.

B.4.f. Is there a video of the incident? If there is a video it should be provided with the report.

**C. Regional Director Reporting Structure for Ejections:**

C.1. The Regional Director or his/her designee shall keep a record of all ejections in their respective region. The record shall include the name of the person ejected and institution, the date of the ejection, the reason for the ejection and the penalty imposed.

## **Section 6 - Jurisdiction**

A. Single person ejections - Region Level

B. Multiple person ejections and Non-Collegial incidents - NJCAA National Office

## **Section 7 – Appeals**

A. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.

B. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:

B.1. When there is the college's irrefutable game video evidence that the wrong student athlete(s)/coach(s) was ejected. If the wrong student-athlete(s)/coach(s) was ejected, the penalty will be assessed to the student-athlete(s)/coach(s) in violation and he/she will serve the complete suspension.

B.2. All game suspensions will be in effect during the appeals process.

B.3. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.

B.4. The NJCAA National Office will rule on all appeals.

B.5. The level of the ejection cannot be appealed but the National office can review the submitted reports to make sure the ejection was properly designated and applied. (violent vs. non-violent).

## **Section 8 - Game Officials and Game Management Personnel**

An act in which verbal abuse, 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 game official and/or game management personnel will lead to a suspension for a minimum of two games and a maximum of one year.

## Section 9 – Suspensions

Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field/complex at any time after the officials have arrived before or during the contest and may not coach or participate beginning two hours before the scheduled game time, during play, or at half-time. Coaches may not return to the facility until after the officials have left and the game is official.

Suspended individuals must remain out of sight and sound while serving a suspension. Sight and sound is defined as the individual should not be able to be seen or heard by the officials. Regions may provide more specific guidelines based on the sport and facilities.

- A. Suspended coaches may travel with the team but cannot participate in pre-game or in-game activities.
- B. Suspended athletes may not travel with the team while serving a suspension.
  - B.1. However, in those instances where the team is travelling to play more games than the number of games for which the student-athlete is suspended, the student-athlete can travel with the team.

### **CODE OF CONDUCT FOR ALL NJCAA MEMBER-SPONSORED EVENTS** *(Revised June 2023)*

This code of conduct applies to any and all contests/competition in which any NJCAA member college participates. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region standards and ethics committee. The jurisdiction of the NJCAA Code of Conduct applies to all NJCAA member colleges and their representatives.

#### **Code of Conduct**

- A. Coaches and team personnel shall recognize the responsibility for proper conduct at any and all contests/competitions in which any NJCAA member college participates.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members.
- C. The Head Coach, assistant coaches (recognized on the roster and college website, and other non-student personnel (athletic trainers, athletic administrators) are allowed to enter the court or field area to assist with deterring a possible fight or to assist in breaking up an existing altercation. Individuals who escalate the existing situation or do not act in a professional manner, could be subject to penalties or sanctions. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

#### **Behavior**

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 positively on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are representing the NJCAA or NJCAA member colleges are subject to all NJCAA rules, regulations, and penalties as stated in the NJCAA Handbook, respective NCAA rulebook, as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel, or in public while representing their college. This Code of Conduct does not replace NJCAA Policies Manual – Sportsmanship of the NJCAA Handbook. Unacceptable forms of behavior include, but are 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 or language that refers to race, religion, sex, sexual orientation, and national origin and/or other threatening language.
6. Use of drugs and/or alcohol, tobacco (including but not limited to e-cigarettes, vaping, etc.)

7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities
9. Physical abuse or damage to college property or host hotel property.

### **Derogatory Comments**

A. Players, coaches and institutional personnel shall not make any derogatory public comments regarding contests, competitions or game officials at any time; in print, broadcast social media, news releases or any other communications where comments may become public. The head coach will be responsible for any derogatory comments or actions made by any player, coach, or institutional personnel.

B. A coach shall not address or permit anyone from making uncomplimentary remarks to any game official before, during, and/or after any and all NJCAA member contests/competitions in which any NJCAA member participates.

### **Reporting**

Violations of the Code of Conduct shall be reported to:

1. To the respective Region Director for all regular season and region/district competition violations.
2. National Championship or Invitational violations shall be reported to the CEO/President of the NJCAA and to the Compliance Department at [compliance@njcaa.org](mailto:compliance@njcaa.org)

### **Procedures - Immediate Action**

Where immediate action is needed to alleviate or control a situation:

A. During regular season and/or the Region Tournament competition: The Region Director or Assistant Region Director shall have the authority to act at his/her sole discretion. During District and/or National postseason competition, the Tournament Director and/or on-sight Administrator shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student athletes from competition.
- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

### **Penalties - Immediate Action**

The Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee during District and/or National postseason competition may issue any penalty that he/she believes appropriate to any student- athlete or institutional personnel who has violated the regulations pertaining to conduct when the Region Director, Assistant Region Director, Executive Director or his/her designee concludes that immediate action is required. The actions of the Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee, during District and/or National postseason competition, shall be final and binding.

### **Penalties - Timely Action**

*Reprimand:* The Region Director or Assistant Region Director during regular season and/or region tournament competition and the NJCAA CEO/President or NJCAA Board of Regents may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics, the President of the institution and the Region Director and/or National Office.

Probation, suspension, and other penalties: If the misconduct is serious enough, the Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee during District and/or National postseason competition may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player, team, or institutional personnel from participating in one or more contests.