



## Criteria and Sanctioning Guidelines for NJCAA Scholastic Events

**In conjunction with the National Collegiate Athletic Association, (NCAA) the NJCAA will implement policies and procedures that will stress the importance of maintaining an education-based focus on these events. The June Scholastic Recruitment events offer the opportunity for two-year institution coaches and programs to play an important role in a student-athlete's transition from a two-year institution to a four-year institution.**

**1. Prerequisites.** Individuals involved in coaching activities or who are involved in operating or managing the event are required to:

**1-1.** Any coach or councilor who is participating or transporting a student-athlete to attend an NJCAA sanctioned event is required to be a full or part time employee of the NJCAA institution and have a criminal background check completed.

**1-2.** Student-athletes must have been enrolled fulltime in the previous spring semester, currently enrolled in the summer semester, enrolled full time in the upcoming fall semester, and/or have a current letter of intent for the upcoming academic year. All participants must have a valid/current up to date physical on file.

**1-3.** Participation in unethical activities and/or a violation(s) of NJCAA legislation/requirements including, but are not limited to, involvement in:

- a. A violation of NJCAA legislation/requirements.
- b. Failure to comply with the NJCAA Sportsmanship Procedures and/or NJCAA Code of Conduct will lead to further penalty to the student-athlete, coach, and/or institution.\*
- c. \*Any coach or player that violates the NJCAA Sportsmanship Procedures and/or NJCAA Code of Conduct will be penalized as stated in the Code of Conduct. The host is responsible for documentation for any ejections that take place during these sanctioned events, documentation should be sent to njcaambbcoaches@gmail.com and they will be forwarded on to correct Athletic and Regional Director.

**1-4.** Failure to provide complete and accurate information to the NJCAA or the provision of false and misleading information to the NJCAA in an investigation, in obtaining certification or approval, in participation of activities associated with the NJCAA or to circumvent NJCAA legislation/requirements. Budget and post-event evaluation, must be submitted by August 4<sup>th</sup> at 11:59 P.M. EST.

**1-5.** Applications are approved based on the information submitted in the application. ANY changes (names, location, dates, fees, times of games, etc.) or cancellations made by the operator post-approval must be reported to the



NJCAA (Kim Whitestone) via email no later than 48 hours prior to the scheduled start of the event.

**1-6.** All certified events that are held June 19<sup>st</sup> - 21<sup>st</sup> and 26<sup>th</sup> - 28<sup>th</sup> will be permitted for execution of the events as long as each site is located at an educational institution. Examples of permitted sites include elementary schools, middle schools, high schools, other two-year institutions or Division II or III campuses. **The use of NCAA Division I or non-scholastic facilities is prohibited.** The duration of the event can be one, two, or three days and must be during June 19<sup>st</sup> - 21<sup>st</sup> and 26<sup>th</sup> - 28<sup>th</sup>.

**1-7.** Disclose all sources of financing and other payments including those from sponsors, the recipients of all funds, and/or end kind provided for or collected in relation to the event/team are required; and

- a. Use of sponsors is permitted for actual and necessary expenses to operate the event (e.g., facility rental fee, food and beverage for participants and event staff, printing of credentials, etc.); all other sponsorships are prohibited. Sponsors shall not influence selection of participants (players, teams, or coaches) nor shall they determine event format.
- b. No third-party sponsors or operators are permitted to organize and implement events.

**1-8.** All ground transportation to, during, and after the event will be provided by the NJCAA institution. The individual providing the ground transportation needs to be a full or part time employee of the NJCAA institution. The NJCAA member institution can provide hotel/on campus residence hall accommodations for the individual or team during the NJCAA sanctioned event.

**1-9.** For June events, activities involving prospective student-athletes may not begin before 6 P.M. on Friday and must conclude no later than 4 P.M. on Sunday.

## **2. Admission Fees.**

**2-1.** Admissions fees charged to all event participants must be similar. Operators are prohibited from granting free or reduced entry to select participants based on athletic ability or reputation.

- a. Event admission charges for non-participants shall not exceed \$25 per day.
- b. Registration Fees at all NJCAA sanctioned events must have the same participation fee.



- c. Entry fees shall not exceed \$250 per team/institution and \$60 for individual participants; fees charged in excess of this amount must be approved by the two-year institution host and justified by documented expenses.

**2-2.** Fees required for NCAA coaches for attendance (admission fees, event packet cost, etc.) must be disclosed on the event application to the NCAA and must be publicized prior to their arrival at the event. All admissions fees, event packets shall not exceed \$200 per event.

- a. NCAA Division I coaches admission and packet shall not exceed \$200
- b. NCAA Division II coaches admission and packet shall not exceed \$150
- c. NCAA Division III, NAIA, two-year college coaches admission and packet shall not exceed \$100

**3. Operational Requirements.** A registration area equipped with necessary furniture, power, and data services to process the event is required.

**3-1.** Operators are responsible for ensuring that all participating student-athletes have attended an educational component prior to participation in the event. To ensure that athletes have attended an educational component that includes review of regulations related to initial-eligibility standards, healthy lifestyles, academic success, goal setting, self-esteem, sports wagering, agents and drug use.

**3-2.** Operators are responsible for ensuring that all participating individuals/teams have completed rosters to ensure compliance with NJCAA eligibility policies, procedures, and financial transparency requirements. The events can be operated as an individual showcase, team camp, and/or jamboree.

**3-3.** Students must have been enrolled full time in the previous spring semester, currently enrolled in the summer semester, enrolled full time in the upcoming fall semester, and/or have a current letter of intent for the upcoming academic year and have a valid/current up to date physical on file.

**3-4.** Video, streaming, or other video/audio transmission of the event shall not occur without written consent of the host NJCAA institution.

**4. Camp Host Personnel.** All events should appoint the following personnel.

**4-1.** The host shall appoint an individual to assume the position of camp director. This individual generally is either the Regional Director, Athletic Director, or Head Coach of the host institution. The camp director shall maintain ultimate responsibility for the local operation of the event.



**4-2.** The host institutions are recommended to provide the following staff on a per-venue basis:

- Court Attendants (2)
- Official Timer
- Scoreboard Operator
- Shot-clock Operator
- Official Scorer
- Statisticians
- Camper Registration Staff
- Venue Security Staff
- Ticket Sales Staff
- Athletic Trainer

**4-3.** A locker room for game officials at each venue, each with dedicated toilet facilities, Athletic Training room, one classroom or office for NJCAA staff, furnished with tables and chairs, designated area to conduct ticket sales for spectators and NCAA coaches, and one large classroom or gym to host educational component.

**4-4.** Hosts are required to provide a minimum of three basketball courts for the execution of the camp. Preference will be given to host who can provide additional courts up to ten courts.

**4-5.** The host shall provide on campus residence halls or list of hotels available for participants, teams, and coaches to stay.

**5. Health & Safety.** Each participant must have an up to date physical on hand.

**5-1.** Qualified medical personnel must be present at the event. A minimum of one Athletic Trainer per facility.

**5-2.** The event operator must provide proof of accident medical insurance coverage for event participants. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies and shall follow form of the underlying coverage. Proof of insurance must be submitted to the NJCAA 90 days prior to the event. Self-insurance does not satisfy the insurance requirement

A. Recommended amounts.

- \$2,000,000 per occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

B. Employers' liability insurance

- \$1,000,000 each accident



- \$1,000,000 disease – each employee
- \$1,000,000 disease – policy limit

**6. Separation of NCAA Coaches.** The purpose of Division I coach attendance at an event is for evaluation only. NCAA-certified events should be conducted in a manner that allows NCAA coaches to attend the event and evaluate prospects with minimum opportunities for contact violations, allowing the coach to focus on evaluations. Operators must have a separate seating area for both NCAA Division I coaches and media away from participants and spectators.

**6-1.** Event operators are required to provide NCAA coaches with opportunities to avoid contact violations and are responsible for having staff/volunteers to monitor and remove non-NCAA coaches from designated NCAA-coach areas. When possible, operators are encouraged to provide NCAA coaches with separate entrances, check-in locations, bracket postings, bathrooms, parking lots, concessions, etc.

**7. Team Composition.** Team events shall include NJCAA players, teams, and institutions only.

**7-1.** Teams can sign up as an institution or can combine with another institution.

**7-2.** Individuals can sign up to participate in NJCAA sanctioned events and the event organizer will put them on a team of individuals.

**7-3.** If a student-athlete does not want to go back to their two-year institution. They are permitted to attend a NJCAA June Scholastic Recruitment event near their residence. The NJCAA member institution is only allowed to pay for a student-athlete's registration fee and is prohibited from paying the student-athletes travel expenses.

If you have any questions regarding the criteria or sanctioning of these June Scholastic events please contact Thom McDonald, Executive Director of Men's Basketball Coaches Association at 515.460.8080 or njcaambbcoaches@gmail.com.