

**TENNESSEE COMMUNITY COLLEGE ATHLETIC ASSOCIATION
POLICIES AND PROCEDURES MANUAL**

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GENERAL REGULATIONS (1:01:00)

TCCAA CONFERENCE

The Tennessee Community College Athletic Association is a Conference composed of the ten Tennessee Board of Regents institutions for the purpose of athletic competition in designated sports. The Intercollegiate Sports sanctioned by the Tennessee Community College Athletic Association are; baseball, men's basketball, women's basketball, softball, tennis, and golf. Additional sports may be added upon approval of the Association. All TCCAA members must also maintain membership in the National Junior College Athletic Association (NJCAA).

TCCAA Governance

The Tennessee Community College Athletic Association is governed by the Presidents of the ten community colleges comprising TCCAA membership. The Presidents shall appoint one member from their body to be President of the TCCAA and another to be the conference Treasurer. An Executive Committee comprised of selected Presidents, the TCCAA Commissioner, Men's and Women's NJCAA Regional Directors and the TCCAA Athletic Director Chair will review all issues as referred by the Commissioner. Each year the TCCAA Commissioner will present to the Presidents an annual report of TCCAA activities as well as recommended changes from the TCCAA Athletic Directors to the *Policies and Procedures Manual* for Presidential approval.

Date Adopted: February 14, 1989; March 28, 2001; November 7, 2001; June 9, 2005; September 29, 2005; March 30, 2006, September 24, 2010

MEMBERSHIP FEE (1:01:01)

An annual fee of \$4,200.00 will be assessed each member of the Tennessee Community College Athletic Association. Fee payment will be due on or before July 15 of each year. The proceeds from these Institutional Membership Fees will be used for remuneration and

expenses for all activities associated with the Tennessee Community College Athletic Association. The TCCAA Commissioner will provide a complete financial breakdown of all expenditure incurred at the annual Presidents meeting.

Date Adopted: February 14, 1989; May 15, 1990; August 9, 1993; May 10, 1994; January 24, 1997; February 13, 2001; March 28, 2001; November 7, 2001; July 17, 2002; December 12, 2002; June 10, 2004; June 9, 2005; September 29, 2005; March 30, 2006; September 25, 2008, September 24, 2010.

**CRITERIA/PROCEDURES FOR SANCTIONING AND IMPLEMENTING NEW SPORTS
(1:01:02)**

- A. A minimum of five participating institutions will be required for regular season play.
- B. Participating teams that are eligible will be required to participate in post season play.
- C. Availability of financial support sufficient to cover operating, travel, and personnel costs must be demonstrated.
- D. Approval of appropriate agencies (e.g., governing boards) must be provided.
- E. TCCAA Application for Sanctioning a New Sport (3:02:01) must be completed and submitted to the TCCAA Executive Committee.
- F. Formulation of applicable details for implementation (e.g., general rules of play, association rules, awards and recognition, and post season play) will be the responsibility of the coaches of the initiating institutions. The implementation details will be submitted to the athletic directors for recommendation to the TCCAA Commissioner who will take the recommendation to the TCCAA Executive Committee with final action by the presidents of the member institutions.

Date Adopted: February 14, 1989; January 24, 1997; November 5, 1997; November 7, 2001, September 24, 2010.

ELIGIBILITY REQUIREMENTS (1:02:00)

- A. In order to be eligible for participation in any activity sponsored by the TCCAA, a

student-athlete of a member institution must fulfill the eligibility requirements of the National Junior College Athletic Association (NJCAA).

B. Any student athlete who signs a NJCAA National Letter of Intent with a member institution will be prohibited from participation (practice or play) in athletics in the TCCAA for the academic year of the original National Letter of Intent and becomes a non-recruitable athlete within the TCCAA.

C. Any member institution that violates Section B. will not be eligible for post-season play in that sport for that season. Additionally, the team will face forfeiture of any games played in which the student athlete in question participated.

D. Any discussion with a student-athlete from a member TCCAA institution other than notifying the student that he/she is a non-recruitable athlete is defined as actively recruiting.

E. Any violation of the rules of eligibility shall be reported in writing to the Commissioner of the TCCAA who shall institute Association procedures and associated penalties. Any appeal of the Association Commissioner's action should be made in writing for consideration by the Executive Committee.

F. A copy of the NJCAA Eligibility Form shall be filed with the TCCAA Commissioner at the same time that said form is submitted to the NJCAA national office and the Men's or Women's NJCAA Region VII Director.

G. In the case of sports that span two (2) terms, an additional eligibility form must be filed with the TCCAA Commissioner within 21 calendar days after the beginning of the second quarter or semester involved and at the same time the TCCAA form is submitted to the NJCAA national office and the Men's or Women's NJCAA Region VII Director.

Date Adopted: February 14, 1989; November 7, 2001, September 24, 2010.

ATHLETIC SCHOLARSHIPS (1:02:01)

All TCCAA institutions should be allowed to fund athletic scholarships at a cost appropriate for their institution. The NJCAA definition of scholarship is to be used when calculating the cost of a scholarship for the appropriate Division of competition (Article VIII A, Section 1) of the current *NJCAA Handbook*.

Date Adopted: November 13, 1989; November 7, 2001, September 24, 2010.

GAME REGULATIONS (1:03:00)

Each member institution must play all other institutions in the recognized sports as scheduled. If teams for any TCCAA Sport do not play games in accordance with the Season Schedules and applicable TCCAA Policies, the President(s) of the institution(s) involved will be expected to appear before the TCCAA Executive Committee to explain the circumstances and the TCCAA Executive Committee will make decisions regarding action to be taken.

A Certified Trainer, or an equal or appropriate person such as Physician; EMT; Physical Therapist; Physical Therapist Assistant; Para Medical, must be provided by each home

institution and must be present for each Inter-Collegiate Athletic Event, excluding Golf and

Tennis.

A. Scheduling

No TCCAA member institution shall schedule any basketball, baseball, or softball

games with any non-association institution until the TCCAA Conference Schedule is

completed.

B. Reporting

Member institutions must report online to the NJCAA each Monday morning during seasons of play game results and statistics. In addition, Basketball Coaches must report game results and statistics during season of play to the TCCAA Statistician each Monday by 12:00 Noon local time. Baseball and Softball Coaches must report game results and statistics during season of play to the TCCAA Statistician each Tuesday by 12:00 Noon local time. All TCCAA Statistics must be provided to the Association Statistician on the proscribed form (Appendix 3:10:00) Penalties for failure to report game results and statistics in a timely manner are as follows:

First Report Failure \$50 fine to paid by coach*.

Second Report Failure Notification of the president.

Third Report Failure Institution will not be permitted to participate in post season play.

*The fine is to be paid to the TCCAA Treasurer.

C. Forfeiting

Forfeits are to be reported to the TCCAA Commissioner, who shall rule on the forfeit and shall notify the president and the Executive Committee.

D. Code of Conduct

1. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.
2. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. 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, and 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 events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook 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 Article XVIII 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
6. use of tobacco and/or alcohol
7. disrespectful attitude toward host hotel personnel
8. unlawful activities

Derogatory comments

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a 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 contests.

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.

Reporting

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his designee.

Procedures and Penalties

Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or designee 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 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 Executive Director or designee 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 Executive Director or designee concludes that immediate action is required. The actions of the Executive Director or designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one week.

Timely Action

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or designee may issue the following penalties:

Reprimand: The Executive Director or NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violate the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

Probation, suspension and other penalties: If the misconduct is serious enough, the Executive Director or designee may issue other penalties which may include but are not limited to probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.

I. Basic Responsibilities

- A. Participants shall recognize their responsibility for proper conduct at any tournament, contest, or event sponsored by the TCCAA or NJCAA.
- B. Coaches shall recognize and assume responsibility for their actions and those of their team members.

II. Regulations of Conduct

- A. Sportsmanship: A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books may apply rules and regulations that are more restrictive than those found in this section.
 - 1. Participants will recognize their responsibility for proper conduct before, during and after every contest.

2. 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 1. Ejections: (The Ejection Form can be found in the "Forms" section of the Handbook/Casebook.)

A. Ejection for violent behavior:

1. Violent behavior is defined as:
 - 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, game management personnel or damage property.
 - 1.b. An act in which any bench personnel other than the coaching staff leave the bench area when a fight may break out or has broken out.
2. 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:
 - 2.a. Immediate ejection and removal from the venue.
 - 2.b. 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.
 - 2.c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
 - 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.
 - 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.
 - 2.f. The referee may end the contest.
 - 2.g. Failure to report and/or comply will result in:
 - 2.g.1.a.i.1. 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.
 - 2.g.1.a.i.2. 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.
 - 2.g.1.a.i.3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.

B. Ejection for non-violent unsportsmanlike behavior:

1. 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.

2. 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:
 - 2.a. Immediate ejection and removal from the venue.
 - 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 post-season contest(s). 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.
 - 2.c. 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.
 - 2.d. Failure to report and/or comply will result in:
 - 2.d.1.a.i.1. 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.
 - 2.d.1.a.i.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.
 - 2.d.1.a.i.3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.
- C. Entering spectator area is prohibited: 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.
- D. 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.
- E. Reporting structure
 1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee)

following the ejection/s by noon local time of the first business day following the event.

2. The Region Directors (or designee) shall keep a record of all ejections in their respective 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.
3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. 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 Standards and Ethics Committee by June 15 of that academic year.

F. Appeals

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

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

- a. When there is the college's irrefutable game video evidence that the wrong student-athlete/coach was ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student-athlete/coach in violation and he/she will serve the complete suspension.
- b. All game suspensions will be in effect during the appeals process.
- c. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
- d. The NJCAA National Office will rule on all appeals.

NOTE: The level of the ejection cannot be appealed (violent vs. non-violent).

Section 2: Suspensions:

- A. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may travel with the team. Suspended athletes may not travel with the team while serving a suspension.

1. No artificial noise-makers are allowed at any TCCAA athletic contest.

2. No communication of hostile or volatile actions may be made to an official by a coach or institutional representative while that official is a guest on the campus of an institution.

B. Alcohol/Drugs

1. Any participant, coach, or team official who appears at any activity under the influence of alcohol/drugs shall be subject to disciplinary action by the TCCAA Commissioner and/or the Executive Committee.

Section 3. Disciplinary Action

A. Violations of the Code of Conduct shall be referred for action to the TCCAA Commissioner. (See Appendix 3:05:01 for Standard Format to be used for referrals)

B. The TCCAA Executive Committee shall act as a Board of Appeals.

C. The TCCAA Executive Committee or TCCAA Commissioner's decision does not prevent other disciplinary action by the violator's institution or law enforcement agencies.

D. All other disciplinary actions or problems involving TCCAA events, contests, and tournaments shall be referred to the TCCAA Commissioner.

E. Emergency Cancellations. If for any emergency reason (shattered backboard, los of electricity, inclement or severe weather conditions, etc.) a game or games must be cancelled, the game(s) must be rescheduled. If the emergency occurs during a game, the game must be completed from the point (time and score) of the emergency on a date and time satisfactory with the coaches and athletic directors involved. If the officials have traveled to the site of the scheduled game(s) cancelled, it will be the responsibility of the host institution to pay the officials only one time for officiating the game(s) cancelled; however, the host institution must pay for round trip mileage (at the State of Tennessee rate) for each official who had to travel from out of the area of the host institution.

Date Adopted: February 14 & May 15, 1989; September 23, 2000; March 28 & November 7, 2001; December 12, 2002; September 23, 2004; June 9, 2005; October 10, 2005; March 30, 2006; September 28, 2006; September 24, 2010

AWARDS AND RECOGNITION (1:05:00)

A. Championships

A Trophy and Awards Committee will have the responsibility of standardizing trophies, plaques, and certificates, which will be awarded at the appropriate times. The membership of the committee will consist of the President of the TCCAA; the TCCAA Commissioner; and the NJCAA Men's and Women's Regional Directors.

1. A plaque will be presented to the TCCAA regular season First Place Team in each sport.

2. An All-Sports Trophy will be awarded to the TCCAA Member Institution with

the highest number of points earned during an athletic events year beginning July 1 and ending June 30 of the subsequent year. Points will be awarded in men and women's basketball, baseball, and softball. The points will be awarded as follows:

REGULAR SEASON: 10 points for 1st place; 9 points for 2nd place; 8 Points for 3rd Place ; 7 points for 4th place ; 6 points for 5th place ; 5 points for 6th place; 4 points for 7th place; 3 points for 8th place; 2 points for 9th place; 1 point for 10th place.

TOURNAMENTS: 10 Points will be awarded the TCCAA/NJCAA Region VII Champion in baseball, men and women's basketball, and softball and 7 Points

will be awarded the Runner-Up in each of the above sports.

The TCCAA Commissioner will be responsible for tabulating the points at the end of

each sports seasonal play and presenting the All-Sports Trophy. Current tie-breaker

procedures will be used in the event of ties within the TCCAA conference.

B. Academic Awards

Individual certificates will be presented to TCCAA All-Academic athletes. A plaque will

be presented to a graduating sophomore for each recognized sport who has the highest GPA (all ties will be honored).

1. Criteria for Qualification

a. Freshman Participants: 3.2 overall GPA with at least 24 hours of college level work.

b. Sophomore Participants: 3.0 overall GPA with at least 48 hours of college level work.

1. In computing GPA all course hours attempted must be included with the exception of remedial/developmental course work, which cannot be used to meet the requirements for this award.

2. A certificate will be given to each student athlete and the names will be released to the news media.

3. A plaque will be given to the graduating sophomore in each TCCAA recognized sport with the highest GPA. (All ties will be honored.)

Date Adopted: February 14, 1989; May 15, 1990; November 8, 1993; May 8, 1995; April 23, 1999; December 9, 1999; November 7, 2001; September 29, 2005; February 2, 2006; September 28, 2006; September 24, 2010

TCCAA HALL OF FAME ACHIEVEMENT AWARD (1:05:01)

Selection Criteria:

1. The TCCAA Hall of Fame Committee is authorized to select, if qualified nominees are available, one coach who has outstanding coaching records within the TCCAA and other institutions; one administrator who has provided outstanding services for TCCAA Athletics; and one student athlete who has performed well and exhibited good sportsmanship at one of the TCCAA Member Institutions; may have succeeded at higher levels of sports; and/or is a successful person in his/her chosen profession.
2. The chairman of the Tennessee Junior and Community College Sports Hall of Fame Committee will be appointed by the Executive Committee of the Tennessee Community College Athletic Association. The Commissioner of the TCCAA and the Chairman will appoint three other members of the Committee.
3. Time limit -Open to the past existence of Tennessee Junior and Community

Colleges.

4. Presidents and Athletic Directors of TCCAA Member Institutions are encouraged to review the selection criteria and submit nominations for consideration for induction into the TCCAA Hall of Fame.
5. Nominees should be received by the Chairman or another member of the Committee by November 1.
6. Candidates may be male or female participants in any recognized form of sports participation, including institutional administration.
7. It is not necessary that candidates be natives of Tennessee; however, he/she should have made significant contributions to the State of Tennessee.
8. Biographical information, including his/her records, must accompany each of the nominations.
9. The nominee does not necessarily have to be from the institution represented by the nominator.

10. The Hall of Fame selection committee shall consist of the Commissioner (who will act as chairman), Athletic Directors' Chair, Men's and Women's Region Directors, and a representative at large.

Date Adopted: February 14, 1989; September 10, 1999; November 7, 2001; September 29, 2005; November 4, 2008; September 24, 2010, September 23, 2011

Policy No. 1:06:00

TCCAA DIRECTORY INFORMATION (1:06:00)

The TCCAA Directory of Information for each member institution shall be updated at the Fall Meeting of the TCCAA. Each institution should assume responsibility for ensuring that the information contained in the directory is accurate and current. Appendix No. 3:07:00 contains the directory information.

Date Adopted: February 14, 1989; March 28, 2001; November 7, 2001; September 24, 2010

Policy No. 2:00:00

Sanctioned Sports

Men's Basketball Policy No. 2:01:00

Women's Basketball Policy No. 2:02:00

Baseball Policy No. 2:03:00 Women's Softball Policy No. 2:04:00

Tennis Policy No. 2:05:00

Golf Policy No. 2:06:00

MEN'S BASKETBALL (2:01:00)

A. General Rules of Play

Men's basketball shall be played in accordance with the rules and regulations of the National Collegiate Athletic Association.

B Association Rules

1. A name brand basketball shall be used in all TCCAA Conference games.
2. Each institution must furnish a minimum of six (6) practice basketballs for visiting teams to use. The practice ball will be the same type as used in the games.
3. At least one administrator, or their designee, from the host institution must be present in the gymnasium at every home basketball game. A uniformed law enforcement or security officer must be inside the gymnasium during the game, and a uniformed law enforcement or security officer must be outside the gymnasium after the game.
4. All regular season conference games must be scheduled for dates no later than Thursday proceeding the week of the TCCAA/NJCAA Region VII Basketball Tournament.
5. Each institution will pay an annual fee for the assignment of officials for games. The Commissioner of the Basketball Officials Association used by the TCCAA will be charged with selecting, training, assigning, and evaluating basketball officials for men's basketball. Three officials shall be used at all games.
6. A Home and Home conference game schedule will be played as prepared by the TCCAA Basketball Coaches Committee, approved by the Athletic Directors and Commissioner. The conference schedule will be included on the TCCAA/NJCAA Region VII Website. The home and home (18) games schedule will be implemented with travel partners being Chattanooga State and Cleveland State; Roane State and Walters State; Motlow State and Volunteer State; Columbia State and Jackson State; and Dyersburg State and Southwest Tennessee.

7. Men's teams may not shoot during half-time of the Women's Basketball game.

8. Games cancelled due to inclement weather will be made up on the first possible date agreed upon by both institutions. If no mutual agreement is possible, the make-up will be during the last week of the regular season. Games scheduled to be back-to-back will still be played back-to-back.

C. Awards and Recognitions

- a.1. Each Basketball Coach will be allowed to submit a list of up to five nominees from their institution, in alphabetical order, for Basketball Student Athlete Awards and coaches can vote for whomever he or she desires from the names submitted for consideration (except a coach cannot vote for a player from his or her team). The TCCAA Commissioner compiles the list and distributes the list in ballot form by February 15 each year. The ballots must list selections in rank order (i.e. 10 points for first selection, 9 points for second selection, etc.) A coach may not list players from his/her team. The coaches should return their votes for tabulation to the TCCAA Commissioner by the date set by the Commissioner at the time the list and ballots are mailed to the coaches. The exact date will depend upon when the TCCAA/NJCAA Region VII Tournament begins that year. Each coach's ballot will be publicized. Failure to submit a

ballot will result in a \$40 fine, payable by the coach responsible for the non-

submittal.

- a.2. Ballots for Coach of the Year must provide for a first choice (5 points), a second choice (3 points), and a third choice (1 point). The individual with the most points will be recognized as TCCAA Coach of the Year. A coach may not vote for him/herself.
- a.3. The All-TCCAA First Team will consist of the ten (10) players receiving the most

votes. The All TCCAA Second Team will consist of the second highest 10 vote receivers. The player receiving the most votes will be selected as the TCCAA Player of the Year. A Freshman of the Year will also be awarded. Recognition of TCCAA award selections will be scheduled on the second evening of play for

the Men in the TCCAA/NJCAA Region VII Tournament.

The TCCAA Winners, Runners-up, and the TCCAA/NJCAA Region VII Tournament seedings

will be decided by the won-lost percentage of games played against Conference Teams.

D. Post Season Play

1. TCCAA/NJCAA Region VII Basketball Tournament

a. All men's basketball teams in the TCCAA will compete in the tournament format.

b. The Tournament Committee, will supervise the TCCAA/NJCAA Region VII Basketball Tournament. The Committee will include the TCCAA Commissioner, NJCAA Region VII Men's and Women's Directors, and the Site (Tournament) Director. (If the guidelines are altered, they must have the approval of the Tournament Committee.)

c. Ties will be broken as follows: (1) if two or more teams are tied for any position, the combined records of the teams involved against each other shall

be compared. The team with the best won-lost record against the other team or

teams will be declared number one, second-best record, number two, etc.; (2)

if this does not solve the problem; the teams will be compared with the highest

placing team comparing won-lost records until all are eliminated but one team;

(3). If there still exists a tie for any place, the TCCAA Commissioner will conduct a coin toss to determine positions in the division and for tournament seeding.

d. The TCCAA/NJCAA Region VII Basketball Tournament is scheduled on an alphabetical institutional rotating basis. At each Fall meeting of the TCCAA/NJCAA Region VII Athletic Directors and Coaches, the institution eligible for the TCCAA/ NJCAA Region VII Tournament on the rotation basis will declare whether the institution wishes to host the Tournament. Should the decision be not to host the Tournament, the next institution in alphabetical order will be offered the opportunity to host the Tournament. The process will continue until an institution declares the desire to host the Tournament.

e. The TCCAA Basketball Coaches and Athletic Directors Committee, in consultation with the TCCAA Commissioner and the NJCAA Region VII Directors for Men and Women, shall establish specific dates and times for the TCCAA/NJCAA Region VII Tournament in a given year and shall ensure that the schedules are communicated to the participating institutions.

2. Players/Team Eligibility

a. All participants must be eligible under the rules and regulations of their respective institution and the NJCAA. Any college whose eligibility information has not been granted final approval from the NJCAA Office will not be allowed to participate in the TCCAA/NJCAA Region VII Tournament.

3. Finances

a. Revenues from the TCCAA/NJCAA Region VII Tournament entrance fees;

gate receipts; concessions; programs; T-shirt sales; etc. will be used to pay

officials for the Tournament Games; scorers and shot-clock operators; the

Tournament Director; trainers and EMT personnel; and any hospitality room expenses.

b. Any deficit for tournament expenses will be absorbed by the host institution, and any revenue above expenses will be retained by the institution.

4. Officials

a. The officials will be contracted to officiate the TCCAA/NJCAA Region VII Tournament games.

b. Officials will be randomly placed in brackets by the Commissioner of Officials and publicized the week prior to the TCCAA/NJCAA Region VII Tournament.

c. Officials will work the TCCAA/NJCAA Region VII Men's Tournament or Women's Tournament, not both Tournaments.

5. Awards

a. The winning Tournament Team will receive the NJCAA Region VII Championship Plaque and a Gold Championship Basketball.

b. The runner-up Men's Tournament Team will receive the NJCAA Region VII

Runner-up Plaque and the TCCAA Runner-up Plaque.

c. Five plaques will be given by the NJCAA Region VII Director for All-

Tournament.

d. One Tournament Most Valuable Player Plaque will be given.

e. One Tournament Coach of the Year Plaque will be given.

6. Facilities

a. Adequate (minimum of four) locker rooms must be available at all times.

b. Bottom of backboards must have protective covering.

c. Backboards must be clean.

d. Basketball nets must be in good condition.

e. Separate locker room facilities must be available for officials.

7. Publicity

a. Local, regional, and national publicity will be available through radio, television, and press media.

b. Installment charges and line fees for radio broadcasting will be the responsibility of each institution. The host institution shall assist in arrangements.

c. Programs will be prepared for each TCCAA/NJCAA Region VII Tournament.

8. Hospitality and Courtesies

a. A hospitality room will be provided for coaches, officials, and approved guests.

b. A minimum of 12 basketballs will be provided by the host institution.

9. Other

a. Game staff shall be provided by the host institution and shall include an official scorer, score board operator, clock operator, photographer, and public address system announcer.

- b. There shall be a 15 minute intermission between halves.
- c. The National Anthem will be played before the first game each day.
- d. The NCAA Basketball Rules for Men will be followed.
- e. The announcer shall introduce the starting players in the following order beginning with the visiting team: forward, forward, center, guard, guard.

- f. Each team shall bring both light and dark-colored uniforms. The number one (#1) seed will be at the top of the bracket. The higher seed in the tournament will be the home team and wear white uniforms throughout the tournament.
- g. The teams will warm up for 20 minutes, away from their respective benches, prior to the start of the game. No team will be allowed to warm up during half-time of another game.
- h. Practice times and locations will be assigned by the Tournament Director.
- i. Every effort must be made to have the gymnasium, where the Tournament is held, available for practice.
- j. Team benches (or chairs) shall be set for 20 individuals. The home team will sit to the right facing the scorer's table.
- k. Ticket prices will be determined by the Tournament Director, TCCAA Commissioner, and the NJCAA Region VII Directors.
- l. No TCCAA institution shall send a scouting report or film to an opponent in the National Tournament.

Date Adopted: February 14, 1989; November 13, 1989; May 15, 1990; August 14, 1990; August 9, 1993; November 8, 1993; August 8, 1994; February 9, 1998; December 9, 1999; March 28, 2001; November 7, 2001; December 12, 2002; September 23, 2004; June 9, 2005; September 29, 2005; February 2, 2006; March 30, 2006; September 28, 2006; April 2, 2007; September 27, 2007; September 25, 2008; September 24, 2010, September 23, 2011.

WOMEN'S BASKETBALL (2:02:00)

A. General Rules of Play

Women's basketball shall be played in accordance with the rules and regulations of the National Collegiate Athletic Association.

B. Association Rules

1. A name brand basketball shall be used in all Association games.
2. Each institution must furnish a minimum of six (6) practice basketballs for visiting teams to use. The practice ball will be the same type as used in the games.
3. At least one administrator from the host institution must be present in the gymnasium at every home basketball game. A uniformed law enforcement or security officer must be inside the gymnasium during the game, and a uniformed law enforcement or security officer must be outside the gymnasium after the game.
4. All regular season divisional games must be scheduled for dates no later than Thursday proceeding the week of the TCCAA/NJCAA Region VII Basketball Tournament.
5. Each institution will pay an annual fee for the assignment of officials for games. The Commissioner of the Basketball Officials Association used by the TCCAA will be charged with selecting, training, assigning, and evaluating basketball officials for men's basketball. Three officials shall be used at all games.
6. A Home and Home conference game schedule will be played as prepared by the TCCAA Commissioner and included on the TCCAA/NJCAA Region VII Website. The home and home (18) games schedule will be implemented with travel partners being Chattanooga State and Cleveland State; Roane State and Walters State; Motlow State and Volunteer State; Columbia State and Jackson State; and Dyersburg State and Southwest Tennessee.

7. Games cancelled due to inclement weather will be made up on the first possible date agreed upon by both institutions. If no mutual agreement is possible, the make-up will be during the last week of the regular season. Games scheduled to be back-to-back will still be played back-to-back.

C .Awards and Recognition

1. Each Basketball Coach will be allowed to submit a list of up to five nominees from their institution, in alphabetical order, for Basketball Student Athlete Awards and coaches can vote for whomever he or she desires from the names submitted for consideration (except a coach cannot vote for a player from his or her team). The TCCAA Commissioner compiles the list and distributes the list in ballot form by February 15 each year. The ballots must list selections in rank order (i.e. 10 points for first selection, 9 points for second selection, etc.) A coach may not list players from his/her team. The coaches should return their votes for tabulation to the TCCAA Commissioner by the date set by the Commissioner at the time the list and ballots are mailed to the coaches. The exact date will depend upon when the TCCAA/NJCAA Region VII Tournament begins that year. Each coach's ballot will be publicized. Failure to submit a ballot will result in a \$40 fine, payable by the coach responsible for

the non-submittal.

2. Ballots for Coach of the Year must provide for a first choice (5 points), a second choice (3 points), and a third choice (1 point). The individual with the most points will be recognized as TCCAA Coach of the Year. A coach may not vote for him/herself.

3. The All-TCCAA First Team will consist of the ten (10) players receiving the

most votes. The All TCCAA Second Team will consist of the second highest 10 vote receivers. The player receiving the most votes will be selected as the TCCAA Player of the Year. A Freshman of the Year will also be awarded. Recognition of TCCAA award selections will be scheduled on the second evening of play for the Women in the TCCAA/NJCAA Region VII Tournament.

4. The TCCAA Winners, Runners-up, and the TCCAA/NJCAA Region VII

Tournament seedings will be decided by the won-lost percentage of games played against Conference Teams.

D. Post-Season Play

1. TCCAA/NJCAA Region VII Basketball Tournament

a. All men's basketball teams in the TCCAA will compete in the tournament format.

b. The Tournament Committee, will supervise the TCCAA/NJCAA Region VII Basketball Tournament. The Committee will include the TCCAA Commissioner, NJCAA Region VII Men's and Women's Directors, and the Site (Tournament) Director. (If the guidelines are altered, they must have the approval of the Tournament Committee.)

c. Ties will be broken as follows: (1) if two or more teams are tied for any position, the combined records of the teams involved against each other

shall be compared. The team with the best won-lost record against the

other team or teams will be declared number one, second-best record,

number two, etc.; (2) if this does not solve the problem; the teams will

be compared with the highest placing team comparing won-lost records

until all are eliminated but one team; (3). If there still exists a tie for any place, the TCCAA Commissioner will conduct a coin toss to determine positions in the division and for tournament seeding.

d. The TCCAA/NJCAA Region VII Basketball Tournament is scheduled on an alphabetical institutional rotating basis. At each Fall meeting of the TCCAA/NJCAA Region VII Athletic Directors and Coaches, the institution eligible for the TCCAA/ NJCAA Region VII Tournament on the rotation basis will declare whether the institution wishes to host the Tournament. Should the decision be not to host the Tournament, the next institution in alphabetical order will be offered the opportunity to host the Tournament. The process will continue until an institution declares the desire to host the Tournament.

e. The TCCAA Basketball Coaches and Athletic Directors Committee, in consultation with the TCCAA Commissioner and the NJCAA Region VII Directors for Men and Women, shall establish specific dates and times for the TCCAA/NJCAA Region VII Tournament in a given year and shall ensure that the schedules are communicated to the participating institutions.

2. Players/Team Eligibility

a. All participants must be eligible under the rules and regulations of their respective institution and the NJCAA. Any college whose eligibility information has not been granted final approval from the NJCAA Office will not be allowed to participate in the TCCAA/NJCAA Region VII Tournament.

3. Finances

a. Revenues from the TCCAA/NJCAA Region VII Tournament entrance

fees; gate receipts; concessions; programs; T-shirt sales; etc. will be

used to pay officials for the Tournament Games; scorers and shot-clock

operators; the Tournament Director; trainers and EMT personnel; and any hospitality room expenses.

b. Any deficit for tournament expenses will be absorbed by the host institution, and any revenue above expenses will be retained by the institution.

4. Officials

a. The officials will be contracted to officiate the TCCAA/NJCAA Region VII Tournament games.

b. Officials will be randomly placed in brackets by the Commissioner of Officials and publicized the week prior to the TCCAA/NJCAA Region VII Tournament.

c. Officials will work the TCCAA/NJCAA Region VII Men's Tournament or Women's Tournament, not both Tournaments.

5. Awards

a. The winning Tournament Team will receive the NJCAA Region VII Championship Plaque and a Gold Championship Basketball.

b. The runner-up Men's Tournament Team will receive the NJCAA

Region VII Runner-up Plaque and the TCCAA Runner-up Plaque.

c. Five plaques will be given by the NJCAA Region VII Director for All-

Tournament.

d. One Tournament Most Valuable Player Plaque will be given.

e. One Tournament Coach of the Year Plaque will be given.

6. Facilities

a. Adequate (minimum of four) locker rooms must be available at all times.

b. Bottom of backboards must have protective covering.

c. Backboards must be clean.

d. Basketball nets must be in good condition.

e. Separate locker room facilities must be available for officials.

7. Publicity

a. Local, regional, and national publicity will be available through radio, television, and press media.

b. Installment charges and line fees for radio broadcasting will be the responsibility of each institution. The host institution shall assist in arrangements.

c. Programs will be prepared for each TCCAA/Region VII Tournament.

8. Hospitality and Courtesies

a. A hospitality room will be provided for coaches, officials, and approved guests.

b. A minimum of 12 basketballs will be provided by the host institution.

9. Other

a. Game staff shall be provided by the host institution and shall include an official scorer, score board operator, clock operator, photographer, and public address system announcer.

b. There shall be a 15 minute intermission between halves.

- c. The National Anthem will be played before the first game each day.
- d. The NCAA Basketball Rules for Women will be followed.
- e. The announcer shall introduce the starting players in the following order beginning with the visiting team: forward, forward, center, guard, guard.

f. Each team shall bring both light and dark-colored uniforms. The

number one (#1) seed will be at the top of the bracket. The higher seed in the tournament will be the home team and wear white uniforms throughout the tournament.

g. The teams will warm up for 20 minutes, away from their respective benches, prior to the start of the game. No team will be allowed to warm up during half-time of another game.

h. Practice times and locations will be assigned by the Tournament Director.

i. Every effort must be made to have the gymnasium, where the Tournament is held, available for practice.

j. Team benches (or chairs) shall be set for 20 individuals. The home team will sit to the right facing the scorer's table.

k. Ticket prices will be determined by the Tournament Director, TCCAA Commissioner, and the NJCAA Region VII Directors.

l. No TCCAA institution shall send a scouting report or film to an opponent in the National Tournament.

Date Adopted: February 14, 1989; November 13, 1989; May 15, 1990; August 14, 1990; August 9, 1993; November 8, 1993; August 8, 1994; February 9, 1998; December 9, 1999; March 28, 2001; November 7, 2001; December 12, 2002; September 23, 2004; June 9,

2005; September 29, 2005; February 2, 2006; March 30, 2006; September 28, 2006; April 2, 2007; September 27, 2007; September 25, 2008; September 24, 2010; September 23, 2011..

BASEBALL (2:03:00)

A. General Rules of Play

Baseball shall be played in accordance with the official rules of the National Collegiate Athletic Association.

B. Association Rules

1. The Contract with Wilson Sporting Goods for baseballs to be used for conference games will be extended through the 2011 Baseball Season.
2. All baseball umpires must have TSSAA certification or higher and must be properly dressed for the game. No former player may umpire for his institution until four years after his eligibility has expired. Each institution will secure umpires from an Association that has at least twelve (12) members.
3. The baseball playing field shall be lined off in accordance with the official baseball rules, including the pitcher's mound and the batter's box. The diamond should be properly prepared for each game.

4. A pre-game Schedule and the order for pre-game batting and infield

practices for home and visiting teams will be determined by the Head Baseball Coach of the home team and must be sent prior to the beginning of each Baseball Season to the Head Baseball Coach at each TCCAA member institution. Ten minutes prior to the beginning of each game will be scheduled for ground rules, exchanging of lineups, and final field preparations.

5. Speed-up rules

- a. An intentional walk requires the pitcher to throw four pitches to the plate.

b. In all TCCAA Conference games, the 10-run lead rule is in effect; in 7-inning games after 5 or 6 complete innings; in 9-inning games, after 7 or eight complete innings.

6. All TCCAA conference games will be scheduled in a three-game weekend

series format. A single 9 innings game will be played on Friday and two 7 innings games will be played on Saturday. Baseball games scheduled for

Friday -Saturday which must be cancelled due to inclement weather will be

played on Sunday – Monday, if possible To provide a weekend break for the student athletes, one week of the three game conference series will be held on Thursday and Friday, with Friday and Saturday being the make-up dates. If the weather is still inclement, a double header could be played on the subsequent Monday. The recommended date will be a component of the master schedule. The Conference Baseball Schedule will end no later than the last weekend of the season prior to the beginning of the TCCAA/NJCAA Region VII Baseball Tournament.

7. All games, with the exception of Easter weekend, must be played on Friday – Saturday or Sunday – Monday. Any games not played on Friday – Saturday due to inclement weather, can only be made up on Sunday – Monday of that scheduled weekend. The scheduled time for the beginning of single games is 2:00 P.M. and for double headers the regularly scheduled time for the beginning of the first game is 12:00 noon. Game times can be flexible depending upon weather conditions. If a game is halted due to inclement weather, there must be at least 90 minutes delay of the game, if possible, before the games is called unless both Head Baseball Coaches agree sooner that play cannot continue.

8. Fall practice is restricted to the period authorized by the National Junior College Athletic Association and no classes will be missed.
9. Each institution is required to purchase and maintain a field tarp for its baseball field.
10. All member institutions would use a common statistical program "Automated Scorebook."

C. Awards and Recognition

1. The TCCAA Baseball Coach of the Year will be voted upon by all Baseball Coaches and a coach cannot vote for her/himself.

2. The TCCAA All-Conference MVP will be the player nominated by the

Coaches receiving the highest number of votes as voted upon by all coaches.

3. A Most Valuable Pitcher will be selected and the award will be presented to the Pitcher receiving the highest number of votes as voted upon by all coaches.

4. Each Baseball Coach will nominate their deserving players by position. Two teams (1st, and second) will be selected by coaches voting with each team consisting of 2 Pitchers; 1 Catcher; 1 first baseman, 1 second baseman, 1 shortstop, 1 third baseman, 3 outfielders and one designated hitter who participated in at least 40% of the conference games.

5. The TCCAA individual awards will be presented on the second day of the Baseball Tournament.

6. The TCCAA/NJCAA Region VII Championship and Runner-Up Awards will

be presented at the conclusion of the TCCAA/NJCAA Region VII Tournament.

D. TCCAA Championship

1. The TCCAA/NJCAA Region VII Baseball Tournament will be held annually, at least one week prior to the week of the NJCAA District Baseball Tournament.

2. The top six baseball teams will receive byes for the TCCAA/NJCAA Region VII Baseball Tournament. The bottom four baseball teams will play single

elimination play-in games on Sunday following graduation before the remaining

eight team double elimination competition begins on Monday with each game having nine (9) innings. The sites for the TCCAA/NJCAA Region VII Baseball and Softball Tournaments must be hosted by the same institution. The Baseball and Softball Tournaments will be scheduled on a rotational basis between the TCCAA Member Institutions. Any TCCAA Member Institution can pass on hosting the tournaments, if desired, or if the minimum requirements for hosting the tournaments cannot be met.

3. Ties will be broken as follows: (1) if two or more teams are tied for a position

which determines participation in post-season play, a playoff game(s) shall take

place to determine advancement; (2) if two or more teams are tied for a

position that does not determine participation in post-season play, the

combined records of the teams involved against each other shall be compared.

The team with the best won-lost record against the other team(s) will be

declared number one, second best record, number two, etc.; (3) if this does not break the tie, the teams will be compared with the highest placing teams in the

conference comparing won-lost records until all are eliminated but one team;

(4) if this does not break the tie, the least runs allowed method of comparison between the teams involved will be used. The team with the least number of

runs allowed between the teams involved will be awarded the position; and (5) if all the above fail, a coin toss will be conducted by the TJCCAA Commissioner.

4. Seeding for the TCCAA/NJCAA Region VII Baseball Tournament will be determined by a Committee comprised of the TCCAA Commissioner; NJCAA Region VII Men's Director; and the Chairman of the TCCAA Baseball Sub Committee.

5. The Guidelines for playoff games shall be: (a) any playoff game(s), if needed, shall be played on Sunday, Monday, or Tuesday preceding the beginning of the TCCAA/NJCAA Region VII Tournament. If the playoff game (s) are not completed by Tuesday preceding the beginning of the TCCAA/NJCAA

Region VII Tournament, the tie-break system explained in D.3.(3) will be used

to determine advancement. (b) games shall be nine (9) innings; (C) a neutral site is one which would be the most equidistant to the two institutions involved and that is agreeable to both institutions. If unable to agree, the site will be selected by the Chairman of the Baseball Committee, in conjunction with the TCCAA Commissioner and the Chairman of Athletic Directors and Coaches Committee; (d) the umpires must be mutually agreed upon by the participating institutions. If unable to agree, the umpires will be selected by the Chairman of the Baseball Committee, in conjunction with the TCCAA Commissioner and the Chairman of the Athletic Directors and Coaches Committee; (e) all game administrative expenses and/or income (umpires, etc.) will be split by the participating institutions. Travel expenses for each team will be borne by their respective institution.

6. During each game of the TCCAA/NJCAA Region VII Baseball Tournament, the third base dugout will be designated the Home Team Dugout and the first base dugout will be designated the Visiting Team Dugout.

7, Effective with the 2009 TCCAA/NJCAA Region VII Baseball Tournament, the Tournament will be extended one day, if necessary, to avoid a team from having to play more than one game on any day.

E. NJCAA / Region VII Representation

1. The TCCAA/NJCAA Region VII Baseball Tournament winner determines the representative team in the NJCAA Region VII Eastern Central District

Tournament.

Date Adopted: February 14, 1989; November 13, 1989; May 15, 1990; August 14, 1990; May 14, 1991; November 11, 1991; November 8, 1993; November 8, 1993; May 8, 1994; September 8, 1998; September 21, 2000; November 7, 2001; July 15, 2002; September 19, 2002; September 25, 2003; September 23, 2004; September 29, 2005; September 27, 2007; September 25, 2008; September 24, 2010; September 23, 2011.

WOMEN'S SOFTBALL (2:04:00)

A. General Rules of Play

Fast-Pitch Softball shall be played in accordance with the official rules as designated by the National Collegiate Athletic Association Rule Book with exceptions from the NJCAA.

B. Association Rules

1. The official conference ball is the Dudley yellow with red seams as prescribed by the NJCAA.
2. Certified Umpires by the TSSAA, ASA, or NCAA must be used for all contests.
3. The diamond shall be properly lined and prepared for all contests. Maximum and minimum fence distances will be observed for tournament play.
4. Toilet facilities are to be made available within 1000 feet of the playing field. If not provided, the visiting TCCAA Conference team has the option to play or leave without playing and accept a forfeit(s).
5. Each institution is required to purchase and maintain a field tarp for the softball field, unless the field has been built for proper drainage to permit playing as if a field tarp was used.
6. The visiting team will be given ten (10) minutes to take infield 30 minutes prior to the game. The home team will then be given ten (10) minutes to take infield and afterwards ten (10) minutes will be allowed to go over rules with the officials.

7. The tie-breaker rule (tenth inning) and the eight run rule after five innings

will be used in all TCCAA Conference games

8. Rainouts will be played on the next available date unless another date is mutually agreed upon by both teams. Forfeits will be awarded from the offending team.

9. The last play date for TJCCAA Conference games is the Tuesday of the week before the TCCAA/NJCAA Region VII Softball Tournament. This time is

for rained out and make-up games. TCCAA Conference games take

precedence over non-conference games.

10. If the second game of a double header is rained out, the game does not have to be made up unless it determines seeding for the TCCAA/NJCAA Region VII Softball Tournament.

11. Each Softball Team will play doubleheader games versus each Conference Member Team consisting of nine dates (eighteen games) scheduled for Conference play.

12. TCCAA/NJCAA Region VII Softball Tournament, the bottom four teams will

participate in play-in single elimination games on Friday before the beginning

of the eight team, three days (Saturday, Sunday and Monday) double elimination competition in the TCCAA/NJCAA Region VII Softball Tournament.

13. All member institutions would use a common statistical program "Automated Scorebook."

C. Awards and Recognitions

1. The TCCAA Softball Coach of the Year will be voted upon by all Softball Coaches and a coach cannot vote for her/himself.

2. The TCCAA All-Conference MVP will be the player nominated by the

Coaches receiving the highest number of votes as voted upon by all coaches.

3. A Most Valuable Pitcher will be selected and the award will be presented to the Pitcher receiving the highest number of votes as voted upon by all coaches.

4. Each Softball Coach will nominate their deserving players in the categories of (A) Pitcher; (B) Catcher; (C) Infielder; (D) Outfielder; (E) Utility; and two teams (1st, and second) will be selected by voting by the coaches with each team consisting of 2 Pitchers; 1 Catcher; 5 Infielders; 4 Outfielders; and 1 Utility.

5. The TCCAA individual awards will be presented on the second day of the Softball Tournament.

6. The TCCAA/NJCAA Region VII Championship and Runner-Up Awards will

be presented at the conclusion of the TCCAA/NJCAA Region VII Tournament.

D. TCCAA/NJCAA Region VII Tournament

1. The TCCAA/NJCAA Region VII Softball Tournament and the TCCAA/NJCAA Region VII Baseball Tournament must be hosted by the same institution. The Softball and Baseball Tournaments will be scheduled on a rotational basis between the TJCAA Member Institutions. Any TJCAA Member Institution can pass on hosting the tournaments, if desired, or if the minimum requirements for hosting the tournaments cannot be met.

2. The TCCAA/NJCAA Region VII Softball Tournament will be held annually at least one week prior to the beginning of the NJCAA Softball Tournament.

3. The brackets will be provided by the NJCAA Region VII Women's Director.

4. Beginning with the 2009 TCCAA/NJCAA Region VII Softball Tournament, the

bottom four teams will participate in play-in single elimination games on Friday

before the beginning of the eight team, three days (Saturday, Sunday and Monday) double elimination competition in the TCCAA/NJCAA Region VII Softball Tournament.

5. The Coach or Athletic Director of teams not wishing to participate must submit to the Women's NJCAA Region VII Director by April 15 a written letter of intent to not participate. Failure to comply will result in (1) a letter of reprimand sent to the Athletic Director, Coach, and President of the respective institution, and (2) the cost of the entry fee must be paid. A team not participating will be ineligible to participate in the TCCAA/NJCAA Region VII Softball Tournament the following year.

6. In determining seeding for the TCCAA/NJCAA Region VII Softball Tournament, the teams with the best records are as follows:

- a. Most wins in the TCCAA Conference
- b. Head to head competition
- c. Wins against the next highest ranked opponent
- d. Coin toss.

7. The TCCAA/NJCAA Region VII Softball Tournament host will provide game times as approved by the Women's NJCAA/Region VII Director. No game shall start prior to 10:00 a.m.

8. If a Softball Team does not complete the TCCAA Conference Schedule, the team will be penalized by not being allowed to participate in the TCCAA/NJCAA Region VII Softball Tournament at the end of the regular season in which the infraction occurred.

9. The Region Director will be in charge of obtaining the umpires for the UIC. Coaches can make recommendations to the committee chair, who will forward the recommendations to the Region Director no later than March 1st.

Date Adopted: February 14, 1989; August 9, 1993; May 8, 1994; August 8, 1994; December 9, 1999; September 21, 2000; November 7, 2001; September 19, 2002; September 23, 2004; September 29, 2005; February 6, 2006; September 28, 2006; September 27, 2007; September 25, 2008; September 24, 2010; September 23, 2011.

TENNIS (2:05:00)

A. General Rules of Play

Tennis shall be played in accordance with the United States Tennis Association official rules, unless specific NJCAA and TCCAA rules apply.

B. Association Rules

1. TCCAA tennis matches must consist of six (6) singles and three (3) doubles matches.
2. Coaches shall be responsible for the behavior of their teams. The Association expects players and coaches to refrain from cursing and/or racket throwing.
3. There must be a minimum of five institutional teams before TJCCAA awards and recognitions will be honored.

C. Awards and Recognition

1. Ballots for TCCAA coach of the year will be sent to all coaches by the TCCAA Commissioner to the Tennis Committee Chairperson by April 15. The ballot for coach of the year must provide for a first choice (5 points), a second choice (3 points), and a third choice (1 point). A coach may not vote for him/herself. The ballots must be completed and returned (postmarked) to the TCCAA Commissioner for tabulation by May 1. Each coach's ballot will be publicized. Failure to submit a ballot will result in \$40 fine, payable by the

coach responsible for the non-submittal.

2. The All-TCCAA team will be designated by the individuals winning seeds 1-6

in the TCCAA/NJCAA Region VII singles tournament and the individuals

winning seeds 1-3 in the TCCAA-NJCAA Region VII doubles tournament. (If

individuals winning the aforementioned seeds are non-TCCAA members,

highest finishing TCCAA members would be All-TCCAA for the seed in

question.)

3. The individual winning the number 1 seed singles TCCAA/NJCAA Region VII title will be named the TCCAA most valuable player. (If individual winning

number 1 seed title is a non-TCCAA member, highest finishing TCCAA member

would be the TCCAA most valuable player.)

D. Post-Season Play

1. To qualify for the TCCAA Championships, the NJCAA method of qualifying will be used. There must be at least five member institutions fielding teams for a championship to be awarded.

GOLF (2:06:00)

A. General Rules of Play

Golf shall be played in accordance with the rules and regulations of the United States Golf Association.

B. Association Rules

1. To qualify for the TCCAA golf championships, the NJCAA method of qualifying will be used.
2. Coaches shall be responsible for the behavior of their teams. The Association expects players and coaches to refrain from cursing and/or club throwing.
3. The TCCAA golf tournament will be named "The Kermit Smith TCCAA Golf Tournament."
4. There must be at least five member institutions fielding teams to receive TCCAA awards.

C. Tournament Regulations

1. A team shall consist of 5 players with the 4 low scores counting each round.
2. The tournament shall be a 36-hole event.
3. The scheduled date for the tournament shall coincide with the NJCAA Region VII Golf Tournament.
4. Individuals as well as teams may enter.
5. Each individual or team should be accompanied by a coach or person designated by the college.

D. Awards and Recognition

1. The ballot for TCCAA coach of the year will be sent to all coaches by the TCCAA Commissioner to the Golf Chairperson by April 15. The ballot for coach of the year must provide for first choice (5 points), a second choice (3 points), and a third choice (1 point). A coach may not vote for him/herself. The TCCAA coach of the year will be voted upon at the conclusion of the TCCAA/NJCAA Region VII Tournament, and ballots will be forwarded by May 1 to the TCCAA Commissioner to the golf committee chairperson for tabulation. Each coach's ballot will be publicized. Failure to submit a ballot will result in a \$40 fine,

payable by the coach responsible for non-submittal.

2. There will not be an All-TCCAA Team in golf until at least 5 TCCAA member institutions field golf teams.

3. The All TCCAA team will be determined by the five lowest TCCAA scores at the TCCAA/NJCAARegion VII Tournament.

4. The TCCAA Player of the Year will be the individual posting the lowest score at the TCCAA/NJCAA Region VII Golf Tournament.

Date Adopted: Feb. 14, 1989; Nov. 13, 1989; May 15, 1990; Nov. 7, 2001; September 24, 2010

APPENDICES

TCCAA Constitution 3:01:00

TCCAA Bylaws 3:02:00

TCCAA Application for Sanctioning a New Sport 3:02:01

NJCAA Request for Application 10-b-(2) Transfer Waiver 3:03:00

NJCAA Article VIII Certification Form 3:04:00

TCCAA Conference Release Form 3:05:00

Standard Format for Filing Complaints and Protests 3:05:01

Tennessee Board of Regents Guideline for Community College Athletics 3:06:00

TCCAA Directory 3:07:00

Executive Committee, Officials Associations

NJCAA Region VII Directors 3:08:00

Appendix No. 3:01:00

TCCAA CONSTITUTION (3:01:00)

ARTICLE I --Name

The name of this association shall be THE TENNESSEE COMMUNITY COLLEGE ATHLETIC ASSOCIATION.

ARTICLE II --Objectives

To foster and encourage true competition in accordance with the highest traditions, and to develop within member institutions a deep sense of responsibility in promoting and maintaining wholesome intercollegiate athletics.

ARTICLE III --Membership

Section 1.

(a) Membership in this Association will be open only to public and

private, two-year post-secondary educational institutions in Tennessee

which are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools or other appropriate Accrediting Agencies approved by the U. S. Secretary of Education and the Presidents of the TCCAA Member Institutions and whose final authority

rests in the Tennessee State Board of Regents or a non-paid board of

trustees. In the event of loss of accreditation by any participating institution, based upon the recommendation of the TCCAA

Commissioner, a phase-out period may be honored to accommodate

any schedule commitments.

(b) Any member shall be automatically dropped which flagrantly fails to follow NJCAA and TCCAA rules and regulations concerning player eligibility and all games will be forfeited in which ineligible players participate.

(c) Membership in the TCCAA requires each institution adhere to the

TCCAA Conference Schedule in at least the four (4) following NJCAA Division I sports: Men's Basketball, Women's Basketball, Baseball, and Softball

Section 2. Formal application for membership in this Association shall be considered only at a regular meeting and only upon the recommendation of the executive committee.

Section 3. Approval of three-fourths of the membership is required for admission of a new member to the Association.

Section 4.

(a). Member institutions which fail to have a representative at the regular meetings without reasonable justification recommended by the TCCAA Commissioner and accepted by the Executive Committee or which falls behind in payment of dues shall be automatically dropped from membership in this Association.

(b). Member institutions may be suspended or expelled or placed on probation when recommended by the Commissioner and approved by the Executive Committee for failure to observe the constitution and bylaws of this Association. This may be only after the institution charged has been notified in writing by the president of the Association of the allegations and followed by an independent investigation by three persons from three separate member institutions and presented in a hearing before the executive committee and the institution charged with the violation.

(c). The executive committee, upon the recommendation of the TCCAA Commissioner, may suspend a member institution without third party

investigations for (1) failure to remove any ineligible player when notified to do so; and (2) failure to present data on a player when requested to do so.

Section 5. The resignation of a member of this Association will only be considered at a regular meeting. No resignation of a member will be considered if said member is under suspension.

Section 6. Institutions may reinstate at a regular meeting or at special meetings by a three fourths vote of the membership upon payment of a \$50.00 reinstatement fee.

ARTICLE IV --Voting

Section 1. Each member institution in good standing shall be entitled to one vote.

Section 2. The voting delegate shall be the president of the institution or his/her proxy in the event the president is not in attendance.

Section 3. Three-fourths of the member institutions shall constitute a quorum.

ARTICLE V --Meetings

Section 1. The time, place, and meeting dates for the TCCAA Presidents shall

be determined by the TCCAA Commissioner and the TCCAA President. The time, place, and meeting dates of the TCCAA Athletic Directors and Coaches shall be determined by the Chair of the Athletic Directors, the NJCAA Region VII Directors, and the TCCAA Commissioner.

Section 2. Special meetings of the TCCAA Presidents may be called by the TCCAA President or upon the recommendation of the Executive Committee, at the request of the TCCAA Commissioner, or by a written request to the TCCAA President from fifty percent (50%) or more of the membership at a time and place specified by the TCCAA President at least fourteen (14) days prior to the meeting. Special meetings of the TCCAA Athletic Directors and Coaches may be called by the Chair or upon request by the TCCAA Commissioner for a time and place to be determined by the Chair and TCCAA Commissioner.

ARTICLE VI --Officers

Section 1. The officers of the Tennessee Junior and Community College Athletic Association shall be: President, Vice President, Treasurer, TCCAA Publicity Director, and TCCAA Commissioner (who serves as the secretary). The President, Vice President, and Treasurer shall be elected from the presidents of member institutions. The TCCAA Publicity Director and TCCAA Commissioner shall be appointed by the TCCAA Presidents of the member institutions; may or may not be institutional personnel; and shall serve at the pleasure of the TCCAA Presidents.

Section 2. The terms of office of the TCCAA President, Vice President, and Treasurer shall be two years and they are eligible for reelection.

Section 3. The duties of the TCCAA President, Vice President, and Treasurer shall be those normally associated with such office. The TCCAA Publicity Director shall maintain weekly records of conference teams and distribute copies of statistics and standings to member institutions and the news media. The duties of the TCCAA Commissioner shall be to interpret and enforce all Conference Regulations and all Rules of Eligibility. (Decisions of the

Commissioner shall be reported to the presidents of the TCCAA institutions. Member institutions may appeal to the TCCAA Presidents decisions made and

penalties imposed by the TCCAA Commissioner. A two-thirds vote of the

member institution presidents is required to overrule the TCCAA Commissioner.) In addition, the TCCAA Commissioner shall supervise all activities of the conference including publicity and statistics, and impose penalties consistent with past practice and conference policy and appropriate to the infraction, including researching incidents with full cooperation of member institutions. Finally, the Commissioner shall study problems and opportunities of the Conference and recommend courses of improvement to the TCCAA Presidents.

ARTICLE VII - Committees

Section 1. There shall be an Executive Committee composed of the elected officers comprised of selected Presidents, the TCCAA Commissioner, Men's and Women's NJCAA Regional Directors and the TCCAA Athletic Director Chair.

Section 2. The Executive Committee shall be responsible for giving direction to the Association; shall assist the Commissioner in preparing the agenda with the association president; and shall make recommendations in reference to each item on the agenda in regard to appropriate action. The president of the Association shall serve as chairman of the Executive Committee.

Section 3. The chairman of the Executive Committee shall present a report of recommendations at regular or special TCCAA meetings.

Section 4. A Standing Committee, composed of Athletic Directors of member institutions, shall receive recommendations from the Chair of each Standing Committee for review and recommendations to the Conference. The Chair of the Athletic Directors Standing Committee shall be responsible for submitting reports and recommendations to the TCCAA Commissioner, who shall make a report of recommendations to the presidents of member institutions at their

regular or special meetings. The Athletic Directors Standing Committee or Sub-committee report, when dealing with issues that impact TCCAA policies and/or procedures, must present those proposals in policy format to the Commissioner, who will submit the proposals for consideration by the presidents at a regular or special meeting.

Section 5. The meetings of the Athletic Directors Standing Committee and Sub-

committees shall be held in the fall of each year and prior to the fall meeting of the presidents of member institutions. The Chair of the Athletic Directors Standing Committee will be elected by the athletic directors, and the chairs of

the Sub-committees shall be elected by the Coaches of each of the sports

sanctioned by the TCCAA. The Chair of the Athletic Directors Standing Committee may call special meetings of the Standing and Sub Committees.

Section 6. A Sub-Committee, composed of three coaches for each of the

sanctioned sports for member institutions, will make recommendations to the Athletic Director Standing Committee regarding matters of interest to the conference. All Sub-Committee recommendations must be submitted to the Chair of the Athletic Director Standing Committee no later than June 10 for consideration.

Section 7. The President of the Association may appoint any TCCAA special committees as may be needed.

ARTICLE VIII -- Amendments

Section 1. This constitution may be amended at any regular meeting by a three-fourths vote of the membership.

Section 2. All proposed amendments shall be sent to the Commissioner of the Association at least sixty (60) days prior to a regular meeting, who in turn, should forward them to the President of the Association within fifteen (15) days. The President must forward proposed amendments to all of the member institutions at least thirty (30) days prior to the meeting.

Date Adopted: May 20, 1987; May 17, 1988; November 8, 1993; November 7, 2001; September 29, 2005; September 27, 2007; September 24, 2010

TCCAA BYLAWS (3:02:00)

ARTICLE I --Order of Business

The following shall be the order of business at each regular meeting of the Association, but the rules of order may be suspended by the Association:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Treasurer's Report
5. Commissioner's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. General Announcements
10. Adjournment

ARTICLE II --Dues

Each member institution of the Association shall be assessed and billed for annual TCCAA fees as established by the Presidents of TCCAA Member Institutions. Fee payment will be due on or before July 15 of each year. The proceeds from these Institutional Membership Fees will be used for remuneration and expenses for all activities associated with the Tennessee Community College Athletic Association.

The TCCAA Commissioner will provide a complete financial breakdown of all expenditure incurred at the annual Presidents meeting.

ARTICLE III --Election of Officers

The officers shall be elected at an annual meeting of the presidents of TCCAA Member Institutions and shall serve from that date for a term of two years. To expedite the election of officers, the TCCAA President may appoint a nominating committee which may submit a slate of nominees for consideration. If a vacancy occurs between the regular meetings, a replacement may be selected by members of the executive committee.

ARTICLE IV -- Effective Date for Revisions to Policies and Procedures

New rules adopted will become effective immediately after adoption or as otherwise stated.

Adoption Schedule:

- a. August - Committee Chairs and Coaches meet regarding issues for change for the following year (this August meeting was for issues related to 2012-2013);
- b. December - Committee Chairs present recommended changes to the Athletic Directors;
- c. May – Athletic Directors vote on the committee recommendations;
- d. June – The TCCAA Commissioner presents recommended changes to the TCCAA Presidents for approval;
- e. July 1 – Approved changes go in to effect.

ARTICLE V --Report of the Commissioner

The TCCAA Commissioner will give a report at each meeting.

ARTICLE VI – Attitude Toward Athletics

Section 1. The member institutions agree to closely supervise student athletics and maintain a high standard of personal honor, eligibility, fair play, and to remedy whatever abuses may be found to exist.

Section 2. A flagrant violation of the rules of good sportsmanship and good conduct of a player or players, a coach, or fan during or following an athletic contest shall be reported to the Commissioner who, in turn, shall report it along with a recommended sanction to the president of the association who in turn shall report it to the executive committee. The Executive Committee shall have the authority to take such disciplinary action as may be warranted. This may involve forfeiture of a game or temporary or permanent suspension for the season.

Section 3. Decisions of the Executive Committee will be made orally and in writing by the TCCAA Commissioner to President(s) of the institution(s) involved. Any member institution has the privilege to appeal any decision which the institution deems unfair or unjust. This appeal must be made by certified mail to the president of the TCCAA within ten (10) days of receipt of the decision of the Executive Committee. Appeals will be heard by the entire body of the presidents of member institutions. Presidents of member institutions will review all information and documentation and make a final decision. Presidents of member institutions shall have the power to accept the decision of the executive committee or reject the decision of the executive committee and establish punitive measures. The punitive measures cannot be any greater than the original measures. The President will communicate in writing to the involved institution relative to the final decision.

Section 4. In instances where members cannot agree on the interpretation of a particular guideline, policy, or procedure, the member(s) shall contact the Commissioner of the Association who shall make a telephone poll of the Executive Committee, where possible, for a final decision on the issue in question.

ARTICLE VII --TCCAA Conference

The Tennessee Community College Athletic Association is composed of ten member

institutions for the purpose of participation in athletics. Out-of-state institutions cannot be members of the TCCAA.

ARTICLE VIII --Eligibility

In order to qualify for participation in any activity sponsored by this Association, a student of a member institution must fulfill the eligibility requirements of the National Junior College Athletic Association and the requirements of the TCCAA. The TCCAA Commissioner, in conjunction with the Executive Committee, shall be responsible for enforcing those rules that are more stringent than the NJCAA.

ARTICLE IX --Amendments

These bylaws may be amended at any regular meeting of the Association by an affirmative vote of three-fourths of the membership, provided, however, that any proposed change in these bylaws shall be submitted to the TCCAA Commissioner in writing prior to the deadline date for any agenda items at any regular meeting and shall be voted on at the next regular meeting. Any bylaw may be suspended at any regular or special meeting by the unanimous consent of all present.

Date Adopted: February 14, 1989; May 11, 1992; November 7, 2001; September 29, 2005; September 24, 2010, September 23, 2011.

TCCAA APPLICATION FOR SANCTIONING A NEW SPORT (3:02:01)

Sport: _____

Date Submitted: _____

Initiating Institutions: _____

(Minimum of 5 required):

Statement of Availability of Financial Resources:

Applicable General Rules (if other than NJCAA):

Endorsements: Date: _____

Athletic Directors _____

TCCAA Commissioner _____

TCCAA Executive Committee: _____

TCCAA President _____

,
TCCAA Member Institutions: _____

External Approvals: Tennessee Board of Regents: _____

Governing Board(s) of Private Institution(s) (If Required): _____

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

P. O. Box 7305 Colorado Springs, CO 80933-7305

NJCAA REQUEST FOR APPLICATION OF SECTION 10-b-(2) -TRANSFER WAIVER

(3:03:00)

Directions: Please forward the original with your eligibility form to the Office of Eligibility, with a copy to the Regional Director. A copy should be retained by both colleges involved with this transfer.

NOTE: This form must be signed by the President and Athletic Director at the last NJCAA

member college which the student was enrolled full-time (12 or more credits).

1 Name of Student _____

2 Name of the Junior/Community College from which this student is transferring

Participated in what sport(s) _____

Dates of enrollment _____

3. Name of the Junior/Community College to which this student is transferring

Dates of enrollment _____

4. This student will be participating in the following sport(s)

_____ I hereby

apply for the above described Athletic Agreement and pledge that it will be conducted in accordance with all regulations and policies of the National Junior College Athletic Association.

Student's Signature College President's Signature

Date Director of Athletics Signature

cc: Regional Director
TCCAA Commissioner
Both Colleges

NJCAA ARTICLE VIII CERTIFICATION FORM (3:04:00)

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

P. O. Box 7305 Colorado Springs, CO 80933-7305

Directions: This form shall be completed on or before May 31 of each academic year. Please forward the original copy to the NJCAA Executive Office with a copy to your Regional Director.

ARTICLE VIII -- Grants-In-Aid, Recruitment, and Booster Clubs

PART D -Enforcement

I HEREBY, certify that this college has complied with all the provisions of Article VIII of the NJCAA Bylaws. Any violation of Article VIII shall be reported in detail to the National Office prior to May 31.

STANDARD FORMAT FOR FILING COMPLAINTS AND PROTESTS (3:05:00)

Name of College Making Complaint or Protest: _____

Name of College Which Complaint or Protest is being filed against: _____

I. Nature of complaint or protest: _____

II. Proof of complaint or protest: _____

III. Names of persons who could be called as witnesses (give names and telephone numbers): _____

IV. Suggestion for resolving complaint or protest: _____

Signature of Person Filing Complaint or Protest _____

Date _____

NOTE: Original should be mailed to the TCCAA Commissioner with a copy to the President of the TCCAA. Complaints or Protests must be filed within 48 hours after the contest.

**TENNESSEE BOARD OF REGENTS GUIDELINE FOR COMMUNITY COLLEGE
ATHLETICS – TBR Guideline B-041 (3:06:00)**

This guideline is established to provide a necessary level of control and consistency among the community colleges in the administration of intercollegiate athletic programs. The provisions set forth below represent standards to ensure program accountability, while allowing for institutional discretion and promoting intercollegiate athletic competition within the limitations of campus resources. The guideline supersedes all previous statements or agreements and are effective upon approval by the Tennessee Board of Regents.

Effective July 1, 2003, each community college is authorized to spend a maximum amount (expenditure cap) from student maintenance fee allocations as described by TBR staff and communicated in the annual budget guidelines. The maximum amount will be reviewed annually by Board staff and may be adjusted based on such factors as student fee increases, inflation, and mandated salary and employee benefit increases. This cap

excludes expenditures from gate receipts, concession receipts and restricted funds. Post-

season competition expenses for the TJCCAA state and regional tournaments as well as expenses to participate in national tournaments for which teams qualify based on success at

the state and regional levels are also excluded from the expenditure cap. Additionally, out-of-

state tuition waivers for performance based scholarship expenditures are excluded from the

cap. The amount of out-of-state waivers for performance based scholarship expenditures,

however, will be provided in a manner determined by the TBR staff.

I. Program Authorization

Each community college is authorized to participate in any of the following intercollegiate sports: men's basketball, baseball, tennis, and golf; and women's basketball, softball, tennis

and golf. Tennis and golf are authorized for co-educational sports.

Participation in additional sports will require written justification by the president and approval by the Chancellor.

II. Revenue

Athletic revenue may be derived from student maintenance fee allocation, gate receipts, concession receipts and restricted fees.

III. Expenses

Athletic expenses include salaries, employee benefits, supplies, materials, travel, scholarships, communications, etc.

1. Salaries and Employee Benefits

The salary and benefit costs for faculty members who have athletic responsibilities (athletic director, head coach, assistant coach, etc.) will be allocated in accordance with the release time given. Therefore, if a faculty member receives three hours release time per semester for assistant coach duties, the faculty member's salary and benefit costs will be allocated between instruction and athletics as follows:

- A. The salary and benefit costs for faculty members who have responsibilities (athletic director, head coach, assistant coach, etc.) will be allocated in accordance with the release time given. Therefore, if a faculty member receives three hours release time per semester for assistant coach duties, the faculty member's salary and benefit costs will be allocated between instruction and athletics as

follows: $(3 \text{ hours release time} / 15 \text{ hours full-time faculty load}) \times \text{salary}$

(or benefits) portion allocate to athletics.

- B. The salary and benefit costs for head coaches not assigned to the classroom will be allocated in accordance with the percentage of effort worked, with a minimum of 50% allocated to athletics.
- C. The salary and benefit costs for assistant coaches not assigned to the classroom will be allocated in accordance with the percentage of effort worked, with a minimum of 25% allocated to athletics.

- D. The salary and benefit costs for athletic directors not assigned to the classroom will be allocated in accordance with the percentage of effort worked, with a minimum of 20% allocated to athletics.

- E. The salary and benefit costs for other full-time and part-time employees, such as clerical support, sports information personnel, etc., will be allocated in accordance with the percentage of effort worked.

- F. The salary and benefit costs of custodial, security, and ticket office personnel are considered immaterial and will not be allocated to athletics.

2. Operating Costs

All operating costs which are charged to other units at the institution, such as telephone, postage and motor pool expenses, are to be allocated to athletics on the same basis that the operating costs are allocated to other units.

A. Equipment and Supplies

1. Equipment which is purchased for both athletics and physical education is to be prorated on a 50/50 percent basis. Equipment which is specifically purchased for athletics is to be charged 100 percent to that unit.

2. Expenses for items that are utilized for more than one fiscal year, such as uniforms, are to be charged to the fiscal year in which the items are encumbered.

IV. Out-of-State Tuition Waivers for Performance Based Scholarships

Out-of-state tuition waivers for performance based scholarships may be given to a maximum of twenty-five students at any given time. For example, if the institution awards fifteen scholarships in one academic year and all fifteen students return the next academic year, the institution is limited to only ten additional out-of-state tuition waivers. The costs of these scholarships are to be expended to a group account in the social/cultural development sub-category in the Student Services function but are not to be reflected as part of total intercollegiate athletic expenditures.

V. Post-Season Competition

Post-season expenses must be charged to separately identified account(s), per sport, within the athletic budget and are not subject to the expenditure cap.

VI. Sports Governance

The TBR community colleges shall operate within the limitations established by the NJCAA as referenced in the association's NJCAA

Handbook and Casebook for recruiting, governance, scholarships, and all other aspects of the colleges athletic programs.

VII. Housing

TBR community colleges are not authorized to lease housing for student athletes.

VIII Federal and State Regulations

Consistent with Board policy, each president is responsible for ensuring institutional compliance with all pertinent federal and state regulations relative to student participation in intercollegiate athletic programs.

Conference Membership

This guideline is based on the understanding that each TBR community college with athletic programs shall hold memberships in the TJCCAA conference and the NJCAA conference.

Exceptions to this guideline must be approved by the Chancellor.

Source: March 20, 1981 SBR meeting. Revised June 26, 1981 and March 18, 1983, SBR meetings; July 1, 1984; August 19, 1984; July 1, 1985; July 1, 1986; July 1, 1987; February 16, 1988; July 1, 1988; May 10, 1994; November 9, 1994; May 14, 1996; February 16, 2000; May 9, 2000; August 21, 2001; May 20, 2003 Presidents Meetings.

TCCAA DIRECTORY INFORMATION (3:07:00)

Chattanooga State Technical Community College

4501 Amnicola Highway Chattanooga, TN 37406

President: Dr. James L. Catanzaro Office Telephone: (423) 697-4455 Facsimile

Number: (423) 697-4796

Team Nickname: Tigers & Lady Tigers College Colors: Royal Blue/Orange

Director of Athletics Steve Jaecks Office Telephone: (423) 697-3397 Facsimile Number:

(423) 697-2405

Men's Basketball Coach Jay Price Office Telephone: (423) 697-2687 Facsimile Number:

(423) 697-2405

Women's Basketball Coach Jay Price Office Telephone: (423) 697-2687 Facsimile Number:

(423) 697-2405

Baseball Coach Greg Dennis Office Telephone: (423) 697-2418 Facsimile Number: (423)

697-2405

Softball Coach Beth Keylon-Randolph Office Telephone: (423) 697-2415 Facsimile Number:

(423) 697-2405

Cleveland State Community College

Post Office Box 3570 Cleveland, TN 37320-3570

President Dr. Carl Hite Office Telephone: (423) 478-6200 Facsimile Number: (423) 614-8752

Team Nickname: Cougars & Lady Cougars College Colors: Columbia
Blue/White/Navy

Director of Athletics Mike Policastro Office Telephone: (423) 478-6219 Facsimile Number:

(423) 614-8725

Men's Basketball Coach Lee Cigliano Office Telephone: (423) 614-8706 Facsimile Number:

(423) 614-8725

Women's Basketball Coach and NJCAA Region VII Women's Director Dan Lumpkin Office

Telephone: (423) 614-8721 Facsimile Number: (413) 614-8725

Baseball Coach Mike Policastro Office Telephone: (423) 478-6219 Facsimile Number: (423)

614-8725

Softball Coach Katie Willingham Office Telephone: (423) 472-7141, Ext. 263 Facsimile

Number: (423) 614-8725

Columbia State Community College

Post Office Box 1315 Columbia, TN 38402-1315

President Dr. Janet Smith Office Telephone: (931) 540-2510 Facsimile Number: (931) 540-2507

Team Nickname: Chargers & Lady Chargers School Colors: Green/White

Director of Athletics Louis Conner Office Telephone: (931) 540-2632 Facsimile Number:
(931) 540-2797

Men's Basketball Coach Jay Joyner Office Telephone: (931) 540-2634 Facsimile Number:
(931) 540-2797

Women's Basketball Coach John McGraw Office Telephone: (931) 540-2635 Facsimile

Number: (931) 540-2797

Baseball Coach Mike Corn Office Telephone: (931) 540-2633 Facsimile Number: (931) 540-
2797

Softball Coach Johnny Littrell Office Telephone: (931) 540-2840 Facsimile Number: (931)
540-2797

Dyersburg State Community College

1510 Lake Road Dyersburg, TN 38025-0648

President Dr. Karen Bowyer Office Telephone: (731) 286-3300 Facsimile Number: (731) 286-3333

Team Nickname: Eagles and Lady Eagles College Colors: Navy/Red

Director of Athletics Alan Barnett Office Telephone: (731) 286-3259 Facsimile Number: (731) 288-7743

Men's Basketball Coach Alan Barnett Office Telephone: (731) 286-3259 Facsimile Number: (731) 288-7743

Women's Basketball Coach Rian Puckett Office Telephone: (731) 288-7742 Facsimile Number: (731) 288-7743

Baseball Coach Robert White Office Telephone: (731) 286-3252 Facsimile Number: (731)

288-7743

Softball Coach Randy Hulme Office Telephone: (731) 286-3174 Facsimile Number: (731)

288-7743

Jackson State Community College

2046 North Parkway Jackson, TN 38301-3797

President Dr. Bruce Blanding Office Telephone: (731) 424-3520 Ext. 602 Facsimile Number:

(731) 425-2642

Team Nickname: Generals & Lady Generals College Colors: Green/White/Gold

Director of Athletics Steve Cornelison Office Telephone: (731) 425-2649 Facsimile Number:

(731) 425-9571

Men's Basketball Coach Deron Hines Office Telephone: (731) 424-3520, Ext. 289 Facsimile

Number: (731) 425-9571

Women's Basketball Coach Michael Winders Office Telephone: (731) 424-3520 X273

Facsimile Number: (731) 425-9571

Baseball Coach Steve Cornelison Office Telephone: (731) 424-3520, Ext. 239 Facsimile

Number: (731) 425-9571

Softball Coach Michael Winders Office Telephone: (731) 424-3520, Ext. 273 Facsimile

Number: (731) 425-9571

Motlow State Community College

Post Office Box 8500 Lynchburg, TN 37352-8500

President Dr. Mary Lou Apple Office Telephone: (931) 393-1682 Facsimile Number: (931)

393-1680

Team Nickname: Bucks and Lady Bucks College Colors: Forest Green/Gold

Director of Athletics Jerry Nichols Office Telephone: (931) 393-1617 Facsimile Number: (931)

393-1999

Men's Basketball Coach Jerry Nichols Office Telephone: (931) 393-1620 Facsimile Number:

(931) 393-1999

Women's Basketball Coach Jerry Nichols Office Telephone: (931) 393-1619 Facsimile

Number: (931) 393-1999

Baseball Coach Dan McShea Office Telephone: (931) 393-1615 Facsimile Number: (931)

393-1999

Softball Coach Tori Raby-Gentry Office Telephone: (931) 393-1617 Facsimile Number: (931)

393-1999

Roane State Community College

276 Patton Lane Harriman, TN 37748

President Dr. Gary Goff, President Office Telephone: (865) 882-4501 Facsimile Number:

(865) 882-4601

Team Nickname: Raiders/Raiderettes College Colors: Blue/Red

Director of Athletics Randy Nesbit Office Telephone: (865) 882-4583 Facsimile Number:

(865) 882-4537

Men's Basketball Coach Randy Nesbit Office Telephone: (865) 882-4583 Facsimile Number:

(865) 882-4537

Women's Basketball Coach Monica Boles Office Telephone: (865) 354-3000 X4388

Facsimile Number: (865) 882-4537

Baseball Coach David Lane office Telephone: (865) 882-4538 Facsimile Number: (865) 882-4537

Softball Coach: Sue Niemi Office Telephone: (865) 882-4574 Office Facsimile: (865) 882-4537 Southwest Tennessee Community College 5983 Mason Cove Memphis, TN 38134

Southwest Tennessee Community College

5983 Macon Cove, Memphis, TN 38134

President: Nathan Essex Office Telephone: (901) 333-4462 Facsimile

Number: (901) 333-4645

Team Nickname: Saluqis College Colors: Blue/Red

Director of Athletics Verties Sails, Jr. Office Telephone: (901) 333-5145 Facsimile Number:

(901) 333-5758

Men's Basketball Coach Verties Sails, Jr. Office Telephone: (901) 333-5145 Facsimile

Number: (901) 333-5758

Women's Basketball Coach Andre Martre Office Telephone: (901) 333-5146/333-5105

Facsimile Number: (901) 333-5758

Baseball Coach Alan Reynolds Office Telephone: (901) 333-5143 Facsimile Number: (901)

333-5758

Softball Coach Keith Gentry Office Telephone: (901) 333-4114 Facsimile Number: (901) 333-

4639

Volunteer State Community College

1480 Nashville Pike Gallatin, TN 37066

President Dr. Bruce Scism (Interim) Office Telephone: (615) 452-8600 Ext. 3500 Facsimile

Number: (615) 230-3502

Team Nickname: Pioneers & Lady Pioneers College Colors: Red/White/Blue

Director of Athletics and NJCAA Region VII Men's Director Bobby Hudson Office Telephone:

(615) 230-3445 Facsimile Number: (615) 230-3629

Men's Basketball Coach Rusty Melvin Office Telephone: (615) 230-3234 Facsimile Number:

(615) 230-3629

Women's Basketball Coach Chris Harris Office Telephone: (615)

230-3708

Facsimile Number: (615) 230-3629

Baseball Coach Mike Crossland Office Telephone: (615) 230-3756 Facsimile Number: (615)

230-3629

Softball Coach John Lynn Office Telephone: (615) 230-3700 Facsimile Number: (615) 230-

3629

Walters State Community College

500 South Davy Crockett Parkway Morristown, TN 37813-6899

Team Nickname: Senators & Lady Senators College Colors: Red/White/Blue

Director of Athletics Dr. Foster Chason Office Telephone: (423) 585-2680 Office Facsimile:

(423) 585-6779

Men's Basketball Coach Bill Carlyle Office Telephone: (423) 585-6758 Facsimile Number:

(423) 318-2579

Women's Basketball Coach David Kragel Office Telephone: (423) 585-6757 Facsimile

Number: (423) 318-2579

Baseball Coach Ken Campbell Office Telephone: (423) 585-6759 Facsimile Number: (423)

318-2579

Golf Coach Bill Gardner Office Telephone: (423) 585-2637 Facsimile Number: (423) 585-

2640

Softball Coach Larry Sauceman Office Telephone: (423) 318-2745 Facsimile Number: (423)

318-2579

Appendix No.3:08:00

EXECUTIVE COMMITTEE (3:08:00)

Name of Member Institution, Address, and Telephone Number

Dr. Nathan Essex, TCCAA President, Southwest Tennessee Community College 5983

Mason Cove Memphis, TN 38134 Office Telephone: (901) 333-4462 Facsimile Number:

(901) 333-4645

Dr. Wade B. McCamey, TCCAA Vice President, Walters State Community College 500 South

Davy Crockett Parkway Morristown, TN 37813-6899 Office Telephone: (423) 585-6770

Facsimile Number: (423) 585-6766

Dr. Carl Hite, TCCAA Treasurer, -7141 Facsimile Number: (423) 614-8752

Jim Cigliano, TCCAA Commissioner 5050 Knight Court Cleveland, Tennessee 37312

Telephone: (423) 472-4864 Mobile: (423) 650-0021

Dr Foster Chason, Athletic Director Chair, Walters State Community College 500 South Davy

Crockett Parkway Morristown, TN 37813-6899 Office Telephone: (423) 585-2680.

Bobby Hudson, Men's NJCAA Region VII Director, Volunteer State Community College,
1480 Nashville Pike Gallatin, TN 37066 Office Telephone: (615)230-3445

Dan Lumpkin, Women's NJCAA Region VII Director, Cleveland State Community College

Post Office Box 3570 Cleveland, TN 37320-3570 Office Telephone: (423)614-8721.

**BASKETBALL OFFICIALS ASSOC.; NJCAA REGION VII DIRS.; & TCCAA
STATISTICIAN (3:09:00)**

Mr. Kenneth D. Coulter, Commissioner Collegiate Basketball Officials Association President,
American Fidelity Bank 325 West Joule Street Post Office Box 369 Alcoa, TN 37701 Office

Telephone: (865) 981-5137 Facsimile Numbers: (865) 983-1337 & (865) 981-5153

Mr. Bobby Hudson, Men's Director NJCAA Region VII Volunteer State Community College

1480 Nashville Pike Gallatin, TN 37066 Office Telephone: (615) 230-3445 Facsimile

Number: (615) 230-3629

Mr. Dan Lumpkin, Women's Director NJCAA/Region VII Cleveland State Community College

Post Office Box 3570 Cleveland, TN 37320-3570 Office Telephone: (423) 614-8721

Facsimile Number: (413) 614-8725

Richard Murray, TJCCAA Statistician Cleveland State Community College 3535 Adkisson

Drive Cleveland, TN 37312 Office Telephone: (423) 614-8740 Mobile Number: (423) 716-

2817

