

# **WESTERN JUNIOR COLLEGE ATHLETIC CONFERENCE**

## **CONSTITUTION and BY-LAWS**

**2011-12**

### **OFFICERS**

**Conference President  
Dr Steve McCleery  
New Mexico Junior College  
Hobbs, New Mexico**

**Conference Vice President  
Dr Jerry Grizzle  
New Mexico Military Institute  
Roswell, New Mexico**

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**WJCAC Conference Commissioner  
John Green  
PO Box 646  
Borger, Texas**

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**Men's Supervisor of Basketball Officials  
Tony Stigliano**

**Women's Supervisor of Basketball Officials  
Brent Sherrod**

**Supervisor of Baseball Umpires  
Women's FastPitch Supervisor of Umpires  
Mack Gipson**

# WESTERN JUNIOR COLLEGE ATHLETIC CONFERENCE

ORGANIZED 1960

## MEMBERS:

*Clarendon College, El Paso Community College, Frank Phillips College, Howard College, Midland College, New Mexico Junior College, New Mexico Military Institute, Odessa College, South Plains College and Western Texas College*

## CONSTITUTION OF THE

# WESTERN JUNIOR COLLEGE ATHLETIC CONFERENCE

## ARTICLE I

### Name

**Section 1** The name of this organization shall be the "**Western Junior College Athletic Conference**" WJCAC.

**Section 2** The Charter members of this conference are: *Frank Phillips College, Howard College, Midland College, New Mexico Military Institute, New Mexico Junior College, Odessa College, South Plains College* and *Western Texas College*. (Lubbock Christian withdrew, Amarillo College dropped intercollegiate athletics and withdrew from WJCAC May 3, 1985, Clarendon Junior College withdrew in 1993. Clarendon College was readmitted in to the conference in April, 1998. Western Texas College withdrew from the conference in May 1999 and was readmitted in October 2001. El Paso Community College was admitted in April 1995)

## ARTICLE II

### Purposes

**Section 1** The **purpose** of this conference shall be to promote, foster, and control junior college athletics in such a way that these intercollegiate activities will be consistent with the total educational program of the junior colleges involved.

## ARTICLE III

### Nature of the Conference

**Section 1** This conference is an **independent organization** governed by its own Constitution and By-Laws, and member institutions are governed by said Constitution and By-Laws in all contests among themselves.

**Section 2** In competition with colleges and other organizations not members of this conference, the member colleges will be bound by the conference Constitution and By-Laws and be in good standing with the NJCAA. The non-member opponents may compete under their own code or rules.

## **ARTICLE IV Membership**

**Section 1 Eligibility for Membership:** Institutions recognized to be junior colleges by a state or regional accrediting association are eligible for membership in the conference. Colleges having academic classification above the junior college grades and conducting college programs for the upper division classes are not eligible for membership in the conference.

**Section 2 Conditions for Membership:** Members of this conference agree:

- a. To supervise and control athletics sponsored by this conference so that the activities will be administered in accordance with the rules and purposes as set forth in the Constitution, the By-Laws, and the minutes of meetings of this organization.
- b. To establish and maintain high standards of ethical control and fair play.
- c. To pay the annual dues before the deadline as set forth by the conference.

**Section 3 Admission for New Members:** New members may be admitted only by a three-fourths affirmative vote of the member institutions.

- a. **Prospective members** must make application in writing to the conference president at least thirty (30) days preceding the annual meeting.
- b. The conference president must notify all member colleges regarding membership applications fourteen (14) days preceding the annual meeting.

### **Section 4**

- a. **Termination of Membership:** Membership of any member institution failing to maintain the standards as set forth in the Constitution and By-Laws may be terminated by a three-fourths vote of the member institutions.
- b. Member colleges wishing to **resign** from the conference should submit a letter of resignation to the Conference President, who shall refer it to the member institutions for final disposition. The resignation of a member college will not be accepted until all obligations, financial and otherwise, have been met, and the college is in good standing in every respect.

**Section 5** No college formerly holding membership in this conference shall be **reinstated** to conference membership without full payment of all money due the conference at the time of resignation, expulsion, or suspension.

## **ARTICLE V Officers**

**Section 1** The **elective officers** of this conference shall be a **President, Vice-President, and a Conference Commissioner**. These officers shall be selected from a membership of the conference.

**Section 2** Officers of the conference shall be elected by a **majority vote** of the member institutions represented at the annual meeting.

a. The **President** and **Vice-President** shall hold office one year beginning June 1.

b. The **Conference Commissioner** shall serve for a term of one year and be voted on every spring meeting.

c. The office of president shall be rotated alphabetically among all member colleges.

**Section 3** Officers of the conference must be regular full-time members of the administrative staff or academic faculty of the member college they represent.

**Section 4** The **Executive Committee** of the conference shall consist of the elected officers and the immediate past-president.

**Section 5 Vacancies**, other than that of President, among the elective officers of this conference shall be filled by appointment of the Executive Committee for the remainder of the un-expired term. The Vice-President shall fill a vacancy in the office of president until the next annual meeting.

**Section 6** The appointed officers of this conference shall consist of such officers as the members deem necessary. The president, with the approval of the Executive Committee, shall make these appointments.

**Section 7** Members of the standing committees and advisory committees shall be appointed by the president with the approval of the Executive Committee. Ad hoc committees may be appointed by the president.

## **ARTICLE VI Meetings**

**Section 1** This conference shall hold **semi-annual meetings** in the fall and spring of each year. The date and location of this meeting for the following year shall be set by action of the members at the annual meeting. Specific detail of time and place will be arranged by the President, and they shall send notice thereof to all colleges at least twenty-one (21) days prior to the time set forth meeting.

**Section 2 Special meetings** of the conference for specified purposes may be called by the President.

**Section 3 Voting** by mail, email, or telephone shall be permissible when necessary during the interim between meetings. Such voting will be conducted by the President, by his making contact with the chief

administrative officers of the member institutions. All votes cast verbally will be later confirmed in writing.

## **ARTICLE VII Finances**

**Section 1** All funds and property of the conference shall be obtained, held, and administered in accordance with the procedure stated in the By-Laws and minutes of the meetings.

**Section 2** The conference commissioner shall render an annual expense statement of all funds collected and expended and shall furnish a copy thereof for publication in the minutes of the annual meeting.

## **ARTICLE VIII Amendments**

**Section 1** This **Constitution** may be amended at the annual meeting by a three-fourths affirmative vote of the representatives present; provided that the proposed amendment shall have been submitted in writing to the conference commissioner at least twenty one (21) days prior to the annual meeting; and furthermore, provided that a copy of the proposed amendment shall have been duly sent to each member college by the Conference Commissioner twenty one (21) days prior to the annual meeting. Amendments added and changes made in May shall not become effective until the following September.

**Section 2** The **By-laws** may be amended or changed at any time by a three-fourths vote of the members present at the annual meeting or at a special meeting. Amendments and changes in the By-Laws shall not become effective until the following September.

## **ARTICLE IX Representation**

**Section 1** At all meetings of the conference each member institution shall be represented by one official delegate, who shall be the chief administrative officer of the college or someone designated in writing by him.

a. The designee shall be a full-time member of the administrative staff or academic faculty of the college he represents.

b. Provided, however, that a member institution may be represented by an official delegate of another member institution. The institution being represented by proxy must inform the president of the conference in writing of such arrangements prior to the meeting. The person who is to act in proxy shall be designated by name. Proxy votes shall not be counted in determining a quorum.

**Section 2** A **quorum** shall consist of official delegates from a simple majority of the total conference membership.

**ARTICLE X**  
**Probation, Suspension, Expulsion**

**Section 1** The conference may, at any regular or called meeting, **expel, suspend,** or place a member institution on **probation** by a three-fourths vote of the member institutions. The member institution against which the charges of violation have been made shall not vote.

**Section 2** The executive committee shall be empowered to invoke a **temporary suspension** or take temporary probationary action upon any member of the conference for violation of the constitution or By-Laws. The president shall be required to call for a conference vote within three (3) weeks of this temporary probation or suspension.

**Section 3** All charges of violation against a member institution or a coach or both must be filed with the Conference President, and he shall within a twenty-four (24) hour period notify the coach and the head administrator of the member institution of the nature of the charge.

a. The Executive Committee shall investigate the charges, and within five (5) days after preferment of charges hold a preliminary hearing of the case. The findings of this hearing shall be reported in full at the next annual or special meeting.

b. Following the preliminary hearing the Executive Committee can, at its discretion, invoke a temporary probation on the offending college.

**Section 4** Member institutions are permitted to engage in athletic contests with member colleges placed on probation; however, no member institution shall engage in any athletic contest with a suspended or expelled member institution.

# BY-LAWS OF THE WESTERN JUNIOR COLLEGE ATHLETIC CONFERENCE

## ARTICLE I Membership

### Section 1

- a. **Annual dues** for membership in the Western Junior College Athletic Conference shall be eight hundred dollars (\$1,000.00) plus one hundred dollars (\$100.00) per conference sport. Additional fees may be added to facilitate the operation of the conference business. To be reinstated into the conference a college must pay seven hundred fifty dollars (\$750.00) in addition to the conference dues.
- b. No institution shall be eligible for competition unless all dues are paid on or before October 15 of the current college year of competition.

## ARTICLE II Administration

### Section 1 Duties

#### a. President

1. Preside at the annual meeting, special meetings, and executive committee meetings.
2. Appoint committees with the approval of the Executive Committee.
3. Appoint delegates to non-elective office.
4. Render decisions on all points not covered by the Constitution, By-Laws and administrative regulations, after consulting conference interpreter.
5. Call all meetings.
6. With the approval of the Executive Committee they shall be empowered to temporarily suspend or place on probation any member institution for violation of the Constitution and By-Laws, or for any conduct contrary to the code of clean sportsmanship as fostered by the conference.
7. In the event of a tie vote on any motion, the president shall cast the deciding ballot any conference meeting.
8. Examine and file the eligibility forms of all competing athletes participating in the activities of the conference.
9. Represent or designate someone to represent the conference when necessary.
10. Serve as chairman of the Executive Committee.

#### b. Vice-President

1. Preside at all meetings in the absence of the president.
2. Pass on matters in which the president's college is involved and on all eligibility forms of the president's institution.
3. Fill the un-expired term of the president.
4. Serve as a member of the Executive Committee.

#### Conference Commissioner

1. Maintain the membership, correspondence and financial records of the conference and prepare reports as directed.
2. Act as recording secretary at all conference and executive committee meetings and present each member college a copy of the minutes within ten (10) days of the adjournment of each meeting.
3. Recommend an annual conference budget and oversee budget implementation.
4. Transact all financial operations of the conference including collection of membership fees, payment of all bills and accounts, purchase of awards, trophies, supplies and printed materials and forms.
5. Submit financial records for an annual audit and provide an annual report for publication in the minutes of the annual meeting.
6. Act as custodian of the records of competition in all sports sponsored by the conference.
7. Secure nominations and oversee selection for all conference team and players, in accordance with conference bylaws per sport. Facilitate listing of team on conference website.
8. Conduct, tabulate and publicize a pre-season poll of conference coaches' predictions of final team rankings in the conference.
9. Publicize successes of former WJCAC players and coaches.
10. Serve as an ex-officio member of the Executive Committee and keep the Conference President informed of all matters and correspondence relative to the affairs of the conference.
11. Provide thirty (30) conference sports passes to college Presidents annually by August 1<sup>st</sup>.
12. Work with conference sport chairs to mandate compliance with WJCAC regulations.
13. Select and publicize academic all conference in accordance with WJCAC bylaws.
14. Complete other duties as assigned by the Conference.

#### **WJCAC Sport Chairs**

1. Receive recommendations from the coaches concerning procedures and regulations relative to the sport within the conference.
2. Bring recommendations of each coaches group forward to the conference meeting.
3. Work with the conference commissioner to secure sites, contracts and funding for post-season competition.
4. Oversee the sport during the season, including:
  - Compliance with NJCAA website guidelines and mandates.
  - Compliance with WJCAC website guidelines and mandates.
  - Submit college, record and stats to NJCAA for ranking.
  - The selection of all-conference team.
  - Operation of post-season competition.
  - Apply conference tie breaker rules to each season and situation.
5. Report all violations and/or misconduct within the sport to the conference commissioner.
6. Ensure the conference bylaws are followed and report any violation or deviation to the conference commissioner.

**WJCAC Sport Chairs for 2011-12**

Conference Commissioner	John Green
Baseball	Britt Smith (Howard)
Men’s Basketball	Joe Tubb (South Plains)
Women’s Basketball	Forrest Allen (Midland)
Volleyball	John Green (Clarendon)
Cross Country	Felix Hinojosa (El Paso)
Golf	Don Worth (NMJC)
Rodeo	John Green (Clarendon)
Softball	Wayne Baker (Odessa)
Track	Tammy Davis (Western Texas)
Tennis	Reggie Franklin (NMMI)

**CONFERENCE COMMISSIONER AND SUPERVISOR OF OFFICIALS**

**Section 1** The colleges of this conference shall vote once a year on the position of Conference Commissioner, and Supervisor of Officials and Umpires.

- a. These positions will be voted on at the spring meetings.
- b. The fees for these two services shall be set at the annual meeting.

**Section 2** It shall be the responsibility of the member colleges to report the result of each athletic contest to the Conference Commissioner within 24 hours of the conclusion of the contest. The Conference Commissioner is authorized to call the college collect if a report has not been received.

**EXECUTIVE REGULATIONS**

**Conference Meeting Agenda Format:**

- a. Call to Order.
- b. Reading of the minutes
- c. Financial Report
- d. Athletic Director Report
- e. Old business.
- f. New business.

g. Adjournment.

### **ARTICLE III Committees**

#### **Section 1. The Executive Committee**

- a. Conduct the business referred to it by the conference at the semiannual or special meetings.
- b. Investigate charges and take necessary action upon member colleges which are charged with violating the Constitution and By-Laws of the conference.

### **ARTICLE IV Official Sports**

**Section 1** The recognized intercollegiate sports for men shall be: **Basketball, Baseball, Cross Country, Track and Field, Rodeo and Golf.** The recognized sports for women shall be: **Basketball, Cross Country and Fast-pitch Softball, Track and Field Volleyball and Rodeo.**

#### **Section 2**

- a. Any of the official sports when participated in by three (3) or more of the conference schools in any one year will be played to a conference championship. In case of ties, co-champions will be declared.
- b. All Western Junior College Athletic Conference teams are responsible for completing **ALL** conference games. Failure to do so will cause the forfeiting team to be placed on probation and will not be permitted to qualify for the regional play-offs for the following year.
- d. **Scheduling for Basketball, Baseball and Fast-pitch Softball and Volleyball** will be done at the spring meeting. All sports will draw on the odd numbered years and reverse home/away schedule the next year.

#### **Section 3 Open Wound Policy:**

- a. Under circumstances when constant or profuse bleeding occurs, the participant may be attended by the appropriate team following NCAA Rules. All NCAA guidelines will be observed in the event of an open wound and bleeding.

#### **Section 4**

- a. Conference championship in each of the official sports will be determined as a result of conference competition.

### **GAME MANAGEMENT**

Section 1.

1. A Game Administrator must be present at all WJCAC Athletic Contests.

The Game Administrator is the Athletic Director or his designee.

a. **Game Administrator** should contact the game officials (referees, umpires, etc.) prior to the athletic contest.

b. **Game Administrator** will assist in all aspects of the contest to provide a positive experience.

c. **Game Administrator** will provide a secure avenue for game officials to leave court at halftime and completion of WJCAC Athletic Contests. A secure area for the officials to meet before, during and after the game is the responsibility of the host institution.

2. No artificial/noise makers are allowed in WJCAC indoor Athletic Contests.

3. All cheerleaders, mascots, dance teams, etc., must stay within the designated area and must coordinate all activities through the **Game Administrator**.

4. Mascots should not interfere with the officiating crews at anytime.

5. Water and cups will be provided at all WJCAC Athletic Contests.

6. There will be a secure area 15 ft. behind the visiting team bench for only their fans or as an empty buffer zone at all WJCAC contests.

7. A **uniformed security guard** or **police officer** shall be present at all WJCAC indoor athletic contests. Also access to a **uniformed security guard** or **police officer** will be available if needed at outdoor contests.

8. All WJCAC Athletic contests will be played using only **NJCAA approved game balls**.

9. An athletic training area will be provided.

10. No student may work scorer's table, which includes clock, scorebook, shot clocks, possession arrow and announcer at WJCAC Athletic Contests.

11. **Game Administrator** will arrange for all teams to enter or exit games through a separate entryway or at different times before games, at halftime and at the end of the game. This should be specified before the contest.

12. Teams are responsible for providing their own bench and shower towels.

13. No Music or sound effects during a live ball.

14. Referees/Umpires will notify the Supervisor or Commissioner when a coach or player is ejected from all games involving a WJCAC team. The WJCAC Commissioner will notify the Athletic Director of the team involved. The NJCAA Ejection Policy shall be followed.

15. NJCAA, WJCAC or College Sportsmanship announcement shall be administered prior to the beginning of the conference athletic contest.

16. Sportsmanship announcement will be made during the pregame activities of all athletic events.

17. **Game File Exchange** will be used by both the men's and women's basketball programs. Teams are required to submit the two previous games 4 days prior to the first conference contest. The home team will be responsible for uploading conference athletic contests on the following day by 12:00 noon.

## **16. Code of Conduct**

(a) **Public Relations:** Officials are to refrain from discussing in any manner, games in which they have officiated or have been assigned to officiate.

(b) **Sportsmanship Code:** Officials who make derogatory remarks regarding Conference personnel, Conference institutional personnel, and/or fellow officials, are subject to immediate dismissal.

(c) **Misconduct Reports:** Officials will report the use of abusive, obscene or insulting language by any coach, player or trainer to the Supervisor of Officials. Officials will also report any serious misconduct involving institutional employees or spectators to the Supervisor of Officials and the Conference President.

18. Coaches of all sports will submit **statistics** no later than noon each Tuesday after the first game of the season). **Violation** for the first offense will result in a reprimand sent to President. Second and succeeding offenses will result in reprimand and the coach will be fined Two Hundred Dollars (\$200.00) for each additional offense.

## **WJCAC TIE BREAKER GUIDELINES**

### **1. Tie Breaker / Final Standings**

a. The following will be applied to decide any ties that may occur in the final conference standings.

- i. Head to Head between the two teams that are tied.
- ii. If the two teams remain tied after head to head, the tie will be broken by the Power Point System.

1. The Power Point System will be based on the number of teams in the conference, with the total number of teams being assigned to the first place value. (Example: with 9 baseball schools participating, the following points will be assigned.)

- a. 1st place = 9 points
- 2<sup>nd</sup> place = 8 points
- 3<sup>rd</sup> place = 7 points
- 4<sup>th</sup> place = 6 points
- 5<sup>th</sup> place = 5 points
- 6<sup>th</sup> place = 4 points

7<sup>th</sup> place = 3 points

8<sup>th</sup> place = 2 points

9<sup>th</sup> place = 1 point

- b. Each team will be awarded the point value, multiplied by the number of times they defeated the team that occupies that place in the conference standings.
  - c. The two teams that are tied will split the point total for the two spots that they occupy. (Example: two teams tied for 2<sup>nd</sup> place will total the points for 2<sup>nd</sup> (8) and 3<sup>rd</sup> (7) places and divide by 2 to come up with the points they are worth in the rankings, which would equal 7.5 in this example.) These points will be applied to each teams' entire conference schedule and a total of all points accumulated will be used to break the tie.
- iii. If more than two teams are tied for the same position in the standings the Power Points will be assigned following the same format used with two teams.
- a. Once a team has established a higher ranking within the multiple team ties, they will be awarded that position in the standings and the power points will be reapplied to the remaining teams in the tie with the new point value assigned to the team that has been removed from the multiple team tie. (Example: with a 4 way tie for 2<sup>nd</sup> place, team A had a power point ranking higher than teams B, C and D. Team A will be moved into 2<sup>nd</sup> place in the power rankings and if the remaining teams are still in a tie, the power points will be recalculated with Team A occupying the point value for 2<sup>nd</sup> place.)
  - b. If the Power Point System can break multiple but not all ties at the same time, the same process as described above will apply. (Example: with a 4 way tie for 2<sup>nd</sup> place, team A had a power point ranking higher than teams B, C and D. Team B had a higher point ranking than Teams C and D. The positions for Team A and B are determined and the remaining tie between C and D will be broken after the new positions are awarded to Teams A and B.)
  - c. If the Power Point System can break all of ties between the multiple teams in the first application, then there will not be any reassigning of points or additional application of the Power Point System. [Example: After the power points have been applied in the case above (4 team tie) Team A totaled 80 points, Team B totaled 78 points, Team C totaled 75 points and Team D totaled 73 points. There is not a need to run an additional

ranking with different point values as all of the ties were broken on the first attempt.]

- d. This will be done until all ties for the same position in the standings are decided. In the event that a tie still exists for any/all remaining teams.
  - i. A coin flip will be used to determine seeding in the Regional Tournament.
  - ii. A Play-In game will be scheduled if the position in question will determine a post-season berth.
- e. Once the power point system is put in place to break ties between multiple teams, it will remain the determining factor until all ties are broken. (Example: Teams A, B and C are tied for 2<sup>nd</sup> place in the final standings. Team B is determined to have the highest power ranking and is placed in the 2<sup>nd</sup> place spot. Even though Team A defeated Team C 3 out of 4 games in the regular season, the tie breaker between the Teams A and C will remain in the Power Point System and will not revert back to Head to Head competition.)
- iv. If multiple ties exist for different places in the standings. (Example: a tie exists for 1<sup>st</sup> place between Teams A and B; and another tie exists for 3<sup>rd</sup> place between Teams C and D.)
  - a. The tie for the highest position in the standings will be broken first and the points for those positions will be assigned their value before any other ties are broken.
  - b. The second tie would then be calculated based on the new point values assigned to Teams A and B for 1<sup>st</sup> and 2<sup>nd</sup> in the example given above.

## **Men's Basketball**

### **A. Men's Basketball**

1. The **Conference Championship** will be determined by play in a double round-robin schedule on a home and home basis. Each college shall play other member institutions competing for the conference championship in basketball. There shall be a limit of thirty (30) regular-season games.
2. The **National Collegiate Athletic Association Basketball Rules** shall apply to all conference basketball games. There shall be a 35-second clock used in every minute of play during both conference and non-conference games.
3. The **official basketball** for use in all conference games shall be determined by the NJCAA. Host institution will provide visiting teams with six of the balls for warm-up.

4. The **visiting team** shall be allowed a minimum of twenty (20) minutes warm-up before the start of the game, or whatever time mutually agreed upon.

5. **Visiting college-sponsored bands, drill squads, and cheerleaders** shall be allowed free admission to the game when identified by a faculty/staff member. Special groups should notify the athletic director at least in advance if they wish to attend or perform. Areas will be designated for cheerleaders and mascots by the host school.

6. **Visiting coaches** shall be given free admission to games when scouting conference opponents.

7. The home team shall provide a secure locker room for the game officials for use prior, during and after the athletic contest.

8. The Supervisor of Officials will have the responsibility of **assigning the officials** for all conference games.

(a) Officials assigned by the supervisor of officials will be placed under **contract** no later than January 1 and paid \$125.00 per official. Men's Basketball games will be officiated by a three man crew. Overnight expenses if necessary due to inclement weather or other situations beyond the control of the officials and with the approval of the Athletic Director of the home school can be paid by the home school. Each school will make its own arrangements to pay officials.

9. The **home team** shall provide water at half-time for the visiting team at each conference game.

10. **All Conference games** will start at 6:30 p.m. except double headers, where the first will tip off at 5:45 p.m. and the second game will tip off at 7:45 p.m. (Local Time) Changes of game times can be made by mutual agreement of the Athletic Directors.

11. Selection of **teams** for the **Regional Tournament** will be in the following manner: The teams that finish first, second, third and fourth in the conference schedule will go directly to the regional tournament.

12. An **All-Conference Team** shall be selected by the coaches in accordance with the following guidelines:

(a) The **ballots** may be open for examination by all coaches.

(b) **Twelve (12) players** will be selected for All-Conference recognition. Each coach will vote for twelve (12) players ranked in order of preference. Points will be assigned with twelve (12) points being assigned for the first choice, eleven (11) points for the second choice, ten (10) points for the third, etc.

(c) The twelve (12) players receiving the largest number of points will be designated All-Conference. The player who receives the largest number of points will be designated the Most Valuable Player of the league. Any player who receives at least one vote and is not among the top twelve will be designated as Honorable Mention All-Conference. There will be no first and second team designation.

(d) **Coaches** may **nominate** their own players but cannot vote for them when the ballot is sent out by the Conference Commissioner.

(e) The Conference Commissioner will be responsible for **sending out, receiving** and **tallying** the **ballots**. All ballots must be received by the Conference Commissioner no later than **five (5)** days before the first game of the Region V Tournament. Individual ballots that are not received prior to the five (5) day restriction will be considered null and void.

## Women's Basketball

### B. Women's Basketball

1. The **Conference Championship** shall be determined by a double round robin conference schedule play on a home and home basis. Each college shall play all other competing institutions. There shall be a limit of thirty (30) regular-season games.
2. Selection of teams for regular playoff competition will be based upon the conference won/lost record. In the event of a tie, the '**power rating system**' will be used.
3. The **basketball** used will be designated by the NJCAA. Host institution will provide visiting teams with six of the balls for warm-up.
4. The **visiting team** shall be allowed twenty (20) minutes warm-up time unless a shorter or longer period is mutually agreed upon. When possible, women's contests shall precede men's contests and will begin at 5:45 p.m. or a mutually agreed upon time.
5. The home team shall provide refreshments at half-time for the visiting team at each conference game.
6. The home team shall provided a secure locker room for the game officials for use prior, during and after the athletic contest.
  - (a) **Officials** assigned by the supervisor of officials will be placed under **contract** no later than January 1 and paid \$125.00 per official. Women's Basketball games will be officiated by a three man crew. Overnight expenses if necessary due to inclement weather or other situations beyond the control of the officials and with the approval of the Athletic Director of the home school can be paid by the home school. Each school will make its own arrangements to pay officials.
  - (b) No person employed by or enrolled in the home college shall be used as an official in conference games. This does not apply to scorers and timers. Students of the host school are prohibited from serving as official scorer, timer, or 30-second clock operator.
7. An **All Conference team** shall be selected by the coaches in the following manner:
  - (a) The **ballots** may be open for examination by all coaches.

(b) Each coach shall nominate a maximum of four team players for All Conference honors. A ballot will be distributed containing the names of the nominees and their school. The coaches will then rank the players in inverse order (12, 11, 10, 9, 8, etc.) with the highest rating of twelve (12) being given to the best players, and a rating of one (1) given to the 12th best player. Coaches shall not vote for their own players. The player receiving the most votes will be designated as the Most Valuable Player of the Conference and next eleven players receiving the most votes will be designated as the All Conference team. Any other player receiving at least one vote will be designated a Honorable Mention All Conference.

(c) The conference commissioner shall assume responsibility for securing nomination, preparing ballots and counting votes. Results shall be announced immediately upon completion of the vote count.

## **Golf**

### **C. Golf**

1. The **conference team championship** for men shall be determined by competing in tournaments as designed in the fall by the conference golf coaches.

(a) Conference team play shall consist of five (5) or six (6) man teams.

(b) The four low scores on each of the 4 of the 5 or 5 of the 6 man teams on each eighteen hole rounds is counted toward the cumulative total for each team at the conclusion of play in the Spring. If the competition in the spring is for the total of 16 eighteen hole rounds, then the team with the lowest cumulative total for the (16) sixteen rounds is the conference champion.

(c) **Unlimited communication** will be allowed between coaches and players during the playing of a round.

(d) Participating players cannot return to the golf course once their play is completed. Doing so will result in a two-stroke penalty being assessed against the player.

(e) The host college is responsible for all tournament awards and recognitions in non post season contests.

(f) Each Fall the WJCAC Golf Coaches will decide which tournaments during the Spring semester will be counted as WJCAC Conference Schedule.

(g) All Conference and Conference Medalists selections consist of the lowest 15 players cumulative rounds for the designated tournaments. (h) In the event of a tie for the championship, an eighteen hole playoff will be held using a five (5) man team. The four lowest scores will be the conference champions.

(i) Conference Coach of the Year will be the Coach of the Championship team.

2. All WJCAC golf tournaments will follow the **NJCAA** policies and the **USGA** rules as closely as conditions permit.

3. During play in tournaments hosted by conference members, the following **penalties** shall be in effect for the duration of tournament play:

Minor Violation - 1st Offense - Warning

2nd Offense - 2 stroke penalty

3rd Offense - Disqualification

Major Violation- Willful damage to the golf course will result in immediate disqualification.

**WJCAC Coaches** shall serve as Tournament Rules Committee and enforce and interpret the rules. The coach of the player(s) involved will not be included in the committee.

4. In case inclement weather forces **cancellation** of a tournament, to which no team traveled, the tournament will be eliminated from conference play.

## **Track**

### **E. Track**

1. The conference track championship will be determined in a **Spring** track meet. This meet will be in a location and date approved by the member colleges. The championship will be determined by the total team points in the conference meet.

(a) The track and field events shall be the same as those of the **NJCAA**.

2. **Points** shall be scored according to NCAA rules.

3. A college may enter as many participants as it wishes in an event (as agreed upon by the Conference Coaches prior to the meet) but only top 3 for each team will score. More than one relay may be run (as agreed upon by the Conference Coaches prior to the meet), but only the top finishing relay for each team will score.

4. **Scratching** of participants will be permitted to the finals without penalty.

5. **Team trophies** will be given for the conference championship as long as there are at least 3 full teams (per NCAA rules) competing.

6. The **Conference Championship track and field meet** records shall be the official record of the WJCAC.

## **Baseball**

### **G. Baseball**

1. The WJCAC Conference Championship for baseball will be determined by the best win/loss record. All participating schools must play a complete conference schedule.
  - a. The complete conference schedule consists of a four game series with each participating school.
  - b. Any school that does not complete their entire conference schedule will not be eligible for a spot in the post-season the following year.
    - i. The games the offending school plays the next season will still count in the total standings, but their position in any post-season order will be skipped and awarded to the next eligible school.
2. Each series will be scheduled on Friday and Saturday. (See exception with Easter Weekend)
  - a. All series that are scheduled for the weekend of Easter may be moved to Thursday and Friday with the consent of both coaches.
  - b. Each series will start 12:00 pm (local time) unless a later time is agreed upon by both coaches.
    - i. Exception: New Mexico Junior College will be provided a 1:00pm local start when travelling the day of a series into Texas.
  - c. Each Series will include a 7 inning game followed by a nine inning game on each day. If the first game of a doubleheader goes into extra innings, the second game of the double header will automatically become a 7 inning game.
  - d. Each series will play with the NJCAA Tournament run-rule. This rule states that a 10 run lead after 5 innings of play, or an 8 run lead after 7 innings of play will constitute a complete game.
  - e. Game Delays including: Rain Delays/ Lightning/ or Light Failure or any circumstances beyond the control of the coaches and players.
    - i. All games will be played to completion and treated as a suspended game.
    - ii. Any game that is suspended will be resumed and played to completion from the point of suspension prior to starting another game.
  - f. Make Up games will be played on the next available date.
    - i. All make up games will be played in order of schedule.
    - ii. Next Available Date will be defined as the first day in which conditions are suitable for play. The Make Up game(s) will be played with priority over any non-conference games on either team's schedule.
  - g. All games will be played to completion of: 7 or 9 innings, or a run-rule. No game will be considered official otherwise. (Example: If game 4 of a series is halted after 5 innings, it will not be considered an official game until it is played to completion.)
  - h. All WJCAC conference games will be played under the NCAA Baseball Rule Book/NJCAA Rule Book-Casebook.
    - i. The WJCAC will not allow courtesy runners in conference games.
    - ii. All pitchers must throw 4 pitches to intentionally walk a batter.
    - iii. All WJCAC games will be played with the approved baseball of the TXNMJCCA for that current season.
3. Game Administration

- a. All WJCAC Conference games will have umpires contracted and assigned by the WJCAC Supervisor of Umpires.
  - b. The home team will be responsible for providing approved baseballs for all conference games. This will include a game ball for the visiting team's pitcher prior to infield of the first game that day.
  - c. Batting Practice will be taken on the field, if conditions permit, by both teams. The home team will hit first followed by the visitors. Home team will take infield first followed by the visitors. These times will be determined by the home team. Batting practice should allow 40 minutes for both teams. Infield should consist of 10 minutes for each team. Both coaches will communicate in advance of any unusual time requirements. (Example: A pre-game ceremony that would require an adjustment to the schedule.)
  - d. The time between double-headers will not be less than 20 minutes.
  - e. The Home team will have a Game Day Administrator on site for all WJCAC conference games. It will be the responsibility of the Game Day Administrator to notify the umpires of their presence on site.
4. Stats / Reporting Stats
- a. Baseball Coaches are required to complete stats and upload by 12:00pm every Tuesday of the season. This will include synchronization with Dakstats (and/or any other WJCAC and/or Region V mandated sites) as well as updating stats on the NJCAA national webpage. Violation for the first offense will result in a letter of warning to the President of the college. Second and succeeding offenses will result in a two hundred dollar (\$200) fine for each additional offense.
5. Post Season Awards
- a. All Conference Team will consist of (5) pitchers, (2) catchers, (5) outfielders, (6) infielders and a DH.
    - i. Players will be nominated by their school (Head Coach, Asst. Coach or Representative)
    - ii. Nominations will be voted on by conference coaches and players will be ranked in order from highest to lowest. This point total will determine the All-Conference Team members that are nominated at each position.
    - iii. The nomination of a designated hitter will come from a player that played the DH position in a minimum of 50% of the team's regular season games, not just conference games.
  - b. The Most Valuable Player – will be voted on by the conference coaches.
  - c. The Most Valuable Pitcher – will be voted on by the conference coaches.
  - d. The Coach of the Year – will be awarded to the Head Coach of the Conference Champion.
    - i. If two teams tie for the Conference Championship before tie breakers are applied, both coaches will be given the award, regardless of Regional seeding and/or tie breakers.
7. Scheduling

- a. The scheduling of the WJCAC season will be conducted and approved in the Fall meeting of the WJCAC. Schedules will be set on a two year rotation with the second year being a reversal of the first year home and away.
  - i. This will be done every other year at the conclusion of the first year of the two year rotation.
  - ii. These schedules shall be included as part of the official minutes of this annual fall meeting.
  - iii. The colleges are responsible for notifying the WJCAC Conference Commissioner in the event of a postponement or rescheduling of a ball game.
- b. Member colleges wishing to participate in the official conference sports should come to the annual meeting prepared to schedule for the coming year. Each school shall declare its intention to participate in each sport by prior to the beginning of each sport a year in advance.

### **Women's Fast Pitch Softball**

#### H. Women's Fast pitch Softball

Section 1. Teams are set up with "travel partners" as follows: Midland/Odessa; Howard/Western Texas; Frank Phillips/Clarendon; El Paso/Bye.

- a. Each team will travel to play against another group of travel partners on a said weekend. (ex. Friday, Midland at Clarendon; Odessa at Frank Phillips, Saturday, Midland at Frank Phillips; Odessa at Clarendon) El Paso will play one of the travel partners a double-double header at home one weekend and the other travel partner a double-double header on the road a separate weekend, thus giving the travel partner not playing a conference bye. El Paso receives a bye when travel partners are playing each other.
- b. In case of a tie, the WJCAC power ratings guidelines will come into affect to decide seeding.

#### Section 2. Official series, games and game protocol

- a. All series will be made up of double headers on scheduled date.
- b. Games are seven (7) innings in length.
- c. Start times are scheduled for 1:00pm and 3:00pm or times agreed upon between coaches to help accommodate travel.
- d. Eight run rule will be in effect for all conference games after 5 innings
- e. International tie-breaker will be implemented in all games in conference starting in the 8<sup>th</sup> inning.

#### Section 3. Game delays, rain outs, suspended games, insufficient light

- a. All postponed games will be made up on the Sunday following the series. Games that can not be made up at that time will be made up at the end of the season.
- b. Games will be counted as official after 5 innings (4½ if home team is ahead).

- c. Games between travel partners that are suspended due to weather or light before the 5<sup>th</sup> inning or if tied after the 5<sup>th</sup> inning on day one of a double-double header will be completed the following day before the regularly scheduled games on the regularly scheduled field.

Section 4. Each conference team will send their softball schedule and rosters to the conference commissioner and the umpire assigner prior to the start of the softball season.

Section 5. All games will be conducted under the NCAA Fast Pitch softball Rulebook. (Adopted by NJCAA)

Section 6. The official ball for the conference is the Dudley WT 12Y-FP.

Section 7. The home team will be considered the official book.

Section 8. Umpires, scratch lists and game administrators.

- a. Two (2) qualified umpires shall be contracted by the home team through the area assigner for each game. Game fees will be set before each season in the September meeting.
- b. Every school must have a game administrator that is not a member of the active coaching staff for that event.
- c. Each school will be given a list by the umpire assigner of current available umpires for each town. Each team may scratch 2 from each town for conference play.
- d. Regional umpires will be selected by the coaches on a ranking system conducted by the assigner.

Section 9. Coaches will be assigned position at September meeting as follows:

Assigning duties to each collegiate program participating within the conference and region:  
Selected by random drawing and the positions will rotate up.

1. Meeting facilitator: Clarendon College
2. All-Conference/Region Facilitator: Frank Phillips College
3. All-Star facilitator: Midland College
4. Secretary: Odessa College
5. Bye: Western Texas College
6. Bye: El Paso Community College
7. Bye: Howard College

Section 10. All-Conference and All-Region protocol

- a. All- Conference  
Below is the breakdown for the # of positions for All-Conference
- 5- Pitchers
  - 6- Infielders
  - 5- Outfielders

- 2- Catchers
- 1- DP/Utility
- 1- MVP (The MVP does not count against the position numbers.)

Nominating and voting procedure

All coaches will be allowed to nominate and vote for all-conference players provided that the Region 5 website and the NJCAA website are up to date. A coach may nominate a player at 2 positions but can only receive one all-conference position. Coaches may not vote for their own players and must vote for every position.

Nominating and voting will be done at the Regional tournament during the coaches meeting.

Honorable mention will be given to those receiving votes that are not selected to the team.

Conference Stats will be used for all-conference selections. All athletes need to have the following stats for nomination:

Offensive/Def Games played; At Bats; Runs; Hits; doubles; triples; home runs; runs batted in; Batting Average; Slugging percentage; stolen bases attempted and stolen bases; Fielding %

Pitching ERA; W-L-S; Games started; Games pitched; IP; Hit; Run allowed; Earned Runs; BB; K.

b. All-Region

Below is the breakdown for the # of positions for All-Region

- 4- Pitchers
- 5- Infielders
- 4- Outfielders
- 2- Catchers
- 1- DP/Utility
- 1- MVP (Will be selected by the Region V West Champion and will count against the position numbers)

Nominating and voting procedure

All coaches will be allowed to nominate and vote for All-Region players provided that the Region 5 website and the NJCAA website are up to date. A coach may nominate a player at 2 positions but can only receive one all-region position. Coaches may not vote for their own players and must vote for every position.

There will be no honorable mention awarded.

Overall Stats will be used for all-region selections. All nominations need to have the following stats for nomination:

Offensive/Defensive: Games played; At Bats; Runs; Hits; doubles; triples; home runs; runs batted in; Batting Average; Slugging percentage; stolen bases attempted and stolen bases; Fielding %

Pitching: ERA; W-L-S; Games started; Games pitched; IP; Hit; Run allowed; Earned Runs; BB; K

Section 11. September meeting and Regional tournament meeting is mandatory by all schools.

#### Game Administration

- a. All WJCAC Conference games will have umpires contracted and assigned by the WJCAC Supervisor of Softball Umpires.
- b. The home team will be responsible for providing approved softballs for all conference games. This will include a game ball for the visiting team's pitcher prior to infield of the first game that day.
- c. The time between double-headers will not be less than 20 minutes.
- d. The Home team will have a Game Day Administrator on site for all WJCAC conference games. It will be the responsibility of the Game Day Administrator to notify the umpires of their presence on site.
- e. Field preparation must also occur between games of a double header. (I would add this sentence to the end).
- f. Home team will communicate pregame protocol a minimum of 48 hours prior to arrival of the visiting team, in writing or by email. The pregame protocol must include equal time for the visiting team for each facet of pregame warm-up.

### **Cross Country**

#### Cross Country (Men & Women)

1. The WJCAC Conference / Region V Championship for Cross Country (Men & Women) will be determined by the winner of the Fall WJCAC/Region V Cross Country meet.
  - a. The WJCAC/Region V Cross country championship meet will be held on the Saturday, two weeks prior to the NJCAA National Championship. This event will have the following course lengths: Men – 8,000 metres; and women – 5,000 meters
  - b. The National Collegiate Athletic Association (NCAA) Cross Country rules shall apply to all conference meets.
2. Meet Director
  - a. The host college is responsible for the appointment of the meet director.
  - b. This meet director is responsible for conducting the meet under the rules outlined in the NCAA Cross Country Rule Book.
3. Stats / Reporting Stats
  - a. Each college that hosts an event is responsible for sending in the results to the NJCAA representative for the Hill "n" Dale. The results are due on the first work day after the event.

- b. If the college is running at a non-NJCAA event, then that college is responsible for sending in the results as outlined by Hill “n” Dale.
- c. If the college is running at a NJCAA event, then the coach must coordinate with the NJCAA host to ensure that they will send in the results to Hill “n’ Dale.
- d. Each WJCAC/Region V school must also report their non-USA Citizens to Hill “n” Dale for the NJCAA Non-Citizen report. This includes the following: School, Name, Green Card, Citizenship, scholarship.

4. Post-Season Awards

a. WJCAC

- 1. The school that wins the WJCAC meet will be declared the WJCAC champion for that year.
- 2. Each school may have up to 7 runners for WJCAC scoring. [1<sup>st</sup> 5 runners will score and runners 6 and 7 will be “displacers” and will be used to break a tie.
- 3. The top 10 finishers (men & women) will be named to the “All Conference Team” for that year.
- 4. The Coach of the Year – will be awarded to the Head Coach of the Conference champion.
- 5. The conference championship cross country records shall be the official record of the WJCAC

b. Region V

- 1. The school that wins the Region V meet will be declared the Region V champion for that year.
- 2. Each school may have up to seven (7) runners for Region V scoring. [1<sup>st</sup> 5 runners will score and runners 6 and 7 will be “displacers” and will be used to break tie.
- 3. The top 10 finishers (men & women) will be named to the “All Region V Team” for that year.
- 4. The Coach of the Year – will be awarded to the Head Coach of the Region V champion.
- 5. The Region V Championship Cross Country records shall be the official record of the Region V Cross Country.

5. Scheduling

- a. Each school within the conference that participates in cross country along with any other school within Region V can host the WJCAC/Region V cross Country meet.

- b. The schedule is as follows:

2012	El Paso Community College
2013	Clarendon College
2014	New Mexico Junior College
2015	New Mexico Military Institute
2016	Odessa College
2017	South Plains College
2018	Ranger College
2019	Western Texas College

- c. Any school that declines to host, must notify the conference commissioner at the Fall meeting one year prior. Each school in line will move up one year.

(Cross country passed September 25th 2002)

## Women's Volleyball

### B. Women's Volleyball

1. The **Conference Championship** shall be determined by a double round robin conference schedule play on a home and home basis. Each college shall play all other competing institutions. The matches will be best 3 out of 5.

2. **WJCAC Volleyball Tie Breaker (adopted by vote in 2005)** In the event there is a tie(s) for any place(s) in the standings, then the results of the in-conference season head-to-head competition shall be used to break that tie. If the tied teams split the conference season in head-to-head competition in conference matches, the next step is to compare the total number of games (within the conference matches) won in the head-to-head matches between the teams involved in the two-way tie. The tied teams shall be seeded in order of games won. The team with the most games won is seeded highest. If both teams are still in a two-way tie, the next step is points comparing records of conference match play against other. If still tied in the event of a seeding determination will result in a coin toss and if it is for determining a playoff spot the teams will play a 3-5 match at a neutral site for the playoff spot.

3. The **volleyball** used will be designated by the NJCAA.

4. The **visiting team** shall be allowed sixty (60) minutes warm-up time unless a shorter or longer period is mutually agreed upon.

5. The home team shall provided a secure locker room for the game officials for use prior, during and after the athletic contest.

(a) **Officials** assigned by the Conference Supervisor of Volleyball Officials.

(b) No person employed by or enrolled in the home college shall be used as an official (This references the up and down officials) in conference games. This does not apply to scorers, timers and line judges.

(7. An **All Conference team** shall be selected by the coaches at the region meeting prior to the start of the Region V West Volleyball Championship.

(a) The **ballots** will be tallied by the Conference Commissioner.

(b) Each coach shall nominate a maximum of four team players for All Conference honors. A ballot will be distributed containing the names of the nominees and their school. The coaches will then rank the players in inverse order (12, 11, 10, etc.) with the highest rating of twelve (12) being given to the best players, and a rating of one (1) given to the 12th best player. Coaches shall not vote for their own players. The player receiving the most votes will be designated as the Most Valuable Player of the Conference and next eleven players receiving the most votes will be designated as the All Conference team. Any other player receiving at least one vote will be designated an Honorable Mention All Conference.

## Rodeo

The WJCAC conference team championship for men and women shall be determined by the final team standings in the NIRA Southwest Region at the conclusion of each regular season of competition.

Conference team play shall consist of the ten (10) sanctioned NIRA Southwest Region rodeo events.

Each conference member sponsoring rodeo must in compliance with and in good standing with the National Intercollegiate Rodeo Association (NIRA) guidelines.

Relative to the WJCAC guidelines, NIRA should be substituted for NJCAA with the exception of the WJCAC transfer regulation.

NIRA rules and regulations will be adhered to during each college sanctioned event and college rodeo season. Student-athletes must adhere to NIRA eligibility guidelines and WJCAC transfer guidelines. (Refer to WJCAC transfer regulations). Release to transfer and participate immediately must be signed by both the athletic director and college president at the college the athlete is transferring from.

All conference first team will consist of the top WJCAC individual in each sanctioned event at the conclusion of the NIRA regular season. The second ranked WJCAC individual in each event shall be designated honorable mention.

Conference Athlete of the Year shall be the highest ranked male and female in the Southwest Region “all around” standings at the conclusion of each collegiate rodeo season.

Conference Coach of the Year will be the coach of the highest ranked team for men and the highest ranked team for women at the conclusion of each collegiate rodeo season. Based upon the final team rankings in the Southwest Region at the conclusion of the ten sanctioned regular season rodeos.

(Rodeo was adopted as a WJCAC Conference Sport in June 2011)

## **Western Junior College Athletic Conference Hall of Fame Guidelines Established 2004**

### **PURPOSE**

Founded in 2004, the WJCAC Athletic Hall of Fame is designed to recognize and honor former student-athletes, coaches, administrators and other individuals who have made exceptional contributions to the athletic programs in the Western Junior College Athletic Conference.

### **MEMBERSHIP CRITERIA**

Membership into the WJCAC Athletic Hall of Fame shall be limited to those individuals who have brought positive recognition to the conference, enhancing the reputation of the conference as well as him/herself.

## **General Criteria**

The Hall of Fame shall be open to individuals who have made outstanding contributions in one of the following areas:

a superior competitor

a teacher-coach with a distinguished record

an administrator who has made a long-term, exemplary contribution through strong leadership

an individual who has brought distinction to the Western Junior College Athletic Conference's athletic programs in other ways

## **Specific Criteria**

The candidate must be of good character and reputation, and not have been a source of embarrassment in any way to the conference.

The candidate must have been in good standing following termination of relationship with the conference.

If a teacher-coach or administrator, the candidate must have held that position for at least five academic years.

Any player consideration will have to completed eligibility.

The candidate must have demonstrated good citizenship, both in college and after leaving the conference.

Additional consideration will be given for continued contributions to society through community activities, performance in chosen fields, which bring credit and distinction to the college and conference.

## **NOMINATION PROCESS**

Nominations can be made by anyone and will be solicited through the local news media, through a member institution or the WJCAC website.

Nominations will be particularly solicited from WJCAC coaches, administrators and the Hall of Fame committee.

The committee will automatically consider nominees from the previous year.

A deadline for submitting nominations will be established by the selection committee.

All nominations must be received by the first meeting of the Hall of Fame committee.

Nomination forms will be published in game programs. They will also be made available through the WJCAC website.

### **SELECTION COMMITTEE**

The selection committee shall consist of representatives of the conference. The WJCAC Conference Commissioner may appoint any other representatives to serve on the selection committee. The Conference Commissioner or designee will serve as chairman of the committee. Appointments are for one-year terms and may be renewed annually.

### **SELECTION**

Voting will be held at the WJCAC conference meeting and announcement of the inductees will be made through the Conference Commissioners Office. Emphasis will be on 5 time periods: Pre 1960s, 1960s, 1970s, 1980s, 1990s and 2000 to present.

### **INDUCTION CEREMONY**

The institution related to the recipient will hold a function to honor the inductee.

Each inductee will be presented with an engraved plaque and a lifetime pass to all conference athletic events.

The conference and the institution will purchase an award to be presented to the inductee.

The institution will be responsible for the invitations and other details surrounding the event they will host. The institution will set their own guidelines on guests etc that may be present at the event. Inductees must be present at the induction ceremonies or designate an appropriate representative.

### **NUMBER OF INDUCTEES**

No more than three to five inductees will be honored annually.

Posthumous inductees will be considered as well.

### **WJCAC COMMISSIONER'S HONOR ROLL**

Acknowledging all participants, the WJCAC Commissioner's Honor Roll is an inclusive honor for all sports sponsored by the membership of the conference. The Honor Roll is recorded and released each semester and recognizes those student-athletes who registered a 3.0 or better grade point average the previous semester.

Submitted through the Directors of Athletic at each institution every May, those honored are not necessarily the stars on the field and court but those who participate on the team. They award recognizes every student-athlete who has excelled in the classroom.

## **ARTICLE V MEMBER COLLEGES**

**Section 1** In order to qualify for participating in any athletic activity sponsored by this Conference, a member college must meet the following requirements:

- a. Each college must be a member in good standing of the NJCAA, Region V and WJCAC in order to enter a team or an individual in any activity sponsored by this NJCAA.
- b. Each member college must comply with all rules and regulations of the NJCAA.

### **Section 2**

a. No member college shall permit any employee to participate directly or indirectly in the management, coaching, officiating, supervision, promotion, or player selection of any All-Star Team or contest involving junior college players unless sanctioned by the **NJCAA**. Facilities of a member school can be made available only providing the contest is first sanctioned by the **NJCAA**.

**Section 3** A Member College which uses an **ineligible player** whether knowingly or not, shall forfeit all contests in which the ineligible player participated.

**Section 4** A member college which knowingly uses an ineligible player shall, in addition to the **penalty** set forth in Section 3, be subject to such further penalty as the appropriate Regional Director may deem advisable under the circumstances. The maximum penalty which the Regional Director may impose shall be forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets, and games, in one or more sports, for a period of one calendar year, commencing on the date of the last scheduled contest of the sport in which the violation occurred. During the time the penalty is in effect, the member college shall be deemed to be on athletic probation in the sport or sports covered by the penalty. At the end of the probationary period, the member college shall request that it be taken off probation. Such request shall be made in writing to the Executive Committee and the Commissioner of Eligibility, who by majority vote shall grant the request or continue the member college on probation for a period not to exceed one additional year. At the end of such time, the additional probationary period shall be automatically terminated. During the probationary period, neither the individuals nor the team(s) shall be eligible for Regional and/or NJCAA honors.

**Section 5** If an **investigation** of eligibility is initiated by a member college of the NJCAA, the costs so involved shall be borne by the college which initiates the investigation if the student or students so involved are found eligible, and if found ineligible, by the college in which the student or students are enrolled.

**Section 6** Colleges having an **intercollegiate program above the Junior College** level shall not be eligible to compete in any athletic program sponsored by the NJCAA.

**Section 7** The person serving as **interpreter** for eligibility cases shall be an ex-officio member of the Executive Committee when it considers player eligibility problems.

**Section 8** The Conference President shall call a meeting of the Executive Committee to consider player eligibility problems during the first week of November. All member colleges shall be notified of this meeting by mail.

**Section 9** The Western Junior College Athletic Conference will follow current National Junior College Athletic Association eligibility rules.

## **PROCEDURES OF APPEAL**

**Section 1** decisions on questions of eligibility shall be made in the first instance by the appropriate Regional Director, who shall furnish a copy of his decision in writing by certified mail, return receipt requested, to the member college, the Commissioner of Eligibility, and the Executive Director. Any member college has the privilege of appeal on a decision concerning the eligibility of any student which the college deems unfair or unjust. This appeal must be made in writing by certified mail, return receipt requested, to the Commissioner of Eligibility, with copy to the Regional Director, within ten (10) days of receipt of the decision of the Regional Director. The Commissioner of Eligibility shall also have the power on his own motion, to review decisions of Regional Director. The decisions of the Commissioner of Eligibility shall be in writing, and copies shall be furnished by certified mail, return receipt requested, to the member college, the Regional Director, the Executive Director, and the Executive Committee.

**Section 2** Any member college may appeal from a decision of the Commissioner of Eligibility to the Executive Committee. The appeal must be in writing, within ten (10) days from the date of the decision appealed from, sent to the Executive Committee, with copies to the Commissioner of Eligibility and the Regional Director by certified mail, return receipt requested. Decision of the Executive Committee shall be in writing, and copies shall be furnished to the member college, the Commissioner of Eligibility, the Regional Director, and the Executive Director by certified mail, with return receipt requested. Such decisions shall be final.

**Section 3** If an appeal is finally disapproved the costs of conducting same shall be borne by the member college involved. No member college shall be penalized for action taken in reliance on a written decision of a Regional Director or the Commissioner of Eligibility, even though the same is subsequently reversed.

**Section 4** Whenever charges are brought against a member college of the NJCAA, such college shall be furnished with a detailed account of such charges by certified mail, with return receipt requested. Such college may within twenty (20) days thereafter request a hearing on such charges by certified mail with return receipt requested. If no hearing is requested within the twenty (20) day period, the NJCAA may initiate any investigation it deems necessary to assist itself in arriving at a decision of charges. Any such hearing or investigation shall be conducted by a committee composed of the Executive Committee and the Commissioner of Eligibility. The member college shall be notified by certified mail, with return

receipt requested, in as reasonable a period of time as possible of such decision and the penalty or sanctions, if any, thereto.

**Section 5** The reasonable cost of such hearings shall be paid by the member college against whom the charges are brought, providing the charges against the member college are substantiated. In the event the charges are not substantiated, then the reasonable cost of such hearing shall be paid by the NJCAA.

## **ARTICLE VI GRANTS-IN-AID**

**Section 1** Grants-in-aid will be administered in accordance with the rules and regulations of the NJCAA

a. Athletes on jobs must be performing useful work and must be paid no more than the usual salary paid to others for the work performed.

b. Transportation costs are permitted, provided it is only one round-trip per year.

**Section 2** The records of grants-in-aid given to athletes shall be kept by the head of the institution or by a committee appointed by him which is responsible for approving such aid to students.

**Section 3** Colleges may award grants-in-aid in each of the sports in which it participates in accordance with the limitations established by the conference.

**Section 4** Grants-in-aid shall be continued for the full year as long as the student remains eligible for athletic conference competition.

**Section 5** Member colleges which award grants-in-aid to athletes participating in sports not played in this conference as official sports shall include these students as grants-in-aid students when they play conference sports.

**Section 6** Athletes awarded grants-in-aid for any sport may participate in other conference sports. (NJCAA rules will apply)

**Section 7** All grants-in-aid funds must be administered by the college.

### **WJCAC Transfer Rule:**

Once a student has signed a National Letter of Intent with a conference school, that individual may not participate for another conference school unless:

a. The individual has been released by the conference school with which they originally signed. This process requires the completion of the NJCAA Transfer Waiver Release Agreement.

**or**

b. The individual has fulfilled their National Letter of Intent commitment period, plus has sat out one full, additional academic year (August 1 thru July 31 as defined by the By Laws of the NJCAA, Article VIII, Letter of Intent, Section 1,c.)

This amendment became effective August 1, 2001

**Section 9** Any individual accepting institutional/athletic related aid during an academic year (August 1 thru July 31), with the intent to participate in athletics, may not play for another conference school unless:

a. The individual has been released by the conference school with which they originally signed. This process requires the completion of the NJCAA Transfer Waiver Release Agreement.

or

b. The academic year in which the individual received institutional/athletic related aid has expired, plus the individual has set out one full, additional academic year (August 1 thru July 31).

This amendment became effective August 1, 2001

## **ARTICLE VII**

### **AWARDS**

**Section 1** To be eligible for an athletic award, a student must meet the eligibility requirements of this conference.

a. The Conference Champions and All Conference awards will be the same type for all sports and uniform from year to year.

b. Individual awards will be given to members of the All Conference Teams in baseball, basketball, golf, cross country, and softball, golf, volleyball and women's and men's cross country.

c. Plaques will be awarded to college for all WJCAC Conference Champions.

### **ATHLETIC GRANTS-IN-AID GUIDELINES**

#### **Section 1 Conference Rules:**

a. Athletic grants-in-aid shall be awarded in accordance with the rules and regulations of the National Junior College Athletic Association (NJCAA) and the Western Junior College Athletic Conference (WJCAC). Rules passed by the WJCAC on March 1, 1987, specify that the monetary amounts awarded to an athlete and the aggregate amounts in each sport shall be restricted to a certain level in an effort to save funds and to allow institutions to compete with one another on an equal basis.

b. The NJCAA established that each sport, men's and women's shall be given an equivalent number of full grants-in aids. The WJCAC limits all member colleges to 80% of the NJCAA allowable scholarships.

c. The amount of full grants-in-aid shall be determined by criteria established by the NJCAA.