



## BASKETBALL

### SECTION A Regular Season Structure and Procedures

1. NJCAA Eligibility rules will govern all college and individual participants.
2. Scheduling Protocol

The Region produces a Master Schedule for men's and women's basketball that is to be used as guide for each school in building their respective schedules. Athletic Directors from both institutions must still agree on a specific date, time and location for a contest to be played. The following items need to be adhered to when building your regular season schedule:

- Men's Division II teams must play each other twice
- Men's Division II teams must only play Division I teams once
- Men's Division III teams must play each other twice
- Women's Division II teams must play each other twice
- Women's Division III teams must play each other twice
- Teams shall not schedule more than three (3) consecutive games in a week.
- Teams shall not add new games (or drop originally scheduled games) 14 days prior to the published seeding meeting for their respective tournament, unless to make up a region division game. Games previously scheduled, but postponed, may be rescheduled during this time period vs. the same opponent.

3. Schedule Conflicts

If the Athletic Directors from both institutions cannot agree on a specific date, the Basketball Committee will review the problem to determine the validity of the disagreement. If there is no valid justification for the disagreement, the game will be played according to the date shown on the master schedule. If valid justification is presented, the Basketball Committee will work with both Athletic Directors to decide upon a mutually agreeable date. If no date is mutually agreeable, the Basketball Committee will determine the game date.

4. Team Travel

If a team arrives late for a contest, but has notified the host institution that they will be late, the team shall be allowed at least a ten (10) minute warm-up period prior to the start of competition. In addition, teams that are traveling should adhere to the NJCAA tournament guidelines for dress code; including no workboots or jeans.

5. Cancellations/Postponements/Rescheduling

All scheduled games within your division must be played. Games outside of your division should, in good faith, be attempted to be rescheduled. If either college closes due to inclement weather, a scheduled game must be postponed. In the event a mutually agreeable make-up date cannot be determined between the participating Athletic Directors, the game must be played on the next available date when both teams are open and the home facility is available.

6. Rules of Play

NCAA rules of play shall be followed

7. Bench Personnel

Each team shall be allowed the following personnel on their bench:

- Institution certified coaches
- Players in uniform
- Medical personnel / athletic trainer
- Statistician (1)
- Injured players
- Athletic Director or Administrator in charge

Please note that individuals sitting out a suspension (refer to Ejection Policy for clarification) due to any region offense, will not be allowed to travel with the team. Individuals who are academically ineligible will not be allowed on the bench, unless serving as the one (1) designated statistician.

8. Warm-up Procedures

Each team will have six (6) balls to practice with prior to the game and at halftime. The practice balls shall be of the same type as the game ball. During warm-up teams are restricted to their own half of the court, this includes any running. There will be no practice after the game by the visiting team. If the home team chooses to practice after the game, the practice cannot start until the visiting team has left the court.

9. Official Game Ball

The official men's basketball of Region XIX is the Rawlings VIS-NJCAA-B (8-panel)

The official women's basketball of Region XIX is the Rawlings RFANWNJCAA-B (8-panel)

10. Event Management

The following items relate to event management for men's and women's basketball games within Region XIX.

- It is mandatory in Region XIX that a host institution provide appropriate site managers (recognized Athletic Administrators) for each contest.
- Water and cups must be provided for both teams
- It is recommended that sufficient security be in attendance at all home contests
- For security reasons individuals not involved with the official program of events during a game shall not be allowed on the court. This requirement begins at least 45 minutes prior to the game time and extends until all teams have left the court at the end of the game(s).

- If possible, teams should be directed to use separate exits and entrances at the end of each game.
- There will be no formalized handshake after games.
- A member of the coaching staff must be outside the locker room at the end of a game. Coaches must inspect their locker rooms before and after each contest.
- Spectators must be separated from the players bench by some type of barrier or floor marker.
- Spectators must not be allowed to stand around the gymnasium
- Spectators must remain in the bleachers unless entering or exiting the gymnasium
- Colleges are urged to remind spectators that appropriate behavior is expected at all times.
- If your college provides fan transportation and/or send cheerleaders to away sites, you must contact the college's athletic administrator at least 24 hours prior to game time to inform them of the approximate number of fans and/or cheerleaders attending the event. The sponsoring college must have a specified college approved supervisor/advisor with the group(s) at all times. The supervisor/advisors name must be provided to the opposing college athletic administrator. All NJCAA/Region rules apply as pertaining to, but not limited to, behavior and destruction of property. Incidents of these types will be reviewed by the Region Standards & Ethics Committee for any action deemed necessary.
- Region XIX requires that the home team videotape all games with the intent of filming problems anticipated and actual. During an altercation both the altercation and bench area should be taped.
- Video taping of contests will follow guidelines outlined by the NJCAA.

#### 11. Regional Technical Foul Program

- Players who receive three (3) technical fouls during the season must sit the next regularly scheduled game. Each succeeding technical foul will result in an additional game suspension.
- Coaches who receive five (5) technical fouls during the season must sit out the next regularly scheduled game. Each succeeding technical foul will result in an additional game suspension.
- The host institution must notify the athletic administrator of the visiting team if a technical foul was assessed to any of their players or coaches.
- The regional technical foul program will not carryover to district or national play. Technical fouls given during the regional playoffs will be accumulated and the appropriate region penalty assessed only through the final game. Technical fouls given in the final (championship) game will carry the NCAA penalty. The third accumulation in a semi-final game will have the player sit out the final (championship) game.
- Ejections for fighting will always carry a two-game suspension

**SECTION B      Officials**

1. The ECAC is the central assignor for all Region XIX colleges. All officials must be secured through the ECAC
2. All NJCAA Region XIX Divisional games require three (3) ECAC assigned officials

**SECTION C      Reporting of Scores / Technical Fouls**

1. All service bureau reports must be emailed/called/faxed in each week to the Service Bureau Director by the deadline established for the respective sport.
2. Service Bureau: All games and statistics must be faxed weekly or your team will be fined \$50. Such fine(s) must be paid in full five (5) days prior to the seeding meeting for the tournament. Colleges not reporting to their respective service bureau director by the due time because of emergency closures (i.e. snow closure) will have 24 hours (next working day) from the due time and date to submit their report. If it is known that the institution will be closed at the reporting time – the report should be sent prior to the closing and before the due time. If at this time no report is received by the service bureau director, a fine of \$50 will be assessed (invoice sent by the service bureau director w/ copy to the respective region director, men’s or women’s and payment sent to respective region director). If no payment is received by respective region director five (5) days prior to the seeding meeting the offending college(s) will be reported to the Standards and Ethics committee.
3. Each institution must report their technical foul accumulations to the Chair of the Basketball Committee (or his/her designee) each week, by the deadline established at the beginning of the season.
4. Missed technical foul reports will carry a \$50 fine per missed report. Fine will be payable to the NJCAA Region XIX men’s and/or women’s division.

**SECTION D      Regional Tournament Format**

1. Region XIX will conduct single elimination tournaments for men’s division II, women’s division II, men’s division III and women’s division III.
2. The Region XIX Tournaments shall be scheduled so as to conclude ten (10) days prior to the NJCAA National Tournament date.
3. Brackets with championship games scheduled for Sunday will play on Monday, Wednesday and Friday
4. Brackets with championship games scheduled for Saturday will play on Tuesday and Thursday.
5. Preliminary and Quarterfinal games will be played at the site of the higher seed, or if mutually agreed upon by the two colleges, at a neutral site.
6. Semifinal and Championships games will be played at a common site determined by the Championship Events Committee.
7. The higher seed will be the home team throughout the tournament.
8. The playoff brackets should reflect a #1 vs. #4 and #2 vs. #3 matchup in all divisions.

**SECTION E Regional Tournament Qualification**

1. The top four (4) teams in each division must participate in the Region Tournament.
2. Any additional teams with a .500 (or greater) winning percentage overall or in region divisional play may participate.
3. Colleges must submit to the Regional tournament director on the preceding day of the seeding meeting a listing of completed games in regional divisional play with the date, opponent, score, outcome and region divisional record as well as any remaining regional divisional games to be played with dates. Non-compliance could result in being seeded last and/or other sanctions.
4. All records in the Basketball Chairperson's office shall be regarded as official when no later information is available to be used in determining selections.

**SECTION F Regional Tournament Seeding**

1. Designation of participants and the game pairings for Region XIX's annual basketball tournament shall become the duty of the basketball committee. The Region XIX Directors are ex-officio members of the committee.
2. The basketball committee will hold one (1) meeting/conference call to finalize plans for the annual Region XIX tournament. Teams will be seeded and pairings made at this meeting/conference call. All colleges will be notified by telephone immediately following the meeting.
3. The criteria for seeding will be as follows:
  - o Region XIX / Division Record
  - o If two teams are tied, head to head competition will be used to break the tie. If a tie still exists, the team with the higher winning percentage against teams seeded higher, in descending order, than the teams which are tied will get the higher seed. If a tie still exists, the team with the higher winning percentage against teams participating in the tournament will be the higher seed. If a tie still exists, a coin flip will be used to determine the higher seed.
  - o Forfeits will be counted as wins and losses for seeding purposes.
  - o In the event that three or more teams are tied, head to head competition among all the teams (as if they were in their division) will be used to break the tie. If this tie breaker defines one spot, but not all, the remaining teams head to head records will once again be compared, followed by the remaining teams records against the teams seeded higher in descending order. If a tie exists, a coin flip will be used to determine the higher seed. *Examples will be referenced in Appendix A.*

**SECTION G Regional Tournament Entry Fees**

1. All colleges in each division must submit a \$425 entry fee to the host institution of the Regional Basketball Tournament. The entry fee is refundable only if a team is not selected for the tournament.

**SECTION H Regional Tournament Logistics**

1. Each college submitting an application must be committed to playing in the Regional Tournament and the National Tournament (if they win the Regional Tournament).
2. It is mandatory for all Region XIX playoff games (home and away) that teams must have an athletic administrator with them.
4. The host team in all preliminary rounds played prior to moving to the central site will pay for game expenses. In case of a mutually agreed upon neutral site, the participating schools will split the cost.
5. If a college is hosting a men's and women's game on the same day, the host college will determine the time and order that each team will play. If a disagreement occurs in the designated time of the game set by the host school, the Region Director and the Basketball Committee Chair will resolve the conflict.
6. The tournament semifinal and finals site shall be selected in advance during the Spring Meeting. Colleges wishing to host the tournament may submit a bid by the Spring Meeting to the Chair of the Championship Events Committee.
7. At the common site for the semifinals and finals, adequate police/security must be hired and deployed around the gymnasium.
8. At the post-season games being played at the highest seed the athletic director, or designee, of each team must discuss player conduct with their respective teams.
9. At the common site for the post-season games each Region Director and the Chair of the basketball committee must discuss player conduct with participating teams prior to each game.
10. The basketball committee will also be responsible to both direct and assist the tournament director in all details of conducting the annual tournament

**SECTION I Regional Tournament Awards**

1. The Regional Office will have the appropriate tournament awards shipped to the host institution. The host institution will receive an invoice from the Regional Director for the awards.
2. The *Joseph A. Papiano Award* will be presented to the MVP of the championship game in both divisions of the men's tournament.
3. The *Rose Battaglia Award* will be presented to the MVP of the championship game in both divisions of the women's tournament.

**SECTION J Regular Season Awards / All-Region Team**

1. Coach of the Year Awards will be presented to the coaches of the regional championship teams. The division II women's basketball coach of the year award is the *Donna Herran Award*. The division II men's basketball coach of the year award is the *Jack Martin Award*. The division III men's basketball coach of the year award is the *Doug Yennie Award*.

2. Sportsmanship certificates will be awarded to programs that do not receive technical fouls throughout the season. Certificates will be sent from the Basketball Chair directly to the respective program's Athletic Director.
3. An All-Region Team will be selected by balloting of all the Region XIX coaches in their respective divisions; men's division II, women's division II, men's division III and women's division III.
4. The procedure for nominating and voting is as follows:
  - Balloting Chairperson will send out the official *Region XIX nomination form*, which should be signed and returned to the chair by the date indicated. Coaches will nominate players in order of ability as indicated on the form.
  - Each coach may nominate a maximum of three (3) players from his/her team.
  - In order for an individual to qualify for an All-Region team, the team must have completed 80% of the season.
  - After all nominations are collected, each coach will receive the official *Region XIX ballot and voting form* from the balloting chairperson and will be asked to select and rank players according to their abilities. The number of teams being selected on the voting form will be based on Article IV Section D of the Region XIX Bylaws. The best player will receive the number of points equal to the number of players being selected, down to the final selection receiving one (1) point.
  - Coaches may not vote for their own players.
  - After tallying the votes, the players will be awarded All-Region status by being placed onto five (5) player teams. The number of teams selected will be in accordance with Article IV Section D of the Region XIX Bylaws.
  - Numerical ties for a player ranked in the top five (5) will be broken by awarding the higher place to the player with the most #1 votes. If still tied, #2 votes will be utilized, down the line until the tie is broken. Numerical ties for a player ranked out of the top five (5) will result in both players making the respective team.
  - The #1 ranked player in the voting will be named the "Region XIX Player of the Year"
  - Ballots must be received by the chairperson one (1) week prior to the start of the Region Tournament in order to be counted.
  - The ballot must be signed by the athletic director.
  - Coaches not voting will have student-athletes representing their institution removed from the ballot.
5. Nominations for NJCAA All-American will be derived from the All-Region Team results.

**SECTION K      Code of Conduct**

1. All members of teams including players, coaches, trainers, scorekeepers, and spectators will follow the Code of Conduct enforced by the National Junior College Athletic Association throughout all games.

**SECTION L Ejections / Suspensions**

1. If a coach is ejected from a Region XIX contest and there is no college-approved representative designated by the Athletic Director present, then the game is terminated and forfeited at that point. In addition, the coach must sit the next scheduled contest. If the ejection occurs in the last game of the season the ejection will carry into the following year.
2. An athlete ejected from any Region XIX contest for any reason must sit the next game. If the ejection occurs in the last game of the season and/or playoff game the suspension will carry into the following season of eligibility used in that respective sport.
3. Any player ejected for fighting or violent act will sit the next two (2) contests. If the ejection occurs in the last game of the season and/or playoff game, the suspension will carry into the following season of eligibility used in that sport. A second ejection for fighting in a season will result in that player suspended from competition in that sport for the remainder of the season. Reminder NJCAA and NCAA rules may impose more severe penalties. Region XIX will impose the most severe penalty allowed.
4. In the event of any ejection, an ejection report must be filed with the region director. The athletic directors of both colleges should file the appropriate NJCAA form to the region director.
5. Personnel and athletes suspended under the 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 halftime. Suspended coaches may travel with the team, but only to drive a van, they are not allowed in the venue. Suspended athletes may not travel with the team while serving a suspension.

**SECTION M Health and Safety**

1. In regard to an open wound, under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the coach or official and cannot return until the bleeding has stopped.
2. The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.
3. Visiting teams utilizing home team training services must provide athletic tape and other sports medicine related items.

**SECTION N Region XIX Divisional Breakdown**

**Division I – Men (1)**

Harcum College

**Division II – Men (9)**

Burlington

Del-Tech Stanton

Essex

Lackawanna  
Mercer  
Morris  
Salem  
Manor  
Raritan Valley

**Division III Men (12)**

Atlantic Cape  
Bergen  
Brookdale  
Camden  
Cumberland  
Gloucester  
Middlesex  
Northampton  
Ocean  
Passaic  
Sussex  
Union

*Montgomery (2011-12)*

**Division II Women (11)**

Burlington  
Del Tech Stanton  
Essex  
Harcum  
Lackawanna  
Manor  
Mercer  
Morris  
Raritan Valley  
Salem  
Union

**Division III Women (11)**

Atlantic Cape  
Bergen  
Brookdale  
Camden  
Cumberland  
Gloucester

Middlesex  
Northampton  
Ocean  
Passaic  
Sussex  
*Montgomery (2011-12)*

## APPENDIX A

1. Teams A, B and C are tied for 5<sup>th</sup> place in an 8 team tournament. In head to head Region competition, Team A is 3-1 against B and C; Team B is 2-2 and Team C is 1-3. In this case, Team A is the 5<sup>th</sup> seed, Team B is 6<sup>th</sup> and Team C is 7<sup>th</sup>.  
*Note: the fact that A and B split with each other does not come into play.*
2. Four teams are tied, Team A swept the head to head competition and is 6-0. The other 3 teams all split in head to head and are 2-4 against the group of tied teams. In this case, Team A will get the highest seed of the group. The next tie breaker will not be usable since the teams split with each other. Therefore, the record against the higher seeded teams in the tournament in descending order will come into play.
3. Four teams are tied. Their record in head to head competition is: Team A is 4-2, Team B is 3-3, Team C is 3-3, and Team D is 2-4. Team A gets the highest seed, Team D gets the lowest seed and Teams B and C begin the tie breaking process beginning with head to head against each other.

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