

# 2022-23



# CONSTITUTION AND BYLAWS



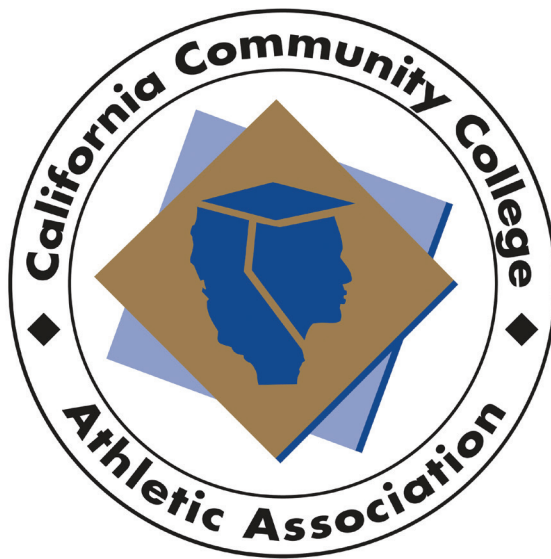


*Community College League of California*

**California Community College Athletic Association**

# **2022-23**

# **Constitution and Bylaws**



*Providing Opportunities ... Fulfilling Dreams!*

The California Community College Athletic Association Constitution and Bylaws, together with the Sport Championship Handbooks, constitute the policies and procedures of the California Community College Athletic Association which govern the administration of California community college intercollegiate athletics.

## **California State Education Code Section 78223**

The governing board of a community college district may enforce rules and regulations relating to eligibility for and participation in intercollegiate athletics. The rules and regulations may include, but are not limited to, those adopted by a voluntary association, one of whose purposes is to govern intercollegiate athletics among schools and colleges.

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# ARTICLE 1

## The California Community College Athletic Association

### 1.1 THE NAME OF THE OVERSIGHT ORGANIZATION

The name of the governing body responsible for oversight of intercollegiate athletics at California community colleges is the California Community College Athletic Association (CCCAA). *(Adopted & effective 8/27/10)*

### 1.2 CCCAA AFFILIATION

The CCCAA functions as part of the Community College League of California (CCLC), a California nonprofit organization with 501(c)3 status granted by the United States Internal Revenue Service. The CCLC Board of Directors has delegated responsibility for the governance and fiscal affairs of the CCCAA to the CCCAA Board of Directors (Board), within the fiscal parameters established by the CCLC Board of Directors. *(Adopted & effective 8/27/10)*

### 1.3 PURPOSE

The purpose of the CCCAA is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California community colleges.

### 1.4 VISION, MISSION, AND VALUES

- 1.4.1 Vision – The CCCAA shall be a student-centered organization focused on academic and athletic excellence. *(Adopted 4/5/12 effective 7/1/12)*
- 1.4.2 Mission – The mission of the CCCAA is to advocate for the overall well-being of student-athletes through the governance, promotion, and support of inter-collegiate athletic programs. *(Adopted 4/5/12 effective 7/1/12)*
- 1.4.3 Values – The CCCAA believes in student health and welfare, academic and athletic success, ethical conduct, accountability, recognition of academic and athletic excellence, and an inclusive culture that fosters equitable participation. *(Adopted 4/5/12 effective 7/1/12)*
  - A. Equity and Inclusion Statement – The CCCAA is committed to diversity, inclusion, and equity among student-athletes, coaches, staff, and administrators. The CCCAA seeks to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for staff, coaches, and administrators from diverse backgrounds, experience, and perspectives. The CCCAA believes that diversity and inclusion improve the learning environment for all participants. *(Adopted 3/28/19 effective 7/1/19)*

## 1.5 MEMBERSHIP

- 1.5.1 Only those California community colleges under the auspices of the California Community Colleges Chancellor's Office (CCCCO) are eligible for membership in the CCCAA and shall be entitled to all the privileges and obligations of the CCCAA Constitution and Bylaws (hereinafter referred to as the Constitution and Bylaws). *(Adopted & effective 8/29/19)*
- 1.5.2 All California community college student-athletes, athletic programs, and conferences shall be governed by the rules of the Constitution and Bylaws. Enforcement of statewide, conference, and member college compliance with the Constitution and Bylaws is the responsibility of the CCCAA Board and the Office of the CCCAA CEO/President and Executive Director (Office of the CCCAA Executive).
- 1.5.3 It is the responsibility of each college administration to administer its inter-collegiate athletic program in compliance with the Constitution and Bylaws. Enforcement of local college program compliance with the Constitution and Bylaws initially is the responsibility of the college president and athletic director.
- 1.5.4 All colleges participating in intercollegiate athletics shall be under the jurisdiction of the Constitution and Bylaws and shall be members in good standing of the CCCAA. The definition of good standing includes but is not limited to:
- A. Administration of athletic programs in accordance with the Constitution and Bylaws.
  - B. Establishment and maintenance of a high standard of ethics and fair play.
  - C. Payment of annual membership dues in a timely manner.
  - D. Addressing administrative reporting by the timelines set by the Constitution and Bylaws.
  - E. Submitting financial reporting forms for hosted postconference competition (PC) events in accordance with established timelines.
  - F. Compliance with the provisions of the Education Code of the State of California in the operation of their athletic programs. *(Adopted 4/6/07 effective 7/1/07)*
  - G. Compliance with state and federal Title IX and laws pertaining to equitable opportunities for men and women. *(Adopted 4/6/07 effective 8/1/09)*

Form R-4 (see Appendix B)

Failure to complete and electronically file (email attachment) all pages of the Form R-4 along with verification that the most recent EADA report has been filed and locked by November 1 will result in the forfeiture of all completed contests until the forms are received by the CCCAA office. *(Adopted 4/5/12 effective 7/1/12)*

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*(Adopted 2/12/15 effective 7/1/15) (Adopted 4/2/15 effective 7/1/15)*

Form R-4 will be reviewed annually by the CCCAA Board or designate. Colleges not satisfying Title IX Test 1, 2, or 3 may be deemed “not in good standing” and, therefore, be placed on probation with recommendations from the CCCAA Board or designee. If colleges deemed on probation by the CCCAA Board fail to demonstrate progress toward the recommendations, they will be ineligible for postconference competition until remedied. *(Adopted 4/1/10 effective 7/1/10)*

- 1.5.5 No CCCAA member institution shall be permitted to participate in any sport unless all of its sport teams are under CCCAA jurisdiction. This only applies to sports sanctioned by the CCCAA as listed in Bylaw 3.11 of the Constitution and Bylaws.
- 1.5.6 All college athletic department personnel, volunteers, representatives, and those agents who are approved by the athletic director or designee to be involved in the athletic program shall complete, with a minimum score of 80 percent, the CCCAA Online Compliance Rules Exam and attend a certification and information meeting regarding the Constitution and Bylaws at least once a year. (See Bylaw 2.13.2) Those completing the full exam for their position with a minimum score of 90 percent shall be eligible to take a reduced 20-question exam the following year. The exam is designed to be educational, and it is not intended to be punitive. *(Adopted & effective 6/24/11) (Adopted & effective 12/5/11) (Adopted 3/28/13 effective 7/1/13) (Adopted 6/12/15 effective 7/1/15)*
- 1.5.7 Member colleges are to maintain an internet web page with information regarding intercollegiate athletics that includes a statement identifying it as the college's official site for intercollegiate athletics. Use of internet accessible forms of communication must adhere to college, department, and gender equity policies. *(Adopted 3/31/11 effective 7/1/11) (Revised 3/29/18 effective 7/1/18) (Revised & effective 6/14/18) (Revised 4/1/21 effective 7/1/21)*

## 1.6 MEETINGS

All meetings of the CCCAA and affiliate organizations require a 50 percent plus one (1) of the current members to be in attendance to establish a quorum. Once a quorum is established it shall remain in effect until adjournment of the meeting. All motions shall require a simple majority vote of the quorum, except emergency items which require a three-quarters ( $\frac{3}{4}$ ) vote for approval, and CCCAA policy items which require a two-thirds ( $\frac{2}{3}$ ) vote (see Article 8.2.1). *(Adopted & effective 10/13/06) (Adopted 4/3/09 effective 7/1/09)*

## 1.7 GOVERNANCE

The CCCAA is governed by the CCCAA Board and CCCAA Management Council.

## 1.8 ENFORCEMENT

Rules and regulations are enforced by the district, conference commissioners, conferences, CCCAA Executive, and CCCAA Board.



## ARTICLE 2

### The CCCAA Board of Directors

#### 2.1 PURPOSE

The CCCAA Board of Directors (CCCAA Board) serves as the ultimate authority and provides operational oversight of the CCCAA. The CCCAA Board is the policy-making body of the organization and, as such, approves all changes to the Constitution and Bylaws. The CCCAA Board defines the direction of the CCCAA, supervises the CCCAA CEO/President and Executive Director (CCCAA Executive), and manages the CCCAA finances. (See Section 78223 of the Education Code of California) *(Adopted & effective 8/27/10)*

#### 2.2 RESPONSIBILITIES

2.2.1 The CCCAA Board conducts its business in periodic meetings and such special and executive meetings as may be deemed necessary by the CCCAA Board and/or by the CCCAA Board Chairperson.

A. The Executive Committee of the CCCAA Board addresses issues that come before the Board outside of regularly scheduled business meetings. Any action taken by the Executive Committee must be communicated to the full Board at the next scheduled meeting following the action of the Committee, at the latest. The composition of the Executive Committee shall be as follows:  
*(Revised & effective 6/1/22)*

1. Chair
2. Vice-Chair
3. CCLC CEO/President
4. Management Council Chair
5. CCCAA Executive Director
6. Immediate Past Chair

2.2.2 The CCCAA Board has authority to employ, evaluate, and terminate the employment of the CCCAA Executive. *(Adopted & effective 6/24/11)*

2.2.3 The CCCAA Board shall direct the activities of and evaluate the operations of the Office of the CCCAA Executive.

2.2.4 Staff members of the Office of the CCCAA Executive are the employees of the Community College League of California but operate under the direction and

supervision of the CCCAA Board.

2.2.5 The CCCAA Board shall:

- A. Work with and seek the input of the CCCAA Management Council, conferences, and affiliate organizations.
- B. Provide a vehicle for due process for colleges and conferences when violations of the Constitution and Bylaws, by any constituency, are reported.

2.2.6 The CCCAA Board shall make committee appointments and assign responsibilities to the CCCAA Board and approve CCCAA MC members.

## **2.3 MEMBERSHIP**

2.3.1 The members of the CCCAA Board shall serve a three (3)-year term. Members are eligible for a second three (3)-year term. CCCAA Board membership is limited to six (6) consecutive years on the CCCAA Board. Terms of office commence on July 1 and end on June 30.

2.3.2 Once a CCCAA Board member has completed six (6) consecutive years and goes off the CCCAA Board for a minimum of one (1) year, that member is eligible to again be nominated for CCCAA Board membership.

2.3.3 The CCCAA Board chair and vice chair shall be CEOs elected by the members of the CCCAA Board on an annual basis. *(Adopted & effective 6/24/11)*

2.3.4 The CCCAA Board membership consists of one (1) Chief Executive Officer (CEO) from each all-sport conference as well as at-large member(s). There are two (2) representatives from the Chief Student Services Officers (CSSO) (one (1) north and one (1) south), and two (2) representatives from the California Community Colleges Chief Instructional Officers (CCCCIO) (one (1) north and one (1) south), and two (2) conference commissioners (one (1) north and one (1) south). Each representative from within the CSSO, CCCCIO, and conference commissioners shall have different term appointments. The CCCAA MC Chair and Vice-Chair are members of the CCCAA Board as well as the CCLC President & CEO. *(Revised 4/4/14 effective 7/1/14) (Revised & effective 9/2/16) (Revised & effective 6/14/18) (Revised & effective 8/30/18)*

2.3.5 The CCCAA Board ensures that its membership reflects the diversity of the California community colleges. Appointments are made to maintain cultural, gender, and ethnic diversity. Members should demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, gender, and ethnic background of California community college students.

2.3.6 Each member of the CCCAA Board has one (1) vote.

2.3.7 Continued membership on the CCCAA Board is reviewed annually by the CCCAA Board. Lack of participation or attendance may lead to a release

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from duties. It is required that the chair of the CCCAA Board be notified if a member is unable to attend a meeting. After two (2) absences in one (1) year, the CCCAA Board will evaluate the continued tenure of the individual.  
*(Revised & effective 6/13/19)*

2.3.8     The Board member filling the vacancy will be appointed for the duration of the term of the vacated position. If the resultant appointment duration is for eighteen (18) months or more, then that appointment will be considered a full term relative to term limitations. (See Article 2.3.1) If less than eighteen (18) months, the person is eligible for two (2) consecutive terms. *(Adopted & effective 6/1/22)*

2.3.9     The duties of the CCCAA Board members are to:

- A. Represent the interests of all California community colleges and their student-athletes.
- B. Serve as an additional communication link with the specific conference that the individual member represents.
- C. Represent the CCCAA on standing and/or ad hoc committees.
- D. Serve as a liaison to selected CCCAA affiliate organizations.
- E. Attend the meetings of their conference or group represented and the CCCAA and its committees.
- F. Fulfill the responsibilities of their assignments providing the leadership of the CCCAA.

## **2.4 SELECTION OF CCCAA BOARD MEMBERS**

2.4.1     When a CEO, CCCAA Board member's term of service expires, or a vacancy occurs, the member's conference shall nominate two (2) individuals whose names will become a pool from which to select a replacement. The nominees shall be:

- A. A woman who is a college CEO, chancellor, or superintendent, or president; and
- B. A man who is a college CEO, chancellor, or superintendent, or president.

Selection of nominees to the above categories shall be by vote of the conference.

2.4.2     The conference shall call for nominees at its fall meeting. The nominees shall be selected at the conference's winter meeting. The two (2) final nominations shall be forwarded to the CCCAA Executive Director no later than February 15 of the year prior to the beginning of the representative's term. These nominees shall constitute the nominee pool.



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## CCCAA Constitution & Bylaws - 2022-23

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- 2.4.3 Those members representing the CSSO and the CCCCIO shall be nominated by their respective organizations. The terms of these representatives shall be staggered. When the term of office expires, each organization shall nominate one (1) man and one (1) woman and present the nominations to the CCCAA Executive by February 15. *(Revised & effective 8/30/18)*
- 2.4.4 The CCCAA Executive shall administer, in cooperation with the CCCAA Board Chairperson, the procedures for selecting the conference representatives and the at-large members who will become new or reappointed CCCAA Board members.
- 2.4.5 The CCCAA Executive, in cooperation with the CCCAA Board Chairperson, shall administer the development of a slate of prospective CCCAA Board members from the nominee pool. The pool shall include new nominees and individuals eligible for reappointment.
- 2.4.6 At the spring convention, the CCCAA Board will appoint individuals to serve as CCCAA Board members for three (3)-year terms from the nominee slate. Each conference shall have at least one (1) CEO of its college member on the CCCAA Board chosen from the conference nominee pool.
- 2.4.7 To ensure that the CCCAA Board membership reflects the diversity of the California community colleges, the CCCAA Board shall have the authority to appoint “at-large” position(s). This appointment shall be made to maintain the cultural, gender, geographic, and ethnic diversity of the CCCAA membership.  
*(Revised & effective 9/2/16)*
- 2.4.8 If a CCCAA Board member representing a specific conference relocates to an institution in another conference, the member may continue in office through the spring meeting that is the prescribed time for new appointments. At that time, the relocated individual may have one of the following options:
- A. Be re-nominated if it is approved by a vote of the new conference.
  - B. Be appointed “at-large” by the CCCAA Board for the remainder of that member’s term.
  - C. Be asked to serve again at another time.
- 2.4.9 The CCCAA Board may appoint another individual to an “at-large” position until the annual appointment period.

## 2.5 CCCAA BOARD COMMITTEES

- 2.5.1 Standing committees may be established by the CCCAA Board as needed. The CCCAA Board chair shall solicit and appoint members of the committee(s). The CCCAA Board chair may appoint committee members from the CCCAA Board, CCCAA MC, and conference commissioners to serve.
- 2.5.1.1 The following committees report to the CCCAA Board:
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- A. Academic and Athletic Standards Review Committee—The AASRC is responsible to monitor and periodically review academic and athletic eligibility standards of CCCAA participants. The committee may require submission of periodic academic performance reports from CCCAA member institutions as requested by the CCCAA Board. *(Adopted & effective 8/29/06)*
- B. Appeals Boards—Areas of focus include reviewing appeals submitted by a constituent(s) listed in Article 7.4.8.4 and signed by the college president. The Appeals Board has the authority to take action as listed in Article 7.4.8.10. The Disabilities Appeals Board shall have the power to create eligibility for a student-athlete who qualifies for one semester only. (See Article 7.4.13)

There shall be two (2) appeals boards; the CCCAA Appeals Board and the Disabilities Appeals Board, that will carry out the due process procedures as outlined in Article 7. Special Appeals Panels may be created to deal with specific issues upon approval by the CCCAA Board. *(Adopted 6/12/15 effective 7/1/15) (Revised & effective 11/4/22)*

The CCCAA Appeals Board shall consist of five (5) members of the CCCAA Board appointed by the CCCAA Board chair, who will also appoint the CCCAA Executive when a member of the Appeals Board has a conflict of interest or when an appointee is unavailable to participate in an appeal's hearing in a timely manner. (See Article 7.4.8.1) The Disabilities Appeals Board shall consist of five (5) members appointed by the CCCAA Board chair. (See Article 7.4.13.1) At least one member of each appeals board shall be a Constitution Committee member. *(Adopted 6/12/15 effective 7/1/15)*

Each appeals board shall be on call as needed. Special meetings may be called upon reasonable notice by the appeals board chairperson or on the advice of the CCCAA Executive. *(Revised & effective 11/4/16)*

- C. Awards Committee—Areas of focus include governing rules and processes for CCCAA annual Scholar-Athlete and Honor Roll awards selection and the annual Hall of Fame induction selection processes. Current awards programs are specified in Bylaw 7. *(Adopted & effective 6/10/10)*

The Awards Committee shall review all forms submitted by the conferences for Scholar-Athlete, Scholar Team Award, and Sports Hall of Fame, and will determine the recipients in each category. The committee will review the proposals from companies that bid on the opportunity to furnish the awards in conjunction with the CCCAA staff. *(Adopted & effective 6/10/10)*

- D. Constitution Committee—The composition of the Constitution Committee shall include two (2) conference commissioners from the north and two (2) conference commissioners from the south, a president serving on the CCCAA Board to serve as chair, the CCCAA MC chair, and the CCCAA Executive. Areas of focus include, but are not limited to, the oversight of the language in the Constitution and Bylaws, the production of the Constitution and Bylaws, and the development of recommendations to the CCCAA Board. This

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committee shall serve as the initial filter in the legislative process for all proposed amendments to the Constitution and Bylaws. This committee shall review the proposed legislation for applicability, accuracy, effect on existing policy (need for additional editorial changes), placement and appropriateness prior to dissemination to other committees. This committee shall, at the request of the CCCAA Executive, assist with specific interpretations.

- E. Finance Committee— Areas of focus include making recommendations to the CCCAA on all CCCAA business and financial matters, to hear all request that will have financial implications on the CCCAA and/or the matters of the CCCAA, to review the feasibility of proposals and plans aimed at increasing the revenue of the CCCAA, and to conduct a review of the annual audit of the association.

The Finance Committee is charged with examining procedures, requests, etc. that will have an impact on the CCCAA budget. While the committee cannot affect how money is spent on each campus, part of its function should be to point out potential impact on campus budgets due to CCCAA action.

Legislation proposals from the CCCAA membership having financial impact shall be submitted to this committee first, then forwarded to the appropriate committee (Policy, Competition, etc.) with or without recommendation for approval. The committee will collect standard financial data to assist in decision making.

- F. Policy Committee— Areas of focus include, but are not limited to, governing rules and processes for unit GPA requirements, transfer rules, recruitment and/or first contact rules, season of participation, injury waivers, forms to establish and record eligibility, and participation.

The Policy Committee shall make recommendations to the CCCAA on proposed Constitution and Bylaws changes related to student-athlete eligibility, enrollment, membership eligibility, college and conference responsibilities, continuing competition, recruitment and subsidization, establishing new conferences or changing conferences, and due process and appeals.

- 2.5.2 Ad hoc committees may be established by the CCCAA Board as needed. An ad hoc committee is created to focus on one (1) specific mission that may be of short duration. An ad hoc committee may be discontinued when there is no longer a need for the function of the committee or if the expected activity of the committee becomes limited.

## ARTICLE 3

### Office of the CCCAA Executive Director

#### 3.1 PURPOSE

The CCCAA Executive Director (CCCAA Executive) is the Chief Executive Officer/ President of the CCCAA and is accountable to the CCCAA Board. The CCCAA Executive provides operations, administrative leadership, and support to the CCCAA Board and the CCCAA MC.

#### 3.2 RESPONSIBILITIES

The following are the responsibilities of the Office of the CCCAA Executive:

- A. Provides the CCCAA with the information necessary to promote the goals and objectives of the CCCAA and the CCCAA intercollegiate athletics.
- B. Assists the CCCAA Board in the development of annual goals for the CCCAA and makes an annual report on the progress attained.
- C. Maintains and distributes official copies and revisions of the Constitution and Bylaws and sport championship handbooks as needed.
- D. Maintains and distributes meeting minutes of the CCCAA Board and the MC of the CCCAA.
- E. With the respective chair, develops and distributes agendas for the meetings of the CCCAA Board and the CCCAA MC and coordinates the logistics of the meeting venues.
- F. Maintains files of all official CCCAA business and correspondence.
- G. Maintains an accurate accounting and audit of all CCCAA funds.
- H. Selects, supervises, and evaluates the staff of the Office of the CCCAA Executive.
- I. Develops financial support for CCCAA activities, especially PC events.
- J. Represents the CCCAA at meetings and appropriate occasions at the direction of the CCCAA Board Chairperson.
- K. Informs the CCCAA Board and MC of legislative activities that may affect intercollegiate athletics.
- L. Recommends changes to the Constitution and Bylaws when needed.

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- M. Reviews the rulings made by conference commissioners regarding the Constitution and Bylaws and conference rules and regulations to ensure consistency and equity. Should the CCCAA Executive determine that a ruling is not consistent or equitable, the CCCAA Executive shall refer the ruling to the CCCAA Board for further consideration and/or action. *(Adopted & effective 11/2/12)*
- N. Has administrative responsibility for state PC events, as appropriate.
- O. Serves as ex-officio member to all CCCAA standing and ad-hoc committees.
- P. Enforces the Constitution and Bylaws by:
  - 1. Maintaining a channel of communication with colleges, conferences, and the CCCAA Board regarding alleged violations of the Constitution and Bylaws.
  - 2. Informing all involved parties and institutions of due process procedures contained in the Constitution and Bylaws.
  - 3. Investigating, or assisting in the investigation of, alleged violations of the CCCAA Constitution and Bylaws.
  - 4. Recommending penalties and monitoring compliance where appropriate.
- Q. Works with the MC and the sports coaches associations to set PC guidelines.
- R. Assists established committees as necessary.
- S. Prepares an annual report summarizing the activities of the CCCAA and community college athletics by July 1 of each year.
- T. The CCCAA Executive acts as the final authority relative to interpretation of the Constitution and Bylaws based on policies and procedures as stated in the Constitution and Bylaws.
- U. The CCCAA Executive shall update and maintain a list of the number of high schools offering athletic programs in each community college district's recruiting area annually. *(Revised 3/29/18 effective 7/1/18) (Revised 4/1/21 effective 7/1/21)*

## ARTICLE 4

### The CCCAA Management Council

#### 4.1 PURPOSE

The CCCAA Management Council (hereinafter referred to as MC) has primary responsibility for the operational rules of the intercollegiate athletic programs of the CCCAA.

#### 4.2 RESPONSIBILITIES

- 4.2.1 The MC conducts its business in periodic meetings and such special and executive meetings as may be deemed necessary by the CCCAA Board and/or the MC chair.
- 4.2.2 The MC is responsible for operational decisions that determine the procedures that support CCCAA policies.
- 4.2.3 Operational issues include, but are not limited to, sport playing rules, verification of eligibility requirements, rules of competition, participation, number of allowable contests, seasons of sports, awards, and PC.
- 4.2.4 The MC will have recommending responsibility for policy issues to the CCCAA Membership and the CCCAA Board. *(Adopted & effective 6/10/10)*
- 4.2.5 The MC shall represent the interests of all California community colleges and their student-athletes.
- 4.2.6 The MC members serve as representatives of the CCCAA and the MC to the California Community College Coaches Association (4CA). The MC members also serve as liaisons between the MC and the 4CA.
- 4.2.7 The MC shall communicate activities and meetings to the sport membership and solicit input on MC agenda items in a timely manner.
- 4.2.8 The duties of the MC members are to:
  - A. Represent the interests of all California community colleges and their student-athletes.
  - B. Represent the MC on standing and/or ad-hoc committees.
  - C. Serve as a representative to the CCCAA and to the respective affiliate organizations, including assisting in their tax-exempt compliance. *(Revised 4/1/21 effective 7/1/21)*

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- D. Attend the meetings of the MC (three [3] meetings per year) and CCCAA committees, as well as sport coaches associations and PC events to which the member serves as the CCCAA representative. *(Revised & effective 6/28/16)*
- E. Fulfill the responsibilities of their assignments providing the leadership of the CCCAA.

### 4.3 MEMBERSHIP

- 4.3.1 The MC consists of individuals employed by a California community college or conference and shall be a CCCAA member in good standing and an active member of a recognized CCCAA affiliate organization or California community college conference or college administrator. The composition of the MC shall be as follows: *(Adopted & effective 4/6/07) (Adopted & effective 10/4/11) (Adopted 4/5/12 effective 7/1/12)*
  - A. One (1) MC Chairperson.
  - B. One (1) MC Past Chairperson (at large). *(Adopted 4/5/12 effective 7/1/12)*
  - C. Eighteen (18) athletic deans/directors. *(Adopted 4/4/14 effective 7/1/14)*
  - D. Two (2) vice presidents responsible for athletics to include one (1) vice president of student services and one (1) vice president of instruction. *(Adopted 4/5/12 effective 7/1/12) (Revised & effective 8/30/18)*
  - E. One (1) conference commissioner *(Adopted 6/20/07 effective 7/1/07)*
  - F. One (1) representative from each of the following CCCAA affiliate organizations:
    - 1. ACCCES (Eligibility Specialists) *(Adopted 3/29/18 effective 7/1/18)*
    - 2. CCCADA (Athletic Deans/Directors)
    - 3. 3C4A (Academic Advisors)
    - 4. CCCATA (Athletic Trainers)
    - 5. CCCPEKDA (Physical Education, Kinesiology and Dance) *(Revised & effective 11/6/20)*
    - 6. CCCSIA (Sports Information)
  - G. Two (2) representatives (one [1] representing male sports, one [1] representing female sports, one [1] fall sport and one [1] spring sport) from the 4CA (Coaches Association).
- 4.3.2 The members of the MC shall serve a three (3)-year term. They are eligible for a second three (3)-year term. MC membership is limited to six (6) consecutive years on the MC. Terms of office commence on July 1 and end on June 30. Once a MC

member has completed six (6) consecutive years and goes off the MC for a minimum of one (1) year, that member is eligible to again be nominated for MC membership. (See Article 4.3.4)

4.3.3 The MC chair is a member of the MC elected by the members of the MC.

A. Term of office:

1. The MC chair shall serve a two (2)-year term.
2. The term of the newly elected chair may extend beyond the six (6)-consecutive-year maximum defined in Article 4.3.2.
3. The chair is not eligible to serve consecutive terms. The term of office commences on July 1 and ends on June 30 of the second year as chair.

B. Selection process:

When the MC chair and vice-chair terms expire, the MC Vice-Chair shall become the MC chair. If the MC vice-chair is unavailable to serve as the MC chair, the MC chair shall be filled as specified in Article 4.4.1.G. (*Adopted 4/4/14 effective 7/1/14*)

C. Duties of the MC chair:

1. Call meetings, prepare agendas, and chair MC meetings.
2. Appoint standing committees, ad hoc committees, and subcommittees.
3. Serve as the MC liaison to the CCCAA Executive Director.
4. Serve on the CCCAA Board. (*Revised & effective 6/13/19*)
5. Assist the MC members as needed in order to fulfill their assignments in providing the leadership for the operational rules of the intercollegiate athletic programs of the CCCAA.

4.3.4 The MC past chair is an at-large member of the MC. (*Adopted 4/5/12 effective 7/1/12*)

A. Term of office:

1. The MC past chair shall serve a one (1)-year term.
2. The one (1)-year term of office as the MC past chair commences on the July 1 immediately following the completed term as MC chair and ends on June 30 of that July 1–June 30 fiscal year.
3. The term of the past chair may extend beyond the six (6)-year maximum defined in Article 4.3.2.



B. Duties of the past chair:

1. Serves as an advisor to the MC.
2. Assists the MC members as needed in order to fulfill their assignments in providing the leadership for the operational rules of the intercollegiate athletic programs of the CCCAA.

4.3.5 Management Council Vice-Chair *(Adopted 4/6/07 effective 7/1/07)*

A. Term of office:

1. The vice-chair shall serve a two (2)-year term. *(Adopted 4/4/14 effective 7/1/14)*
2. The term of office commences on July 1 and ends on June 30.
3. The vice-chair shall fill the MC chair position as it is vacated. *(Adopted 4/4/14 effective 7/1/14)*
4. The term of the newly elected vice-chair may extend beyond the six (6)-consecutive-year maximum defined in Article 4.3.2 under the circumstances defined above. *(Adopted 6/19/14 effective 7/1/14)*

B. Selection process:

When the MC chair and vice-chair terms expire: *(Adopted 4/4/14 effective 7/1/14)*

1. Any member of the MC, whose appointment will be current during the term, is eligible to serve as the vice-chair.
2. Nominations are taken from the MC during the fall MC business meeting. If there are one or less candidates, then the MC chair and vice chair will recruit additional candidates before the spring MC business meeting. The vote occurs during the spring MC business meeting. *(Revised 3/30/17 effective 7/1/17)*
3. Each member of the MC shall have one (1) vote.

C. Duties of the MC vice-chair:

1. Assist the MC chair as needed.
2. Serve on the CCCAA Board. *(Revised & effective 6/13/19)*
3. Chair the Competition Committee.
4. Continue to serve in his/her appointed MC capacity.

4.3.6 The MC shall ensure that its membership reflects the diversity of the California



community colleges. Appointments shall be made to maintain cultural, gender, geographic, and ethnic diversity. Members should demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, gender, geographic, and ethnic background of California community college students.

- 4.3.7 Each member of the MC shall have one (1) vote.
- 4.3.8 Continued membership on the MC will be reviewed annually by the CCCAA Board. Lack of participation or attendance may lead to a release from duties. It is required that the chair of the MC be notified if a member is unable to attend a meeting. After two (2) absences in one (1) year, the CCCAA Board will evaluate the continued tenure of the individual.

#### **4.4 SELECTION OF MANAGEMENT COUNCIL MEMBERS**

- 4.4.1 Athletic Deans/Directors
  - A. The California Community College Athletics Directors Association (CCCADA) Executive Board will be responsible for soliciting, screening, and nominating athletic deans/directors for the MC. It is recommended that the CCCADA Executive Board entertain nominations from each sport coaches association and the conferences.
  - B. The CCCADA will recommend nominees to the CCCAA Executive by February 15.
  - C. The CCCAA Board will review the nominations and appoint the athletic dean/director representatives to the MC at the spring CCCAA convention. The term of office shall commence the following July 1 and end June 30 of the third year.
  - D. Each athletic dean/director will be assigned to a specific sport and provide leadership and mentoring for the sport.
  - E. The number of athletic deans/directors on the MC will reflect the increase/decrease of the number of CCCAA recognized sports.
  - F. The following criteria will be used in priority order:
    - 1. The individual will be qualified and knowledgeable about the specific sport.
    - 2. The individual will have the ability to commit to an extended time period.
    - 3. A geographical balance shall be maintained within the MC.
  - G. When a MC member does not complete the appointed term, the vacancy shall be filled using an accelerated timeline of the stated appointment process.

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1. The CCCADA Executive Board shall be responsible for the nomination of the athletic dean/director to fill the vacancy. The Executive Board shall receive input from the sport coaches association, and if appropriate, from the conferences.
2. Article 4.4.1.D, E, and F shall be taken into account when filling midterm vacancies.
3. The slate of nominees shall be presented to the CCCAA Executive as soon as reasonable to facilitate a minimal lapse in MC membership.
4. The CCCAA Board will finalize the appointment at its earliest opportunity.
5. The above process (1-4) shall be utilized whether the MC member asks to be released from the MC duties or the MC member is released due to a lack of MC member participation. (See Article 4.3.8)
6. The MC member filling the vacancy will be appointed for the duration of the term of the vacated position. If the resultant appointment duration is for eighteen (18) months or more, then that appointment will be considered a full term relative to term limitations. (See Article 4.3.2) If less than eighteen (18) months, the person is eligible for two (2) consecutive terms.

### 4.4.2 Vice Presidents

- A. The two (2) vice presidents shall be two (2) administrators responsible for athletics, to include one (1) vice president of student services and one (1) vice president of instruction. They will be nominated by their associations.  
*(Revised & effective 8/30/18)*
- B. The nominations shall be submitted to the CCCAA Executive by February 15.
- C. The CCCAA Board shall appoint the vice presidents at the spring CCCAA Convention. *(Revised & effective 8/30/18)*
- D. Terms of office shall commence July 1 and end June 30 of the third year.
- E. The CCCAA Board shall ensure that the membership of the MC reflects the diversity of the California community colleges. Appointments shall be made to maintain cultural, gender, and ethnic diversity. Members should demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, gender, and ethnic background of California community college students.

### 4.4.3 Administrators Responsible for Athletics

- A. The athletic administrators shall be nominated by the conferences, each conference shall nominate two (2) athletic administrators (one [1] man and one [1] woman non-athletic deans/directors) representing any area of the

college deemed appropriate by the conference.

- B. The nominations shall be submitted to the CCCAA Executive by February 15.
- C. The CCCAA Board shall appoint the athletic administrators at the spring CCCAA Convention.
- D. Terms of office shall commence July 1 and end June 30 of the third year.

#### 4.4.4 CCCAA Affiliate Organization Representatives

- A. Each affiliate organization will nominate one (1) man and one (1) woman as its representative to the MC.
- B. Nominations shall be submitted to the CCCAA Executive by February 15.
- C. The CCCAA Board shall appoint one (1) representative of each of the designated CCCAA affiliate organizations and two (2) representatives from the 4CA (one [1] representing male sports, one [1] representing female sports, one [1] fall sport and one [1] spring sport) at the spring CCCAA convention.
- D. Each affiliate organization will continue to be self-organized under the provisions of the CCCAA Constitution and Bylaws and with reporting lines to the CCCAA.
- E. Terms of office shall commence July 1 and end June 30 of the third year.

### 4.5 CCCAA MANAGEMENT COUNCIL COMMITTEES

- 4.5.1 Standing and ad hoc committees of the MC may be established. It is the responsibility of these committees to make recommendations to the CCCAA Board, MC, conferences, and affiliate organizations.
- 4.5.2 Standing committees are those which are established to assist in the ongoing functions of the organization. The following standing committees report to the Management Council: *(Adopted 3/31/11 effective 7/1/11)*

#### A. Competition Committee—Responsibilities:

- 1. Review governing rules and processes for CCCAA sport championship handbooks, rules of sport, season of sport, maximum number of contests and play-off structure and to pass on recommendations to the Management Council.
- 2. Oversight of pending operational legislation prior to submission of that legislation to the field for consideration. *(Adopted 4/6/07 effective 7/1/07)*
- 3. Competition Committee makeup: *(Adopted 3/31/11 effective 7/1/11)*

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- a. Competition Committee Chair: CCCAA Management Council Vice Chair (See Article 4.3.5.C.2)
- b. One (1) CCCAA Board Member
- c. One (1) CCCAA Management Council Member
- d. One (1) CCCADA (Athletic Directors) Member
- e. One (1) CCCACA (Commissioners) Member
- f. One (1) 4CA (Coaches) Member
- g. One (1) CCCPEKDA (Physical Education, Kinesiology and Dance) Member (*Revised & effective 11/6/20*)
- h. One (1) CCCSIA (Sports Information) Member
- i. One (1) CCCATA (Athletic Trainer) Member

### **B. Equity and Inclusion Committee** (*Adopted 3/31/16 effective 7/1/16*)

Areas of focus include, but are not limited to equity and inclusion issues within the CCCAA.

- 1. Shall support equity and inclusion among CCCAA leadership.
- 2. Shall develop best practices for coaches and administration for the equity and inclusion of student-athletes.
- 3. Shall develop a resource guide for colleges to demonstrate student equity needs.
- 4. Supports diverse academic, socio-economic, cultural, gender, geographic, and ethnic populations.
- 5. Equity & Inclusion Committee makeup: (*Adopted 3/29/18 effective 7/1/18*)
  - a. Chair shall be a Management Council member nominated from and elected by committee membership. Two (2)-year term to commence July 1 and end June 30 of second year. Maximum of two (2) consecutive terms.
  - b. One (1) athletic director or dean of athletics from each multi-sport conference.
  - c. Two (2) coaches from female sports, including one (1) from the north and one (1) from the south, with one (1) coaching a spring sport and one (1) coaching a fall sport.

- d. Two (2) coaches from male sports, including one (1) from the north and one (1) from the south, with one (1) coaching a spring sport and one (1) coaching a fall sport.

**C. Gender Equity Committee** *(Became a standing committee of the MC effective 10/19/07)*

Areas of focus include, but are not limited to, providing leadership on gender equity issues through the development of programs and services that benefit CCCAA member colleges, providing oversight of the Gender Equity Self-Review Manual, serving as a resource and referral committee, and coordinating regular workshops and seminars on the topic of gender equity and diversity.

1. Shall provide leadership on gender equity issues.
2. Shall develop programs and services that benefit the CCCAA member colleges.
3. Shall provide oversight of the Gender Equity Self-review Manual.
4. Shall serve as a resource and referral committee.
5. Shall coordinate regular workshops and seminars on gender equity and diversity.
6. Gender Equity Committee makeup: *(Adopted 3/31/11 effective 7/1/11)*
  - a. Chair shall be a Management Council member nominated from and elected by committee membership. Two (2)-year term to commence July 1 and end June 30 of second year. Maximum of two (2) consecutive terms.
  - b. One (1) athletic director or dean of athletics from each multi-sport conference.
  - c. Two (2) coaches from female sports, including one (1) from the north and one (1) from the south, with one (1) coaching a spring sport and one (1) coaching a fall sport.

**D. Postconference Competition Review Committee (PCRC)—Responsibilities:**

1. Review the CCCAA postconference competition (Bylaw 6) as it relates to PC. *(Revised & effective 2/10/22)*
2. Initiate PC legislation as necessary in concert with the mission statement.
3. Review all proposed legislation which directly affects postconference competition prior to submission of that legislation to the field for consideration.

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4. PCRC makeup: *(Adopted 3/31/11 effective 7/1/11)*
  - a. Chair shall be a Management Council member nominated from and elected by committee membership. Two (2)-year term to commence July 1 and end June 30 of second year. Maximum of two (2) consecutive terms.
  - b. PCRC Membership: Eight (8) members (in addition to chair) selected from deans/athletic directors with balanced north/south representation. As a member's term ends, replacement will be from opposite region.

Ad hoc committees may be established as needed. An ad hoc committee may be discontinued when there is no longer a need for the function of the committee or if the expected activity of the committee becomes limited.

# ARTICLE 5

## Conferences

### 5.1 PURPOSE

Conferences serve as the administrative units of the California community college athletic programs.

### 5.2 RESPONSIBILITIES

- 5.2.1 Conferences have jurisdiction over all athletic relations within the respective conference.
- 5.2.2 There shall be three (3) types of conferences:
  - A. Conferences that administer sports other than football.
  - B. Conferences that administer only football.
  - C. Conferences that administer all sports.
- 5.2.3 There shall be a minimum of seven (7) colleges in a conference.
- 5.2.4 Each conference shall have a commissioner.
- 5.2.5 Each conference shall set conference membership fees.
- 5.2.6 Conferences shall determine their organizational structure, rules of operation, and procedures.
- 5.2.7 Conferences shall not establish rules and regulations which are less stringent or change the intent of the Constitution and Bylaws.
- 5.2.8 At a minimum, the conference constitution shall contain rules and regulations for: *(Revised & effective 6/14/18)*
  - A. Resolving conflicts among member colleges.
  - B. Reviewing alleged violations of the CCCAA and/or the conference rules and regulations for the assessment of penalties when appropriate.
  - C. Selecting, evaluating, and paying the conference commissioner.
  - D. Developing and implementing a conference budget.

- 5.2.9 Conferences shall develop policies and procedures governing conference competition for sanctioned conference sports. These policies and procedures shall consist of but are not limited to:
- A. Structure and format for regular season competition leading to the determination of a conference champion (when applicable).
  - B. Clear identification and final determination of place and order of finish of participating member programs.
  - C. Identification of conference members that are eligible to participate in CCCAA postconference competition (PC) to include final place and order of any tied teams for PC seeding purposes.
  - D. Conducting competition in accordance with the adopted administrative and basic playing rules as listed in the Constitution and Bylaws. (Exception: Conferences may establish more restrictive policies) *(Adopted & effective 11/2/12)*
- 5.2.10 Conferences or associations that have eight (8) or more colleges participating in a sport may be divided into divisions for that sport. Each division shall have at least four (4) colleges. Conferences with less than ten (10) colleges under this provision shall identify one (1) conference champion. *(Adopted 12/4/09 effective 1/1/10; Changed for cost containment through 6/30/12. Extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*
- 5.2.11 When conference divisions are established, the opportunity to participate in PC shall be established by the MC.
- 5.2.12 Each conference shall develop a process for its member colleges to conduct a program review.
- A. The process shall include a written self-study and an on-site review by an external peer group.
  - B. The committee shall consist of five (5) to seven (7) members. At least one (1) of the members shall be a representative of one (1) of the CCCAA affiliate organizations.
  - C. The conference commissioner (or designee) shall chair the committee.
  - D. Each conference shall develop procedures for selecting committee members.
  - E. The content of the self-study shall include minimum standards which were developed and distributed by the CCCAA Board to the conferences. The link to the standards can be found here:  
[http://www.cccaasports.org/pdf/compliance\\_review.pdf](http://www.cccaasports.org/pdf/compliance_review.pdf) *(Revised 3/29/19 effective 7/1/19)*
  - F. Each conference shall set a schedule to review no less than two (2) colleges per year, but no more than once every five (5) years.



- G. The intent of the review is to assist the college in refining its administrative procedures, improving programmatic issues, and adherence to federal and state guidelines.

### **5.3 COLLEGE RESPONSIBILITIES AND REPRESENTATION**

- 5.3.1 It is the responsibility of the college administration to administer its inter-collegiate athletic program in compliance with this Constitution and Bylaws and its respective conference rules and regulations. Each college administration shall monitor its own programs.
- 5.3.2 When an individual college wishes to compete in a sport, it shall obtain written approval within its respective conference in order to compete as a conference sport under conference policies. If there is a lack of competition in the specific sport in the conference, the college may request approval of a host conference.
- 5.3.3 Each college in the conference shall have three (3) voting representatives at the conference meetings determined as follows:
  - A. The college chief executive officer (CEO) or his/her designee.
  - B. A member of the women's athletic staff who represents the women's program.
  - C. A member of the men's athletic staff who represents the men's program.
- 5.3.4 Only those college representatives in attendance at the meeting are permitted to vote. Proxy votes are not permitted.
- 5.3.5 Single sport conferences shall have two (2) representatives: the CEO or his/her designee and the athletic director or his/her designee.

### **5.4 CONFERENCE COMMISSIONERS**

- 5.4.1 Each conference commissioner is responsible for ensuring that all the colleges in his/her conference operate their intercollegiate athletic programs in accordance with the Constitution and Bylaws and in accordance with the conference's rules and regulations for member colleges.
- 5.4.2 Each conference commissioner is authorized to make rulings about the application of the Constitution and Bylaws and the conference rules and regulations within his/her conference. Rulings may involve questions presented by the member schools or their representatives regarding the conference, its sports or its member employees, athletes or officials. A ruling by a commissioner may be appealed to the CCCAA Appeals Board. *(Revised & effective 6/28/16)*
- 5.4.3 Conference commissioners serve as a conduit for information between their conferences and the CCCAA Board, the CCCAA Executive, and the CCCAA MC.
- 5.4.4 The CCCAA Executive coordinates the work of the conference commissioners to

ensure that the Constitution and Bylaws is consistently applied throughout the state.

- 5.4.5 The conference commissioner shall receive a basic stipend from the conference for performing functions as defined in Article 5.5.
- 5.4.6 The conference commissioner shall be reimbursed by the conference for expenses incurred in the performance of conference duties.

## **5.5 CONFERENCE COMMISSIONERS' RESPONSIBILITIES**

The responsibilities of the conference commissioners shall include the following:

- A. Responsible to the conference membership, the CCCAA Executive, and the CCCAA for the implementation of and compliance with rules and regulations of the CCCAA Constitution and the conference constitution.
- B. Administer the rules and regulations of the conference.
- C. Establish and provide rule interpretations for the conference members when appropriate.
- D. Meet on a regular basis with the CCCAA Executive on conference and CCCAA business.
- E. Serve as a communication link for the conference members to and from the CCCAA Executive and the CCCAA.
- F. Provide general administrative services for the conference including those of scheduling, checking eligibility, participation lists, protests, and appeals.
- G. Investigate alleged rule infractions. Report the findings to the conference. Forward the conference position on the issue to the CCCAA Executive.
- H. Provide information to the CCCAA Executive and/or the CCCAA when requested.
- I. Perform other administrative duties as may be required by the conference, the CCCAA Executive, and the CCCAA.

# ARTICLE 6

## Affiliate Organizations

### 6.1 PURPOSE

The affiliate organizations represent the unique interests and input of specific groups of professionals within the CCCAA.

### 6.2 RESPONSIBILITIES

- 6.2.1 Affiliate organizations shall establish and identify no more than two (2) “official meetings” in addition to seeding meetings conducted on an annual basis for which MC and/or CCCAA representative(s) may be in attendance and receive reimbursement for travel expenses. It is recommended that one of the 4CA official business meetings occur during state championships for the respective sport. Only meetings held at locations within the State of California will be eligible for reimbursement. *(Adopted 4/6/07 effective 7/1/07)*
- 6.2.2 Provide professional input to the deliberations of the CCCAA Board and the CCCAA MC.
- 6.2.3 Develop rules and regulations that are compatible with the Constitution and Bylaws for the members of the affiliate organization.
- 6.2.4 Affiliate organizations shall not make decisions impacting the budgets of the membership without approval through the CCCAA Management Council.  
*(Adopted 4/1/10 effective 7/1/10) (Revised 3/29/18 effective 7/1/18)*
  - A. All Affiliate Organizations shall be required to complete and submit an annual financial report (Form F) to their designated Management Council Representatives and the CCCAA Office seven (7) calendar days prior to the summer business meeting of the Management Council. The Management Council Representative will include the information in a report to the full Management Council at the organization's annual summer business meeting.  
*(Adopted 3/29/18 effective 7/1/18) (Revised & effective 6/14/18) (Revised & effective 11/2/18) (Revised 4/1/21 effective 7/1/21)*
  - B. If an affiliate organization wants to increase its dues, then the Affiliate Organization Request For Annual Dues Increase form (Form E) needs to be completed and a request made to the Management Council. An affiliate organization must be in good standing to make a request for an increase in dues. *(Adopted 3/29/18 effective 7/1/18) (Revised & effective 6/14/18)*
- 6.2.5 REQUIREMENTS - The following are requirements for Affiliate Organizations:  
*(Adopted 3/29/18 effective 7/1/18) (Revised & effective 6/14/18) (Revised 4/1/21 effective 7/1/21)*

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- A. At the annual business meeting, the Constitution of the Affiliate Organization shall be reviewed, revised if necessary, and posted.
- B. All Affiliate Organizations shall have a federal tax ID number with funds held in a financial institution under the Affiliate Organization's tax ID number and have a W-9 immediately available upon request by institutions.
- C. If applicable, affiliate organizations shall be recognized as a tax-exempt organization with the IRS. They shall produce a "Determination Letter" immediately, if requested by Management Council.
- D. If applicable, affiliate organizations shall file an annual return by the 15th day of the 5th month after the organization's accounting period ends (November 15).
- E. A financial report shall be required as a standing item on the agenda using the Affiliate Organization Financial Report (Form F).
- F. Failure to meet the requirements listed in Articles 6.2.4 and 6.2.5 shall suspend the organization's official CCCAA recognition status in the following year, including legislation submission, voting representation, and the privilege to solicit for and collect membership dues.

6.2.6 GUIDELINES - The following are guidelines for Affiliate Organizations:  
*(Adopted 3/29/18 effective 7/1/18) (Revised 4/1/21 effective 7/1/21)*

- A. The officers including President, Past President, First Vice-President, Second Vice-President, Treasurer, Secretary, etc. of the affiliate may be identified and posted.
- B. Business Meetings may have an agenda posted at least two weeks prior to the scheduled meeting.
- C. Business Meetings may have posted and approved minutes of the previous meeting for accurate record keeping.
- D. At the meeting there may be an opportunity to make changes/additions to the agenda as well as a review/approval of the previous meeting minutes.
- E. The meeting minutes may include the names of members in attendance as well as a summary of the discussion.

6.2.7 PERMISSIBLE EXPENDITURES:  
*(Adopted 3/29/18 effective 7/1/18)*

Awards  
Banquet  
CCCAA Convention and Conference  
CCCAA Championship Support

Hospitality  
Insurance  
Management Expense  
Meeting Expenses  
Printing  
Program/Directory  
Scholarships  
Showcase  
Supplies/Office  
Technical Support (web)  
Travel Reimbursements  
Other

### 6.3 MEMBERSHIP

The following are approved affiliate organizations of the CCCAA *(Revised & effective 8/31/17)*:

- ⇒ ACCCES (Association of California Community College Eligibility Specialists)  
*(Adopted 3/29/18 effective 7/1/18)*
- ⇒ CCCADA (California Community College Athletic Directors Association)
- ⇒ 4CA (California Community College Coaches Association)
  - 3CFCA – California Community College Fastpitch Coaches Association
  - 5CTCA – California Community College Cross Country and Track Coaches Association
  - CCCBCA – California Community College Baseball Coaches Association
  - CCCBVCA – California Community College Beach Volleyball Coaches Association  
*(Adopted & effective 8/29/19) (Revised & effective 11/6/20)*
  - CCCFCA – California Community College Football Coaches Association
  - CCCLGCA – California Community College Ladies Golf Coaches Association
  - CCCMBCA – California Community College Men’s Basketball Coaches Association
  - CCCMGCA – California Community College Men’s Golf Coaches Association
  - CCCMVCA – California Community College Men’s Volleyball Coaches Association
  - CCCSCA – California Community College Soccer Coaches Association
  - CCCS&DCA – California Community College Swim & Dive Coaches Association
  - CCCTCA – California Community College Tennis Coaches Association

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- CCCWBCA – California Community College Women’s Badminton Coaches Association
  - CCCWBCA – California Community College Women’s Basketball Coaches Association
  - CCCWCA – California Community College Wrestling Coaches Association
  - CCCWPCA – California Community College Water Polo Coaches Association
  - CCCWVCA – California Community College Women’s Volleyball Coaches Association
- ⇒ 3C4A (California Community College Counselors/Advisors Academic Association for Athletics) (*Adopted & effective 6/10/10*)
- ⇒ CCCATA (California Community College Athletic Trainers Association)
- ⇒ CCCPEKDA (California Community College Physical Education, Kinesiology and Dance Association) (*Revised & effective 11/6/20*)
- ⇒ CCCSIA (California Community College Sports Information Association)

## ARTICLE 7

### Compliance & Due Process

#### 7.1 AUTHORITY

- 7.1.1 The Constitution and Bylaws govern the administration of California community college intercollegiate athletics. Sport championship handbooks control the play of the game.
- 7.1.2 The Constitution and Bylaws governs the conduct of the CCCAA Board, the Office of the CCCAA Executive, the MC, the conference commissioners, affiliate organizations, conferences, member colleges, student-athletes, and all other institutions, persons or groups specified by this document.
- 7.1.3 The Constitution and Bylaws is intended to be consistent with governing federal, state, and/or local laws.
- 7.1.4 All policies and procedures of the Constitution and Bylaws prohibited to member institutions are also prohibited to the officers, agents, and employees of the member institutions and their related athletic associations. Any authority not vested in the CCCAA is reserved to the conferences.
- 7.1.5 Any violation of the Constitution and Bylaws by any officer, agent, or employee of a member college constitutes a violation by the member institution.
- 7.1.6 An agent is any person who represents a college in dealings with third persons, including by direction or permission.
- 7.1.7 A college is responsible for the actions of any person acting as an agent of that college.
- 7.1.8 Sport championship handbooks are instructional and are intended to provide direction and basic playing rules for the conduct of the event.

#### 7.2 INTERPRETATIONS

- 7.2.1 Interpretations of Constitution & Bylaws—The Constitution Committee is empowered to make interpretations of the Constitution & Bylaws and the sport championship handbooks. When applicable, the Constitution Committee will provide specific citations and specific language from the Constitution & Bylaws and/or previous interpretations to support their response to a request for interpretation. Requests for official interpretations by the Constitution Committee may be submitted to the CCCAA Office to the attention of the CEO/President utilizing Form B <http://www.cccaasports.org/about/forms>. *(Adopted 4/3/09 effective 7/1/09) (Adopted & effective 10/4/11) (Adopted 2/12/15 effective 7/1/15) (Revised 10/27/20 effective 11/6/20)*
- 7.2.2 Publication or Notification—Interpretations issued by the Constitution Committee shall be binding on all member institutions after publication and circulation to the membership. Members wishing to appeal an interpretation may do so following the appeal process as outlined in Article 7.4.8. *(Adopted 4/3/09 effective 7/1/09)*

### 7.3 SANCTIONS

- 7.3.1 Each member college of the CCCAA is expected to know, to understand, and to apply and enforce the Constitution and Bylaws and the policies and procedures of its conference. Sanctions will be applied to a member college when it fails to fulfill any of these obligations.
- 7.3.2 Sanctions for violation of the Constitution and Bylaws or conference policies and procedures may be imposed upon member colleges, coaches, student-athletes, college employees, and/or college representatives. In compliance with the due process procedures of the Constitution and Bylaws, such sanctions may be imposed by the colleges, conference commissioners, conferences, the CCCAA Board, or the Arbitration Panel.
- 7.3.3 Sanctions may include:
- A. The violating member college's athletic department may be placed on a one (1)-year probation for the sport or sports that were involved in the violation. Supervision of the probation shall be by the college president and the conference commissioner.
  - B. Games and/or matches may be forfeited.
  - C. Players and/or coaches may be suspended or banned from participation.
  - D. Postconference competition may be restricted.
  - E. Violating sports programs may be terminated.
  - F. Other penalties may be imposed by the conference commissioners, conferences, and/or the CCCAA Board. *(Revised & effective 6/28/16)*
- 7.3.4 The Office of the CCCAA Executive, on behalf of the CCCAA Board or the conference, will assist the violating member college in its efforts to achieve full compliance with all rules and regulations.

### 7.4 DUE PROCESS PROCEDURES

- 7.4.1 The purpose of the CCCAA Due Process, Appeals, and Penalties Program is to eliminate violations of CCCAA rules and impose appropriate penalties or sanctions should violations occur. The CCCAA and its member schools are committed to fairness of procedures and the timely and equitable resolution of violations of the Constitution and Bylaws. Consideration in imposing penalties is to provide fairness to uninvolved student-athletes, coaches, administrators, competitors, and other institutions.
- 7.4.2 As a member institution of the CCCAA, the college and its representatives contract to resolve all disputes regarding rule violations and penalties through the appeals process as set forth herein. *(Adopted & effective 11/2/12) (Adopted & effective 2/14/13)*
- 7.4.3 All appeals must have the support of the process by the member college as indicated by the signature of the college president. This includes appeals brought forth by students, coaches, and college representatives. Individuals are afforded
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due process through their college procedures. *(Adopted & effective 8/2/12) (Adopted & effective 2/14/13) (Revised & effective 8/27/14)*

- 7.4.4 Each college, as a member of the CCCAA and on behalf of the college, its officers, employees, agents, governing bodies, and associated persons; agrees that any action or proceeding brought by a college(s) and/or its employees, representatives, or agents against the CCCAA, the CCLC, or any of their employees, officers, directors, or agents regarding the subject matter of this Constitution and Bylaws, or other rules and regulations relating to intercollegiate athletics shall be commenced and tried in the County of Sacramento, unless all the defendants/respondents agree in writing to a different venue. In the event that such a court action or proceeding is filed in a court located outside of the County of Sacramento, the plaintiff/petitioner agrees to immediately have the matter transferred, at no cost to the CCCAA, or its affiliates, to a court located in the County of Sacramento which has jurisdiction over the matter. *(Adopted & effective 8/2/12) (Adopted & effective 2/14/13)*

**7.4.5 Responsibility for Rules Implementation**

- 7.4.5.1 The primary entity responsible for the application and implementation of CCCAA Constitution and Bylaws, rules, regulations, and procedures is the member college. The next level of enforcement of the rules, regulations, and procedures is the responsibility of the conference commissioner.
- 7.4.5.2 The role of the CCCAA Executive includes interpreting CCCAA rules and imposing statewide penalties. The CCCAA Executive will rule on disputes of interpretation between conference commissioners.
- 7.4.5.3 When a conference commissioner and the CCCAA Executive disagree on a rule interpretation, the decision of the CCCAA Executive shall prevail until an appeals board or the Binding Arbitration Panel rules on the question.
- 7.4.5.4 When an appeal is requested, the CCCAA Executive will refer the requesting party to the appropriate appellate level. When an alleged violation is brought directly to the CCCAA Executive, the CCCAA Executive will refer the complaint to the appropriate conference commissioner for investigation and ruling.

**7.4.6 Appeals Process**

- 7.4.6.1 A member college, a student of the member college, or employees of the college shall have the right to appeal decisions rendered by the conference commissioner. No person who has been suspended shall be permitted to participate during the appeals board deliberations, or until such time that the appeal is granted, or the period of suspension has been served. *(moved from 7.4.8.3) (Adopted 3/31/16 effective 7/1/16)*
- 7.4.6.2 An appeal is a written request by the college president requesting a review of an inferior body's interpretation of the rules and/or the enforcement of a penalty. The appellate process is as follows (except Disabilities Appeals Board, see Article 7.4.13) *(Adopted 3/31/16 effective 7/1/16)*:

A. CCCAA Appeals Board.

B. CCCAA Board.

C. Binding Arbitration (See Article 7.4.10)

7.4.6.3 Hearings are defined as:

- A. Hearings Submitted—the appellate body rules based on submitted materials.
- B. Hearing Testimonial—after a vote by the board, the appellate body invites the parties to present evidence in person.

7.4.6.4 Postconference Competition

Reports of alleged violations that occur after the end of the regular season but prior to the end of the postconference competition in that sport and involving a team that is participating in postconference competition, shall be resolved by the respective conference commissioner of the conferences involved and the CCCAA Executive. Committees may be formed where specifically referenced in the sport rulebook to consider protests of alleged misapplication of sport rules by sport officials. *(Adopted & effective 10/8/10) (Adopted & effective 11/2/10)*

**7.4.7 Appeals Process—The Conference Commissioner**

7.4.7.1 All requests for formal interpretation of the Constitution and Bylaws and/or appeals shall be submitted in writing to the conference commissioner. All appeals of rulings by the conference commissioner must be submitted in writing and must include pertinent support information such as up-to-date transcripts, factual medical records, sport schedules, and records of previous rulings. The request for an appeal must state if the appellant is seeking a testimonial hearing. The decision to hold a testimonial hearing is, however, at the sole discretion of the appeals boards. All appeals are to be submitted first to the conference commissioner who will see that all submitted appeal materials and rulings by the conference are submitted to each level of appeal. The CCCAA Executive will be responsible for all material submitted to the Binding Arbitration Panel. Each appeals board will decide upon original materials as submitted. No additional materials may be provided to a higher authority. Should either party believe that additional materials are required in order to obtain a just decision, that party may request a return to the previous level with a written request to the conference commissioner. The question of a reconsideration of the issue shall be put to the last ruling panel. A decision not to reconsider the matter is not subject to appeal and is final.

7.4.7.2 Alleged conference or Constitution and Bylaws violations shall be reported to the conference commissioner within two (2) working days after discovery of the alleged violation. Failure to report alleged violations may result in the imposition of penalties on the school or individual who failed to report. Failure to report does not bar investigations, rulings or impositions of sanctions against those who should have been reported for violation of the Constitution and Bylaws.

7.4.7.3 The conference commissioner shall interpret and rule on the provisions of the Constitution and Bylaws for colleges, students, college administrators, and employees of member schools in his/her conference.

7.4.7.4 The conference commissioner is responsible for the first level interpretation, ruling, and enforcement of this Constitution and Bylaws.

- 7.4.7.5 The conference commissioner shall not modify, extend, waive, or disregard any provision of the Constitution and Bylaws. Decisions by the conference commissioner on injury illness waivers, reporting error waivers, and dropped sports are not subject to appeal and are final. *(Adopted 3/31/16 effective 7/1/16)*

**7.4.8 Appeals Process—The CCCAA Appeals Board**

- 7.4.8.1 Two (2) appeals boards shall be established by the CCCAA Board. (CCCAA Appeals Board and the CCCAA Disabilities Appeals Board). The CCCAA Appeals Board members and alternates shall be appointed by the CCCAA Board chair. The CCCAA Appeals Board shall consist of five (5) members of the CCCAA Board. The CCCAA Executive shall be appointed to the CCCAA Appeals Board by the CCCAA Board chair when a member is from the college that brought allegations against the appealing college and/or a college appealing a decision by a conference commissioner or when an appointee is unavailable to participate in an appeal's hearing in a timely manner. A minimum of three (3) individuals will rule on appeals. (Disabilities Appeals Board: see Article 7.4.13) *(Adopted & effective 11/2/12) (Revised & effective 6/28/16)*

The CCCAA Appeals Board shall only hear appeals from rulings by commissioners. All appeals shall be based upon the same materials presented to the commissioner as submitted to the CCCAA Executive. No additional materials or information shall be permissible. There shall be no direct contact with any member of the CCCAA Appeals Board. Direct contact shall result in automatic denial or approval of the appeal. Special Appeals Panels may be created to deal with specific issues upon approval by the CCCAA Board. *(Revised & effective 6/28/16) (Revised & effective 11/4/22)*

- A. The CCCAA Board created a Student Mid-Season Eligibility Appeals Panel consisting of seven (7) members hereinafter referred to as the 4A1 Appeals Panel. Two (2) college presidents appointed by the CCCAA Board (one of which will be the chair), two (2) athletic directors appointed by the CCCADA, two (2) athletic counselors appointed by the 3C4A and one conference commissioner appointed by CCCACA. *(Adopted & effective 11/4/22)*
- B. The CCCAA Executive Director shall be appointed to the 4A1 Appeals Panel by the CCCAA Board chair when an appeal is from the college that one member of the appeals committee represents or when an appointee is unavailable to participate in an appeal's hearing in a timely manner. Any member of the 4A1 Appeals Panel will recuse themselves from hearing a particular appeal from the college that they currently are an employee.
- C. The CCCAA 4A1 Appeals Panel shall only hear appeals that arise from Form 4A1 Student-Athlete Mid-Season Eligibility Reinstatement Form. All appeals will be presented to the CCCAA Executive, and the Appeals Panel will only consider those materials presented to the CCCAA Executive in their original request. No additional materials or information shall be permissible. There shall be no direct contact with any member of the CCCAA Appeals Panel. Direct contact shall result in automatic denial or approval of the appeal.
- D. The 4A1 Appeals Panel may seek other information as necessary. The 4A1 Appeals Panel shall reach its decisions by a simple majority vote. The 4A1 Appeals Panel shall deliver its decision in writing to the CCCAA Executive.

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- E. Within five (5) working days of receiving a written appeal, the CCCAA Executive shall notify the CCCAA Appeals Panel chair of the appeal.
  - F. The 4A1 Appeals Panel shall have the right to take any of the following actions:
    - 1. Grant or deny the appeal.
    - 2. Refer the matter to the CCCAA Board for review.
  - G. Each decision of the 4A1 Appeals Panel shall be made within five (5) working days of the date of the hearing and shall be in writing. The CCCAA Executive shall send the written decision to the appealing party and the 4A1 Appeals Panel. The decision of the 4A1 Appeals Panel shall be final, unless the provision of Article 7.4.9 is implemented.
  - H. An appeal from a student-athlete that has been deemed ineligible midseason may submit an appeal provided the following is included:
    - 1. A written statement from the student-athlete including the circumstances/challenges that prevented them from meeting the eligibility requirements, as well as definitive steps that the student-athlete will take to correct this issue.
    - 2. A written statement from the college athletic director detailing how the student-athlete will be supported to remediate their academic status.
    - 3. A written statement from the student-athlete's academic counselor.
    - 4. The student-athlete's unofficial transcript that includes the most current term's grades, current & future enrollment as well as all college work that the student-athlete used to be eligible for this particular season of competition.
  - I. If a student-athlete is deemed ineligible during eligibility certification, the student and the institution will have seven (7) days from the date that the college certifies eligibility for the next term to complete and file an appeal as stated above with the CCCAA Executive. Once the complete packet has been received by the Commissioner and forwarded to the state office, the student-athlete regains eligibility while the appeal is being reviewed.
  - J. The student-athlete may also become eligible for competition if they have met the eligibility requirements through units and grade points during intersession.
- 7.4.8.2 Special meetings may be called upon reasonable notice by the CCCAA Appeals Board chair or the CCCAA Executive. The CCCAA Appeals Board chair shall be appointed by the CCCAA Board chair. The CCCAA Appeals Board may conduct business by the following means: telephone, teleconference, video conference, email, mail, or in person.
- 7.4.8.3 The CCCAA Appeals Board may seek other information as necessary. The CCCAA Appeals Board shall reach its decisions by a majority vote. The CCCAA Appeals Board shall deliver its decision in writing to the CCCAA Executive.
- 7.4.8.4 The CCCAA Appeals Board shall have the power to consider any matter concerning the Constitution and Bylaws, including, but not limited to *(Revised & effective 6/28/16):*
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- A. Appeals from a commissioner.
  - B. Appeals of interpretation of the CCCAA Executive.
  - C. Matters referred to the CCCAA Appeals Board by the CCCAA Executive.
- 7.4.8.5 A CCCAA Appeals Board member who is affiliated with a college involved in the appeal shall not participate in the CCCAA Appeals Board deliberation or cast a vote.
- 7.4.8.6 An appeal to the CCCAA Appeals Board must be presented in writing to the CCCAA Executive within ten (10) working days of notification of denial of an appeal by the commissioner. All communications from the conference or any appealing party must be initiated through the conference commissioner or the CCCAA Executive, and then from the CCCAA Executive to the CCCAA Appeals Board. *(Revised & effective 6/28/16)*
- 7.4.8.7 Using Form 4A, 4B, 4D, 4E, or 4F, Request for Appeal, as a cover page, such appeal shall briefly state the factual basis for the appeal. This statement should include all information pertinent to the case including, if relevant, transcripts, medical records, copies of schedules, confirming statements by the student and athletic director, and any other materials that will assist the CCCAA Appeals Board to act. *(Revised & effective 6/28/16)*
- 7.4.8.8 Within five (5) working days of receiving a written appeal, the CCCAA Executive shall notify the CCCAA Appeals Board chair of the appeal.
- 7.4.8.9 Within ten (10) working days after the CCCAA Appeals Board chair receives notice of the appeal, the CCCAA Appeals Board shall review the appeal. A written decision shall be provided to the affected parties within ten (10) days of the review.
- 7.4.8.10 The CCCAA Appeals Board shall have the right to take any of the following actions:
- A. Grant or deny the appeal.
  - B. Refer the matter to the CCCAA Board for review.
  - C. Waive any provision of the Constitution and Bylaws.
  - D. Take other action, which it considers necessary or appropriate.
- 7.4.8.11 Each decision of the CCCAA Appeals Board shall be made within ten (10) working days of the date of the hearing and shall be in writing. The CCCAA Executive shall send the written decision to the appealing party, the involved conference commissioner, and the CCCAA Appeals Board. The decision of the CCCAA Appeals Board shall be final, unless the provision of Article 7.4.9 is implemented.
- 7.4.9 Appeals Process—CCCAA Board**
- 7.4.9.1 The CCCAA Board may affirm, overrule, or modify any decision of the CCCAA Appeals Board.
- 7.4.9.2 The appealing party shall send a request for review to the conference commissioner who shall notify the CCCAA Executive within ten (10) working days including a cover letter requesting the appeal and signed by the college president, and all the



material that the appealing parties have previously presented to the conference commissioner or the hearing and appeals boards. No new material is acceptable.

7.4.9.3 The CCCAA Executive shall distribute all of the information presented to the appeals board by the parties. There shall be no direct contact with any member of the CCCAA Board. Direct contact shall result in automatic denial or approval of the appeal.

7.4.9.4 A ballot will be mailed to each CCCAA Board member, along with the distribution of materials, requesting the decision of each member to be returned to the Office of the CCCAA Executive within 18 working days.

**7.4.10 Binding Arbitration**

7.4.10.1 A binding arbitration panel ("Panel") shall be established. The Panel shall include approximately twelve individuals who are familiar with the California Community Colleges, their procedures, their intercollegiate athletic programs and the CCCAA. The CCCAA Executive and the CCLC Executive Director shall nominate the Panel members. The colleges shall be entitled to also nominate—in writing—persons to serve on the Panel and shall have a reasonable voice in the selection of the persons appointed to the Panel. The CCCAA and CCLC Executive Directors shall make the final decision regarding appointment. Panel members shall be appointed for a three (3)-year term in a rotating manner. (The first appointments shall be divided into three [3] groups of four [4] each and shall be designated for one [1]-year, two [2]-year or three [3]-year appoints. All further appointments shall be for the required three [3]-year term).

7.4.10.2 The Panel will serve without salary, but may be reimbursed for out-of-pocket expenses. However, if an appealing college does not prevail in its arbitration, the three (3)-member Arbitration Panel shall be authorized to award costs and fees against the college in favor of the CCCAA.

7.4.10.3 A party to arbitration has a right to be represented by an attorney at any proceeding or hearing. However, to minimize the expense and to encourage cooperation and collegiality, it is desired that the services of legal counsel not be over-utilized.

7.4.10.4 Those wishing to use binding arbitration (appellants) shall notify the CCCAA Executive of their wishes in writing within five (5) working days of the denial of an appeal by the CCCAA Board.

7.4.10.5 A college requesting arbitration shall give written notice of the facts and issues to be determined at the time of notification.

7.4.10.6 Within five (5) working days after receiving a request for arbitration, the CCCAA Executive shall notify the CCCAA Board chair and the president of the appealing college of the request for binding arbitration. Simultaneously, a list of the members of the Panel shall be presented to the CCCAA Board chair and the appealing college president.

7.4.10.7 From the Panel, the CCCAA Board chair and the president of the appealing college shall, within five (5) working days, agree to the three (3) persons who will hear the case (Arbitration Panel). If the parties cannot identify three (3) neutral persons from the twelve (12), then each party shall select one (1) individual from the

twelve (12). Those two (2) persons shall select a third person to serve on the arbitration panel of three (3). If the two (2) sides can agree on only one (1) person from the twelve (12), then that one (1) person shall select the other two (2) to serve on the Arbitration Panel of three (3). If only one (1) person of the twelve (12) is acceptable to either of the parties, then that person shall select the other two (2) members of the Arbitration Panel of three (3), but only after consultation with each party. If the appealing college does not timely participate in this selection process, the CCCAA Board chair shall appoint the Arbitration Panel of three (3). Within five (5) working days after the selection of an Arbitration Panel, the members shall select the chair.

7.4.10.8 The three (3)-person Arbitration Panel shall meet to hear the appeal no later than 18 working days after the Arbitration Panel chair is selected.

7.4.10.9 The colleges agree that they have waived the right to a testimonial hearing, to present evidence, and to cross-examine witnesses at the arbitration hearing. The Arbitration Panel may, at its discretion, declare the hearing not to be a testimonial hearing, call for testimony from those it deems appropriate, and seek other information as necessary. The Arbitration Panel shall, at its sole discretion, decide if it wishes any material in addition to that which has been previously submitted by the parties. There shall be no direct contact with any member of the Arbitration Panel by an interested party. Direct contact shall result in automatic denial or granting of the requested relief, as appropriate.

7.4.10.10 If there is a testimonial hearing, the Appellant shall have the right to:

- A. Appear and be heard.
- B. Present all relevant information, which may, at the discretion of the Panel, include statements from other persons.
- C. Question witnesses in attendance.

7.4.10.11 The Panel shall have the right to take the following action:

- A. Grant or deny the requested relief.
- B. Take other action it considers necessary or appropriate consistent with the Constitution and Bylaws.

7.4.10.12 The decision of the three (3)-member Arbitration Panel shall be final and binding on the parties. There will be no further appeals and no court proceeding. While the vote on the decision may be by secret ballot, the judgment shall be in writing and signed by the members of the Arbitration Panel. It shall include a determination of all of the questions submitted. The decision shall be rendered in writing within ten (10) working days following the conclusion of the hearing. *(Adopted 6/12/15 effective 7/1/15)*

7.4.10.13 If a college does not exhaust its rights under the stated appellate process, including binding arbitration, and instead commences litigation, it shall be liable for CCCAA's fees and costs of that litigation, unless the college is the prevailing party.

**7.4.11 Penalties— See Figure 1—Infractions Chart** *(Adopted 4/3/15 effective 7/1/15)*

7.4.11.1 Penalties for violation of the Constitution and Bylaws may be imposed on colleges, students, conferences, coaches, or other college employees. A college, conference, conference commissioner, or the CCCAA Board may impose such penalties. Each penalty shall be enforced by the conference and conference commissioner or, in the case of penalties against a conference, by the CCCAA Executive.

A. Conference commissioners shall forward a draft of letters of sanction to the CCCAA Executive for review, before sending to the violating college. *(Adopted & effective 11/7/14)*

7.4.11.2 Disciplinary actions may include, but are not limited to, the following penalties: loss of right to participate in scheduled games, meets, or matches; loss of eligibility; forfeiture of contests; return of any awards won during periods of forfeiture; probation, suspension, exclusion from participation in any CCCAA-sanctioned sport or post-conference competition; and recommendation of exclusion from a coaching assignment.

7.4.11.3 Use of an Ineligible Student-Athlete (See Bylaw 1.4.2) *(Adopted & effective 11/7/14)*

The penalty for the participation of an ineligible student-athlete in any contest shall include, but need not be limited to, the following *(Revised & effective 8/27/14)*:

A. Team Sports—forfeiture of the contest(s). *(Adopted & effective 11/7/14)*

B. Individual Sports—all points earned by the ineligible participant will be withdrawn and the game, meet or match shall be re-scored. *(Adopted & effective 11/7/14)*

C. If the student-athlete commits fraud on his/her Form 1 or any other written communication by reporting incorrect information, the penalty for committing such fraud will not include forfeiture of games, meets, or matches if the following two stipulations are met *(Adopted 3/31/15 effective 7/1/16)*:

1. The student-athlete's institution can provide proof of due diligence with regard to the verification of self-reported eligibility and
2. There is no evidence that the student-athlete's fraudulent reporting was encouraged, directed, and/or committed by the institution's employees or other representatives.

Fraudulent reporting by a student-athlete that meets the aforementioned standard will be considered a Level IV-Administrative Violation under Article 7.4.11.

7.4.11.4 A conference commissioner may place a college on:

Probation—A conference college may be placed on probation for failure to abide by CCCAA or conference rules and regulations. Probation may include appropriate sanctions, including loss of eligibility for postconference competition.

7.4.11.4.1 A conference may, by a vote of the member colleges, place a college on:

A. Suspension—A conference may suspend a member college by a three-quarters ( $\frac{3}{4}$ ) vote of conference members for willful failure to abide by CCCAA and conference rules and regulations. Suspension shall mean the loss of participation rights in one or more sports. (See Bylaw 5.7)



- B. Expulsion—A conference may recommend expulsion from the conference according to the provisions of the following subsection.
- 7.4.11.5 A conference may recommend to the CCCAA Board expulsion of a member college by a three-quarters ( $\frac{3}{4}$ ) vote of the member colleges for continual willful failure to abide by CCCAA or conference rules and regulations. Such a recommendation shall be made to the CCCAA Board through the CCCAA Executive. Expulsion may only be recommended following a period of either probation or suspension for the college in question. (See Bylaw 5.7)
- 7.4.11.6 In each case of expulsion, the CCCAA Board shall act only after having taken testimony from the college proposed for expulsion and having received the report and the recommendation of the CCCAA Executive. The CCCAA Board shall act at its next regularly scheduled meeting. Such a decision is final and may not be appealed.
- 7.4.11.7 When the CCCAA Board approves expulsion of a college from a conference, that college shall not be eligible for membership in another conference for the period of time from the date of the expulsion through the end of the succeeding academic year. (See Bylaw 5.7)
- 7.4.11.8 For purposes of voting, as in Articles 7.4.11.4.1 and 7.4.11.5, each member college shall have one (1) vote. For purposes of determining how many votes equal a three-quarters ( $\frac{3}{4}$ ) majority, the minimum number of votes to equal or exceed an absolute numerical three-quarters ( $\frac{3}{4}$ ) shall be required.
- 7.4.11.9 Each conference, in applying the sanctions listed above, shall provide due process procedures.
- 7.4.11.10 Penalties for violation of any Bylaw may be imposed on colleges and their coaches, students, employees, and/or college representatives. The college, the conference commissioner, conference, or the CCCAA Board may impose such penalties.
- 7.4.11.10.1 Probation penalties shall include:
- A. The violating college athletic department shall be placed on minimum one (1) year probation for the sport(s) concerned. Supervisors of the probation shall be the college president and the conference commissioner.
  - B. The conference commissioner shall write a letter of notification to the college and forward it to the college president.
  - C. The college on probation shall develop a written policy statement on the violation activity(ies) to be presented by the college president at the first scheduled conference meeting following the penalty ruling.
  - D. The college shall provide the conference commissioner with a monthly written report summarizing the college's activities in the area of the rules for which the penalty was invoked. If a recruitment rule has been violated, this report shall include all out-of-recruiting area first-contact reports.
  - E. The conference commissioner shall review the college's compliance with the
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sanctions of the probation at least twice during the probation year. At the end of the probation, the conference shall vote to terminate or extend the probation.

- F. The college may receive further penalties, including but not limited to the loss of postconference competition, imposed by the conference commissioner, the conference, or the CCCAA Board, in accordance with Article 7.4 (Due Process Procedures) of the Constitution and Bylaws.

7.4.11.10.2 Penalties for additional violations, which would result in probation, by a college which occur during the year of formal probation or within three (3) years following the probation year, shall include:

- A. The college shall be again placed on probation or its probation extended and shall be banned from participation in postconference competition for the offending program(s). *(Adopted 3/29/18 effective 7/1/18)*
- B. The commissioner or the conference shall notify in writing the college president of the names of those administrators and/or staff members who are believed to be responsible for repeated violations. Colleges are urged to re-assign repeat offenders.
- C. The conference shall, upon the call of the commissioner, meet to evaluate and consider recommending the suspension and/or expulsion of the college from the conference.
- D. Other penalties as shall be imposed by the conference commissioner, the conference, or the CCCAA Board.

### **7.4.12 Form A: Request for Investigation** *(Revised & adopted 6/28/16)*

7.4.12.1 The following procedure is to be used by the Office of the CCCAA Executive involving cases initiated by the use of a Form A, Request for Investigation:

- A. Initiators will use Form A, Request for Investigation. The athletic director and president of the college making the request must submit Form A to the CCCAA Executive. Attached with the Form A must be an objective explanation reporting the exact dates, times, location, and names of those people involved. Any other pertinent information should be included.
- B. Upon receiving the Form A and its attachments, the CCCAA Executive will send copies of the materials and procedures to the president of the college against whom the allegation has been made and the conference commissioners involved.
- C. The college will be given forty-eight (48) hours to respond verbally to the CCCAA Executive with respect to the allegations.
- D. At that time, it will be the responsibility of the CCCAA Executive to use one (1) or more of the following options:
  - 1. Accept the college's proposal for responding to the allegation.
  - 2. Refer the matter in its entirety to the appropriate conference commissioner for action.

3. Appoint an investigator to establish and/or clarify the facts of the case.
  4. Establish a date for a visit by the CCCAA Executive with those identified as being involved in the case. The CCCAA Executive may wish to interview all parties including students, staff, and any other individuals involved in the case.
- E. Upon completion of the investigation, the CCCAA Executive will report the findings and recommendations directly to the CCCAA Board. The CCCAA Board may:
1. Grant or deny the recommendation of the CCCAA Executive.
  2. Render its own interpretation.
  3. Impose penalties on the involved college(s), its employee(s), and/or its student(s).
  4. Refer the matter to the conference for review.
  5. Waive any provision of the Constitution and Bylaws.
  6. Take other action that it considers necessary or appropriate.

Throughout the process, Article 7 will be used. Whenever possible, problems should be resolved at college and conference levels.

#### **7.4.13 Students Who Qualify Under the Americans With Disabilities Act**

- 7.4.13.1 A Disabilities Appeals Board shall be established by the CCCAA Board. Members and alternates shall be appointed by the CCCAA Board chair. The Disabilities Appeals Board shall consist of five (5) members, none of whom shall be required to be members of the CCCAA. Members shall, however, be individuals who either have had or shall immediately receive training concerning member school's obligations under Title II, who shall be familiar with how students with learning disabilities are taught and how curriculum is developed and some understanding of how to predict academic success in a community college for students with learning disabilities and who are familiar with Section 504 of the Rehabilitation Act of 1973. At least two (2) alternate members shall be appointed. Alternates shall be used only when a member is from a conference that is submitting a request to the Disabilities Appeals Board or when an appointee is unavailable to participate in a hearing in a timely manner. A minimum of three (3) members shall rule on all issues. The CCCAA Board chair shall appoint the chair of the Disabilities Appeals Board.
- 7.4.13.1.1 Appointment and tenure on the Disabilities Appeals Board shall be at the sole discretion of the CCCAA Board. Membership on the Disabilities Appeals Board shall continue until the member resigns or is removed by the CCCAA Board.
- 7.4.13.2 The Disabilities Appeals Board shall meet as needed. Meetings may be called upon reasonable notice by the Disabilities Appeals Board chair or the CCCAA Executive. The Disabilities Appeals Board may conduct business by the following means: telephone, teleconference, video conference, e-mail, mail, or in person.
- 7.4.13.3 The CCCAA Executive shall notify the Disabilities Appeals Board within five (5) working days of the receipt of an endorsed notification from a conference

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commissioner and the Disabilities Appeals Board shall meet and act within seven (7) working days of notification from the CCCAA Executive.

7.4.13.4 The Disabilities Appeals Board may require any information reasonably required to reach a decision. Decisions shall be by a majority vote. All final decisions shall be in writing and shall be delivered to the CCCAA Executive within seven (7) days of a vote.

7.4.13.5 The Disabilities Appeals Board shall have the power to create eligibility for any student for one semester only by allowing modification, extension, waiving, or disregarding any of the provisions which does not adversely affect the purpose behind the provisions or which is reasonably necessary for operation of the CCCAA. *(Adopted & effective 6/10/10)*

7.4.13.6 A request for a hearing before the Disabilities Appeals Board must be presented in writing to the CCCAA Executive within ten (10) working days of endorsed notification from a conference commissioner on a Form 4C. All communications with the Disabilities Appeals Board shall be initiated through the CCCAA Executive.

7.4.13.7 All decisions of the Disabilities Appeals Board are final unless the student/institution requests to implement the provisions of Article 7.4.9.

APPEALS PROCESS FLOW CHART		
<i>(Revised &amp; effective 6/1/22)</i>		
APPEALS		
1) FORM 4A, 4B, 4D, 4E & 4F	Conference Commissioner	<u>Makes recommendation and</u>
2) <u>Refers</u> to	CCCAA Executive	Who directs
3) Appeal to	CCCAA Appeals Board	Appeal resolved, or
4) Appeal <u>to</u>	<u>CCCAA Board</u>	Appeal resolved, or
5) <u>Appeal to</u>	<u>Binding Arbitration</u>	<u>Final Decision</u>
DISABILITIES APPEALS		
1) FORM 4C	Conference Commissioner	<u>Makes recommendation and</u>
2) <u>Refers</u> to	CCCAA Executive	Who directs
3) Appeal to	Disabilities Appeals Board	Appeal resolved, or
4) Appeal <u>to</u>	<u>CCCAA Board</u>	Appeal resolved, or
5) <u>Appeal to</u>	<u>Binding Arbitration</u>	<u>Final Decision</u>

**FIGURE 1 - ARTICLE 7.4.11 - INFRACTIONS CHART**

*(Adopted 4/3/15 effective 7/1/15) (Revised & effective 6/14/18) (Revised & effective 8/31/22)*

<b>Level I - Lack of Institutional Control</b>	
<ul style="list-style-type: none"> <li>Any breaches of conduct and integrity that undermine the Constitution and Bylaws</li> <li>Multiple level II/III violations</li> <li>Not cooperating with an investigation</li> <li>Subsidization of student-athletes</li> <li>Multiple impermissible benefits</li> <li>Any violation of the Constitution that was intentional i.e., falsifying or withholding information on any official document</li> <li>Not performing R-1/R-2 training</li> <li>Academic fraud</li> </ul>	At a minimum, the college shall be placed on probation for a minimum of two years, and the loss of postseason for two years for the offending program(s). Additionally, the following may occur: reduction of regular season contests, loss of <u>recruiting privileges outside of the college's district and their contiguous community college districts</u> , suspension of one or more programs, plus any other sanctions deemed appropriate.
<b>Level II - Violations of Commission</b>	
<ul style="list-style-type: none"> <li>Recruiting violations</li> <li>Not reporting own/other violations</li> <li>Multiple level III violations</li> </ul>	At a minimum, the college shall be placed on probation for at least one year, and the loss of <u>recruiting privileges outside of the college's district and their contiguous community college districts</u> , plus any other sanctions deemed appropriate.
<b>Level III - Violations of Omission</b>	
<ul style="list-style-type: none"> <li>Incidental first contact/out of recruiting area</li> <li>Schedule contest issues/non-traditional or regular season</li> <li>Violations that do not result in a competitive advantage</li> <li>Lack of oversight for home contests</li> <li>Disregard for CCCAA requirements for home contests, i.e. athletic trainers</li> </ul>	At a minimum, the college shall be placed on probation for at least one year, the offending program(s) may have regular season contests reduced, plus any other sanctions deemed appropriate.
<b>Level IV - Administrative Violations</b>	
<ul style="list-style-type: none"> <li>Faulty/inadequate eligibility systems</li> <li>Ineffective communication of important materials with staff and students</li> <li>Not meeting deadlines</li> <li>Responsibility for actions of coaches, students and support staff</li> </ul>	At a minimum, a letter of notification sent to CEO, plus any other sanctions deemed appropriate.
<b>Mandatory Statewide</b>	
<ul style="list-style-type: none"> <li>Reporting deadlines violations - Initial form 3, R-4, EADA, R-1/R-2, final form 3, statewide statistics, or any other same or similar violations that are occurring in all or the majority of the conferences during the same time period.</li> </ul>	Determined by the CCCAA Board upon recommendation of the CCCAA Executive Director.

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DECORUM INFRACTIONS CHART	
<i>(Adopted 4/3/15 effective 7/1/15)</i>	
<b>Level I</b>	
<ul style="list-style-type: none"> <li>Assault or attempted assault of a sports official</li> </ul>	At a minimum, ejection and suspension from participation in any CCCAA event for 60 months, plus any other sanctions deemed appropriate.
<b>Level II</b>	
<ul style="list-style-type: none"> <li>Second ejection in a season</li> </ul>	At a minimum, ejection from that contest and suspension from all remaining contests that season, plus any other sanctions deemed appropriate.
<b>Level III</b>	
<ul style="list-style-type: none"> <li>Racial or gender slurs/gestures/disrespect</li> <li>Drugs, alcohol, or tobacco</li> <li>Serious and continuous unsportsmanlike conduct</li> <li>Physically assaulting or attempting to assault anyone (other than an official) during an event</li> <li>Flashing gang signs</li> <li>Bench/sideline involved fights</li> </ul>	At a minimum, ejection from that contest and suspension from the next two contests, plus any other sanctions deemed appropriate.
<b>Level IV</b>	
<ul style="list-style-type: none"> <li>Ejection from a contest (Coach/Student) for language or unsportsmanlike conduct</li> <li>Rulebook infractions</li> <li>Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved or verbally confrontational</li> </ul> <p>◊ If, in the judgment of the official(s), coach entering the field of play was helpful in the effort to control participants, the sanctions against the coach may be waived by the conference commissioner. Otherwise, sanctions are mandatory.</p>	At a minimum, ejection from that contest, and suspension from the next scheduled contest, plus any other sanctions deemed appropriate.



## ARTICLE 8

### Legislative Process to Amend the CCCAA Constitution and Bylaws and the Championship Handbooks

#### 8.1 GENERAL PRINCIPLES

- 8.1.1 All legislation of the CCCAA that governs the conduct of the intercollegiate athletics programs of its member institutions may be adopted by the membership, in convention assembled, following the process outlined in this article.
- 8.1.1.1 The CCCAA membership, with one (1) vote per member college, may amend the Constitution and Bylaws and sport championship handbooks using the legislative process. The legislative process for submission, consideration, and decisions regarding proposed amendments to the Constitution and Bylaws and sport championship handbooks is defined in this article.
- 8.1.2 When action is required outside the legislative timeline, upon recommendation of the CCCAA Management Council, the CCCAA Board may amend the Constitution and Bylaws for emergency purposes by a three quarters ( $\frac{3}{4}$ ) vote of the CCCAA Board. (See Article 1.6) *(Revised & effective 8/27/14)*

#### 8.2 AMENDMENT CLASSIFICATIONS

The Constitution Committee shall assign to each proposed amendment one (1) or more of the amendment classifications: Policy, Operational, Segmental or Editorial. *(Revised 3/30/17 effective 7/1/17)*

The Constitution Committee shall review all proposed amendments and flag them in one of three manners: (A) Acceptable as is, or (B) Acceptable with some reservations, or (C) Major Concerns. Once flagged by the Constitution Committee, the proposed amendment shall remain in the work-flow with an opportunity to be amended by the author. The Constitution Committee shall provide the author with concrete, specific evidence and feedback using Form Y - the Form 5A Proposal Feedback Form, as to why the proposed legislation is in jeopardy of failing. During the spring Amendment-to-the-Amendment cycle, the Constitution Committee may fail a proposed legislative item should the feedback not be addressed and/or the legislative item violates the tenets of Article 1. *(Adopted 3/30/17 effective 7/1/17) (Revised 10/27/20 effective 11/6/20) (Revised & effective 4/2/21)*

- 8.2.1 Policy—A proposed amendment that affects CCCAA policy requires a two-thirds ( $\frac{2}{3}$ ) majority vote of all delegates present and voting at the convention assuming a quorum has been established.
- 8.2.2 Operational—A proposed amendment that is operational in nature and not deemed to be “policy” shall require a simple majority vote of all delegates present and voting at the convention assuming a quorum has been established.

- 8.2.3 Segmental—A proposed amendment that applies to one (1) segment (i.e. sport specific) and that does not amend policy, shall require a simple majority vote of all delegates present and voting at the convention.
- 8.2.4 Editorial—A decision by the Constitution Committee that a proposed amendment only clarifies the intent of existing legislation within the Constitution and Bylaws or sport championship handbook shall not require a vote of the membership and, upon prior notification of the CCCAA Management Council, may be approved by the CCCAA Board. Editorial changes approved by the Board outside the legislative timeline shall require e-mail notice to the membership. A correction of a typographical error within the Constitution and Bylaws or sport championship handbook, does not require any notice to the members. *(Adopted 3/29/18 effective 7/1/18)*

### **8.3 CONVENTIONS AND MEETINGS**

- 8.3.1 Annual Convention—There shall be an annual convention during the last week of March and/or first week of April or at such other time as may be prescribed by the CCCAA Board.
- 8.3.2 Special Convention—A special convention may be called by the CCCAA Board.
- 8.3.3 Establishment of Program—Annual or Special Convention: The program of the legislative session of an annual or special convention shall be established by the CCCAA Board, in part by recommendation of the CCCAA Management Council and Office of the CCCAA Executive.
- 8.3.3.1 Change in Program—Once adopted by a majority vote of the delegates at the convention, the order of business established in the program may be changed or suspended only by a two-thirds ( $\frac{2}{3}$ ) majority vote of the delegates present and voting.
- 8.3.4 Other Convention Arrangements—All other arrangements for a convention or other meetings shall be made by the CCCAA Executive, subject to the direction and approval of the CCCAA Board.
- 8.3.5 Legislative Sessions—When determined necessary by the CCCAA Board, an annual or special convention shall include a legislative session to enable the CCCAA membership to act on proposed legislation as written in the final notice. (See Article 8.9)
- 8.3.6 Annual or Special Convention Delegates**
- 8.3.6.1 Each of the following entities shall be entitled to one (1) vote:
- A. Member College Delegates—Each member college shall be entitled to one (1) vote.
  - B. CCC Conference Delegates—Each CCC conference shall be entitled to one (1) vote.



- C. CCCAA Affiliate Organization Delegates— Each CCCAA affiliate organization shall be entitled to one (1) vote.
- D. CCC Sport Coaches Association Delegates— Each CCC sport coaches association shall be entitled to one (1) vote.

### 8.3.6.2 Certification and Voting of Delegates

#### 8.3.6.2.1 The certification and voting of delegates shall be conducted as follows:

- A. Each CCCAA member college president, conference, affiliate organization president, and sport coaches association president shall designate, using Form “X” submitted to the CCCAA Director of Membership Services, received electronically (email attachment), by February 1, one (1) primary delegate who shall be entitled to cast one (1) vote on behalf of the designating entity. This process will be used to certify the “primary” delegate. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*
- B. Each CCCAA member college president, conference, affiliate organization president, and sport coaches association president shall designate, using Form “X” submitted to the CCCAA Director of Membership Services, received electronically (email attachment), by February 1, one (1) alternate delegate who shall be entitled to cast one (1) vote on behalf of the designating entity in place of the primary delegate. This process will be used to certify the “alternate” delegate. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*
- C. Should circumstances require a change in the appointed delegate(s) after the filing of the original nomination, the institution may, by filing an amended Form X, change its voting delegate(s). The amended form may only be filed if a Form X was previously submitted to the CCCAA Director of Membership Services by February 1. Additionally, the amended form must be received electronically (email attachment) by the CCCAA Director of Membership Services at least five (5) working days prior to the opening session of the convention. Only employees of the member college may be designated as a delegate. No proxy voting is allowed. These rules are not subject to appeal. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*
- D. A delegate shall not represent any active member college, conference, affiliate organization, or sport coaches association, unless the delegate actually is identified with such member, and has been certified as a voting delegate.
- E. Once the member college, conference, affiliate organization, or sport coaches association has certified its primary and alternate voting delegates, transferring the voting rights between or among them is a matter of judgment of the certifying entity, inasmuch as the voter and alternate have been approved as voters.
- F. The same delegate may represent an active member college, conference, and an affiliate organization, or sport coaches association. If the same delegate

represents multiple entities with the right to vote, the delegate shall have a maximum of two (2) votes.

- G. Whenever the CCCAA votes on any question by roll call, either written or via voice, on demand of any delegate, the names of delegates as they vote shall be checked by the CCCAA staff in order to verify the authority of the voter.

### **8.3.7 Delegate Participation at Conventions and Meetings**

8.3.7.1 Active Delegate—Privileges of the floor and the right to active participation in the business and/or legislative proceeding of any annual or special convention are accorded to the following:

- A. Any of the certified voting delegates
- B. Any member of the CCCAA Board
- C. Any member of the CCCAA Management Council
- D. Any Conference Commissioner
- E. CCCAA Executive

8.3.7.2 Noncertified Attendees—noncertified attendees shall not actively participate in the business and/or legislative proceedings.

### **8.3.8 Operational Procedures**

8.3.8.1 Quorum—Sixty (60) voting delegates shall constitute a quorum of the CCCAA membership. In order for any official voting to occur, there shall be a quorum at the beginning of the business or legislative session.

8.3.8.2 Assuming there is a quorum, legislative proposals identified as “policy” shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the delegates in attendance and voting. *(Adopted & effective 6/10/10)*

8.3.8.3 Assuming there is a quorum, legislative proposals identified as “segmental” or “operational” shall require a majority vote of the delegates in attendance and voting. *(Adopted & effective 6/10/10)*

8.3.8.4 Sport-Specific/Segmental Amendments—Voting delegates may only vote on sport-specific/segmental amendments directly affecting their certifying entity (the entity submitting the Voting Delegate Certification Form X; i.e., college, conference, affiliate organization, or sport coaches association).

8.3.8.5 Voting

8.3.8.5.1 Methods—The methods of voting at a convention shall be by voice, any voting technology allowing an accurate tally of votes, and/or roll call in accordance with

the following procedures:

- A. Voice Vote: Voice voting shall be permitted only on items requiring a majority vote. The presiding officer shall determine whether or not to use voice voting. In the taking of a voice vote, if the presiding officer is in doubt, or on request of a voting delegate, the vote may be retaken using voting technology, or roll call.
- B. Voting Technology—Voting technology that provides an accurate count may be used to determine motions requiring a simple majority, two-thirds ( $\frac{2}{3}$ ) majority, or three-quarters ( $\frac{3}{4}$ ) majority vote.
- C. Roll Call—Voting by roll call shall be conducted only when so ordered by a majority of the eligible delegates present and voting, after the making of an undebatable motion to vote in that manner.

8.3.8.5.2 Voting Requirement/Classification Determination—The CCCAA Board, upon recommendation of the Constitution Committee, shall be authorized to determine the voting requirements for an amendment when the voting requirement is not obvious from the content or context of the legislation.

8.3.8.5.3 Reconsideration— Before the adjournment of the Business Legislative Session, an affirmative or negative vote on an amendment may be subject to one (1) motion for reconsideration of that action by any member that voted on the prevailing side of the original legislation. The opportunity for reconsideration shall be noted and announced by the presiding officer after a vote on each amendment. Discussion on a motion for reconsideration, shall be limited to 15 minutes. If no motion for reconsideration is raised, this has the parliamentary effect of ending any possibility that another vote on that amendment can take place in that Business Legislative Session. (Revised 4/7/22 effective 7/1/22)

8.3.8.5.4 CCCAA Board Override—The CCCAA Board may, by a three-quarters ( $\frac{3}{4}$ ) majority vote, override the membership's adoption or defeat of any proposed amendment. The vote to override must occur during the first regularly scheduled CCCAA Board meeting following the Business/Legislative Session when the amendment was approved or defeated by the membership. The CCCAA Board shall notify the membership within 15 days of its action to override an adopted or defeated amendment. The individual legislative voting record of each member of the CCCAA Board must be posted to the CCCAA website within 30 days. (Revised 10/27/20 effective 11/6/20)

8.3.8.6 Special Rules of Order—The CCCAA may adopt special rules of order not inconsistent with the Constitution and Bylaws by a two-thirds ( $\frac{2}{3}$ ) majority of the delegates present and voting at any annual or special convention.

8.3.8.7 Effective Dates for Amendments to the Constitution and Bylaws and Sport Championship Handbooks—Amendments to the Constitution and Bylaws and sport championship handbooks shall become effective July 1 following adoption by the CCCAA membership, unless otherwise approved by a three-quarters ( $\frac{3}{4}$ )

majority vote of the CCCAA Board members present and voting. (*Adopted & effective 6/10/10*)

## **8.4 SUBMITTING PROPOSED AMENDMENTS**

8.4.1 In order to submit a proposed amendment, the originator must obtain the support of one (1) of the groups listed below (*Revised 3/31/16 effective 7/1/16*)

- A. CCCAA Board
- B. CCCAA Management Council
- C. Conference
- D. CCCAA Affiliate Organizations
- E. CCC Sport Specific Coaches Association
- F. Conference Commissioners

### **8.4.2 Proposed Amendment Request Form 5A**

8.4.2.1 Proposed amendments to the Constitution and Bylaws and championship handbooks must be submitted in writing using Form 5A, Proposed Amendment Request, to the CCCAA Director of Membership Services. Form 5As are available online at <http://www.cccaasports.org/about/forms>. The Form 5A shall be signed by the originator and by the chairperson or president of the originator's representative group as listed in Article 8.4.1. (*Adopted 2/12/15 effective 7/1/15*)

8.4.2.2 All sections of the Form 5A, Proposed Amendment Request, shall be completed, including, but not limited to:

- A. Statements of intent, limited to not more than 50 words.
- B. Statements of rationale, limited to not more than 200 words.
- C. Impact on gender equity, diversity and inclusivity. (*Revised 10/27/20 effective 11/6/20*)
- D. Impact on finance as it would affect budget(s) of the governing bodies of the CCCAA, its member colleges, conferences, affiliate organizations, and/or sport coaches associations.
- E. Impact on Academic and Athletic Standards. Where necessary, authors of proposed legislation shall include data from the CalPass Student-Athlete Scorecard or other reliable sources to justify the legislative proposal. (*Adopted 4/7/22 effective 7/1/22*)

8.4.2.3 Format—The Form 5As shall be submitted via email in MSWord format with a

signed copy received via email in PDF format. *(Adopted 2/12/15 effective 7/1/15)*

- 8.4.2.4 Submission Deadline—The deadline for submitting proposed amendments (Form 5A) shall be October 1.

## 8.5 PROCESS FOR REVIEWING PROPOSED AMENDMENTS BY CCCAA COMMITTEES

- 8.5.1 Assigned Amendments—The CCCAA Executive shall assign each amendment to the appropriate committee(s) for evaluation and shall designate a subcommittee of the CCCAA Board, or CCCAA Management Council, or form an ad hoc committee when no appropriate committee exists.
- 8.5.2 Meetings for Amendment Review—The CCCAA committees with responsibility to review proposed amendments shall meet face-to-face or telephonically with meetings to be scheduled prior to October 15. *(Revised 3/30/17 effective 7/1/17)*
- 8.5.3 Position Statement—The position of the appropriate committee(s) shall be printed with the relevant amendment in the preliminary notice. (See Article 8.6)
- A. Constitution Committee—As a standing committee of the CCCAA Board, the Constitution Committee shall review proposed amendments and filter for accuracy all legislation prior to publication via the preliminary notice.
  - B. Policy Committee—As a standing committee of the CCCAA Board, the Policy Committee shall review proposed legislation and filter for accuracy all legislation prior to publication via the preliminary notice. *(Adopted & effective 2/12/15)*
  - C. Finance Committee—As a standing committee of the CCCAA Board, the Finance Committee shall review proposed legislation and filter for accuracy all legislation with financial impact prior to publication via the preliminary notice.
  - D. Academic and Athletic Standards Review Committee (AASRC)—As a standing committee of the CCCAA Board, the AASRC shall review proposed legislation and filter for accuracy all legislation with academic impact prior to publication via the preliminary notice. *(Adopted & effective 6/14/18)*
  - E. Competition Committee—As a standing committee of the CCCAA MC, the Competition Committee shall review proposed amendments and filter for accuracy all operational amendments prior to publication via the preliminary notice.
  - F. Postconference Competition Review Committee (PCRC)—As a standing committee of CCCAA MC, the PCRC shall review proposed amendments affecting postconference competition prior to publication via the preliminary notice.
  - G. Gender Equity Committee—As a standing committee of the CCCAA MC, the Gender Equity Committee shall review proposed legislation and filter for

gender equity impact. *(Adopted 3/29/18 effective 7/1/18)*

## **8.6 PRELIMINARY NOTICE**

The preliminary notice containing the proposed amendments, proposed effective date, rationale, intent, and committee comments shall be posted to the CCCAA website, [www.cccaasports.org](http://www.cccaasports.org), no later than October 15.

## **8.7 CCCAA MEMBERSHIP REVIEW**

The CCCAA membership shall have the opportunity to hold a discussion for review of all proposed amendments at an open forum of the CCCAA Fall Conference to be held during the period of the last week of October and first week of November.

## **8.8 LEGISLATIVE AMENDMENT-TO-THE-AMENDMENT**

Originators of proposed amendments must submit amendments to the original amendments using Form 5B, and such amendments-to-amendments must be received at the CCCAA Director of Membership Services no later than January 15. *(Adopted 2/12/15 effective 7/1/15)*

Format—The Form 5Bs shall be submitted via email in MSWord format with a signed copy received via email in PDF format. *(Adopted 2/12/15 effective 7/1/15)*

### **8.8.1 Amendment-to-the-Amendment Period**

Amendment-to-the-amendment recommendations shall be submitted to the CCCAA Director of Membership Services during the amendment-to-the-amendment period of November 15 through January 15. No amendment-to-the-amendment shall be proposed after January 15. *(Adopted 2/12/15 effective 7/1/15)*

### **8.8.2 Process for CCCAA committee review of amendments-to-the-amendments**

8.8.2.1 Assigned Amendments-to-the-Amendments—The CCCAA Executive shall assign each amendment-to-the-amendment to the appropriate committee(s) for evaluation and shall designate a subcommittee of the CCCAA Board or CCCAA Management Council, or form a special committee when no appropriate committee exists.

8.8.2.2 Meetings for Amendments-to-the-Amendments Review—The CCCAA committees with responsibility to review proposed amendments-to-the-amendments shall meet face-to-face or telephonically with meetings to be scheduled between January 20 and February 10 for the purpose of reviewing proposed amendments-to-the-amendments.

8.8.2.3 Position Statement—The position of the appropriate committee(s) shall be printed with the relevant amendment-to-the-amendment in the final notice.



- A. Constitution Committee—As a standing committee of the CCCAA Board, the Constitution Committee shall review proposed amendments-to-the-amendments and filter for accuracy all amendments-to-the-amendments prior to publication via the final notice. The Constitution Committee may deem a proposed amendment as “inappropriate” and deny further consideration by deeming it Failed in Committee.

Failed in Committee – The Constitution Committee may fail a proposed amendment when the proposed amendment is not in harmony with the purpose and values of the CCCAA as provided in Article 1. Once failed by the Constitution Committee, the proposed amendment shall be denied further consideration. *(Revised 3/30/17 effective 7/1/17)*

- B. Policy Committee—As a standing committee of the CCCAA Board, the Policy Committee shall review proposed amendments-to-the-amendments prior to publication via the final notice. *(Adopted & effective 2/12/15)*
- C. Finance Committee—As a standing committee of the CCCAA Board, the Finance Committee shall review proposed amendments-to-the-amendments with a financial impact prior to publication via the final notice.
- D. Academic and Athletic Standards Review Committee (AASRC)—As a standing committee of the CCCAA Board, the AASRC shall review proposed amendments-to-the-amendments and filter for accuracy all legislation with academic impact prior to publication via the preliminary notice. *(Adopted & effective 6/14/18)*
- E. Competition Committee—As a standing committee of the CCCAA MC, the Competition Committee shall review proposed amendments-to-the-amendments that are operational in nature and filter for accuracy prior to publication via the final notice.
- F. Postconference Competition Review Committee (PCRC)—As a standing committee of CCCAA MC, the PCRC shall review proposed amendments-to-the-amendments affecting postconference competition prior to publication via the final notice.
- G. Gender Equity Committee—As a standing committee of the CCCAA MC, the Gender Equity Committee shall review proposed amendments-to-the-amendments for gender equity impact. *(Adopted 3/29/18 effective 7/1/18)*

- 8.8.3 Exception, CCCAA Board—The CCCAA Board may propose amendments-to-the-amendments without meeting these procedural requirements, provided that in each instance, the proposed amendment-to-the-amendment has been approved by a two-thirds ( $\frac{2}{3}$ ) majority of the CCCAA Board and copies are distributed before or during the business or legislative session.

## **8.9 FINAL NOTICE**

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## CCCAA Constitution & Bylaws - 2022-23

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- 8.9.1 The final notice containing the proposed amendments, including amendments-to-the-amendments, proposed effective date, rationale, intent, and committee comments shall be posted to the CCCAA website, [www.cccaasports.org](http://www.cccaasports.org), not later than February 15.
- 8.9.2 Only those amendments and amendments-to-the-amendments on the final notice shall be considered at the legislative session of the annual convention.

### CCCAA LEGISLATIVE TIMELINE

#### October 1

Form 5A Submission by Board, MC, Conferences, Affiliate Orgs, Sport Coaches Associations, Commissioners

#### October 1–October 15

Committee Review by Constitution, AASRC, Competition, Finance, Gender Equity, Policy & PCRC

#### October 15

Preliminary Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org) with committee comments

#### Last Week of October –1st Week of November

Fall Conference Open Forum Review - Proposed Amendments

#### November 15–January 15

Form 5B Amendment-to-the-Amendment Period may be submitted by the Originator

#### January 15

Final Submission - Form 5B Proposed Amendment-to-the-Amendment

#### January 20–February 10

Committee Review of Proposed Amendment-to-the-Amendment, as applicable

#### February 15

Final Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org) with committee comments

#### Last Week of March–1st Week of April

CCCAA Convention - Legislative Session (1 vote per college)



# BYLAW 1

## Student-Athlete Eligibility

A student who has been admitted to attend any California community college shall be eligible to participate in the college athletic program, provided the student-athlete is eligible under all other provisions of the Constitution and Bylaws. *(Revised 7/16/15 effective 7/16/15)*

### 1.1 AMATEURISM

- 1.1.1 An amateur athlete is one who engages in a particular sport for the educational, physical, mental, and social benefits derived there from, and to whom participation in that sport is an avocation.
- 1.1.2 An amateur athlete may be involved in professional sports activities under the following conditions:
  - A. An athlete may be a professional in one (1) sport and an amateur in all other sports but shall be ineligible only in that sport in which the athlete has been deemed to be a professional. Professional athletes who have their amateur status restored shall still be considered professionals in that sport according to this Constitution and Bylaws.
  - B. Athletes shall be eligible if they have, prior to enrollment and attendance in a collegiate institution, tried out at their own expense with a professional sports organization or received not more than one (1) expense-paid visit — provided the visit did not exceed 48 hours.
  - C. A student-athlete shall not try out for a professional team while participating in a California community college season of sport.
  - D. An athlete may participate as an individual or as a member of a team against professional athletes as long as all other sections of the Constitution and Bylaws are observed.
  - E. An athlete may participate in a sport competition with individuals who are competing for cash or comparable prizes provided the athlete does not receive payment for participation.
  - F. Athletes who compete against professional teams or individuals may receive reimbursement for their actual cost of food, lodging, and transportation as verified in writing by the event sponsors.
  - G. Attending a school or a clinic sponsored by a professional organization is not interpreted as “trying out” or “playing” for a team, provided no scheduled games are played.

- H. Athletes may officiate and/or teach as a part of private or public instructional programs.
- 1.1.3 Students shall not represent a college in any athletic competition unless they are an amateur athlete in the sport(s) in which they compete. Students shall be deemed professional and ineligible to participate in that sport if any one (1) of the following exists—If the student:
  - A. Takes or has taken pay in any form for sport participation.
  - B. Has signed an agreement of any kind to compete in a professional sport.
  - C. Has been paid for his/her athletic participation. (Exception: Athletes who compete against professional teams or individuals may receive reimbursement for their actual cost of food, lodging, and transportation as verified in writing by the event sponsors)
  - D. Has ever played on a professional team, unless the student meets the criteria as listed in Bylaw 1.1.2.
  - E. Is an international student and has his/her educational costs partially or fully paid by the student's national sport body or sport club. *(Revised 8/26/18 effective 9/1/21)*
- 1.1.4 A prospect may allow a scouting service or agent to distribute personal information (e.g., high-school academic and athletic records, physical statistics), to member institutions without jeopardizing his or her eligibility, provided the fee paid to such an agent is not based on placing the prospect in a collegiate institution as a recipient of institutional financial aid. *(Adopted 3/29/18 effective 7/1/18) (Revised 8/26/18 effective 9/1/21)*
- 1.1.5 Full-time enrolled student-athletes cannot be paid by a community college to coach while eligible to compete in that community college sport. *(Revised 8/26/21 effective 9/1/21)*
- 1.1.6 Individuals may be compensated for name, image, and likeness activities, including those related to athletic reputation (NIL) as permitted by California state law and consistent with the Bylaws contained in this section. *(Adopted 8/26/21 effective 9/1/21)*
  - A. Institutions are prohibited from providing a prospective or current student-athlete with compensation in relation to the student-athlete's name, image, likeness, or athletic reputation (NIL).
  - B. Institutions may prohibit student-athlete NIL activity if such activity is in conflict with a provision of existing institutional agreements.
  - C. Student-athletes are required to disclose compensated NIL agreements/activity to their institution's athletic director no later than 72 hours of the agreement or activity occurring. Student-athletes are encouraged to disclose,

where possible, such agreements prior to entering into them.

D. Student-athletes may:

1. Use institutional marks with institutional approval as allowed by the institution.
2. Identify themselves as a student-athlete at their respective institution in NIL activities as allowed by the institutions.
3. Sell their personal team-related merchandise (equipment/apparel/shoes) provided to them by their institution, if such merchandise is normally retained by the student-athlete and not to be reused by the institution.
4. Use institutional facilities subject to all applicable institutional processes for facility usage or rentals.
5. Participate in crowdfunding and/ or fundraising activities for the purpose of financing their own business; raising money for a nonprofit or charitable entity; or under extenuating circumstances beyond the student's control for necessary educational and personal expenses, or family emergencies.
6. Hire professional service providers to advise and represent student-athletes in developing and managing NIL opportunities.

E. Student-athletes may not:

1. Receive compensation, either in-kind or monetarily, for engaging in the following NIL activities:
  - a. Compensation in exchange for a student-athlete or prospective student-athlete's participation, performance, or awards.
  - b. Compensation in exchange for a student-athlete's decision to attend the institution.
  - c. Compensation for work not performed.
2. Hire agents or other professional service providers for the purpose of securing a professional sport contract or opportunity.

F. Institutions may:

1. Prohibit student-athletes from wearing official team uniforms and apparel in the student-athlete's NIL promotional activities.
2. Prohibit student-athletes from using institutional marks; any institution/ district produced content including but not limited to, graphics, videos,

and photos; and any copied or original content, including video or photos taken by cell phones, video cameras, or other devices at live athletic events in the student-athlete's NIL promotional activities, without prior, express written consent from the institution/district and/or third-party media rights holder.

3. Prohibit student-athletes from engaging in NIL activities during official team activities (games, practices, etc.).
4. Provide educational programming to help current student-athletes with NIL rules compliance; reporting of NIL activities; and vetting of professional service providers.

G. Institutions may not:

1. Provide direct institutional involvement in the development, operation, promotion, or facilitation of current or prospective student-athlete NIL promotional arrangements, agreements or activities.
2. Permit any individual employed by, retained by, or serving in a volunteer capacity from arranging for, or serving as, a professional service provider for a current or prospective student-athlete; and institutions and institutional employees should only be permitted to assist in the vetting of professional service providers.

## **1.2 ATHLETIC ELIGIBILITY** *(Adopted & effective 7/16/15)*

In order to be eligible to compete while representing a CCCAA member institution, student-athletes must maintain their athletic eligibility at all times. Students will be deemed athletically ineligible upon completion of their 2nd season of sport specific competition. They may also be deemed athletically ineligible for providing incomplete or false information during the eligibility process, receiving impermissible benefits, committing violations of amateurism policies and any other provision of the CCCAA Constitution and Bylaws not covered under Bylaw 1.3. In addition there may be California State and/or institutional specific policies that may render a student-athlete athletically ineligible.

## **1.3 ACADEMIC ELIGIBILITY** *(Adopted 4/2/15 effective 7/1/15)*

- 1.3.1 In order to be eligible for intercollegiate competition, a student-athlete must be continuously and actively enrolled and attending class in a minimum of 12 units at his/her California community college during the season of sport. Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units. *(Revised 3/30/17 effective 7/1/17)*
  - A. If the season of sport spans two (2) semesters or quarters, a student-athlete who did not reestablish eligibility or who dropped below 12 units at the end of the first semester or quarter cannot become eligible until the second semester or quarter has begun (first day of instruction) and the student is actively

enrolled in at least 12 units. *(Revised 3/30/17 effective 7/1/17)*

- B. Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with the student-athlete's educational plan. *(Adopted 4/4/08 effective 7/1/08)*
- C. Mini-course (less than semester/quarter in length) units shall be counted if the student is enrolled and attending classes or has completed the mini-course during the semester or quarter of the season of sport. Mini-course units in which the student expects to enroll and attend shall not be counted for purposes of athletic eligibility.
- D. Units from a course repeated to raise a grade of "D" or better may be used to satisfy Bylaw 1.3.1.
- E. A student must be registered, enrolled, and attending class no later than four (4) weeks after the first day of class instruction in order to represent that California community college in athletic competition during that season.
- F. For eligibility purposes (with the exception of the transfer rule), multi-college district students may count units from any of the colleges within that district.

1.3.2 In order to be eligible for competition at a California community college, the college administrative representative shall certify that the student-athlete has an abbreviated and/or comprehensive individual educational plan on file, by the following dates: *(Adopted 3/31/11 effective 7/1/11) (Revised 3/31/16 effective 7/1/16)*

- A. October 15 (of the given year) for those student-athletes whose first competition, in any sport, occurs during the fall academic term.
- B. March 1 (of the given year) for those student-athletes whose first competition, in any sport, occurs during the spring academic term.

1.3.3 In order to remain eligible to represent an institution in intercollegiate athletics competition a student-athlete has to successfully complete at least 6 units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution and must present a cumulative 2.0 GPA. The GPA calculation begins with and includes the units taken during the first semester/quarter of competition. Institutional verification for eligibility for continuing competition will be completed within one week of the posting of grades for the academic term by the institution. See Bylaw 1.3.1 for enrollment requirements during the season of competition. *(Adopted 4/4/14 effective 7/1/15) (Revised 6/19/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17)*

- A. If a student-athlete fails to meet the 6 units and/or 2.0 cumulative GPA requirement after the fall term, the student-athlete may use intersession courses from any accredited institution which are accepted by the certifying

institution to make up the deficiency. *(Adopted 3/30/17 effective 7/1/17)*

- B. Student-athletes will not be eligible for the next term of competition until the intersession grades have been posted and their eligibility has been certified. *(Adopted 3/30/17 effective 7/1/17)*

## **1.4 ELIGIBILITY CERTIFICATION**

1.4.1 Conferences shall require each college to certify athletic eligibility as follows:

- A. Submitting a Form 1—Student Eligibility Report, for each student-athlete listed on the Form 3, to the conference commissioner's office postmarked or emailed, prior to the first game, meet, or match. *(Adopted & effective 11/2/12) (Adopted 6/12/15 effective 7/1/15)*
- B. Submitting a Form 3—Team Eligibility, electronically via the CCCAA website for each team, prior to the first game, meet, or match. Addendums to Form 3 may be submitted electronically at a later date, but the student-athletes listed on the addendums are not eligible until the Form 3 has been updated. *(Adopted & effective 11/2/12) (Adopted 6/12/15 effective 7/1/15)*

1.4.2 Colleges are required to verify weekly that all student-athletes participating in CCCAA-sanctioned sports are in compliance with Bylaw 1.3.1. *(Adopted 4/3/09 effective 7/1/09)*

- A. Weekly verification shall occur for all sports between Monday at 6:00 am and Tuesday at 12:00 pm of each week during the season of sport.
- B. For those student-athletes not meeting the tenets of Bylaw 1.3.1, as discovered on the weekly verification day, the institution must determine if they participated in a contest(s)/date(s), while under the required unit standards.
- C. Student-athletes who did not participate in a contest(s)/date(s), are ineligible to participate further until they once again meet the unit standards.
- D. For the student-athlete(s) who did participate in a contest(s)/date(s) while under the required unit limits, the following penalty shall be assessed: The student-athlete(s) will be declared ineligible for at least as many contest(s)/date(s) as he/she participated in while under the required unit standards. At minimum, the student-athlete(s) will be declared ineligible until the day of the following weekly verification check (i.e., for a seven [7]-day period).
- E. Participation by a student-athlete who fell below the unit standards after the weekly check date, but prior to the following weekly check date, will incur no team penalty (i.e., no team forfeiture will be assessed).
- F. Errors in reporting eligibility status may be corrected prior to the next weekly check date and any student-athletes affected will be immediately eligible.

1.4.3 Within ten (10) working days after the end of the competitive season, colleges



shall submit the final Form 3 to the conference commissioner via the CCCAA website indicating which students competed in a game, meet, or match. *(Adopted 6/12/15 effective 7/1/15)*

## 1.5 SEASON OF COMPETITION

- 1.5.1 Playing in a scheduled game, meet, or match shall be recorded as a season of competition, even if the student competed in a non-scoring position (i.e., the number 8 golfer). For student-athletes competing on behalf of the college in any game, meet, or match during a season, that shall be recorded as a season of competition in that sport. Student-athletes who practice but do not compete at any non-CCCAA institution, will not be considered as having used a season of competition. *(Adopted & effective 11/8/19)*
- 1.5.2 When the start of a college's semester or quarter is after the starting date for a sport, the college will certify all athletes eligible and able to compete in the sport. The athletes must be registered in 12 units even though they cannot attend the classes until the college starting date. The athletes must meet all other eligibility rules.
- 1.5.3 When a sport season spans two (2) semesters or quarters, continuing students who meet the requirements of Bylaw 1.3.1 may compete until the next new semester or quarter has begun.
- 1.5.4 A student-athlete, regardless of whether a member of a varsity, junior varsity, reserve team, or any combination thereof, may not participate in more than the number of games, meets, or matches as authorized for a sport as listed in Bylaw 3.

## 1.6 ELIGIBILITY FOR CONTINUING COMPETITION

- 1.6.1 Once a student competes in any scheduled game, meet, or match; as defined in Bylaw 1.15.8, the student must present the following to be eligible for the second season of that sport **(See section D if the student-athlete fails to meet A, B or C).** *(Adopted 4/4/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17) (Revised & effective 8/31/17)*
  - A. 24-semester/36-quarter units. These units must be successfully completed at accredited postsecondary institutions and prior to the beginning of the semester/quarter of the second season of sport. The unit count begins with and includes the units taken during the first semester/quarter of competition for that sport. *(Adopted 4/4/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17)*
  - B. At least 6 units (semester or quarter) successfully completed during the preceding academic term in which the student is enrolled as a full-time student. See Bylaw 1.3.1 for enrollment requirements during the season of competition. *(Adopted 4/4/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17) (Revised & effective 6/27/17)*

C. A cumulative 2.0 GPA. The GPA calculation begins with the units taken during their first semester/quarter of competition in that sport and includes course work completed for credit at accredited postsecondary institutions. This grade point average must include all courses taken since the start of the term of the first competition in any CCCAA-sanctioned sport, with the exception of course work where substandard grades (D, F) were forgiven through course repetition or academic renewal per regulations of Title V. *(Revised 3/30/17 effective 7/1/17)*

D. See below if the student-athlete fails to meet the above requirements prior to the beginning of the semester/quarter of the second season of sport. *(Revised & effective 8/31/17)*

1. If a student-athlete fails to meet the 24-semester/36-quarter unit requirement prior to the beginning of the term of their second season of sport, he or she becomes academically ineligible. The student-athlete may use intersession or summer session courses from any accredited institution, which are accepted by the certifying institution, to meet this requirement. *(Adopted & effective 6/27/17)*

2. If a student-athlete fails to meet the 6 unit requirement after the term of competition, he or she becomes academically ineligible. The student-athlete may use intersession or summer session courses from any accredited institution, which are accepted by the certifying institution, to make up the deficiency. *(Revised 3/30/17 effective 7/1/17) (Revised & effective 8/31/17)*

3. If a student-athlete fails to meet the 2.0 cumulative GPA requirement after the term of competition, he or she becomes academically ineligible. The student-athlete may use intersession or summer session courses from any accredited institution, which are accepted by the certifying institution, to make up the deficiency. *(Revised 3/30/17 effective 7/1/17) (Revised & effective 8/31/17)*

Student-athletes will not be eligible for the next term of competition until the intersession or summer session grades (even if the classes are not completed before the start of the semester/quarter of the season of sport) have been posted and their eligibility has been certified. *(Revised 3/30/17 effective 7/1/17) (Revised & effective 6/27/17)*

1.6.1.2 Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with the student-athlete's educational plan. *(Adopted 4/4/08 effective 7/1/08) (Adopted 4/4/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15)*

1.6.1.3 Units from a course repeated to raise a grade of "D" or better shall not be counted to satisfy the 24-semester/36-quarter unit requirement for second season of sport eligibility. *(Adopted 4/4/14 effective 7/1/15) (Revised 4/2/15 effective 7/1/15)*



- 1.6.1.4 Incomplete grades are part of the academic work of that semester/quarter. The units may not be used for eligibility purposes until the course work is made up and the grade is officially changed and recorded to be above an "F."
- 1.6.2 In order to continue athletic competition in the same CCCAA-sanctioned sport or to begin competition in a different CCCAA-sanctioned sport after previously participating in another CCCAA-sanctioned sport, the student-athlete shall meet the requirements of 1.6.1 as applicable. *(Adopted 4/4/14 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17)*
- 1.6.3 In sports which go over two (2) terms at a semester institution or at a quarter school, in order for a student to be eligible for the second term the student must meet the requirements of 1.6.1.B from the preceding semester/quarter and 1.6.1.C. *(Adopted 4/4/14 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Adopted & effective 11/6/15) (Revised 3/30/17 effective 7/1/17)*
- 1.6.4 In order to use course units for eligibility purposes, the student-athlete's name shall be registered and recorded on the official class roster for that course prior to the end of the course.
- 1.6.5 Units earned in an intersession (or summer) offered outside of the 175-day academic calendar may be used to meet academic requirements, provided they are completed prior to the start of the semester/quarter of that sport season. (See Bylaws 1.6.1, 1.6.2, and 1.10) *(Adopted 4/2/15 effective 7/1/15) (Revised 3/30/17 effective 7/1/17)*
  - A. Intersession units may be used to rectify a deficiency for a student-athlete who competes in a sport that goes over two (2) terms even if intersession ends after the second term has started. However, student-athletes will not be eligible for the second term of competition until the intersession grades have been posted and their eligibility has been certified. *(Adopted 3/30/17 effective 7/1/17)*
- 1.6.6 A student who wishes to compete in a second season of participation and fails to meet the academic eligibility requirements at the beginning of the first term of that season of sport may regain his/her eligibility for that second season of sport if:
  - A. The requirements for continued participation (Bylaw 1.6) have been met at the conclusion of the term that begins the season of sport. Only the units attempted in the previous two semesters/three quarters shall be used to determine continuing eligibility. *(Revised 3/30/17 effective 7/1/17)*
  - B. In addition to 1.6.6.A, the student-athlete may use summer school units from their college or from another California Community College or an accredited institution to apply towards fall eligibility. *(Adopted 3/31/17 effective 7/1/17)*
    1. The student-athlete will not be eligible for fall competition until they meet the eligibility requirements of Bylaws 1.3 and 1.6.
  - C. Units taken during a summer or winter session may be included if those units fall within the previous two semesters/three quarters. The student shall be immediately eligible to compete upon completion of the requirements

identified in Bylaw 1.4.1 A and B. *(Adopted 4/2/15 effective 7/1/15) (Revised & effective 2/11/16) (Revised 3/30/17 effective 7/1/17)*

## **1.7 NUMBER OF SEASONS OF COMPETITION**

No athlete shall be allowed more than two (2) seasons of collegiate competition in any one sport.

## **1.8 ILLNESS OR INJURY**

1.8.1 A student-athlete may have a year of collegiate competition reinstated for reasons of medical hardship. Medical hardship is defined as an incapacity resulting from injury or illness that has occurred under certain specific conditions. A Form 4, Injury/Illness Waiver Request, is filed with the conference commissioner of the conference in which the injury or illness occurred. The conference commissioner may approve the waiver based on the following criteria: *(Adopted & effective 10/17/08)*

- A. There must have been an incapacitating injury or illness that caused the athlete to become unable to complete the season. It is not necessary for the injury or illness to be the direct result of the institution's practice or game competition.
- B. The incapacitating injury or illness must be specifically defined and validated by the licensed physician who treated the athlete at the time of the injury or illness, and the supporting documentation must be contemporaneous and completed at the time of the diagnosis and/or treatment of the injury or illness. Statements written subsequent to or not from the treating medical personnel will not be acceptable. *(Adopted & effective 10/17/08)*
- C. The injury or illness must have occurred prior to the beginning of the contest or date of competition that begins the second half of the playing season in that sport as measured by the number of completed contests or dates of competition in that sport, excluding postconference competition. The institution's sport schedule must accompany the Form 4. For each tournament on the schedule, the institution must indicate how many contests were played. The institution must also indicate any scheduled contests or dates of competition that did not occur. *(Adopted & effective 11/2/12)*

An athlete who is injured in the first half of the season, attempts to return in the second half, and is unable to compete further as a result of aggravating the original injury does not qualify for the injury/illness waiver.

- D. The injury or illness must have occurred before the student participated in more than 30 percent (20% if it occurred before July 1, 2016) of the institution's completed contests in that sport, or competition dates, but it is not permissible to combine the two (2) methods of calculation, excluding postconference competition. The sport schedule that accompanies the Form 4 must indicate the contests in which the athlete competed. PC and/or bowl game contests shall not be counted in the injury/illness number of contests. *(Adopted & effective 11/2/12) (Revised 3/31/16 effective 7/1/16) (Revised & effective 6/28/16)*

- E. The following are to be used in determining the percent calculation under these “medical hardship waiver” provisions:
1. Any computation of the percent limitation that results in a fractional portion of an event shall be rounded to the next whole number (e.g., 30 percent of a 31-game basketball schedule, 9.3 games, shall be considered 10 games) (e.g., 20 percent of a 31-game basketball schedule, 6.2 games, shall be considered 7 games). *(Revised 3/31/16 effective 7/1/16) (Revised & effective 6/28/16)*
  2. The denominator shall be the institution’s completed contests in that sport, using the counting method outlined in Bylaw 1.8.1.D. *(Adopted & effective 6/19/14)*
- F. Participation in scrimmages shall not count as contests in the administration of the “medical hardship waiver.”
- G. Conference championship events shall be counted as one (1) contest in determining the institution’s completed events in that sport, regardless of the number of days or games involved.
- H. Tournaments and multiple-team events—For the purposes of the injury/illness waiver rule only, tournaments and multiple team versus team events will be counted as follows:
1. Individual sports: Any competition involving competitors from more than two (2) institutions, conducted and organized as one (1) event at one (1) location on one (1) calendar day; (e.g., triple-dual meet in wrestling, team invitation in track or swim meet) shall count as one (1) contest, even though team scores against all participating institutions are kept separately, or the athlete competes against more than one (1) opponent. *(Revised 10/27/20 effective 11/6/20)*
  2. In individual sports, each day of an individual’s competition in a tournament or meet shall count as one (1) contest.
  3. In team sports, an institution’s participation against another institution in each contest in a tournament, doubleheader, or multiple-team engagement shall count as one (1) contest; (e.g., a four (4)-game baseball tournament will count as four (4) contests, and three (3) games in a double-elimination basketball tournament will count as three (3) contests. *(Adopted & effective 11/1/13)*
- I. Reinstatement of season of sport:
1. The reinstatement of a season of sport shall be treated as if the partial season of competition never existed for athletic purposes.
  2. For academic purposes, if the reinstatement occurred in the first year of competition, that period will not affect eligibility. If the reinstatement is in the second year of competition, all rules of eligibility shall apply.

**1.8.2 Extenuating Circumstances**

The criteria used when considering this type of appeal shall be those applied in Bylaw 1.8 (Injury/Illness). Extenuating circumstances include, but are not limited to, the following:

- A. The student-athlete failed to complete the entire season of competition at the institution as a result of a life-threatening injury or illness suffered by a member of the student-athlete's immediate family, that clearly is supported by contemporaneous medical documentation;
- B. The student-athlete failed to complete the entire season of competition at the institution as a result of extreme financial difficulties as a result of a specific event (e.g., layoff, death in family) experienced by the student-athlete or an individual upon whom the student-athlete is legally dependent and prohibited the student-athlete from participating in intercollegiate athletics. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual upon whom the student-athlete is legally dependent.

- 1.8.2.1 Review Authority: The extenuating circumstances waiver request shall follow the appeals process as outlined in Article 7 of the Constitution and Bylaws utilizing the above criteria. In cases where a student-athlete does not meet the extenuating circumstances listed, following and only after review by the conference, the CCCAA Appeals Board shall have authority to review based on additional documented extenuating circumstances. *(Adopted & effective 10/17/08)*

**1.8.3 Eligibility Verification of Reporting Error**

Appeals from otherwise eligible students supported by the college president in which a reporting error that results in ineligibility is allegedly involved. The conference commissioner may grant the waiver if all of the following conditions are met:

- A. The appeal must include an explanation in writing from the college president.
- B. A completed Form 4B must also be submitted.
- C. The athlete must satisfy all of the remaining eligibility requirements of the Constitution and Bylaws.

**1.9 MULTI-COLLEGE DISTRICT COMPETITION**

- 1.9.1 In a multi-college district, a student attending one (1) college may participate in a sport offered by another college in the same district, provided the student is enrolled in the course for that sport at the college of participation.

- 1.9.2 Once a student in a multi-college district has participated in any CCCAA-sanctioned

sport at one (1) college in a multi-college district, that student must meet the transfer rule in order to participate in sports at another campus if both colleges offer the same sport.

- 1.9.3 For eligibility purposes (with the exception of the transfer rule), multi-college district students may count units from any of the colleges in that district.
- 1.9.4 Multi-college district students shall be exempt from the transfer rule at a second college in the district (Bylaw 1.10.1) only for the sport(s) not offered at the college of previous participation.
- 1.9.5 Multi-college students shall not use units earned while participating at a second college in the district to satisfy the transfer rule.
- 1.9.6 In multi-college districts, college teams shall be identified by a college name.
- 1.9.7 The CCCAA Board may declare consenting contiguous California community college districts to have multi-college status in specified sports for the purposes of this section. This must be reviewed by the CCCAA Board on an annual basis.

## **1.10 TRANSFER**

- 1.10.1 A student transferring to a California community college for athletic participation purposes whose last competition in CCCAA sanctioned intercollegiate athletics was at another California community college must successfully complete 12 units in residence prior to the beginning of the semester/quarter of competition for that college. (See Bylaw 1.5 for definition of "season of competition.") Transfer status is determined by where the athlete last competed, not necessarily where the student last attended. *(Adopted & effective 10/4/11)*
  - A. The 12-unit residency rule shall be waived for all 2-4-2 transfer students that competed at a CCCAA institution, transferred to a four-year institution, and wish to return to a different CCCAA institution. Students must have enrolled full-time at a four-year institution and/or received athletic aid and practiced in their respective sport(s). All other eligibility requirements remain. *(Revised 10/27/20 effective 11/6/20) (Revised & effective 8/26/21)*
- 1.10.2 In addition to meeting the residence requirement of the transfer rule, the student-athlete must also satisfy applicable unit and grade point average requirements. If the student wishes to compete in a different CCCAA-sanctioned sport for the first time, he/she must have a cumulative 2.0 grade point average in course work completed for credit at accredited postsecondary institutions. This grade point average must include all courses taken since the start of the term of the first competition in any CCCAA-sanctioned sport. If the competition is the second season of competition in that particular sport, then in addition to the grade point average requirements stated above, the student must also have completed 24-semester/36-quarter units since the start of the term of the first competition in that sport. *(Adopted & effective 6/10/10) (Adopted 4/4/14 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15)*

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- 1.10.3 Student-athletes who are participating in a sport shall not earn units at a second college to satisfy the transfer rule until that season of sport has ended or the academic semester/quarter ends at the college in which the student-athlete is enrolled, whichever comes first. *(Adopted 3/29/18 effective 7/1/18)*
- 1.10.4 A student-athlete who has competed at a California community college and who wishes to compete in a sport not offered by that community college/district must meet the requirements of the transfer rule. (Multi-campus district colleges: refer to Bylaw 1.9)
- 1.10.5 When satisfying the 12-unit residence transfer requirement, a maximum of eight (8) units may be from courses completed during the summer session(s) or winter intersession(s) immediately preceding the completion of the transfer.
- 1.10.6 If at least two (2) or more sport seasons have elapsed since last competing at a CCCAA institution, the 12-unit residency rule shall be waived. *(Adopted 4/2/15 effective 7/1/15) (Revised & effective 11/6/15) (Revised & effective 11/4/16)*
- 1.10.7 A transfer student who has competed in a CCCAA-sanctioned sport at a four (4)-year institution or non-California community college before competing at a California community college is required to have a cumulative 2.0 grade point average as described in Bylaw 1.10.2. A student participating in a second season of a sport must also meet the required 24-semester/36-quarter unit rule, since the start of the term of the first competition in that sport as described in Bylaw 1.6.1 with the exception of sports that are played in consecutive seasons at the four (4)-year and the two (2)-year institutions. Students falling under this exception are required to have a cumulative 2.0 grade point average and have completed 12-semester/18-quarter units since the start of the term of their first competition with a minimum of six (6) semester or nine (9) quarter units being earned during that academic semester/quarter (fall/spring semester or fall/winter/spring quarter) of full-time enrollment prior to the second season of sport. *(Adopted 4/5/12 effective 7/1/12) (Revised & 4/4/14 effective 7/1/15) (Revised 2/12/15 effective 7/1/15) (Adopted 4/2/15 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Revised & effective 6/27/17)*
- 1.10.8 Football Only: All 4-2 transfer student-athletes who were not counted as using a season of competition according to NCAA Bylaw 12.8.3.1.6, which states "in football, a student-athlete may compete in up to four contests in a season without using a season of competition", shall be upheld and implemented by the CCCAA. *(Adopted 3/28/19 effective 7/1/19) (Revised 10/27/20 effective 11/6/20)*

### **1.11 PARTICIPATION BY GENDER** *(Adopted 10/27/20 effective 11/6/20, Revised & effective 2/11/21)*

The CCCAA's commitment to equity and inclusion aligns with best practices and federal and state laws as they relate to competition. In order to provide for a fair and equitable opportunity to compete and succeed for all student-athletes, this Bylaw permits and encourages student-athletes to compete under the criteria below.

- A. Student-athletes may participate in sex-separated sports activities in accordance with their assigned birth gender as noted on their original birth certificate. Women may



compete on men's teams; however men may not compete on the women's team, except as noted below.

- B. For student-athletes seeking opportunity to compete in sex-separated sport's activities on a team that's gender is inconsistent with the gender noted on the student-athlete's original birth certificate, the student-athlete must meet the standards as set forth below and as discussed in CCCAA Policies on the Inclusion of Transgender Student-Athletes, found on the Gender Equity page of the CCCAA website.

1. The following policies set forth the requirements for participation in sex-separated sports activities by transgender student-athletes undergoing hormonal treatment for gender transition. Once a student-athlete engages in hormonal treatment for gender transition, he or she may not return to his or her previous gender status for purposes of CCCAA competition:

- a. A trans male (FTM: Female-to-Male) student-athlete who has begun or completed treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of CCCAA competition, may compete on a men's team and is no longer eligible to compete on a women's team. The student-athlete must declare his gender status to the college for which they will compete using the Certification Checklist (Appendix G) before the first practice of his season of sport. Certification of gender status is good only for one academic year and the student-athlete must receive certification of their gender status from the college in every year of athletic eligibility.

- b. A trans female (MTF: Male-to-Female) student-athlete who has begun or completed treatment with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism and has completed at least one calendar year of testosterone suppression treatment, may compete on a women's team and is no longer eligible to compete on a men's team. The student-athlete must declare her gender status to the college for which they will compete using the Certification Checklist (Appendix G) before the first practice of her season of sport. Certification of gender status is good only for one academic year and the student-athlete must receive certification of their gender status from the college in every year of athletic eligibility.

2. The following sets forth the policies for participation of transgender student-athletes who have never begun hormonal treatment for gender transition:

- a. Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- b. A trans male (FTM: Female-to-Male) student-athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.

- c. A trans female (MTF: Male-to-Female) transgender student-athlete who is not taking hormone treatments related to gender transition may compete



only on a men's team.

3. Students who do not wish to provide the documentation required by 1.11.B.1.a or 1.11.B.1.b above, may participate in sex-separated sports activities under the provisions of 1.11.B.2 above.

## **1.12 FREELANCE PARTICIPATION**

Individual colleges requesting freelance competition in a sport may do so by satisfying all Constitution and Bylaws and present conference eligibility requirements and by receiving approval of both the conference and the CCCAA. Colleges freelancing in a team or individual sport shall not be eligible for conference or postconference competition. Colleges that freelance will remain members of their present conference.

## **1.13 CLUB TEAM PARTICIPATION**

- 1.13.1 A club team is defined as a group of students who do not meet CCCAA eligibility and academic requirements and who, in an unrecognized manner, get together to take part in an activity by mutual agreement and are supervised by non-reimbursed faculty members.
- 1.13.2 A student competing as a member of a California community college club team which competes against a California community college intercollegiate sport team must meet all academic and eligibility requirements and shall use one (1) season of participation in that sport.
- 1.13.3 Guidelines for determining eligibility for university or non-California community college transfer students who have participated on a club team and request eligibility at a California community college are as follows:
  - A. The student received academic units for his/her competition.
  - B. There was a regular full-time staff person assigned to teach the sport activity for which he/she was given faculty load or pay as remuneration.
  - C. There was a regular printed and published schedule for the sport.
  - D. NCAA, CCCAA, etc. eligibility forms were filled out in order to participate.
  - E. Regular officials were used at the contests.
  - F. Admission was charged for fans to attend contests.
  - G. The students met eligibility standards in order to compete.
  - H. The student practiced regularly in a formal setting.
  - I. Number of games, meets, or matches held during the season constitutes a full season.

- J. Regular full-dress uniforms were worn during the activity.
- K. There was competition against intercollegiate athletic teams at post-secondary institutions.

- 1.13.4 If the club team falls into the above patterns, a season of sport has been used and all academic and eligibility requirements must be met in order to compete at a California community college.

## 1.14 JUNIOR VARSITY AND RESERVE TEAM PARTICIPATION

- 1.14.1 Members of California community college junior varsity and/or reserve teams must satisfy all eligibility requirements specified in this Constitution and Bylaws.
- 1.14.2 Junior varsity and/or reserve competition shall be counted as regular competition as it pertains to the eligibility of the student-athlete.
- 1.14.3 A student-athlete, regardless of whether a member of a varsity, junior varsity, or reserve team, or any combination thereof, may not participate in more than the number of games, meets, or matches as authorized for a sport (as listed in Bylaw 3.11).
- 1.14.4 Colleges that split or divide their varsity teams for separate contests shall have each contest count as part of the total CCCAA allowable number of contests. Exception: Track and Field. (See Bylaw 3.14.2)
- 1.14.5 Eligible team members who compete as non-scoring members of a team shall be assessed a season of sport.

## 1.15 COMPETITION/PARTICIPATION: INDIVIDUALS

- 1.15.1 In order for a student to be eligible to compete in a sport, he/she must meet Constitution and Bylaws academic eligibility requirements; i.e., have satisfied transfer residence if necessary, have a cumulative 2.0 grade point average if necessary, and have passed 24-semester/36-quarter units between seasons of competition before a second season of participation in the same sport. These requirements must be met prior to the beginning of the semester or quarter of the specific sport season. Students not enrolled during the first term of the sport; i.e., a basketball student-athlete not enrolled during the fall term may not compete during the winter quarter or the spring semester. *(Adopted 4/4/14 effective 7/1/15)*  
*(Adopted 6/12/15 effective 7/1/15)*
- 1.15.2 A student-athlete becomes eligible for competition in a sport on the first day of instruction of the first semester or quarter of that sport season at his/her institution, except as provided under Bylaw 1.5.2.
- 1.15.3 A student who attends any intercollegiate athletic class that takes place during the traditional season of sport at any California community college is considered as attending that college for athletic purposes and is not eligible to compete at any other California community college during that season of sport. *(Revised 3/28/19 effective 7/1/19)*

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- 1.15.4 A student-athlete may compete with only one (1) California community college in any season of sport regardless of the semester/quarter starting or ending date.  
*(Revised 3/28/19 effective 7/1/19)*
- 1.15.5 A student may practice at a four (4)-year college or out-of-state junior/community college and transfer to a California community college without penalty, but the student-athlete may compete in a game, meet, or match at only one (1) post-secondary institution during the same season of sport with the following exception:
- A student who transfers to a California community college and who has competed in a CCCAA-sponsored sport which was considered to be part of a nontraditional or non-championship segment of the regular schedule for that sport is eligible to compete. The student may compete at a California community college in this sport during the same academic year, provided he/she would have been eligible for a regular season of competition at his/her previous institution. The total participation in this sport during the academic year would count as only one (1) season of competition.
- 1.15.6 For semester colleges, students attending California community college inter-collegiate athletic courses which are conducted in the same academic term but prior to the official starting date of that sport season shall, for the purposes of eligibility and transfer, be considered as having practiced at that college for that semester. *(Revised 3/28/19 effective 7/1/19)*
- 1.15.7 For quarter colleges, students attending California community college inter-collegiate classes, which are conducted during the same quarter or the immediately prior summer/winter quarter prior to the official start date for that sport season and continuing after the official start date shall, for the purposes of eligibility and transfer, be considered as having practiced for that season of sport.  
*(Revised 3/28/19 effective 7/1/19)*
- 1.15.8 Actual playing in a scheduled game, meet, or match (except scrimmages) at any accredited institution above the high school level during the sport season shall be recorded as one (1) season of competition in that sport. (Exception: Bylaw 1.8)
- 1.15.9 A California community college student in a team sport may not compete with any other California community college teams or practice or compete with any other outside team in that sport during the CCCAA season of that sport as defined by the CCCAA Sports Season Dates Chart and the Nontraditional Sport Season Dates Chart. In exceptional cases, the CCCAA Executive may issue an exemption to this section. *(Revised & effective 8/26/21)*
- A. The penalty for violation of Bylaw 1.15.9 (participation on an outside team) will be administered against the student-athlete only. The first offense will be a two (2)-game suspension; the second offense will be removal from team. Suspension for traditional season violations to be served during traditional season only. Suspension for violations during non-traditional season (NTS) to be during NTS only. *(Adopted 4/3/09 effective 7/1/09)*
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- 1.15.10 An unattached competitor is an individual who is enrolled in and attending a California community college as a California community college student and is not listed on an official college team roster Form 3. Such individuals may not compete as a member of that college team. *(Revised 4/7/22 effective 7/1/22)*

It is permissible for an unattached competitor to participate in any outside competition as an individual during the academic year in the student-athlete's sport, provided the student-athlete adheres to the following during the unattached competition:

- A. Represents only their self in the competition.
- B. Does not wear any form of uniform provided by the California Community College in which they are enrolled.
- C. Does not travel with, receive expenses from (entry fee, meal money, gas money, etc.) or receive athletic training services from the California Community College in which they are enrolled.
- D. Does not engage in such competition as a member of or receive expenses from an outside team.
- E. Does not receive any coaching of any kind from the California Community College in which they are enrolled.

Once a student competes as unattached, that student cannot compete on a California community college team in that sport or be added to the Form 3 during that sport season. Such student-athletes are ineligible and all contests in which they compete are forfeited. *(Adopted 3/31/11 effective 7/1/11) (Revised 4/7/22 effective 7/1/22)*

1.15.11 Definitions: Competitor/Participant

- A. Competitor—is defined as a student-athlete who competes in a game, meet, or match in CCCAA-sanctioned sports. *(Revised 10/27/20 effective 11/6/20)*
- B. Participant—is defined as one who is a team member but has not competed in a CCCAA-sanctioned sport (excluding scrimmages).

**1.16 MILITARY OR CHURCH SERVICE** *(Revised 3/29/18 effective 7/1/18)*

A student-athlete who has been away from college fulfilling a church mission or on a military assignment, which prohibits the accumulation of units, may ask for a waiver of Bylaws 1.6.1, 1.10.2, and 1.15.1. The conference commissioner of the college where the student competed is authorized to grant the waiver. In the event of a national emergency, the CCCAA shall grant an additional season of competition to student-athletes who serve on active duty in the armed forces regardless of the number of contests in which the student-athlete had participated prior to being called to active duty. Any participation during the season in which the student-athlete was involved when called to duty would be discounted and the student would be afforded a fresh start. Any previous years of

participation would remain on the student's records. *(Revised & effective 6/27/17) (Revised 3/29/18 effective 7/1/18)*

## **1.17 DROPPED SPORTS**

- 1.17.1 If a sport is dropped before the first game, meet, or match, student-athletes may request a waiver for that sport of any Bylaw that would prevent the student-athlete from transferring and being eligible at another California community college that semester. The conference commissioner of the college where the sport was dropped has the authority to grant these waivers and shall notify the commissioner of the conference where the student is transferring to and the CCCAA Executive of this action. *(Revised & effective 11/4/16)*
- 1.17.2 If a sport is dropped by a college and falls under the following criteria, the student - athlete may request a waiver for that sport of any Bylaw that would prevent the student-athlete from transferring and being eligible at another California community college that semester, or having the partial season count as a year of eligibility.
- A. The sport must be dropped prior to 30 percent of the institution's scheduled contests of that season. The number shall be calculated based on the number of allowable contests in that sport. *(Revised & effective 6/24/20)*
  - B. Any computation of the percent limitation that results in a fraction portion shall be rounded to the next whole number. (Refer to Bylaw 1.8 to assist in computing the season) The conference commissioner has the authority to grant this waiver and shall notify the CCCAA Executive of this action. *(Revised & effective 6/28/16)*
- 1.17.3 If a sport is dropped at the end of the season, the student-athletes shall be notified as soon as possible to permit the students sufficient time to become eligible to transfer. The college shall notify the conference commissioner, using Form 6, of the intent to drop the sport, including the date and student names.
- 1.17.4 If a sport is dropped at the end of the year and the student-athletes have not been notified in sufficient time to register at another college, the students may request a waiver of the transfer rule for that sport. The conference commissioner has the authority to grant this waiver and shall notify the CCCAA Executive of this action. *(Revised & effective 6/28/16)*

## **1.18 EMERGING SPORTS**

Exceptions can be made by the CCCAA Board for emerging sports to compete against other California community colleges without meeting eligibility and academic requirements or using a season of sport. Refer to Bylaw 3.20 for specific detail regarding initiation approval and operational regulation. *(Revised & effective 8/27/14) (Adopted 3/30/17 effective 7/1/17)*

## **1.19 PENALTIES FOR VIOLATION OF BYLAW 1**

- 1.19.1 See Article 7.4.11.

## BYLAW 2

### Recruitment of Student-Athletes

This Bylaw outlines all allowable recruiting activities. Any activities not specifically outlined are impermissible. (Revised 4/7/22 & effective 7/1/22)

#### 2.1 ATHLETIC RECRUITING DEFINITIONS (Adopted 3/28/19 effective 7/1/19)

- A. STUDENT-ATHLETE - an individual that participates in the traditional season of sport, enrolls or attends an intercollegiate class or participates in a countable athletically related activity (CARA) at a California community college. (Revised & effective 6/10/21)
- B. PROSPECTIVE STUDENT-ATHLETE - an individual who is being solicited to encourage enrollment at a member institution for the purpose of athletic participation.
- C. ATHLETIC RECRUITING - any solicitation of an individual, a member of his/her family, legal guardian or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation. (Adopted & effective 1/25/12) (Adopted 4/4/14 effective 7/1/14) (Revised 3/30/17 effective 7/1/17)
- D. CORRESPONDENCE - digital (or mailed) communication between a college representative and a prospect, family member, legal guardian and/or coach, including all forms of social media such as text messages, e-mail, phone, letters, news releases or newspaper articles.
- E. FIRST CONTACT - an unsolicited inquiry by a prospective student-athlete or a college representative or agent. A college's employee and/or representative may make an unsolicited inquiry of any prospect. (Revised & effective 8/31/22)
- F. PERSON-TO-PERSON CONTACT - any face-to-face conversation between a college representative or agent and a prospect, family member, legal guardian or the prospect's coach.
- G. CONTINUING ELIGIBILITY - the eligibility that a student-athlete has after they have used at least one season of competition in a specific sport. (Adopted 4/7/22 effective 7/1/22)
- H. REMAINING ELIGIBILITY - the number of seasons of competition a student-athlete has in a specific sport. (Adopted 4/7/22 effective 7/1/22)
- I. REPRESENTATIVES AND AGENTS - are defined as members of the athletic staff or any representative of the institution's athletic interests. A college is responsible for the actions of any person acting as an agent of the college. (Adopted 4/7/22 effective 7/1/22)



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- I. SUBSIDIZING - is defined as providing any manner of service or financial assistance to prospects or student-athletes that is not available to all other students. (Adopted 4/7/22 effective 7/1/22)
- K. INDUCEMENTS - are defined as athletic recruiting acts designed to entice a prospect to attend a specific California community college. Assistance (financial or service) provided to a student-athlete prospect which is not available or provided to all prospective students is an inducement. (Adopted 4/7/22 effective 7/1/22)

### **2.2 SUBSIDIZING, INDUCEMENTS, AND SPECIAL PRIVILEGES** (Revised 4/7/22 effective 7/1/22)

- 2.2.1 Receipt by a prospect/student-athlete of a subsidy, inducement, or special privilege not authorized by the Constitution and Bylaws would be a violation of Bylaw 2. Minimum penalties shall be assessed as described in Article 7.4.11.
- 2.2.2 Subsidizing is defined as providing any manner of service or financial assistance to prospects or student-athletes that is not available to all other students. Subsidization in any manner by the college or individual(s) or groups acting in the interest of the college is not permitted. Examples of service or financial assistance, which would be prohibited include, but are not limited to the following:
- A. The promise of or the providing of actual payment in dollars or products for athletic participation to a prospect/student-athlete.
  - B. The paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect's/student-athlete's tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.
  - C. The obtaining, securing, or soliciting of housing for a prospect/student-athlete that is not available to all students at the community college.
  - D. The promise of or the payment to a prospect/student-athlete for a job that does not exist and/or at a higher rate than the actual value of the job.
  - E. The providing to a prospect/student-athlete for free or reduced costs the use of credit cards, debit cards, phone cards, etc.
  - F. The promise of or the providing to a prospect/student-athlete any award, loan, grant, or scholarship not available to all eligible students at the community college. (See Bylaw 2.14.3)
  - G. The payment to or providing any form of assistance to a prospect/student-athlete for serving as a coach of a team while competing on that same team during a season of sport.
- 2.2.3 Inducements are defined as athletic recruiting acts that are designed to entice a



prospect.

- A. Examples of inducements which may be provided are the allowable recruiting activities as stated in Bylaws 2.5 A and 2.5 B.
- B. The promise of providing cash or other forms of assistance as an inducement is illegal.

2.2.4 In general the giving of special privileges or special consideration to student-athletes is forbidden by the Constitution and Bylaws. Student-athletes may only receive services that are available to all eligible students. There are however certain categories of activities which are permissible.

A. Banquets and Awards

- 1. End-of-the-season team banquets are permissible.
- 2. Individual awards and team awards may be presented to student-athletes.
- 3. The above listed events must adhere to college, department, and gender equity policies.

B. Meals and Lodging

- 1. The provision of meals and lodging in conjunction with travel to away contests is permissible.
- 2. It is prohibited to provide lodging to student-athletes prior to home athletic events.
- 3. Meals provided prior to and/or after home contests are permissible.  
*(Adopted 4/4/14 effective 7/1/14) (Revised 4/7/22 effective 7/1/22)*
- 4. Individual student-athletes may receive food, snacks or meals, provided:  
*(Revised & effective 8/29/19)*
  - a. Student-athletes are treated in the same manner as all other students who have access to campus food pantries.
  - b. The food, snacks or meals are only available at on-campus facilities and/or at institutionally sponsored events or meal services and shall be similar to what is provided to all other students on the institution's campus. *(Revised 4/7/22 effective 7/1/22)*
  - c. Off campus meals are prohibited except as provided above.
  - d. The provision of food, snacks or meals is not intended to and shall not be used to induce, encourage or reward a student-athlete for athletic participation or enrollment as per the California Education Code.

- e. This program will be reviewed annually by the Student-Athlete Health and Wellness Committee and the Board.
- f. No exclusive or isolated meals (i.e. training tables) shall be provided to student-athletes except as already stated above.
- 5. The meals and lodging provided must always adhere to college, department, and gender equity policies. *(Revised 4/7/22 effective 7/1/22)*

C. Complimentary Admissions and Ticket Benefits

- 1. It is permissible to provide complimentary admission for home athletic contests to student-athletes and their families.
- 2. Gate or guest lists must be used. The handing out of actual “hard” tickets for admission is prohibited.
- 3. The admission policies must adhere to college, department, and gender equity policies.

D. Scholarships/Grants

- 1. Student-athletes are eligible to receive:
  - a. Federal or state aid.
  - b. An academic grant which is based solely on academic achievement.
  - c. A grant which is open to any other student on campus and which does not have athletic participation or athletic ability as one of the criteria.
  - d. Other scholarships from on/off campus groups whose criteria are not based on athletic ability or participation.

These grants and scholarships are to be part of the financial aid or scholarship program administered by the appropriate office on campus.

- 2. Student-athletes who have completed their athletic eligibility at the community college may receive an award/grant to help finance their continued education. These awards/grants are to be granted at the completion of the term of final participation. The promise of such may not be used as an inducement to attend a particular California community college. These awards/grants may have athletic ability and athletic participation as a criterion provided the conditions stated above have been met.

E. Academic and Support Services

Academic counseling and tutoring services may be provided to the student-athlete as long as similar services are available to other students on campus.

F. Athletic Insurance

Accident insurance may be provided to student-athletes to assist in covering costs resulting from injuries incurred during practice, competition, and travel.

G. Non-Athletic Activities

1. There are a wide variety of activities which take place at most California community colleges which are outside of normal practice and competition. It is believed by community college administrators that these activities have educational value and are “team building” in nature and therefore should not be considered to be a “special privilege.” *(Revised 4/7/22 effective 7/1/22)*
2. Examples of these activities include but are not limited to the following: A barbecue for both teams after a football game, a camping trip, a day at the beach, a coach buying pizza after practice, a mother cooking dinner for the basketball team before a home game, a visit to an amusement park while on a road trip, attending a professional sporting event, a visit to an aquarium, a visit to a senior center, a team “retreat” held at an off-campus site, etc.
3. For these types of activities not to be considered “special privileges,” student-athletes must be enrolled in a corresponding intercollegiate athletics class and promise of them cannot be used as an inducement in the recruiting process. The non-athletic activities must adhere to college, department, and gender equity policies. *(Revised 4/7/22 effective 7/1/22)*
4. The granting of “special privileges” that are available only to athletes and not to other students in areas not listed in Bylaw 2.2.4 is a violation of Bylaw 2.

**2.3 RECRUITING AREA** *(Adopted & effective 11/2/12) (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

- A. A college's recruiting area is defined as the State of California. Permissible recruiting activities for prospective student-athletes are defined in Bylaw 2.5 A and B. *(Adopted 4/4/14 effective 7/1/14) (Revised 4/7/22 effective 7/1/22) (Revised & effective 8/31/22)*
- B. Contiguous districts are those that share a common district boundary with another community college district. *(Adopted & effective 11/2/12)*

**2.4 FIRST CONTACT**

Any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be contacted in any manner, nor athletically recruited, except as specified in 2.4.1. For the purposes of this

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section, the following are not considered to be enrolled in and attending at another community college. *(Adopted & effective 1/25/12) (Adopted 4/4/14 effective 7/1/14) (Revised 3/30/17 effective 7/1/17) (Revised 3/28/19 effective 7/1/19)*

- A. A student enrolled in and attending summer school and/or intersession at another college.
- B. A student enrolled in and attending an online course or course offered by another college.
- C. A high school student concurrently enrolled in and attending another college.
- D. Students with any remaining or continuing eligibility that chooses to take an online, summer school or intersession course while still enrolled and actively attending their primary college shall not be athletically recruited. *(Adopted 3/28/19 effective 7/1/19) (Revised & effective 6/10/21)*

2.4.1 If a California community college receives a first contact inquiry from a student who is currently enrolled and actively attending another California community college, the following procedure must take place: *(Revised 3/28/19 effective 7/1/19)*

- A. If an athletics representative of a California Community College is contacted by a student-athlete currently enrolled at another CCCAA member college for the purpose of transfer, it shall be brought to the attention of the contacted college athletic director, who shall be responsible to notify in writing the athletic director and conference commissioner of the college where the student-athlete is currently enrolled within three (3) working days of notification. A member school director of athletics and conference commissioner so notified shall confirm receipt of such notification at the earliest possible opportunity.
- B. The athletic director or coach of a CCCAA member institution contacted as defined in Bylaw 2.4.1.A may respond and provide application/enrollment and transfer information only after the enrolled student-athlete's institution has been notified as prescribed.
- C. A student-athlete or any representative of the student-athlete's athletic interest may not make contact with another CCCAA member college or its representatives for any reason while the student-athlete is in-season. If the student-athlete initiates contact in a manner contrary to this bylaw, the college contacted may direct the inquiring student-athlete to this bylaw and provide instruction on how to legally discuss transfer at a later date. The initial contact shall be reported per the provision of Bylaw 2.4.1.A.
- D. If the season of sport spans two (2) semesters or quarters, a student-athlete may initiate first contact with another California community college provided the student-athlete is no longer on the team and the contact occurs after the first academic semester/quarter ends at the college in which the student-athlete is enrolled. Once first contact has been documented per 2.4.1.A the student-athlete may be recruited and receive correspondence from the new

## 2.5 ATHLETIC RECRUITING (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)

Athletic recruiting is limited to members of the athletic staff or any representative of the institution's athletic interests who have successfully fulfilled the requirements of Bylaw 2.13.2. Permissible recruiting activities for prospective student-athletes are defined by whether the prospect's residence and/or high school attended is within the state of California or outside the state of California. (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)

A. The following are allowable activities for recruiting students from within the state of California (Adopted & effective 11/2/12) (Revised 3/30/17 effective 7/1/17) (Revised & effective 11/3/17) (Revised 4/7/22 effective 7/1/22)

1. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
2. Providing or arranging transportation to and from the campus once the prospect has arranged for their own transportation into the college's district or their contiguous community college districts. (Revised 10/27/20 effective 11/6/20) (Revised 4/7/22 effective 7/1/22) (Revised & effective 8/31/22)
3. Visiting a prospect, family member, or legal guardian.
4. Providing information regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, financial aid, etc.
5. Any form of correspondence, including all forms of social media, sent to a prospect, family member, or legal guardian; such as phone calls, text messages, e-mail, letters, memos, news releases, or newspaper articles.
6. Arranging or providing for a meal or meals during a campus visit.

B. The following are allowable recruiting activities for prospective student-athletes from outside the State of California: (Adopted 4/7/22 effective 7/1/22)

1. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach by telephone or correspondence.
2. Providing or arranging transportation to and from the campus once the prospect has arranged for their own transportation into the college's district or their contiguous community college districts and/or region, as defined by the college's region of post-conference competition. (Revised & effective 8/31/22)
3. Providing information regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, or other questions raised by a prospective student-athlete.

4. Any form of correspondence sent to a prospect, family member, or legal guardian; such as phone calls, text messages, e-mail, letters, memos, news releases, or newspaper articles.
5. Arranging or providing for a meal or meals during a campus visit.
6. Person-to-person contact between college representatives and prospects, family members or legal guardians of the prospective student-athlete may only take place on the host college's campus, at a secured/contracted off-site facility, or except as stated in item 2.5.B.2.
  - a. Recruiting activities are not permissible by a college representative at high school contests or events hosted on a college campus or at off campus venues with athletes outside the state of California.

2.5.1 The only person-to-person contact of out-of-state students while off-campus is that which is allowed in Bylaw 2.6. (Adopted 6/19/14 effective 7/1/14) (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)

## **2.6 EVALUATION OF OUT-OF-STATE PROSPECTS** (Revised 4/7/22 effective 7/1/22) (Revised & Effective 8/31/22)

2.6.1 Members of the institution's coaching staff, for the purposes of evaluation only, may attend out-of-state contests. However: (Adopted 4/4/14 effective 7/1/14) (Revised 3/29/18 effective 7/1/18) (Revised & effective 6/14/18) (Revised & effective 8/31/22)

2.6.2 During the out-of-state evaluation of a prospect, the coach or representative may not:

- A. Make person-to-person contact with out-of-state participants, coaches, parents, family, or legal guardians at any time before, during, or after the contest. (Revised 4/7/22 effective 7/1/22) (Revised & effective 8/31/22)
- B. Commit any other act that may be construed as a recruiting activity with out-of-state participants. (Revised & effective 8/31/22)

2.6.3 If an "incidental" first contact initiated by any prospect, family member, legal guardian or coach occurs, the coach or representative shall: (Adopted 3/29/18 effective 7/1/18)

- A. Be courteous.
- B. Explain that they can only communicate via correspondence described in Bylaw 2.5. (Revised & effective 6/14/18)
- C. Provide his/her name and the college contact information of the head coach.
- D. Request the athlete make contact via approved correspondence. (Revised 4/7/22 effective 7/1/22)

## 2.7 PERSON-TO-PERSON CONTACT OUTSIDE THE STATE OF CALIFORNIA

*(Adopted 4/4/14 effective 7/1/14) (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

2.7.1 Person-to-person contact of out-of-state students while off-campus is prohibited except upon written approval by the CCCAA Board. *(Revised 4/7/22 effective 7/1/22)*

A. Upon written request from the college's chief executive officer to the CCCAA Executive, a college may be granted a waiver to the restriction against person-to-person contact of out-of-state students while off-campus, if the CCCAA Executive verifies that the college's fall enrollment (head count) in the most recently completed academic year was 5,000 or less, and *(Adopted & effective 10/17/08) (Revised 4/7/22 effective 7/1/22) (Revised & effective 8/31/22)*

1. The number of high schools which offer athletic programs in the college's district and their contiguous community college districts is less than the statewide average of high schools per district and their contiguous community college districts, or

2. The district shares a geographic boundary with another state.

B. Upon verification of the data, the CCCAA Executive will make a recommendation to the CCCAA Board, which may grant a waiver of the person-to-person contact prohibition. *(Revised 4/7/22 effective 7/1/22)*

C. Once a waiver has been approved by the CCCAA Board, it will be valid for five (5) academic years beginning July 1 following the Board's approval.

1. A college may request subsequent waivers.

2.7.2 When contacting a student from outside the State of California regarding athletic participation, a Form C, Out-of-State Student Contact Record, is to be provided at least 24 hours prior to the first person-to-person visit on the host college's campus. When a student from outside the State of California visits a college's campus without prior contact, a Form C, Out-of-State Student Contact Record, is to be provided upon first contact. This Form C will be kept on file in the athletic director's office. *(Adopted 4/4/14 effective 7/1/14) (Revised 4/7/22 effective 7/1/22)*

2.7.3 At no time may athletic recruiting activities of out-of-state prospects take place outside the State of California, unless the institution has received a waiver as indicated above. Only California resident student-athletes can be recruited at out-of-state events. If an "incidental contact" with an out-of-state student-athlete occurs, the coach or representative shall: *(Revised & effective 11/3/17) (Revised & effective 6/13/19) (Revised 4/7/22 effective 7/1/22)*

A. Be courteous.

B. Provide only their name and contact information of the head coach.



C. Request the athlete to make contact via approved correspondence.

**2.8 HIGH SCHOOL ALL-STAR CONTESTS** *(Adopted 10/19/07 effective 10/19/07) (Revised 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

2.8.1 No college employee or representative shall participate directly in the organization, management, coaching, supervision, promotion, or player selection for any high school all-star team or contest involving players who have started classes in the ninth grade or above at a school located outside the college's recruiting area.  
*(Revised 3/28/19 effective 7/1/19)*

2.8.2 California community college facilities may be used for high school all-star contests providing the sponsoring agency follows the normal facility use procedures of the college. Colleges are expected to be involved in the normal administration and management of their facilities and to do so in a manner that does not lead to a recruiting advantage for their programs.

2.8.3 If a person has made a verbal or written contractual commitment to be involved in any of the activities listed in Bylaw 2.8.1 or 2.8.4.1 for a high school all-star game and subsequently makes a verbal or written contractual commitment to be an employee or representative of the college prior to the game or contest being held, that person shall immediately disassociate himself/herself from that game or contest.

**2.8.4 Football Only:** *(Adopted & effective 10/19/07)*

2.8.4.1 No employee of a college and/or any other individual acting on behalf of a college shall be involved in the sponsorship, game management, coaching, supervision, promotion, or player selection of any high school football all-star team or contests which include players who have started classes in the ninth grade or above.

2.8.4.2 High school all-star football teams may not hold practices on any community college field.

Exceptions:

Shasta and Yuba Colleges: College coaches or staff may not participate, watch practices, or communicate with all-star athletes. The athletic director of these colleges will hold their staff responsible and accountable to see that this rule is followed.

2.8.4.3 Football Only: California community college football coaches may not attend any all-star practices.

2.8.4.4 Coaches/staff members may attend football all-star games and may not be anywhere on the field when attending all-star games or activities, or talk with any students participating in the game. *(Adopted 3/31/11 effective 7/1/11) (Adopted & effective 6/27/17)*

2.8.4.5 Coaches may only attend out-of-state football all-star games if any of the participants

in the game are legal student-athletes from their district playing in the game.

Exceptions:

Sierra College may attend the Reno All-Star Game where students from the Sierra Joint Community College District are competing.

**2.9 YOUTH (K-8) AND HIGH SCHOOL COMPETITION (9-12)** *(Adopted 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

Youth (K-8) and high school competition (9-12) includes but are not limited to: travel/club teams high school teams, practices, camps, combines, academies, recreation leagues, preparatory leagues and clinics. *(Revised 4/7/22 effective 7/1/22)*

- A. Coaches and representatives of a California community college may volunteer or work in any capacity.
- B. All tenets of the CCCAA constitution apply (specifically allowable recruiting activities in Bylaw 2.5). For the purposes of this section, all representatives or agents of the college working or volunteering in these activities must abide by the list of allowable recruiting activities and out of recruiting area evaluations.
- C. High School competitions must be privately operated and not sponsored by any California community college. *(Revised 4/7/22 effective 7/1/22)*
- D. High School competitions may not be endorsed by the college's athletics department. *(Revised 4/7/22 effective 7/1/22)*
- E. The competitions and/or practices may take place on a California community college facility as long as all normal facility use and rental procedures of the college are followed. *(Revised 4/7/22 effective 7/1/22)*
- F. If a coach or representative of a California community college is an owner or operator of the Youth and High School competition(s) listed in this section the following applies to Free or Reduced Camp Admission.
  - 1. Prospects (including preparatory school students) may not be given free or reduced admission to the events in this section, regardless of the event's location.
  - 2. Coaches and representatives of a California community college may not pay for any portion of the admission to the events covered in this section on behalf of a prospect, regardless of the event's location.
  - 3. Discounted admission is permissible but cannot be related to athletic ability. Discounted criteria must be published and available on an equal basis to all who qualify for the events covered in this section, regardless of the event's location.

4. It is permissible for children of institutional staff members, athletics department staff members, or coaches employed to receive free or reduced admission for the events covered in this section, regardless of the event's location.

## **2.10 COLLEGIATE LEVEL COMPETITIONS, ACTIVITIES AND EVENTS**

*(Adopted 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

Collegiate level competitions, activities and events not recognized by the CCCAA include but are not limited to summer baseball leagues, camps, clinics and combines.

*(Revised 4/7/22 effective 7/1/22)*

- A. Representatives and agents of a California community college may volunteer or work in any capacity, however, all tenets of Bylaw 2.5 must be followed.
- B. No more than one (1) student-athlete with any continuing CCCAA eligibility may participate in a competition when the coach or representative of his/her California community college is working or involved with the event. *(Revised & effective 6/10/21) (Revised 4/7/22 effective 7/1/22)*
- C. The competitions must be privately operated and not sponsored by any California community college.
- D. The competitions may not be endorsed by the college's athletics department. *(Revised 4/7/22 effective 7/1/22)*
- E. The competitions may take place on a California community college facility as long as the normal facility use and rental procedures of the college are followed.

## **2.11 COLLEGE SPONSORED CAMPS OR CLINICS** *(Adopted 3/28/19 effective 7/1/19) (Revised 4/7/22 effective 7/1/22)*

- A. CCCAA athletic departments may run camps and clinics open to the public. Examples of such events include but are not limited to: summer camps, team tournaments, passing leagues and day camps.
- B. The camps and clinics must be operated by the member college.
- C. The camps and clinics may appear on the college and/or athletic web page and all social media platforms may be used to promote the camp or clinic.
- D. The camps and clinics must not be presented as "ID" or "Evaluation" events for prospective student-athletes.
- E. The camps and clinics may be advertised via correspondence; however, person-to-person solicitations for the events covered in this section may only occur inside the college's recruiting area. In addition, solicitations for events covered in this section are limited to correspondence as defined in

2.5.B if the family, prospect, coach or camper resides or attends high school outside the college's recruiting area.

F. Free or Reduced Camp Admission

1. Prospects (including preparatory school students) may not be given free or reduced admission to the events in this section.
2. Coaches and representatives of a California Community College may not pay for any portion of the admission to the events covered in this section on behalf of a prospect.
3. Discounted admission is permissible but cannot be related to athletic ability. Discounted criteria must be published and available on an equal basis to all who qualify for the events covered in this section.
4. It is permissible for children of institutional staff members, athletics department staff members, or coaches employed to receive free or reduced admission for the events covered in this section.

**2.12 SPEAKING OR ATTENDANCE REQUESTS** *(Revised 4/7/22 effective 7/1/22)*

Acceptance of speaking or attendance requests for banquets, clinics, camps, service club meetings, college night panels, etc. is permitted.

- A. The individual may represent his or her college or its athletic program(s), in brochures, online profiles, introductions, etc.
- B. The individual may wear college-identifying apparel. *(Adopted 3/31/11 effective 7/1/11)*  
*(Adopted 3/31/16 effective 7/1/16)*

**2.13 DISSEMINATION OF RECRUITMENT BYLAW** *(Revised 4/7/22 effective 7/1/22)*

2.13.1 The college president, working through the appropriate athletic administrator or director, is responsible for ensuring that the college is in compliance with this Bylaw on athletic recruitment.

2.13.2 All college athletic personnel, volunteers, representatives, and those agents who are approved by the athletic program to be involved in the athletic program shall complete the full online exam for their position, with a minimum score of 80 percent, and attend a certification and information meeting (in-service) regarding the Constitution and Bylaws. Those completing the full exam for their position with a minimum score of 90 percent shall be eligible to take a reduced 20-question exam the following year. All personnel must sign the college's Form R-2, Statement of In-Service Training, indicating attendance and commitment of adherence to the Constitution and Bylaws. The Form R-2 shall be electronically submitted (email attachment) to the CCCAA Director of Membership Services, with a copy sent to the conference commissioner, and the original retained in the president's

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office on campus. All known or identified coaches and staff members shall complete the exam and in-service, at least once a year prior to August 27. The R-2 and exam cycle runs from July 1 to June 30. Subsequent meetings shall be held throughout the year as individuals are hired and pass the exam and updated Form R-2's shall be submitted as previously mentioned. (See Article 1.5.6) *(Adopted & effective 6/10/10) (Adopted & effective 6/24/11) (Adopted & effective 11/2/12) (Adopted 3/28/13 effective 7/1/13) (Adopted 2/12/15 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Revised & effective 6/14/18)*

- A. Once the August 27 deadline, or an earlier date as determined by the institution, has passed, a coach must have completed both requirements, as outlined above, to be involved in the athletic program, including coaching or recruiting activities.
- B. Only those personnel certified by the college president, as outlined above, shall have approval to recruit. Recruiting by any parties not certified is illegal.
- C. The vice presidents of instruction/academic affairs and student services/affairs shall pass the president/vice-president exam each year.

2.13.3 Each college president shall certify that the college has complied with Bylaw 2.13.2 by signing a Form R-1, Statement of Compliance, and electronically submitting (email attachment) that form to the CCCAA Director of Membership Services by August 27 of each year. Additionally, the colleges shall send copies of the Forms R-1 and R-2 to the conference commissioner and retain the original in the president's office on campus. Failure to file these forms by August 27 will result in the forfeiture of all completed contests. *(Adopted & effective 4/6/07) (Adopted 2/12/15 effective 7/1/15)*

## **2.14 PENALTIES FOR VIOLATION OF BYLAW 2** *(Revised 4/7/22 effective 7/1/22)*

2.14.1 See Article 7.4.11.

## BYLAW 3

### Contests and Seasons of Sport

#### 3.1 SEASON OF SPORT *(Revised 10/27/20 effective 11/6/20)*

A season of sport may consist of two (2) distinct segments as follows: *(Adopted & effective 11/2/12)*

- A. Traditional—This (practice and competition) segment begins with the sport specific first permissible practice opportunity as identified in Bylaw 3.11 and coincides with the conclusion of the CCCAA state championship(s). *(Adopted & effective 11/2/12)*
- B. Non-Traditional—This (practice and scrimmage) segment is identified within a specified time frame for those sports approved by the CCCAA Board and as designated in Bylaw 3.17.1. *(Adopted & effective 11/2/12)*

Statement of Clarification: There will be no organized outside practice and/or competition involving students with any continuing eligibility during the academic year (as defined by California Title 5 regulations) except as provided during the season of sport identified in Bylaw 3.11 and 3.17.1. (See CCCAA Bylaw 3.5.3 for definition of “practice.” See CCCAA Bylaw 3.2 for definition of “contest.”) *(Adopted & effective 11/2/12) (Revised & effective 6/10/21) (Revised 4/7/22 effective 7/1/22)*

#### 3.2 SCHEDULED CONTESTS

A game, meet, match, scrimmage, or any other engagement between individuals and/or teams representing one or more collegiate institutions or other teams/individuals not affiliated with the college(s) on a given day shall be considered a scheduled contest.

#### 3.3 SCRIMMAGE

- 3.3.1 Any practice activity among two (2) or more teams or individuals from different colleges or other teams/individuals not affiliated with the college(s) that begins and ends on the same day shall be considered a scrimmage.
- 3.3.2 For scrimmages:
  - A. No official score or statistics shall be kept or reported.
  - B. Coaches are permitted on the playing surface.
  - C. Substitution is unlimited.
  - D. Officials may be used and paid.

- E. Can be scheduled after the CCCAA practice/scrimmage “may begin date,” and prior to the individual college’s first game, meet, or match. The date may be found in the Sport Season Chart, Bylaw 3.11.
- F. Will count in the allowable number of contests for that sport, unless the sport has an exception as indicated in Bylaw 3.11. *(Revised & effective 6/13/19)*
- G. Should appear on the schedule and be denoted as a scrimmage for all colleges involved.
- H. Do not count as participation by the student at the California community college level, but do count as contests in the sport season’s total number of contests. *(Adopted 4/4/14 effective 7/1/14)*
- I. Do not count as participation by the student at the NCAA Division I and Division II level provided he/she does not participate in more than two such scrimmages, including the Non-Traditional Season, per academic year. *(Adopted 4/4/14 effective 7/1/14)*
- J. No admission is charged. *(Adopted 4/4/14 effective 7/1/14)*
- K. No official time is kept. *(Adopted 4/4/14 effective 7/1/14)*

### **3.4 TEAM**

A team is comprised of those student-athletes who have been declared eligible for intercollegiate competition according to the eligibility standards of the CCCAA. The only team a college may have in a sport approved by the CCCAA is that team which participates in that sport during the season of competition for that sport as approved by the CCCAA. For purposes of this provision, a team is defined to exist only during the season of sport.

- A. Intercollegiate team: A team as defined above which is sanctioned and funded by the college.
- B. Intercollegiate club team: A team that meets all eligibility and Constitution and Bylaws requirements as defined above, but is not funded by the college.

### **3.5 PRACTICE**

#### **3.5.1 Pre-participation Screening Exam (PPE) *(Adopted & effective 10/17/08) (Revised 3/29/18 effective 7/1/18)***

- A. All student-athletes shall complete a thorough pre-participation examination prior to any practices or any intercollegiate competitions. This screening shall be performed by a medical doctor (MD) or doctor of osteopathic medicine (DO) licensed and in good standing in his or her state or other qualified medical personnel who are under a MD's or DO's supervision. A MD or DO must sign the PPE Form.



- B. The PPE shall include a medical examination, orthopedic examination and a review of medical and orthopedic history, designed to detect conditions that will determine an athlete's fitness to engage in sports. In no way is the review of history to be misconstrued as a complete health physical examination PPE.
- C. After the initial medical evaluation, an updated history should be performed annually. Each institution can determine whether or not a student-athlete, who has no change in health status and no change in their updated annual medical history, is reexamined annually by a MD or DO.

3.5.2 The first date of CCCAA-allowable practice is as follows:

- ⇒ August 15—All fall sports except football (For football, see Bylaw 3.12)
- ⇒ October 1—Basketball (*Adopted 4/1/10 effective 7/1/10*)
- ⇒ January 15—All spring sports

If any of the above dates falls on a Sunday, then, for that year, the first date of CCCAA-allowable practice for those sports will be on Monday, the sixteenth (16th), for fall sports (except football) and spring sports, or the second (2nd) for basketball.  
(*Revised & effective 8/30/18*)

3.5.3 Any meeting, activity, or instruction of more than one (1) member of varsity or separate squads held at the direction of, or supervised by, any employee or representative of the college and occurring within the time periods identified in Bylaw 3 shall be considered a practice. Practice also includes field or floor practice, chalk talks, lectures, demonstrations, and showing of game or training films, etc. There shall be no time period in which practice may occur except that which is identified under CCCAA Bylaw 3.11, 3.17 and 3.19. (*Adopted 3/28/13 effective 7/1/13*)  
(*Revised & effective 8/27/14*)

3.5.3.1 Olympic and National Team Development Program.

There are no limits on the number of student-athletes from the same institution who may participate in Olympic and national team development programs. Such programs may also include a coach and student-athlete from the same institution, provided:

- A. The national governing body (NGB) conducts and administers the developmental program;
- B. The NGB selects coaches involved in the developmental program; and
- C. The NGB or the selected coaches select the involved participants.

3.5.4 Involvement of Institutional Staff

No employee or representative of a member institution may be involved in the following capacities (coach, player or team administrator, or any team specific involvement) at any time during the academic year, vacation periods, and summer with an outside team that involves more than one (1) student-athlete

with any continuing eligibility from that institution except as provided through exceptions contained within this Constitution and Bylaws. *(Revised & effective 8/27/14) (Revised 10/27/20 effective 11/6/20) (Revised & effective 6/10/21) (Revised 4/7/22 effective 7/1/22)*

### **3.6 PHYSICAL EDUCATION CLASSES**

Classes designed as off-season conditioning/skill development for intercollegiate athletes which are conducted outside of the normal season of competition must be credit courses and meet the criteria listed below. Classes conducted during the summer session must also meet the criteria listed below: *(Adopted & effective 11/2/12) (Adopted 3/28/13 effective 7/1/13)*

- A. The class is listed in the current college catalog.
- B. No intercollegiate competition is allowed, including “field trips.”
- C. Football shoulder pads and helmets are allowable during the identified spring NTS season per bylaw 3.17.1. *(Adopted 4/7/22 effective 7/1/22)*

### **3.7 TEAM SPORTS**

Team sports are as follows: Baseball, Basketball, Football, Soccer, Softball, Volleyball, and Water Polo.

### **3.8 INDIVIDUAL SPORTS**

Individual sports are as follows: Badminton, Beach Volleyball, Cross Country, Golf, Swim & Dive, Tennis, Track & Field, and Wrestling. *(Adopted & effective 4/6/07) (Revised 4/4/14 & effective 7/1/14) (Revised & effective 11/6/15)*

### **3.9 POSTCONFERENCE COMPETITION** *(Revised 10/27/20 effective 11/6/20)*

- 3.9.1 The CCCAA Board and MC shall approve sports for regional and state post-conference competition using the following criteria:
  - A. There must be a minimum of four (4) colleges in the north or south region that wish to offer the intercollegiate-level sport.
  - B. All competitors in a sport shall comply with the Constitution and Bylaws and conference eligibility rules and regulations.
  - C. Sports for women will be encouraged in the CCCAA’s sport approval process.
  - D. Sport approval requests shall be discussed by the CCCAA Board after recommendation by the MC.
  - E. Requests from two (2) conferences in a region are required for CCCAA Board approval of regional postconference competition in that sport.

- F. Requests from three (3) or more conferences are required for CCCAA approval of a state championship in that sport.

### **3.10 NUMBER OF CONTESTS/SEASONS OF SPORT**

- 3.10.1 Individual and team conference champions shall be determined within the maximum number of contests for that sport, including any conference championship. Conference championship events shall be counted as one (1) contest/date/game/meet toward the maximum allowable for that sport. *(Revised & effective 8/30/18)*
- 3.10.2 Teams that participate in scrimmages and/or games between the last authorized state-approved playing date and postconference competition play will be immediately placed on a two (2)-year suspension from postconference competition.
- 3.10.3 Teams that participate in (1) scrimmage and/or game per year against alumni from their program. Such contest/date/game/meet/match will not count toward the maximum allowable for that sport and is permitted at any point during the season through the conference competition end date. Unofficial scores and statistics may be kept and publicized but will not count toward their official season record or results, or statistics. The alumni team may only be comprised of alumni from the team's program and no other outside teams or individuals may participate in the contest/date/game/meet/match. *(Adopted 4/7/22 effective 7/1/22)*

### **3.11 SPORTS SEASON CHART**

<b>Fall Sports</b>	
<b>Cross Country M/W</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 9 Contests + 1 Alumni Meet^</b> August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first 4 Saturdays prior to Thanksgiving <i>(Revised &amp; effective 11/2/18)</i> Saturday prior to Thanksgiving
<b>Football</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 10 Contests + 1 Scrimmage</b> (See Bylaw 3.12) Friday, 14 weekends prior to end of PC 1 Saturday prior to Thanksgiving 3 Saturdays after Thanksgiving
<b>Golf W</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 19 Contests + 1 Alumni Match^</b> August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first 4 Wednesdays prior to Thanksgiving 2 Wednesdays prior to Thanksgiving
<b>Soccer M/W</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 22 Games + 1 Alumni Game^</b> (Tournament of any kind count game for game) August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first 2 Saturdays prior to Thanksgiving 2 Sundays after Thanksgiving <i>(Adopted 4/4/08 effective 7/1/08)</i>

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Fall Sports continued	
<b>Volleyball W**</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 24 Dates + 1 Alumni Match<sup>^</sup></b> <i>(Adopted 3/30/17 effective 7/1/17) (A 3/28/19 e 7/1/19)</i> August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first Thursday (1 week) prior to Thanksgiving <i>(Adopted 4/3/09 effective 7/1/09)</i> 2 Sundays after Thanksgiving
<b>Water Polo M/W</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 18 Dates + 1 Alumni Game<sup>^</sup></b> August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first 3 Saturdays prior to Thanksgiving Saturday prior to Thanksgiving
<b>Wrestling M</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 15 Dates + 1 Alumni Match<sup>^</sup></b> August 15 (See Bylaw 3.5.2) August 27 or the 4th Friday in August, whichever comes first Saturday prior to Thanksgiving 3 Saturdays after Thanksgiving
<b>Basketball M</b>  Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 28 Contests + 2 Scrimmage Dates + 1 Alumni Game<sup>^</sup></b> <i>(A 10/27/20 e 11/6/20)</i> October 1 (See Bylaw 3.5.2) <i>(Adopted 4/1/10 effective 7/1/10)</i> November 1 or 5th Thursday in October, whichever comes first 3 weeks prior to end of PC Sunday after the 2nd Thursday in March
<b>Basketball W</b>  Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 28 Contests + 2 Scrimmage Dates + 1 Alumni Game<sup>^</sup></b> <i>(A 10/27/20 e 11/6/20)</i> October 1 (See Bylaw 3.5.2) <i>(Adopted 4/1/10 effective 7/1/10)</i> November 1 or 5th Thursday in October, whichever comes first Friday (3 weeks prior to end of PC) <i>(A 3/28/19 e 7/1/19)</i> Sunday after the 2nd Thursday in March
<b>**Volleyball:</b> Non-conference tournaments shall be a maximum of two (2) days in length. Fourth Friday and fifth Thursday language <i>(Adopted &amp; effective 3/29/19)</i> <sup>^</sup> Alumni Game all sports except football <i>(Adopted 4/7/22 effective 7/1/22)</i>	

Spring Sports	
<b>Badminton W</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 19 Dates + 1 Alumni Match<sup>^</sup></b> January 15 (See Bylaw 3.5.2) January 27 or the 4th Friday in January, whichever comes first 4 Saturdays prior to Memorial Day 3 Saturdays prior to Memorial Day
<b>Baseball</b>  Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 40 Games + 2 Scrimmages + 1 Alumni Game<sup>^</sup></b> <i>(Adopted 3/28/19 effective 7/1/19)</i> January 15 (See Bylaw 3.5.2) January 27 or the 4th Friday in January, whichever comes first 5 Saturdays prior to Memorial Day Memorial Day
<b>Beach Volleyball</b> Practice/scrimmage may begin: Game/meet/match may begin: Conference competition ends: Postconference competition ends:	<b>Max: 14 Dates + 1 Alumni Match<sup>^</sup></b> <i>(Revised 4/1/21 effective 7/1/21)</i> January 15 (See Bylaw 3.5.2) January 27 or the 4th Friday in January, whichever comes first 5 Saturdays prior to Memorial Day 3 Saturdays prior to Memorial Day <i>(A &amp; e 11/4/16) (R &amp; e 11/2/18)</i>

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Spring Sports Continued	
<b>Golf M</b>	<b>Max: 19 Contests + 1 Alumni Match<sup>^</sup></b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	4 Tuesdays prior to Memorial Day
Postconference competition ends:	2 Tuesdays prior to Memorial Day
<b>Softball</b>	<b>Max: 40 Games + 2 Scrimmages + 1 Alumni Game<sup>^</sup></b>
	<i>(Adopted 3/28/19 effective 7/1/19)</i>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	5 Thursdays prior to Memorial Day
Postconference competition ends:	3rd full weekend in May <i>(Adopted 10/13/06 effective 1/1/07)</i>
<b>Swimming M/W</b>	<b>Max: 11 Meets + 1 Alumni Meet<sup>^</sup></b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	6 Saturdays prior to Memorial Day
Postconference competition ends:	4 Saturdays prior to Memorial Day <i>(Revised &amp; effective 6/21/13)</i>
<b>Tennis M/W</b>	<b>Max: 26 Dates + 1 Alumni Match<sup>^</sup></b> (See Bylaw 3.14.1)
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Team conference competition ends:	3 weeks prior to the end of the Ojai Tournament <i>(R&amp;e 11/2/18)</i>
Individual conference competition ends:	2 weeks prior to the end of the Ojai Tournament <i>(R&amp;e 11/2/18)</i>
Postconference competition ends:	Last Sunday of the Ojai Tournament <i>(Revised 4/5/12 effective 7/1/12)</i>
<b>Track &amp; Field M/W</b>	<b>Max: 13 Contests + 1 Alumni Meet<sup>^</sup></b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	5 Saturdays prior to Memorial Day
Postconference competition ends:	2 Saturdays prior to Memorial Day
<b>Volleyball M</b>	<b>Max: 21 Dates with no more than 4 tournaments** +1 Alumni Match<sup>^</sup></b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	6 Saturdays prior to Memorial Day
Postconference competition ends:	5 Saturdays prior to Memorial Day
<b>Wrestling W</b>	<b>Max: 15 Dates + 1 Alumni Match<sup>^</sup></b>
Practice/scrimmage may begin:	January 15 (See Bylaw 3.5.2)
Game/meet/match may begin:	January 27 or the 4th Friday in January, whichever comes first
Conference competition ends:	6 Saturdays prior to Memorial Day
Postconference competition ends:	5 Saturdays prior to Memorial Day
**Volleyball: Non-conference tournaments shall be a maximum of two (2) days in length. Colleges shall participate in no more than four (4) tournaments of which no more than two (2) may be two (2) days in length. Fourth Friday language <i>(Adopted &amp; effective 3/29/19) For Beach (Revised 4/1/21 effective 7/1/21) Women's Wrestling (Adopted &amp; effective 11/5/21)</i> <sup>^</sup> Alumni Game all sports except football <i>(Adopted 4/7/22 effective 7/1/22)</i>	

### 3.12 FOOTBALL PRACTICE

All colleges will be allowed 22 consecutive practice opportunities before the date that they can play their first game. (See Bylaw 3.11)

- A. There shall be no practice held on Sundays. Sundays shall not be counted when calculating practice opportunities.



- B. If a college's fall semester/quarter begins prior to the practice starting date, only non-contact conditioning drills shall be available.
- C. Colleges are allowed one (1) practice opportunity per day from the practice starting date to the date of the first game. *(Adopted 4/3/09 effective 7/1/09) (Revised 3/29/18 effective 7/1/18) (Revised & effective 8/30/18)*
- D. A practice opportunity is defined as any on-the-field activity and may not exceed three (3) hours in length.
- E. The first three (3) practice opportunities of the football season can include helmets and shoulder pads. *(Adopted & effective 11/3/17)*
  - 1. Full contact cannot occur until after these three (3) technique practice opportunities are completed.
  - 2. Footballs may be used.

### **3.13 ORGANIZATIONAL MEETINGS**

A college may schedule organizational meetings before the start of each CCCAA sport season date. Meeting guidelines are:

- A. There shall be up to five (5) meetings per sport per season. There may be organizational meetings as needed per sport per season that follow the definition stated below. *(Revised 3/28/19 & effective 7/1/19)*
- B. The meetings shall be set prior to the start of practice for that sport. *(Revised 3/28/19 & effective 7/1/19)*
- C. The meetings shall be for administrative and educational advisement purposes only. The meetings may be used for completion of Form 1 Student Eligibility Report, orientation to the college, clarification of practice times/locations, explanation of athletic training rules, securing student insurance information, setting physical exam appointments, safety/concussion information, academic advising appointment schedules, violence prevention information/discussion, drug/alcohol awareness, and social justice issues etc. No practice or competition may be held or uniforms and/or supplies issued. *(Revised & effective 6/19/14) (Revised 3/28/19 & effective 7/1/19)*
- D. There shall be no sport skill instruction or physical activity by meeting participants.
- E. This meeting shall be exempt from Bylaw 3.5.

### **3.14 COUNTING OF CONTESTS AND TOURNAMENTS**

- 3.14.1 All scheduled scrimmages, games, meets, or matches are defined in Bylaw 3.11 with the following exceptions: *(Revised 3/28/19 effective 7/1/19)*

A. Alumni Game

1. A single contest/date/game/meet/match against alumni will not count toward the maximum allowable for that sport and may be played any time during the season through the conference competition end date.

*(Adopted 4/7/22 effective 7/1/22)*

B. Scrimmage

Shall be counted as one (1) contest.

C. Beach Volleyball *(Adopted & effective 11/6/15)*

Each competition versus any other team shall count as a contest. This includes three-(3)-way, four-(4)-way, and other multi-college or multiple team events.

*(Adopted 4/4/14 effective 7/1/14)*

D. Softball Tournaments

All softball tournaments must be counted as the maximum number of games possible for the purpose of scheduling. *(Adopted 4/4/14 effective 7/1/14)*

All scheduled tournaments shall have the maximum number of games possible for the purpose of scheduling noted on the official schedule. *(Adopted 4/4/14 effective 7/1/14)*

E. M/W Tennis

1. A single-elimination tournament shall count as one (1) contest.
2. A single-elimination tournament with a consolation bracket shall count as two (2) contests.

F. Volleyball Tournaments

Non-conference tournaments shall be a maximum of two (2) days in length.

- 3.14.2 Teams separating/splitting their normal squad to attend two (2) separate meets/events on the same date shall count as two (2) contests. Teams that compete in a single meet/event that is held at two (2) separate sites shall count as one (1) meet.

For Track and Field only: Teams separating/splitting their normal squad to attend two (2) separate meets/events on the same date shall count as one (1) meet. Teams that compete in a single meet/event that is held at two (2) separate sites shall count as one (1) meet.

If a college enters an athlete in a heptathlon/decathlon competition, that contest shall not count as a contest for the college under the following circumstances:

*(Adopted 3/28/13 effective 7/1/13)*



- A. The athlete has the intent of completing the event;
  - B. The athlete may not compete in another scheduled contest for that college for one (1) calendar week following the heptathlon/decathlon event.
- 3.14.3 Teams separating/splitting into two (2) separate squads to fill a vacancy in a tournament shall count as two (2) contests per day.
- 3.14.4 Contest limits are applied to the entire team and are not tallied on an athlete-by-athlete basis.
- 3.14.5 Conference championship events shall be counted as one (1) contest/date toward the maximum allowable contests or dates for that sport. Conference championship events shall be counted as one (1) contest on determining the institution's completed events in that sport regardless of the number of games or days involved.
- 3.14.6 The maximum number of contests does not include postconference competition games, meets, or matches.
- 3.14.7 For the purpose of determining an injury/illness waiver, each contest shall be counted as one (1) contest. (See Bylaw 1.8)

### **3.15 CRITERIA FOR NON-FULFILLMENT OF CONTESTS** *(Revised & effective 2/18/20)*

If a sport is dropped or a team does not fulfill a contest or contests, the following shall apply:

- A. Such contests that occur PRIOR to the start of conference competition shall not count for seeding purposes.
- B. Such contests that occur AFTER the start of conference competition shall count for seeding purposes.

### **3.16 SPECIAL EVENTS**

- 3.16.1 In individual sports, athletes who are invited to participate in special events representing their colleges must have advance approval from the CCCAA Executive in order to participate. Such participation by an individual shall not count as a contest for the team or for the individual. *(Adopted & effective 11/2/12)*
- A. The college president shall request the exception in writing. The request must be received by the CCCAA Executive no less than two (2) weeks prior to the event. Exceptions may be made under unique circumstances.
  - B. The competition must be an invitational of championship caliber as verified by a written invitation from the administrators of the event.
  - C. Potential competitors shall have attained a championship-level time, mark, or classification.

- D. For the sport of Track and Field, participation is permissible in one (1) or more of the following events: USATF Jr. Nationals, USATF Outdoor Track and Field Championships, World Track & Field Championships, and/or the Olympic Trials. *(Adopted & effective 10/19/07) (Adopted 4/1/10 effective 7/1/10)*

3.16.2 Exceptions may be made by the CCCAA Executive when the following conditions have been met: *(Adopted & effective 11/2/12)*

- A. The proposed contest(s) is(are) within the allowable number for that sport.
- B. The competition takes place no earlier than ten (10) days prior to the season of sport.
- C. The college president requests the exception in writing to the CCCAA Executive no less than two (2) weeks prior to the event.
- D. The CCCAA Executive shall notify the college president of the decision on the exception at least one (1) week prior to the proposed event.
- E. Exceptions may be requested for international travel and competition (see Bylaw 3.18).
- F. The sport of tennis will be able to participate in the Wilson/ITA Small College Regional Championships and, if they qualify, the ITA National Small College Championships. *(Adopted & effective 4/6/07)*
- G. Baseball/softball coaches associations may run fall all-star/showcase events. A one (1)-day event in each region per sport is permitted. Only student-athletes who have competed one (1) year and have remaining eligibility are eligible. Student-athletes are nominated and then selected by a coaches association committee, using academic and athletic criteria to participate in the event. All student-athletes are participating as individuals. The event will occur during the nontraditional season (NTS) window. *(Adopted 4/3/09 effective 7/1/09)*

### **3.17 NONTRADITIONAL SEASON OF SPORT**

The CCCAA recognizes a “nontraditional” season of sport. *(Adopted & effective 11/2/12)*  
*(Adopted 6/19/14 effective 7/1/14)*

#### **3.17.1 Scheduled Dates**

Non-traditional season (NTS) competition is permitted to occur outside of the traditional segment only. The traditional segment begins with the first permissible practice opportunity and ends with the conclusion of the CCCAA state championship. *(Adopted & effective 11/4/16)*

The following sport chart indicates the dates allowed for each sport and the number of contests/scrimmages allowed for each sport during the nontraditional season of sport. Student-athletes who are enrolled in the physical education

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activity/conditioning class associated with a sport are eligible to compete, unless they are a dual-sport student-athlete. A dual-sport athlete only needs to be enrolled in any athletic class. A student-athlete can only compete at one California community college during the “nontraditional” segment. “Nontraditional contests” are to be treated as scrimmages (Bylaw 1.15.8); “nontraditional contests” do not affect eligibility, transfer, or seasons of competition. Participants must be enrolled at the college he/she is representing and have a current medical physical on file. *(Adopted 10/27/20 effective 11/6/20)*

The nontraditional season does not permit teams to have daily practices during their identified windows; it allows competition with other colleges. Skill, conditioning, and strength development occurs during classes that are associated with each sport. Colleges may not use class time for competition. Colleges that wish to participate must identify the dates and times of competition with the director of athletics, prior to the competition occurring and stay within the number of allowable dates/contests. Failure to comply shall result in penalties which shall include no postconference competition or a reduced number of contests during the traditional segment, or other penalties as may be identified by the CCCAA Board. *(Adopted 10/27/20 effective 11/6/20)*

Intra-squad games may be a part of a college’s allowable nontraditional scrimmages. *(Adopted 4/3/09 effective 7/1/09)*

3.17.1 Nontraditional Sport Season Dates Chart			
Sport	Start Date	End Date	Number of Scrimmages/ Events/Dates
Badminton**	October 1	November 30	3 Dates
Baseball	Tuesday following Labor Day	Saturday before Thanksgiving	10 Dates
Basketball, Men**	September 1	September 30	2-Scrimmage maximum per day, per team for a total of <u>2</u> dates
Basketball, Women**	September 1	September 30	2-Scrimmage maximum per day, per team for a total of <u>2</u> dates
Beach Volleyball**	July 1	July 31	2 Dates
Cross Country**	July 1	July 31	1 Date

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<u>Football</u>	<u>March 1</u>	<u>Last day of spring semester/quarter</u>	<u>15 allowable sessions, 8 with live contact. 3 live contact practices may include more than 50% live contact (intra-squad scrimmages). Live practices limited to 2 per week and not on consecutive days. Day following live scrimmage should be non-contact or minimal contact.</u>
Golf, Women**	February 1 (Spring) June 1 (Summer)	April 30 (Spring) July 31 (Summer)	1 Event 1 Event
Soccer**	March 1	May 31	4 Dates
Softball	Tuesday following Labor Day	Saturday before Thanksgiving	10 Dates
Swim & Dive	September 10	December 10	3 Dates
Tennis	September 1	November 30	2 Events plus the ITA (International Tennis Association) Regional Championships and the ITA National Championships should an individual(s) qualify. Events are tournaments that are played on consecutive days (example: Friday through Sunday) or dual matches. Each dual match counts as one event just as each tournament shall count as one event.
Track & Field**	October 1 January (pole vault summit)	November 30 January (pole vault summit)	1 Date 1 Date (pole vault summit)
Volleyball, Men**	September 20	December 20	4 Dates
Volleyball, Women	February 1	April 30	3 Dates

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Water Polo	February 1 (Spring) June 1 (Summer)	April 30 (Spring) July 31 (Summer)	No more than 2 scrimmages per day Spring, 3 Dates Summer, 5 Dates
Wrestling, Men	January 1	March 31	3 Dates
<u>Wrestling, Women</u>	<u>September 1</u>	<u>November 30</u>	<u>3 Dates</u>
<i>**Other revisions: (Adopted &amp; effective 10/17/08) (Adopted 4/3/09 effective 7/1/09) (Adopted 5/15/12 effective 7/1/12) (Adopted 3/28/13 effective 7/1/13) (Adopted 4/4/14 effective 7/1/14) (Adopted 4/2/15 effective 7/1/15) (Adopted &amp; effective 11/6/15) (Adopted 3/31/16 effective 7/1/16) (Revised 4/1/16 effective 7/1/16) (Revised 3/30/17 effective 7/1/17) (Adopted 3/29/18 effective 7/1/18) (Revised &amp; effective 11/2/18) (Revised &amp; effective 6/13/19) (Revised 10/27/20 effective 11/6/20) (Adopted and effective 11/5/21) (Adopted 4/7/22 effective 7/1/22)</i>			

### 3.18 INTERNATIONAL TRAVEL, PRACTICE, AND COMPETITION

- 3.18.1 College requests to participate in foreign tours and competition shall be approved and submitted in writing to the conference by the college president.
- 3.18.2 Written requests from colleges shall be submitted for approval to the college's conference of the involved sport.
- 3.18.3 After conference approval, the request shall be forwarded to the CCCAA Executive for review. The CCCAA Executive shall report his/her action to the MC and the CCCAA Board.
- 3.18.4 Written requests shall be presented to the conference and Office of the CCCAA Executive at least 30 days prior to the first day of the tour or competition. Exceptions to this criterion may be made only under special circumstances by the CCCAA Executive.
- 3.18.5 The touring team shall consist only of student-athletes who are regularly enrolled in the college and are eligible for intercollegiate competition during the current or previous academic year.
- 3.18.6 Tours will generally be scheduled during summer vacation or regular college vacation periods as published in the college's official catalog.
- 3.18.7 Colleges shall not be allowed more than eight (8) days of practice immediately prior to departure on the tour.
- 3.18.8 Colleges shall not participate in a foreign tour or competition more than once every three (3) years in each sport.
- 3.18.9 A college is limited to the following maximum number of contests while on tour:  
*(Adopted 4/4/14 effective 7/1/14) (Adopted & effective 11/6/15)*

Badminton	5	Softball	8
Baseball	8	Swimming	5
Basketball	8	Tennis	5
Beach Volleyball	8	Track & Field	5
Cross Country	5	Volleyball	8
Football	2	Water Polo	5
Golf	5	Wrestling	5
Soccer	5		

- 3.18.10 Teams shall not compete against another USA college or USA team while on tour. They may compete against USA Armed Forces personnel teams stationed in foreign countries. Exceptions to this requirement may be made under special circumstances by the CCCAA Board.
- 3.18.11 The conference and CCCAA Board shall be provided with a brief tour itinerary including dates of practice, departure, return, and listing of planned competition.

### **3.19 COUNTABLE ATHLETICALLY RELATED ACTIVITIES** *(Adopted 3/28/13 effective 7/1/13)*

Any required meeting, activity, or instruction with an intercollegiate athletics purpose of more than one (1) student-athlete held at the direction of, or supervised by, any employee or representative of the college, and occurring outside of the time periods identified in Bylaw 3.11, shall be considered a countable athletically related activity. A countable athletically related activity also includes field or floor activities, chalk talks, lectures, demonstrations, and showing of game training films. There shall be no time period in which a countable athletically related activity may occur except that which is identified under Bylaw 3.19.

- 3.19.1 Administrative activities (e.g. compliance meetings and academic meetings, including but not limited to study halls and tutorials) shall not be considered as countable athletically related activities.

#### **3.19.2 Time Limits for Athletically Related Activities**

In all sports, the following time limitations shall apply:

- A. Maximum 175 contact hours outside the season of sport as defined in Bylaw 3.11 (from the day after last the day of postconference competition through the day prior to the first day of practice) not to exceed twelve (12) hours during any given week.
1. If an intercollegiate sport class is designed for enrollment during the sport season as indicated in Bylaw 3.11, those activities taking place on the scheduled dates/times of the class (as stated in the institution's class schedule) that occur prior to the end of the stated term yet extend beyond the last date of postconference competition for that sport, are not subject to this bylaw.

- B. Weekly Hour Limitations—Outside of the Competitive Playing Season: Outside of the competitive playing season, during the duration of each institution's academic term, only a student-athlete's participation in countable athletically related activities shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of twelve (12) hours per week.
- C. Time in classes that qualifies as countable athletically related activities for student-athletes shall count towards these hour limitations.
- D. Computation of Day: A "day" shall be defined as a calendar day (12:00 am through 11:59 pm).
- E. Definition of Nontraditional Day: All nontraditional scrimmages and any associated athletically related activities, including associated travel, on the day of the scrimmage shall not count toward the weekly hour limitation.
- F. Definition of Week: A "week" shall be defined as seven (7) consecutive days of a given week, beginning on Sunday and ending on Saturday.
- G. Hour limitation record: Each institution shall maintain a record of each student-athlete's countable athletically related activities.
- H. Vacation Periods and Between Terms. No competitive out-of-season athletically related activities are allowed when an institution is closed, as listed in the institution's official calendar, and during the academic year between terms when classes are not in session. If such periods occur during any part of a week in which classes are in session, the institution is subject to the weekly hour limitations during the portion of the week when classes are in session.
- I. Required Days Off—Outside of the competitive Playing Season: Outside the competitive playing season, all countable athletically related activities, with the exception of sanctioned nontraditional scrimmages, are prohibited on Sundays.

**3.19.2.1 Countable Athletically Related Activities Prohibited after Competition**

Countable athletically related activities may not be conducted at any time following the completion of the nontraditional scrimmage.

Additional restrictions:

- A. There shall be no class time missed in conjunction with nontraditional scrimmages or countable athletically related activities.
- B. Countable athletically related activities between midnight and 5:00am: Countable athletically related activities shall not occur between midnight and 5:00am.

**3.19.3 Voluntary Athletically Related Activities**

In order for any athletically related activity to be considered "voluntary" and, therefore,



not counted towards the countable athletic related activities for those individuals:

- A. The activity must be initiated and requested solely by the student-athlete.
- B. No coach or employee/agent may be involved in any capacity in the activity itself.
- C. No coach or employee/agent may require the student-athlete to participate in the activity at any time.

#### 3.19.4 Institutional Limitations

The CCCAA supports year round instructional contact between coaches and student-athletes to improve sport related skills, as well as those non-sport related skills associated with student academic success. Further, the CCCAA believes that successful athletic programs provide student-athletes with a positive learning environment and academic support services that enhance learning and lead to successful degree/certificate completion and/or transfer. However, a member institution shall limit its organized practice and countable athletically related activities to minimize interference with the academic programs of its student-athletes.

### 3.20 EMERGING SPORTS (Adopted 3/30/17 effective 7/1/17)

- A. Definition of an Emerging Sport: A competitive activity recognized by the CCCAA as a new and/or additional participation opportunity for student-athletes not currently recognized among the organization's standing list of sanctioned, championship-sport offerings. If approved, member institutions shall be allowed to use "emerging sport status" to initiate, experiment, conduct competition in and grow a new sport offering at the intercollegiate level.
- B. Definition of an Intercollegiate Sport: For the purpose of reviewing emerging sport proposals, an intercollegiate sport shall be defined as an institutional activity involving physical exertion with the purpose of competition versus other teams or individuals within a collegiate competition structure (i.e., for California Community Colleges, CCCAA sanction). Intercollegiate sport includes regularly scheduled team and/or individual head-to-head competition (at least five) within a defined competitive season and governed by standardized playing rules with rating/scoring systems recognized by official regulatory agencies and/or governing bodies.
- C. Initiation: Consideration of emerging sport status may be initiated by a CCCAA member college, conference or recognized affiliate organization. If an activity meets the definition of an intercollegiate sport per 3.20.B, then a written proposal, including: 1) documentation that standards and criteria for competition have been met; 2) data to support the potential for interest and participation is evident; 3) the availability of and/or access to sufficient facilities and equipment specific to the activity is evident; and 4) district or institutional approval has been granted shall be forwarded to the CCCAA Executive Director.
- D. Approval Process: Merits of the proposal shall be reviewed by the CCCAA

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Management Council for recommendation to the CCCAA Board, which shall either grant approval or make notification of denial.

- E. Operational Regulation: The duration of emerging sport status shall be for a period of one (1) academic year. Once identified as an emerging sport, CCCAA institutions wishing to sponsor and/or engage in the activity at the varsity level must abide by all identified regulating-agency playing rules; display an ability to provide for acceptable (intercollegiate standard) facilities, equipment, travel and officiating.
1. CCCAA member schools engaged in an identified emerging sport shall have the option to waive the eligibility standards of CCCAA Bylaws 1.2, 1.3, 1.5 and 1.7 for participants, in the interest of equity in comparison to the established championship-sanctioned sports.
  2. All other CCCAA Bylaw 1 regulations shall remain in effect during the single year of emerging sport status, including submission and maintenance of a CCCAA Form 3 eligibility roster (Bylaw 1.4), the illness or injury rule (Bylaw 1.8) and transfer requirements (Bylaw 1.10).
  3. Once identified as an emerging sport, CCCAA institutions wishing to sponsor and/or engage in the activity at the varsity level must abide by all identified regulating-agency playing rules and display an ability to provide for acceptable (intercollegiate standard) facilities, equipment, travel and officiating. Identified and active emerging-sport programs shall be required to meet the established standards of CCCAA Bylaw 9 (Medical Policies).
  4. A recognized emerging sport may be elevated by recommendation of the Management Council and approval of the CCCAA Board to the established operating standards of CCCAA sanctioned championship activity, if and when the sport reaches and maintains a level of 20-or-more participating schools for a period of two academic years.
  5. A sport removed from emerging sport status for any reason may seek reinstatement following a period of 12 months from the effective date of its removal. An emerging sport so identified that completes a first season of competition may no longer be considered for emerging sport status.

### **3.21 PENALTIES FOR VIOLATION OF BYLAW 3**

- 3.21.1 See Article 7.4.11.

# BYLAW 4

## Playing Rules

### 4.1 BASIC PLAYING RULES

- 4.1.1 The basic playing rules governing competition for colleges, conferences, and post-conference competition in each of the sports sanctioned by the CCCAA shall be those stated in the sport championship handbook. The following rulebooks apply *(Revised 4/4/14 effective 7/1/14) (Revised & effective 11/7/14) (Adopted & effective 11/6/15) (Adopted 3/31/16 effective 7/1/16):*

FALL SPORT	RULEBOOK	SPRING SPORT	RULEBOOK
Cross Country	NCAA	Badminton W	USAB
Football	NCAA	Baseball	NCAA
Golf W	USGA	Beach Volleyball	Rulebook as adopted by the NCAA
Soccer	FIFA	Golf M	USGA
Volleyball W	NCAA	Softball	NCAA
Water Polo	NCAA	Swim & Dive	NCAA
Wrestling	NCAA	Tennis	ITA
Basketball	NCAA	Track & Field	NCAA
		Volleyball M	USAV (DCR)

Note: Please refer to Bylaw 4.2 for adopted sport rule modifications.

- 4.1.2 Individual conferences and sport coaches associations wishing to modify playing rules in a sport may submit a request for rules changes to the MC sport representative and CCCAA Executive. Such requests shall be directed through the Office of the CCCAA Executive and shall be presented to the appropriate CCCAA committee using Form 5A.
- 4.1.3 When a sport rule is changed or circumstances beyond the control of the sport occur outside of the official CCCAA legislative calendar, the change will be made by a caucus of two (2) representatives from the MC (the MC Chair and the MC sport representative) and the CCCAA Executive or designee. *(Adopted & effective 10/6/10)*

### 4.2 PLAYING RULE MODIFICATIONS

This bylaw contains the playing rule modifications (see Bylaw 4.1.2) adopted for each sport.

4.2.1 **Badminton**

- A. Team line ups are to be exchanged 15 minutes prior to team introductions.
  - 1. All singles and doubles are to be listed in order of ability as determined by team ladder competition.
  - 2. A player not entered in the same event may substitute for another player. However, once the event has started, no substitutions are allowed.
  - 3. Two (2) copies of the line up are required. One (1) is to be exchanged with the opposing team and the second is for the tournament committee and/or media.
- B. Shuttle Changes:
  - 1. In matches played without an umpire, shuttles may be changed whenever requested by a player. If only one (1) player requests a change, she must go to the official referee for a ruling.
  - 2. If an umpire is assigned to the court, the umpire shall make the determination.
- C. Time Between Matches: Participants are allowed a maximum of 10 minutes between matches. *(Revised & effective 11/2/18)*
- D. Time Outs:
  - 1. Injury time outs. Play may be suspended one (1) time during a match at the discretion of the umpire, but may not exceed five (5) minutes. A second injury time out during the same individual match will result in an immediate default.
  - 2. Uniform/Equipment time outs. Time outs to repair or replace uniforms or equipment shall be at the discretion of the umpire and shall not exceed five (5) minutes.
- E. Defaults: Defaults shall be declared by the event manager 15 minutes after the match has been announced. The event manager has the option to change posted match times upon notification of players and coaches involved.
- F. Misconduct:
  - 1. When there is no official assigned to the match, misconduct penalties shall be ruled on by the tournament referee.
  - 2. Individual: USA Badminton rules for misconduct shall be followed.  
  
Team: When an official is calling a match, USA Badminton rules shall be followed.

**G. Coaching:**

Individual: On court coaching is allowed during the two-minute break between all games. A maximum of two (2) coaches are allowed on the court. Off-court coaching is not allowed. When the first player reaches 11 points, a 60-second on-court coaching interval is allowed. Players may agree to play through the interval but if one player requests a coaching timeout the interval shall be taken.

*(Revised & effective 11/7/14)*

**4.2.2 Baseball**

- A. All postconference competition shall be played under NCAA rules, unless otherwise amended with the approval of conferences, the Office of the CCCAA Executive, and the CCCAA.
- B. If a postconference competition game is halted prior to completion, Rule 5, Section 8b, of the NCAA rule book shall apply. *(Adopted & effective 11/2/10) (Adopted & effective 10/4/11)*
- C. A representative from each team will perform the same tests bat testing following these NCAA approved procedures. Testing will be done on a conference basis. The conference will set three testing dates. One prior to the first contest, the second in the week prior to the first conference game and the third in the week prior to the second half of conference play. Testing procedures are as follows: *(Adopted 10/27/20 effective 11/6/20) (Revised 4/7/22 effective 7/1/22)*
- Testing is done with the conference rep to the CCCBCA Executive committee and a representative of a team.
  - Testing should not be performed in public view.
  - Testing locations will be determined by the conference and each team will bring all bats that will be used in competition to the testing site.
  - Bats are first visually inspected. This is done to insure they are not on the NCAA disallowed white barrel list. Next feel the bat for cracks, dents, flat spots, an audible rattle, or loose or cracked end cap. If any of these exist the bat fails.

Bat testing consist of two tests. First is a ring test which is done to verify the bat is the correct diameter and that the barrel is not mis-shaped. The procedure is:

- Place the end cap on the ground and place the ring over the knob, letting it fall.
- If the ring passes over the bat from gravity alone (without force) the diameter passes.
- If the ring does not pass over the bat without assistance then it fails and is

not allowed in competition.

- If the bat passes the ring test it moves onto the compression test.

Barrel compression testing procedures are as follows:

- Each bat will be tested approximately 6 inches from the end cap. The bat will be rotated 90 degrees and tested again.
- Bats will be tested a maximum of three times, until they get two passing or two failing results. Bats that have two failing results are unacceptable for competition. Bats with two passing results are approved for competition.
- Bats passing all test will be certified with a tamper-proof sticker at the area at the bottom of the barrel and just above the handle. The bat stickers will be maintained by the designated conference representative.

Lowest passing barrel compression results

- Metal bats – 1250 lbs
- Composite bats – 1000 lbs
- Rawlings Quatro & Quatro Pro 800 lbs
- Mizuno Maxcor is exempt from compression testing

Bats purchased between testing dates or after the last testing date must be tested prior to use in competition. This is to be done by arrangement with the conference. Any in game challenges to a bat's legality will be handled by the umpires as per the NCAA Rule Book

During the playoffs bats will be tested by team representatives at the Super Regionals, Nor Cal/So Cal Finals and at the State Championships.

Bat stickers shall be provided by the CCCBCA for all contests. Conference representatives shall maintain the security of the stickers for regular season games and the host college for the playoffs.

#### **4.2.3 Basketball**

- A. Any men's or women's basketball team that forfeits five (5) or more contests during the season (non-conference and conference combined) are ineligible for postconference competition that season. *(Adopted & effective 11/2/10)*
- B. Any women's basketball team that forfeits a postconference competition due to the use of an ineligible player shall not be permitted to compete in the following year's postconference competition. *(Adopted & effective 11/2/10)*

C. The following rules from the NCAA Basketball Rule Book shall not be applicable for all men's and women's basketball contests conducted at CCCAA member colleges (*Adopted & effective 11/2/12*) (*Adopted 3/28/13 effective 7/1/13*):

- ⇒ Rule 1.18.3 – Tenth-of-a-second display when less than 59.9 seconds remain.
- ⇒ Rule 1.18.4 – LED lights on the backboard.
- ⇒ Rule 1.19.3 – Mounting of the shot clock above the backboard.
- ⇒ Rule 10, Section 2, Article 1 (b) – Administrative technical foul to home team for non compliance with rules above.
- ⇒ Rule 2, Section 11, Article 6 (d) - Reset the shot clock to 20 seconds on an offensive rebound. (*Adopted 10/27/20 effective 11/6/20*)

D. Any men's basketball team member dunking or attempting to dunk a dead ball before or during the game or during any intermission shall be assessed a Class B, one shot, technical infraction. (*Adopted 3/31/16 effective 7/1/16*)

**4.2.4 Beach Volleyball** (*Adopted 4/4/14 & effective 7/1/14*) (*Revised & effective 11/7/14*) (*Adopted & effective 11/6/15*) (*Revised & effective 6/28/16*)

A. All contests including postconference competition shall be played under current NCAA-adopted rules with the following modifications.

1. Facilities requirements, other than a sand surface, size of the court and height of the net, may be waived.
2. Referees are not required, but may be employed by the host college, in matches prior to postconference competition.
3. Uniforms guidelines may be waived, though all team members must wear identical tops.
4. Ladder/roster and rosters. Coaches are required to play their best teams at the top of their 1-5 ladder, assigning the remaining teams in descending order of skill.
5. No dual matches are required.
6. No referee stand (platform, podium ladder or platform workstation) is required for each competition court in order for a contest to be countable. (*Adopted 4/1/21 & effective 7/1/21*)
7. An unlimited number of coaches (including volunteer coaches) are permitted to coach in each match to promote athletic development. (*Adopted 4/1/21 & effective 7/1/21*)

**4.2.5 Cross Country**

A. Race Distances (*Adopted 10/27/20 effective 11/6/20*)



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The race distances shall be as close as possible to four (4) miles for the men and 5,000 meters for the women. Minor variations may be made to ensure for a safe and equitable start and finish procedure.

B. Meet Referee (*Adopted 10/27/20 effective 11/6/20*)

At non-championship meets the Starter may serve the as the Meet Referee.

C. Games Committee (*Adopted 10/27/20 effective 11/6/20*)

For the State Championship Meet, there shall be a Games Committee appointed by the 5CTCA Cross Country President, with input from each of the regional chairpersons. The committee will be comprised of two representatives from the south, two representatives from the north and one representative from the host college. This committee must be approved by the 5CTCA Executive Board.

For Regional Championships the Games Committee will consist of one representative from each conference and the Regional Chair.

For Conference Championships the Games Committee is appointed by the host college.

D. Protests (*Adopted 10/27/20 effective 11/6/20*)

All protests must be filed within 15 minutes after the official results have been posted after the final race.

E. Deadline for Declaration and Substitution for Individuals (*Adopted 10/27/20 effective 11/6/20*)

Deadline for Declaring Individuals, not on a qualifying team, shall be the Tuesday prior to the CCCAA Cross Country Championship at 6:00 PM.

The deadline for making a substitution, not on a qualifying team, shall be at 6:00 PM on the Wednesday prior to the CCCAA Cross Country Championship.

F. A scoring team will consist of no less than five (5) individuals and no more than seven (7) individuals from the same college. The meet shall be conducted in accordance with the rules set forth in the current NCAA Track and Field/Cross Country Rules and the Division I Cross Country Championship Handbook with exceptions as stated in the CCCAA Cross Country Championship Handbook.

G. Team Competition Penalties

A cross country team is defined as all athletes from a college that compete in a race. Regional and state championships allow for a maximum of seven (7) athletes in each team competition. Conference competition allows for unlimited athletes in team championship competition unless stated otherwise in

conference rules.

If a team competes in the conference championships, regional championships, or state championship with an ineligible athlete, that team will be disqualified from that competition and from any further competition that season, and the next team in line would move into the qualifying position. A disqualified team cannot qualify more than four (4) individual athletes to the next round. Any individuals that would have qualified under the individual qualifying procedures on their own merit may be allowed to qualify to the next round. An individual athlete from a disqualified team cannot qualify to the next round if they displace an individual athlete that has already qualified. The number of individual qualifiers is a set number and this number will not be exceeded.

#### H. Individual Competition Penalties

An individual is defined as any athlete that is not on a qualifying team.

If an individual athlete is ineligible and competes in the conference championship, regional championship, or state championship, that athlete will be disqualified from that competition and will not be allowed to qualify to the next round of competition.

#### I. CCCAA Cross Country Southern California Regional Exceptions: *(Adopted 10/17/08 effective 7/1/09)*

1. Each athlete has the option of wearing flat or spiked shoes in competition, following NCAA code. However, the meet manager, for the safety of the runners, may designate that spiked shoes may not be worn.
2. Athletes leaving the finish chute without having their finish tag or label pulled or handed a finish card will be disqualified and not added back into the team scoring.
3. The rules for community college cross country shall follow the NCAA rules except in the tie-breaking rule when qualifying for the CCCAA Cross Country State Championship.
4. All guidelines for the conduct of the meet shall be supervised by the Southern California Track and Field Rules Committee.

#### 4.2.6 **Football** *(Revised 4/2/15 effective 7/1/15) (Revised & effective 3/31/17) (Revised & effective 8/30/18)*

- A. Regulations governing the field of play (Rule 1, Section 2 of the NCAA Football Rulebook), such as exact line striping or size of the goal posts, may be waived if the home team has no control over the physical venue. Rule 1, Section 2 of the NCAA Football Rulebook may not be waived for playoffs and State Championship game.
- B. Pre-game and halftime—There shall be a 15-minute pre-game and 20-minute

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half-time for ceremonies. Whenever feasible, a band festival should be developed and included in the pre-game and half-time ceremonies. No game expenses may be allowed for this.

- C. No Tolerance Sportsmanship Policy—The “No Tolerance Policy” shall be in force for all football competition, including postconference competition. *(Adopted & effective 11/21/05)*

The “No Tolerance Policy” is directed toward unsportsmanlike actions by players/coaches/participants and is in effect before, during, and after all post-conference football games. Berating officials; continued sideline negative demeanor/complaining directed at officials; verbal abuse; profanity/vulgar language directed either at officials, opposing team personnel, or toward one’s own team members; taunting, ridiculing, or demonstration of or baiting of opponents, all come under the “No Tolerance Policy” rule. “No” means don’t do it again, but an official has the authority to eject a player/coach/participant in severe first unsportsmanlike actions. Common sense should prevail.

- D. The officials shall not reset the play clock after touchdowns and kickoffs. *(Adopted 3/28/19 effective 7/1/19)*

### 4.2.7 Men’s Golf

- A. Two (2) designated coaches can coach players from tee to green, excluding hazards, bunkers, and putting green. *(Adopted 3/29/18 effective 7/1/18)*
- B. It is required that each player walks and carry/pull his own bag throughout the tournament. *(Adopted 10/27/20 effective 11/6/20)*
- C. One player can be substituted prior to the start of the second round. It is up to the Head Coach to make the substitution change known, and must be done before the second round of competition begins. *(Adopted 10/27/20 effective 11/6/20)*
- D. The regional and state tournament managers shall meet with the host site course professional prior to their event in order to establish fair and equitable tee and pin placement throughout the tournaments.
- E. The use of distance-measuring devices by student-athletes and/or coaches is permissible during the stipulated round or during a suspension of play of that round. *(Adopted 10/29/09 effective 7/1/10)*

### 4.2.8 Women’s Golf

- A. Postconference competition shall be played under United States Golf Association (USGA) rules and local course rules (Note: Local course rules supersede the USGA). *(Adopted & effective 4/5/07)*
- B. Each event manager shall be responsible for contacting the area NCGA/SCGA

office to request qualified referees. If NCGA/SCGA referees are not available, a rules committee shall be established to act in their place. The rules committee shall consist of the host PGA professional in conjunction with a representative of the CCCLGCA, who cannot be a representative from the host conference. The event manager shall fill unforeseen vacancies to the Rules Committee by appointment at the coaches information meeting prior to the tournament (see the USGA Rule Book). *(Adopted & effective 4/7/07) (Adopted & effective 11/2/2010)*

- C. Regional and state participants shall be accompanied and supervised throughout the competition by a certified employee from the college. Lacking this supervision, participation shall be denied. Each certified employee shall be allowed the use of one (1) golf cart per college, for this purpose. *(Adopted & effective 4/5/07)*
- D. Participants in all regional and state championship events, including practice rounds, shall dress in proper golf attire—in slacks or appropriate length shorts/skirts according to course regulation, and shirts with a collar. Players will be disqualified from that day of competition in which they do not wear the proper attire or if they alter their uniform. *(Adopted & effective 4/7/06)*
- E. It is required that each player walk and carry/pull her own bag of clubs throughout the tournament.
- F. One player can be substituted prior to the start of the second round. It is up to the Head Coach to make the substitution change known, and must be done before the second round of competition begins. *(Adopted 10/27/20 effective 11/6/20)*
- G. The regional and state event managers shall meet with the host site course professional prior to their event in order to standardize the tee lengths for all regional and state championship competition.
- H. If a second round of competition is used, pin placements shall be changed prior to the start of the second round consistent with G above.
- I. No electronic devices (i.e., cell phones, pagers, beepers, mp3s, etc.) are allowed on the golf course at any time. Players will be warned about this rule by the event manager prior to the start of competition. Failure to comply will be immediate removal from the course. The Tournament Committee may grant special permission for the use of a cell phone. *(Adopted & effective 4/5/07)*
- J. Two (2) designated coaches can coach players from tee to green, excluding hazards, bunkers, and putting green. *(Adopted & effective 11/3/17)*
- K. Spectators, if allowed on the tournament course, must remain on the cart path only or a reasonable distance off the fairway. Spectators interfering with play will be removed from the site.
- L. The use of distance-measuring devices by student-athletes and/or coaches is permissible during the stipulated round or during a suspension of play of that round. *(Adopted 10/29/09 effective 7/1/10)*

**4.2.9 Soccer**

- A. All contests including postconference competition shall be played under current Fédération Internationale de Football Association (FIFA) laws with the following modifications: *(Adopted 4/5/12 effective 7/1/12)*
1. Unlimited substitutions are permitted and shall be made only during the following: kickoffs, goal kicks, your own throw-ins, your own corner kicks, cautions (yellow cards), injuries, or any time the other team substitutes.
  2. An unlimited number of players are permitted on the team roster. For soccer, all disqualifications (including those not covered under Bylaw 4) are subject to a one (1)-game suspension.
  3. A game shall include two (2) 45-minute halves. *(Adopted 4/5/12 effective 7/1/12)*
  4. Once an official halts play due to an injury, the attending medical personnel will assume authority regarding the disposition of the injured player.
  5. Referees shall show yellow and red cards issued to coaches for misconduct. *(Adopted & effective 4/4/07)*
  6. The center official is required to notify both coaches as to the amount of stoppage time added for both halves. *(Adopted 4/2/09 effective 7/1/09)*
  7. If a game is suspended prior to the 70th minute and cannot be resumed, it shall be deemed a no-contest. If the contest occurs during postconference competition, the contest shall be rescheduled for the following day as a new contest. If a game is suspended after the 70th minute and cannot be resumed, the score at the time of suspension stands as the final score. Exception: if this contest occurs during postconference competition and is a tie-score at the time of the suspension, that contest shall continue on the following day resuming play at the point (time and score) of the contest suspension. *(Adopted 4/5/12 effective 7/1/12) (Adopted & effective 11/16/12)*
  8. That provisions for teams, including water, benches, and canopies (when provided for the home team) shall be in place at least one (1) hour prior to game time. *(Adopted 4/5/12 effective 7/1/12)*
  9. Any player(s), coach(s) or other bench personnel who has received a total of five cautions in one season shall be suspended and shall not participate in the next regularly scheduled game, including postseason games. Three additional cautions shall result in an additional one-game suspension. Each two additional cautions shall result in another one-game suspension. If the total is reached in the final regular-season game of the season, the player(s), coach(s) and/or bench personnel shall not participate in the first postseason game and/or the first regularly scheduled game of the next season if his/her team does not participate in postseason play. *(Adopted 3/28/19 effective 7/1/19)*

- A. Reporting of Cautions: At the conclusion of each contest the referee is to complete the CCCAA Soccer Game Report. It is the responsibility of the home team to send a copy of the form to the visiting team's athletics director within one (1) business day as well as input the cautions and ejections into that game's statistics, in accordance with the Constitution and Bylaws. *(Adopted 10/27/20 effective 11/6/20)*

#### 4.2.10 Softball

- A. The following rule from the NCAA Softball Rule Book shall not be applicable for all softball contests conducted at CCCAA member colleges *(Adopted 3/31/16 effective 7/1/16)*:

1. Rule 2.10 "For all new construction after 2016, it is required that the fence be 6 feet or higher and be a minimum of 190 feet in left and right fields and 220 in center field. By 2017, an institutional field with a 4-foot fence must be a minimum of 210 feet in left and right fields and 230 in center field, and it is highly recommended that a municipal field with a 4-foot fence used by the institution be at those same distances.")

- B. Forfeits *(Adopted 4/4/14 effective 7/1/14)*

1. For the purpose of calculating the RPI and for seeding, if a team begins participation in a tournament and does not continue (when they have games remaining) for any reason, this shall be counted as a forfeit. Forfeit(s) count for the game and/or games they should have completed within their pool. (Note: A forfeited game score is 7-0. The offended team records a win and the team forfeiting records a loss and this shall count against their maximum number of contests)
2. For the purpose of calculating the RPI and for seeding, forfeits shall be counted if a team withdraws from a tournament prior to the first day of participation when a replacement team can't be found.

- C. For CCCAA regional round one (1), game one (1), the home team shall be the higher seeded college. In all subsequent games, a coin flip immediately following the preceding game will determine home team. The two (2) head coaches (or their designee) will meet at home plate with the on-site administrator to conduct the coin flip. The team who traveled the farthest will be heads. The team that wins the coin flip will be the home team. *(Adopted & effective 11/18/07)*  
*(Adopted 4/4/14 effective 7/1/14)*

For CCCAA regional round two (2), game one (1) and game two (2), the home team shall be the higher seeded college. In all subsequent games, a coin flip an hour and a half prior to game time will determine home team. The two (2) head coaches (or their designee) will meet at home plate with the on-site administrator to conduct the coin flip. The team who traveled the farthest will be heads. The team that wins the coin flip will be the home team. *(Adopted 4/4/14 effective 7/1/14)*  
For the State Tournament, games one (1) and two (2), the higher seeded team



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will be home team. In all subsequent games, a coin flip an hour and a half prior to game time will determine home team. The two (2) head coaches (or their designee) will meet at home plate with the on-site administrator to conduct the coin flip. The team who traveled the farthest will be heads. The team that wins the coin flip will be the home team. *(Adopted 4/4/14 effective 7/1/14)*

### D. Dugouts

1. CCCAA Regional games: Dugouts shall be assigned. During CCCAA regional games, the higher seeded college shall have the choice of dugouts for each game, except for games played on consecutive fields. Dugouts shall not be changed when one (1) team plays on the same field for consecutive games; the new team shall occupy the empty dugout.
2. CCCAA State Championship games: the team on top of the bracket shall occupy the third base dugout. *(Adopted & effective 11/18/07)*

E. In case of inclement weather: During the first and second round of CCCAA regional competition, the event may be extended up to two (2) days after the originally scheduled date of completion. If the event cannot be completed, the highest seeded team left in the winners bracket of completed games will advance. If there have not been any games completed, the highest seeded team will advance. *(Adopted & effective 4/5/07)*

F. In case of a tie at the end of seven (7) innings, play shall continue until a winner is determined.

G. A representative from each team will perform the bat testing following the NCAA approved procedures. Testing will be done on a conference basis. The conference will set three testing dates. One prior to the first contest, the second in the week prior to the first conference game and the third in the week prior to the second half of conference play. Testing procedures are as follows: *(Adopted & effective 8/31/22)*

- Testing is done with the conference rep to the 3CFCA executive committee and a representative of a team.
- Testing should not be performed in public view.
- Testing locations will be determined by the conference and each team will bring all bats that will be used in competition to the testing site.
- The bat testing manager must verify the presented bats are on the NCAA Approved Softball Bat List and count the amount of each model. The model number on the bat must be legible and exactly match the highlighted model number and the number of bats presented must match the number noted by the team representative. Return any bat disqualified from the preceding step or any with obvious damage to the team representative at this time. Bat testing consist of two (2) tests.



- The second part is the barrel compression test to verify the compression level is above the prescribed barrel stiffness minimum. In general, bat pressure must be greater than 1550 psi, however, many manufacturers produce models with a “backstop style” internal design that allows the outer shell to be softer. Those models with exceptions to the minimum are summarized on the first page of the NCAA Approved Softball Bat List and are individually noted throughout the list for each model with asterisk(s).
- To test, insert the bat until the end cap rests against the stop stick; place the cylinder under the handle so that the bat remains level; make sure the lever is pointed down, twist the pressure gauge until it reads exactly 500 psi (called preload); lift the handle and make note whether the bat exceeds the minimum psi (i.e., passes) before lowering the lever and releasing the preload on the pressure gauge; rotate the bat 90 degrees (one quarter turn) and retest. Bats will be tested a maximum of three (3) times, until they receive two (2) passes or two (2) fails, whichever happens first.
- The third part is the final disposition of the bats – stickering those that pass, disqualifying those that are unsuitable and filing the necessary paperwork.
  - The bat testing manager stickers each bat that passes. Stickers should be securely placed as close as possible to the barrel end of the grip and on top of older stickers whenever possible. Stickers should be securely placed to prevent them from falling off during use. Older stickers may first be removed if they create a noticeably raised area.
  - Bats that fail are tagged using the athletic/masking tape with the institution’s name and removed from use.
- Bats purchased between testing dates or after the last testing date must be tested prior to use in competition. This is to be done by arrangement with the conference. Any in-game challenges to a bat's legality will be handled by the umpires as per the NCAA Rule Book During the playoffs, bats will be tested by team representatives at the Super Regionals and at the State Championships.
- Bat stickers shall be provided by the 3CFCA for all contests. Conference representatives shall maintain the security of the stickers for regular season games and the host college for the playoffs.

#### **4.2.11 Swimming & Diving**

- A. Events will run as they appear in the “Schedule of Events” as listed in the CCCAA Swimming & Diving Championship Handbook. The women’s events will precede the approved men’s NCAA order.
- B. Participation Limits—In a three (3) day championship meet, competitors are

permitted to participate in a maximum of seven (7) events of which no more than three (3) may be individual events.

- C. Meet entry information packets are due in the hands of the state swim coaches no later than one (1) month prior to the start of the state meet. Entry requirements will be mailed by the event manager to all participating schools. *(Adopted & effective 4/7/06) (Adopted & effective 10/13/06)*

#### **4.2.12 Tennis**

##### **4.2.12.1 Regional and State Individual**

- A. The Regional Individual Tournament Committee will follow the Tennis Championship Handbook and ITA rules to assist with the administration of tennis competition.
- B. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set. There shall be a maximum of a five (5)-minute break between the second and the third sets.
- C. Time Between Matches
1. Participants are allowed 30 minutes between matches.
  2. Participants are allowed one (1) hour between the end of singles and the start of their first doubles match.
- D. Defaults shall be called at 15 minutes by the event manager. The event manager has the option to change posted match times upon notification of players and coaches involved.
- E. Conduct—The point penalty system shall be enforced at all times.

##### **4.2.12.2 Regional and State Team**

The regional team championship committee will follow the CCCAA Tennis Championship Handbook and ITA rules to assist with the administration of tennis competition.

- A. All matches shall be the best two-(2)-out-of-three-(3) sets. New balls shall be provided for the third set.
- B. The doubles matches shall be played first. A maximum of a 15-minute break is allowed between completion of a doubles match and the start of the singles match. *(Revised & effective 6/13/19)*
- C. Defaults shall be called at 15 minutes. The event manager has the option to change posted match times upon notification of participants and coaches involved.

D. Conduct—The point penalty system shall be enforced at all times.

4.2.13 **Track & Field**

A. The meets shall be governed by the NCAA rules for both the men's and women's events except where provided by the 5CTCA with approval of the CCCAA. Uniform tops shall have one of the following forms of identification placed on the front of the school-issued uniform: college initials, college name, college mascot name, college logo or symbol.

B. The only exception to those events listed in the NCAA rule book is that mixed gender relays at unspecified distances may be run if an institution is not able to field a team for a single gender relay. (Adopted 4/7/22 effective 7/1/22)

C. All coaches, spectators, and non-competing athletes shall remain off the infield and track during the regional and state meets.

For the CCCAA Track and Field Southern California Regional Championships: All coaches, spectators, and non-competing athletes shall remain off the infield and track during the regional and state championships unless he/she has been asked to help as an official or in some meet management capacity/responsibility. (Adopted & effective 10/16/08)

D. CCCAA Track and Field Southern California Regional Championships  
(Adopted & effective 10/16/08)

1. In the horizontal jumps, all jumps should be recorded with a wind gauge reading. This wind gauge must be certified for the present year or a second wind gauge should also be used.

Wind gauges at the CCCAA Track and Field Southern California Regional Championship Trials:

In the CCCAA Track and Field Southern California Regional Trials, a wind gauge must be properly placed and operated for the 100, 200, and 100 and 110 hurdles. It is recommended that each wind gauge be certified for the present year. It is required that the Chief Official record the wind gauge reading from each heat or event onto each event sheet recorded into the official results.

2. All competitors must wear bib numbers when in the area of competition.

E. Pacing and Illegal Assistance (Adopted 3/31/11 effective 7/1/11) (Adopted 3/28/13 effective 7/1/13)

Any member of a community college coaching staff may not be allowed to enter the same heat or flight of an event during which his/her athlete is also competing. In such case where both the athlete and coach qualify to a subsequent heat or flight and are placed in the same heat or flight, the coach must withdraw from the competition. The athlete is not subject to penalty.

**E. Protest and Appeal Procedures** *(Adopted 3/30/17 effective 7/1/17)*

The procedures for filing Protests and Appeals will not follow the guidelines set forth in the NCAA Rule Book and will instead be as follows:

1. "Protest And Appeal" forms will be included in the team packet received by each head coach. This official form must be utilized for the submission of all protests and appeals.
2. "Protest And Appeal" forms must be submitted by a college coach and accompanied by a \$50 protest/appeal fee in order to be considered. Protest/appeal fees are non-refundable unless the protest or appeal is successful.
3. Protests must be submitted to either the meet manager or meet referee in writing no more than 30 minutes after the event results have been announced or posted (whichever occurs first).
4. The meet referee will rule on all protests that are submitted.
5. Any protest ruling by the meet referee may be appealed within 30 minutes of the meet referee's decision being announced or posted (whichever occurs first). Appeals of the meet referee's decision must be submitted in writing to either the meet manager or meet referee.
6. The jury of appeals will rule on any appeal of a meet referee's decision. The ruling by the jury of appeals will be final and without appeal.

**4.2.14 Men's Volleyball** *(Revised 3/31/16 effective 7/1/16)*

- A. Twelve (12) unlimited substitutions per game permitted.
- B. Coaching from sidelines permitted—provided it is not disruptive.
- C. May use a different Libero each game; however, the coach must indicate his number for each game lineup.
- D. Switch sides at eight (8) points during the fifth game. *(Adopted & effective 5/4/07)*
- E. Time-outs shall be 45 seconds in duration. *(Adopted & effective 10/4/11)*
- F. Use the CCCAA regulated men's volleyball.
- G. As noted in Rule 22 of the USAV Rules and Interpretation, the corps of officials for a match is composed of the first referee, second referee, scorer, assistant scorer, and two or four line judges. In addition to the first and second official being certified by the assigning body, so shall all line judges assigned to officiate a CCCAA sanctioned volleyball match. *(Adopted 3/30/17 effective 7/1/17)*

**4.2.15 Women's Volleyball**

- A. Pre-Match Protocol (Example for a 7:00 p.m. match) *(Adopted & effective 10/29/09)*  
*(Adopted 3/30/17 effective 7/1/17)* *(Adopted 3/28/19 effective 7/1/19)*

Time Allotted	Actual Time	Visible Clock	Protocol
:20	6:00–6:20	:60–:40	Shared court
:10	6:20–6:30	:40–:30	Visiting team court
:10	6:30–6:40	:30–:20	Home team court
:04	6:40–6:44	:20–:16	Visiting team court
:04	6:44–6:48	:16–:12	Home team court
:05	6:48–6:53	:12–:07	Visiting team court
:05	6:53–6:58	:07–:02	Home team court
:02	6:58–7:00	:02–:00	Team intros/Anthem
:00	7:00	:00	Match begins

- B. As noted in Rule 18 of the NCAA Women's Volleyball Rules and Interpretations, the corps of officials for a match is composed of the first referee, second referee, scorer, assistant scorer, and two or four line judges. In addition to the first and second official being certified by the assigning body, so shall all line judges assigned to officiate a CCCAA sanctioned volleyball match. *(Adopted 3/30/17 effective 7/1/17)*

- C. Uniforms *(Adopted 3/30/17 effective 7/1/17)*

1. Exception to NCAA rule 7.1.1.2 - The libero uniform must clearly contrast from the predominant color(s) of the jersey of the teammate(s). Predominant colors are those that appear on approximately half of the body of the uniform.
2. Exception to NCAA rule 7.1.1.2.4 - Piping/trim should be 1 - 3 inches at its widest point.

#### 4.2.16 **Water Polo**

No exceptions.

#### 4.2.17 **Men's Wrestling**

- A. Student-athletes weighing in at a weight class in which they are not certified to compete would be considered a not-certified participant and the following sanctions shall be applied.

1. First Violation
  - a. Forfeiture of scheduled event
    - i. Dual: forfeiture of the entire dual meet.

- ii. Tournament: classified as flagrant misconduct—The offending wrestler shall be disqualified from the tournament and all points earned by the wrestler deducted from the team score.
  - b. Letter sent to the offending college's athletic director.
  - c. Offending student-athlete declared not-certified for the next scheduled event.
  - d. Offending head coach required to sit out the next scheduled event.
2. Second Violation
- a. Same student-athlete—Section A (1) shall apply and the athlete shall be declared not certified for the remainder of the season.
  - b. Different student-athlete: Section A (1–4) shall apply.
  - c. Letter sent to athletic director (cc. division dean).
  - d. Head coach shall be removed for the remainder of the sport season.
- B. The required initial weight certification information must be in the office of the MC Wrestling Representative by 4:00pm the day before a college's first scheduled competition. Certification of additional student-athletes shall follow the same guidelines prior to participation of the athlete. Noncompliance would result in forfeiture of scheduled contest involving non-certified student-athletes.  
*(Adopted 4/2/09 effective 7/1/09)*
- C. An NCAA official weigh-in form will not have to be used for all competition (NCAA Rulebook, Rule 9.1.1), but each head coach shall have in his possession his team's weight descent information at every event. Upon request, he shall present the information. Teams not complying with the aforementioned guideline shall forfeit the scheduled contest or be declared not eligible for participation in the scheduled tournament. *(Adopted 4/2/09 effective 7/1/09)*
- D. Final certification information shall be presented at the regional championships prior to weigh-ins. Teams not complying with this guideline will be declared ineligible for participation in the regional championships.
- E. At least one (1) coach for each wrestling team will be CPR certified and will be re-certified annually prior to the start of competition.
- F. Each college may enter one (1) contestant in each weight division as specified in current NCAA rules. Exception: No college may enter more than two (2) contestants in each weight division, and no college can have more than 12 contestants entered. *(Adopted & effective 6/21/13)*
- G. Scoring shall be in accordance with current NAIA rules. Eight (8) individual
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places shall be scored, and official team scoring shall be recorded for all colleges. To determine a true sixth (6th) place qualifier to the state meet, the sixth (6th) and seventh (7th) place wrestlers will wrestle prior to the completion of the regional tournament if they have not wrestled each other during the regional tournament. However, no team points will be awarded. *(Adopted & effective 6/21/13)*

- H. In a special-circumstance waiver of NCAA Wrestling Rule Book Rule 9.1.4, visiting teams scheduled to participate in a non-qualifying invitational tournament shall be allowed to conduct a weigh-in on their own campus on the day before the event, so long as the following provisions are met: *(Adopted 3/30/17 effective 7/1/17)*
1. The weigh-in takes place after 4:00 p.m. and is completed prior to 6:00 p.m.
  2. The weigh-in is administered by the Director of Athletics or the Director of Athletics' administrative designee and a Certified Athletic Trainer.
  3. Each wrestler shall be allowed to weigh-in once only, as is the standard process for normal tournament weigh-ins and all members of a team must weigh in during the same weigh-in session.
  4. The team weigh-in results shall be posted to a form including a listing that identifies the date of the weigh-in; representative participants for each of the standard weight classes; the exact time of the recorded weight; attested signatures of the attending Athletic Director or Athletic Director administrative designee; Certified Athletic Trainer; and Head Coach.
  5. The form shall be forward via electronic means (e-mail attachment or FAX) to the tournament manager prior to 6:00 p.m. on the day of the weigh-in.

The Head Coach shall have a copy of the completed form at the site of the competition.

**4.2.18 Women's Wrestling** *(Adopted & effective 11/5/21)*

A. Student-athletes weighing in at a weight class in which they are not certified to compete would be considered a not-certified participant and the following sanctions shall be applied.

1. First Violation
  - a. Forfeiture of scheduled event
    - i. Dual: forfeiture of the entire dual meet.
    - ii. Tournament: classified as flagrant misconduct—The offending wrestler shall be disqualified from the tournament and all points earned by the wrestler deducted from the team score.
  - b. Letter sent to the offending college's athletic director.



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- c. Offending student-athlete declared not-certified for the next scheduled event.
  - d. Offending head coach required to sit out the next scheduled event.
- 2. Second Violation
  - a. Same student-athlete—Section A (1) shall apply and the athlete shall be declared not certified for the remainder of the season.
  - b. Different student-athlete: Section A (1–4) shall apply.
  - c. Letter sent to athletic director (cc. division dean).
  - d. Head coach shall be removed for the remainder of the sport season.
- B. The required initial weight certification information must be in the office of the MC Wrestling Representative by 4:00pm the day before a college's first scheduled competition. Certification of additional student-athletes shall follow the same guidelines prior to participation of the athlete. Noncompliance would result in forfeiture of scheduled contest involving non-certified student-athletes.
- C. An NCAA official weigh-in form will not have to be used for all competition (NCAA Rulebook, Rule 9.1.1), but each head coach shall have in his possession his team's weight descent information at every event. Upon request, he shall present the information. Teams not complying with the aforementioned guideline shall forfeit the scheduled contest or be declared not eligible for participation in the scheduled tournament.
- D. At least one (1) coach for each wrestling team will be CPR certified and will be re-certified annually prior to the start of competition.
- F. Scoring shall be in accordance with current NAIA rules. Eight (8) individual places shall be scored, and official team scoring shall be recorded for all colleges. To determine a true sixth (6th) place qualifier to the state meet, the sixth (6th) and seventh (7th) place wrestlers will wrestle prior to the completion of the regional tournament if they have not wrestled each other during the regional tournament. However, no team points will be awarded.
- G. In a special-circumstance waiver of NCAA Wrestling Rule Book Rule 9.1.4, visiting teams scheduled to participate in a non-qualifying invitational tournament shall be allowed to conduct a weigh-in on their own campus on the day before the event, so long as the following provisions are met:
  - 1. The weigh-in takes place after 4:00 p.m. and is completed prior to 6:00 p.m.
  - 2. The weigh-in is administered by the Director of Athletics or the Director of Athletics' administrative designee and a Certified Athletic Trainer.
  - 3. Each wrestler shall be allowed to weigh-in once only, as is the standard

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process for normal tournament weigh-ins and all members of a team must weigh in during the same weigh-in session.

4. The team weigh-in results shall be posted to a form including a listing that identifies the date of the weigh-in; representative participants for each of the standard weight classes; the exact time of the recorded weight; attested signatures of the attending Athletic Director or Athletic Director administrative designee; Certified Athletic Trainer; and Head Coach.
5. The form shall be forward via electronic means (e-mail attachment or FAX) to the tournament manager prior to 6:00 p.m. on the day of the weigh-in.

The Head Coach shall have a copy of the completed form at the site of the competition.

### 4.3 CONDITIONS FOR CONTESTS *(Adopted 4/3/09 effective 7/1/09)*

- 4.3.1 College representatives may photograph by still, motion, video tape, or film methods any game, meet or match in which any CCCAA school is participating.  
*(Adopted 4/2/15 & effective 7/1/15)*
- 4.3.2 There shall be a licensed physician present and prepared to administer medical care at all California community college football games. No football game shall begin without a licensed physician present.
- 4.3.3 CCCAAsports.org is the official website for collecting schedules, rosters, results, and statistics for all team sports sponsored by the CCCAA as defined in Bylaw 3.7. All California community colleges fielding athletic teams are required to update information on this website in a timely manner. Required timelines for inputting schedule information onto the statewide statistical website are: August 15 for fall sport schedules, October 20 for basketball, and January 15 for spring sports. Additionally, numerical rosters must be posted at least one (1) day prior to the first game, and results with complete and accurate individual statistics must be posted in accordance with sport specific guidelines, but not later than two (2) working days after the completion of the contest or tournament. *(Adopted 3/28/13 effective 7/1/13) (Revised & effective 8/27/14)*
  - 4.3.3.1 Complete and accurate individual statistics (Bylaw 4.3.3) for all team sports sponsored by the CCCAA (Bylaw 3.7) is defined as: *(Adopted 4/1/21 & effective 7/1/21)*
    - Baseball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or PrestoSports Live Stats Entry.
    - Basketball: Upload a StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, full NCAA box score [FGM-FGA, 3PM-3PA, FTM-FTA, OREB, DREB, AST, STL, BLK, TO, PF, Team REB, Deadball REB], (minutes optional), technical fouls, points by half (Men), points by quarter (Women).
    - Football: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or Presto-

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Sports Live Stats Entry and the tracking of individual participation.

- Soccer: Upload a StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, goals, time of goals scored, assists, shots, GK minutes, GK goals allowed, saves, shots on goal, yellow cards, red cards, time of cards issued, PK attempts and PK's made. (fouls optional).
- Softball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or PrestoSports Live Stats Entry.
- Volleyball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, team set scores (kills, errors, total attacks), sets played, setting assists, attack attempts, kills, attack errors, digs, solo blocks, block assists and aces.
- Water Polo: Using PrestoSports Manual Entry: starters, participation, goals and assists (with times), shots, saves, quarters played by goalies.

4.3.4 When a home team's qualified statistician is present at an event and using either StatCrew or the PrestoSports stats software, the home team's stats will be official for both teams. The home team statistician should make every effort to compare stats with the visiting team, but in the case of a discrepancy in which a reasonable solution can't be reached, the home team ruling will stand. In the event a visiting team can provide ample evidence of negligence by the home team's statistician, a conference and/or single-sport sports information professional, or the CCCAA Director of Sports Information and Communications shall have the ability to step in and make necessary changes. *(Adopted 3/30/17 effective 7/1/17)*

4.3.5 Forfeit, Postponement and No-Contest Declarations *(Revised 4/7/22 effective 7/1/22)*

### Forfeit Declaration

A forfeit will be issued by the conference commissioner when a team is: unable to provide the appropriate number of players, fails to appear, lack of communication between institutions, non-fulfillment due to potential playoff seeding implications or illness. *(Adopted 4/7/22 effective 7/1/22)*

A forfeit may be awarded without the visiting team traveling to the opposing team's playing facility. The forfeiting team must notify the opposing athletic director or designated game manager two to four hours prior to the start of the contest. If failure to do so, the forfeiting team will be issued a Level III violation (infractions chart article 7.4.11) as deemed appropriate by the conference commissioner or the CCCAA Executive Director. *(Adopted 4/7/22 effective 7/1/22)*

If a forfeit is declared by the game official while the contest is in progress and a situation occurs that forces a premature end to the contest by the game official, all statistics (other than win-loss and coach's records) are voided unless the contest has progressed to a reasonable point of conclusion (adopt modified NCAA forfeit score chart). *(Adopted 4/7/22 effective 7/1/22)*

Forfeit Scores

<u>Sport</u>	<u>Score</u>
Badminton	2-0
Baseball	9-0
Beach Volleyball	21-0
Basketball	2-0
Football	1-0
Golf	Withdraw
Soccer	3-0
Softball	7-0
Swimming & Diving	11-0
Tennis	Withdraw
Volleyball	3-0
Water Polo	5-0
Wrestling	1-0

Reasonable point of conclusion for a forfeited contest to count towards statistics

<u>Sport</u>	<u>Score</u>
Badminton	N/A
Baseball	5 Innings
Basketball	30 minutes
Football	3 quarters
Soccer	70 minutes
Softball	5 Innings

For volleyball, all completed sets/games in a match shall count, as well as a partial set/game if a team has at least 10 points in the match. The reasonable point of conclusion for the sports of golf, swimming & diving, tennis, water polo and wrestling will be determined on a case-by-case basis. (Adopted 4/7/22 effective 7/1/22)

Postponement Declaration

When a team does not appear or is unable to appear (due to weather conditions, accidents, breakdown of vehicles, or catastrophic circumstances, or Covid-19 health and safety protocols, "postponement" is granted. An institution shall not, for statistical purposes, declare a forfeit for non-fulfillment of a contest due to a postponement. In circumstances involving institutions from the same conference, the conference office shall declare a forfeit win and loss for conference standings purposes if the contest is not rescheduled. If applicable, they may also be used for postconference seeding purposes. This does not change an institution's overall win-loss record. If the postponed game has been replaced, impacted institutions shall not be awarded forfeit wins. (Revised 4/7/22 effective 7/1/22)

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In circumstances involving schools from opposing conferences, both representing commissioners can agree to declare a forfeit win or a loss. If the commissioners cannot come to an agreement, the CCCAA Executive Director shall declare a forfeit win or loss. (Adopted 4/7/22 effective 7/1/22)

### No Contest Declaration

A No-Contest is declared when a contest is in progress and is halted by weather conditions, darkness, power-outage, or the like. The game official can declare a winner and a loser (or tie) in accordance with the rules of the game.

#### 4.3.6 Statement of Commitment

The official schedule posted on the CCCAA website and participating institution's website will act as a "Statement of Commitment" which shall not be breached, unless extenuating circumstance classify the unfulfilled contest as a postponement. A postponement is formally known as a "no contest". (Adopted 4/7/22 effective 7/1/22)

## **4.4 DECORUM** (Adopted 4/3/09 effective 7/1/09)

- 4.4.1 Decorum—is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:
- A. Participant—is a player, coach, team member, team attendant, official, or college staff member.
  - B. Event—is defined as the time a team or participant arrives at the event site until the time the team or participant leaves the event site.
  - C. Ejection—removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
    - 1. Sport rulebook infraction. Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
    - 2. Decorum violation: Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
      - a. Verbal misconduct or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
      - b. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to

strike a participant whether or not there is contact.

3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
  - a. A decision that a decorum violation has occurred may be appealed to the CCCAA Appeals Board. *(Revised & effective 06/28/16)*
  - b. An appeal does not set aside the sanction while the appeal is being deliberated.
  - c. All decorum violations will result in at least a next event suspension.

4.4.2 Where official rule books (see Bylaw 4.1.1) and the CCCAA decorum rules differ, the most stringent rules shall apply. *(Adopted 4/3/09 effective 7/1/09)*

#### **4.5 DECORUM VIOLATIONS** *(Adopted 4/3/09 effective 7/1/09) (Adopted 4/3/15 effective 7/1/15)*

- 4.5.1 A. Ejected participants must leave the confines of the playing site and grandstands immediately. The offending individual is not allowed to communicate by any means (cell phone, texting, etc.) with the teams or officials and must remain out of sight and sound of the contest for the remainder of the contest. *(Adopted & effective 6/13/11) (Revised 3/29/18 effective 7/1/18)*
- B. Suspended participants may not: *(Adopted & effective 6/13/11)*
  1. Be dressed in game uniform.
  2. Communicate with any team personnel or officials.
  3. Take part in any pregame activities at the site of the competition.
  4. Be in the confines of the playing site and/or grandstands once pregame activities have started and must remain out of sight and sound of the contest. *(Revised 3/29/18 effective 7/1/18)*
- C Coaches or team attendants sanctioned by any of the above bylaws are prohibited from participation in the event only, not from carrying out assigned non-event responsibilities.

See Figure 1—Article 7.4.11 Decorum Infractions Chart *(Adopted 4/3/15 effective 7/1/15)*

#### **4.6 REPORTING OF REMOVALS** *(Adopted 4/3/09 effective 7/1/09)*

- 4.6.1 Each removal must be reported to the athletic director within 24 hours.
  - A. The athletic director shall immediately inform the conference commissioner.

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- B. Failure by the coach to report within 24 hours shall result in an automatic one (1)- game suspension.
- C. Failure to report by the athletic director shall result in disciplinary action against the athletic director or the sports program by the conference commissioner.

### 4.6.2 Postconference Competition Reporting *(Adopted 3/31/11 effective 7/1/11)*

- A. Each removal from a postconference competition game, meet, or match must be reported by the coach to the coach's athletic director within 12 hours.
- B. The athletic director will immediately inform the conference commissioner.
- C. Failure to report the ejection to the athletic director within 12 hours is an automatic one (1)-game suspension of the coach.
- D. Failure to report by the athletic director within 24 hours shall result in disciplinary action against the athletic director or the sports program by the conference commissioner. *(Adopted & effective 11/2/12)*

#### 4.6.2.1 Penalties for postconference CCCAA rules, eligibility, and decorum violations shall be ruled on by the involved conference commissioner(s) and the CCCAA Executive.

If participants are ejected, then the involved conference commissioner(s) and the CCCAA Executive or his/her designee shall rule on it. *(Adopted & effective 11/2/12)*

#### 4.6.2.2 Postconference Appeals

- A. The Championship Handbook appeals process must be followed first.
- B. If the Championship Handbook appeals have been exhausted, the appeals process in Article 7.4.6.2 or 7.4.6.4 may be used, whichever is appropriate. *(Revised & effective 6/14/18)*

## 4.7 DECORUM UNDERSTANDING

- 4.7.1 Each person participating in a CCCAA event shall receive a copy of the decorum policy, and provide written acknowledgment of understanding the rules contained therein.
- 4.7.2 Failure of the institution to conduct decorum training for all coaches shall result in the entire sports program being placed on probation. *(Adopted 4/3/09; effective 7/1/09)*

## 4.8 PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.11.



# Bylaw 5

## Conference Membership

### 5.1 MEMBERSHIP

- 5.1.1 Conference membership shall be established by using the procedures of this section.
- 5.1.2 Colleges will be provided the opportunity to decide their conference membership with the final authority for conference placement by the CCCAA Board.
- 5.1.3 Colleges and conferences shall maintain written athletic philosophy statements. The philosophy statements are to be used to guide the conference membership process. Colleges should be in conferences that have similar philosophies, goals, and objectives.
- 5.1.4 Colleges may become a member of an established conference by receiving a majority vote of the college presidents of the current member colleges of the conference the college wishes to join.
  - A. Colleges joining an already existing conference must show evidence that they have a similar philosophy as that of the conference they are asking to join.
  - B. A college's exit from a conference cannot leave its original conference in violation of Bylaw 5.1.6.
  - C. Member colleges of the conference the college is asking to leave cannot block the exit of the college if all other criteria are met.
  - D. The CCCAA Board has final authority over conference placement.
- 5.1.5 There shall be three (3) types of conferences:
  - A. Conferences that administer sports other than football.
  - B. Conferences that administer only football.
  - C. Conferences that administer all sports.
- 5.1.6 There shall be a minimum of seven (7) colleges in a conference.
- 5.1.7 Colleges shall be eligible to change conferences once in a four (4)-year period unless the college was placed in a conference by the CCCAA Board. An exception to this rule must be approved by the CCCAA Board.
- 5.1.8 Successful college appeals for conference change shall become effective on July 1

of the following year.

## 5.2 CHANGING CONFERENCE MEMBERSHIP

The following procedures shall be used by the college when it wishes to change conference membership or to form a new conference:

- A. Prior to the first Friday in April, the college president shall make known the college's intent to appeal for a conference membership change in writing and include a completed Form M, Conference Membership Change. The paper-work should be sent to the college presidents of the conference it wishes to leave, to the college presidents of the conference it wishes to enter, to the CCCAA Executive, and to the two (2) conference commissioners.
- B. The written appeal and the Form M must address, but not be limited to, the college athletic program philosophy, the financial impact of the change, geographical considerations, sport program offerings for men and women, and the reason for the change.
- C. Prior to the second Friday in May, the conferences affected by the college appeal for change shall respond in writing to the college president and to the CCCAA Executive. The conference response should address the issues stated in Bylaw 5.2.B.
- D. When the affected conferences vote on conference membership there shall be one (1) vote per college cast by each conference college president. *(Adopted & effective 11/2/12)*
- E. The conference responses shall be reported to the CCCAA Executive using Form N. The Form N is to be completed by both affected conference commissioners. The completed form is to be forwarded to the requesting college president, conference college presidents, and the CCCAA Executive by the second (2nd) Friday in May. *(Adopted & effective 11/2/12)*
- F. The CCCAA Executive will place the item on the MC agenda for consideration at the fall or spring meeting.
- G. The MC shall forward its recommendation to the CCCAA Board for action at the same or following meeting.
- H. The CCCAA Executive will place the item on the CCCAA Board agenda for consideration at the fall or spring meeting.
- I. All financial obligations to the college's current conference must be satisfied before becoming eligible to join a new conference.
- J. Any active sanctions of the college shall be carried with it to the new conference.
- K. If approved, the change shall take place July 1 of the following year.

### **5.3 ESTABLISHING A NEW CONFERENCE**

5.3.1 In order to establish a new conference, the following procedures are to be used:

- A. Presidents of colleges wishing to establish a new conference shall make their intent known by a written appeal and a completed Form M prior to the first Friday in April.
- B. The paperwork shall be sent to the college presidents and the commissioner of the conference they wish to leave, to the CCCAA Board, and to the CCCAA Executive.
- C. The written appeal and the Form M shall address, but not be limited to:
  - 1. The reason for establishing a new conference,
  - 2. The philosophy of the new conference,
  - 3. The financial impact,
  - 4. The geographical considerations, and
  - 5. The sport offerings for men and women.
- D. This issue will be taken to the CCCAA Board for consideration at the fall or spring meeting.

5.3.2 No new athletic league, conference, or association of California community college representatives shall be formed to promote competition among colleges belonging to the CCCAA unless such athletic organization is approved by the CCCAA Board.

<b>CONFERENCE MEMBERSHIP FLOW CHART</b>	
<b>Step</b>	<b>Date</b>
Form M: plus written support from college president, sent to: Exiting conference president and commissioner, Entering conference president and commissioner, and CCCAA Executive	Prior to 1st Friday in April
Conference findings: One (1) vote cast by each conference college president	2nd Friday in May
Conference action reported to: Appealing college president, Exiting and entering conference colleges, and CCCAA Executive Director	2nd Friday in June
To CCCAA Board for action	Fall or Spring CCCAA meeting
If approved, change shall take place	July 1 of the following year.

## 5.4 DIVISIONAL STRUCTURE

- 5.4.1 Conferences or associations that have eight (8) or more colleges participating in a sport may be divided into divisions for that sport. Each division shall have at least four (4) colleges. Conferences with less than ten (10) colleges under this provision shall identify one (1) conference champion. *(Adopted 12/4/09 effective 1/1/10 (Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*
- 5.4.2 When conference divisions are established, the opportunity to participate in post-conference competition shall be established by the MC.

## 5.5 CRITERIA FOR HOSTING SPORTS

When a conference has fewer than four (4) colleges participating in a sport, the CCCAA Board shall determine hosting assignments among the various conferences. (See Bylaw 5.6)

## 5.6 HOST CONFERENCES *(Adopted 10/19/07 effective 7/1/08)*

- 5.6.1 The CCCAA Board is responsible for assigning colleges to “host” conferences if the parent conference has fewer than four (4) teams in a specific sport. Upon the request of the commissioner of the parent conference for the need to find a host conference for a member team(s), the CCCAA Board or designee will assume responsibility for designating the appropriate conference that will provide the opportunity for competition.
  - 5.6.1.1 Deadlines for notification to the CCCAA Board of the need for hosting shall be April 1 for fall sports and September 1 for spring sports.
  - 5.6.1.2 Unless there are extenuating circumstances, conferences requesting hosting for a specific sport after the deadline dates will not be assigned a host conference for their colleges. Appeal of this rule may be made to the CCCAA Executive and the CCCAA Board, who may or may not then place a team in a hosted conference after the deadline date.
- 5.6.2 The CCCAA Executive shall consult with the commissioners of the requesting conferences and the various potential hosting conferences regarding the appropriate placement of teams in each sport.
- 5.6.3 The CCCAA Executive shall make recommendations concerning hosting assignments to the CCCAA Board. He/she further will inform involved commissioners of the Board recommendations for team hosting placement as soon as those recommendations have been made.
- 5.6.4 A college hosted by a conference in a sport shall have the same rights and privileges provided for and shall be bound by the same rules and procedures required of all the colleges in that conference for that sport, unless exempted by the conference.

- 5.6.5 Colleges hosted by a conference shall pay an administrative fee to the host conference. Additional fees may be assessed hosted colleges, as needed for awards, officials, entry fees, etc, for that sport in a manner consistent with other conference colleges.

## **5.7 SUSPENDED OR EXPELLED COLLEGES**

- 5.7.1 A college which has withdrawn or has been suspended from the CCCAA or the conference may not compete in any game, meet, or match whether it be regularly scheduled, a practice, or an informal event that involves any individual, group of individuals, squad, or team enrolled in or representing any California community college.
- 5.7.2 If a college is suspended by a conference from participating in a sport(s); it is suspended from participation in that sport with any college of that conference or host conference. The suspended sport(s) may participate as a free-lance sport. Free-lance participation requires satisfying all Constitution and Bylaws eligibility requirements, receiving permission of both the conference and the CCCAA Board, and is not eligible for conference competition or postconference competition.
- 5.7.3 If the CCCAA Board approves the expulsion of a college from a conference, that college is prohibited from participation in California community college competition for the length of the expulsion.

## **5.8 CONFERENCE VIOLATION(S)**

- 5.8.1 Conferences that violate the provisions of this Bylaw shall be liable for disciplinary action by the CCCAA Board.
- 5.8.2 Disciplinary action may include but is not limited to fines, probation, and/or suspension.

## **5.9 PENALTIES FOR VIOLATION OF BYLAW 5**

- 5.9.1 See Article 7.4.11.



# BYLAW 6

## Postconference Competition

### 6.1 MISSION STATEMENT

The purpose of postconference competition is to reward excellence in individual and team sports through regional and state championship competition. The goals of post-conference competition are:

- A. To provide an opportunity for outstanding teams and individuals to compete in championship events.
- B. To enable individuals and teams to display the values of sportsmanship, dedication, desire, discipline, and tenacity at a high level of competition.
- C. To conduct quality and cost-effective events that ensure optimal athletic performance with minimal disruption of academic programs.
- D. To provide a meaningful athletic experience that will create a positive life-long impression on student-athletes.
- E. To assure equal athletic opportunities and resources for postconference competition events for athletes of each gender.
- F. To provide opportunities for positive educational experiences for participants of each event.
- G. To provide formats and facilities which ensure the health, safety, and welfare of participants.
- H. To provide formats which consider the unique qualities of each sport

#### 6.1.1 Mission Statement Guidelines

##### 6.1.1.1 Regional Competition

- A. A team sport's regional format (north and south combined) shall allow participation consistent with the approved brackets in the championship handbooks. Number of teams shall not exceed 24 teams in the North or 24 teams in the South. (Revised 4/7/22 effective 7/1/22)
- B. An individual sport's regional format (north and south combined) shall allow participation consistent with the approved formats found in championship handbooks. (Revised 4/7/22 effective 7/1/22)

##### 6.1.1.2 State Championships



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A. A team sport's state championship format shall follow the Championship handbook. *(Revised 4/7/22 effective 7/1/22)*

B. An individual sport's state championship shall follow the Championship handbook. *(Revised 4/7/22 effective 7/1/22)*

6.1.1.3 The above guidelines may have exceptions approved through the normal legislative process which entails submission of a proposal demonstrating one or all of the exceptions noted below to the Post Conference Review Committee (PCRC) for review and recommendation, submission of a Form 5 requesting proposed changes to the appropriate championship handbook and the necessary affirmative vote in the legislative process. *(Adopted 4/2/15 effective 7/1/15)*

The following exceptions are allowed:

A. Emerging sports that are expected to grow annually.

B. Challenged sports that have been in existence for more than five (5) years and have limited numbers and static or declining growth.

C. Demonstrated evidence of:

⇒ Negative fiscal impact

⇒ Negative impact on facilities

⇒ Negative impact concerning personnel and/or management

⇒ Negative impact on the viability of the post conference competition

Changes approved under 6.1.1.3 will be reviewed on a five-year basis by PCRC and Management Council with a recommendation to either extend the exception or a recommendation to modify or eliminate the exception. A recommendation to modify or eliminate an exception would require a submission of a Form 5. *(Revised 3/29/18 effective 7/1/18)*

D. Approval of an exception would require that the amount of qualifiers for regional and state championship competition remain static during the exception period. Increased participation or the addition of events would need to be accommodated under the numbers and format approved in the exception. *(Adopted 3/29/18 effective 7/1/18)*

## 6.2 REGIONAL AND STATE POSTCONFERENCE COMPETITION

6.2.1 The CCCAA Board and the CCCAA MC shall retain the authority to establish and revise the policies and procedures governing the administration of football bowl games and of CCCAA regional and state postconference competition including the selection processes, formats, and sites. Postconference competition shall be under the control, direction, and supervision of the appropriate MC Sport

Representative subject to the requirements, standards, and conditions prescribed in the Constitution and Bylaws and the respective sport championship handbook.

- 6.2.2 The CCCAA staff and the CCCAA members shall in no way be liable for damage of any kind, sustained in any manner, in connection with the conduct of post-conference competition.
- 6.2.3 Host institutions and sponsoring agencies of postconference competition events shall have in place primary comprehensive general public liability insurance coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage and shall provide the Office of the CCCAA Executive with the appropriate insurance certificate upon request.

### **6.3 SPORT QUALIFICATION FOR POSTCONFERENCE COMPETITION**

- 6.3.1 The CCCAA Board may approve a sport for postconference competition upon written request to and recommendation of the MC.
- 6.3.2 The CCCAA Board may approve a sport for regional (northern or southern) post-conference competition when a written request from at least two (2) conferences in the region is presented to and a recommendation is given by the MC.
- 6.3.3 In the event three (3) or more conferences in the state offer competition in a sport not offered in the other region, the regional tournament shall be considered a state championship for that sport.

### **6.4 MC SPORT REPRESENTATIVES**

- 6.4.1 A member of the MC shall be designated as the MC Sport Representative for each CCCAA-sanctioned sport. The MC Sport Representative shall:
  - A. Be responsible for representing the sport to the CCCAA and serve as liaison to the sport from the CCCAA in matters of policy.
  - B. Attend the sport coaches association's meetings and be prepared to be the spokesperson for the sport.
  - C. Make recommendations to the MC regarding the administration of the sport's postconference competition.
  - D. Be responsible for the administration of postconference competition event by:
    - 1. Implementing and enforcing the operational procedures for postconference competition in that sport as described in the Constitution and Bylaws and the sport championship handbook, and
    - 2. Coordinating with the CCCAA Executive such administrative responsibilities, and

3. Attending either the Northern or Southern California seeding meeting and assure that a CCCAA representative attends the seeding meeting for the other region, and
  4. Working with the Office of the CCCAA Executive to employ and supervise a tournament director who shall administer the postconference competition event (see Bylaw 6.8.3.B and 6.8.11), and
  5. Working with the sport coaches association and the event manager, complete and present to the CCCAA a Form P, Postconference Competition Evaluation.
- E. Attend postconference competition events for that sport.
- F. Recommend the approval of the sport championship handbook to the CCCAA Executive. *(Adopted & effective 11/2/10)*
- G. Submit plans for the following year to the MC. If expansion of the postconference competition is anticipated, this should include all categories listed in Bylaw 8; competition administration costs including but not limited to: meals, lodging, transportation, event management, awards, officials, medical costs, and facility rental. The MC must approve all format changes. *(Adopted & effective 11/2/10)*

## **6.5 CCCAA MANAGEMENT COUNCIL**

- 6.5.1 The MC shall review and recommend revisions of the postconference competition system.
- 6.5.2 The MC shall make recommendations/reports to the CCCAA Board relative to statewide postconference competition. With input received from the MC Sport Representative, the sport coaches association, and the CCCAA Executive; the MC shall recommend/report guidelines especially as they pertain to:
- A. The competitive format for each sport,
  - B. Length of competition,
  - C. Number of qualifiers to the competition, and
  - D. Any other matters that will allow for a competition to be run within the guidelines established by the sport championship handbook.
- 6.5.3 Approved format changes shall be for a minimum of a two (2)-year period unless otherwise stated by the MC.
- 6.5.4 The MC, through the CCCAA Executive, shall set appropriate dates for receiving recommendations of changes in postconference competition formats.

## **6.6 SPORT COACHES ASSOCIATIONS**

6.6.1 Sport coaches associations will submit recommendations for sport championship handbook revisions to the MC Sport Representative and the CCCAA Executive. Recommendations shall pertain to: *(Revised 4/7/22 effective 7/1/22)*

A. Regional event sites which are established per process outlined in the Championship handbook. *(Adopted 4/7/22 effective 7/1/22)*

B. The date(s) for state postconference competition events.

C. Competition sites may rotate. However, sites must be predetermined for a 4-year period of time. Sites should be identified two years in advance. The sport of football will continue to allow the regional champion to host and rotate North/South every year. *(Adopted 4/7/22 effective 7/1/22)*

D. The location(s) of state postconference competition events. Sites shall be located near public transportation, and provide the least cost to participants. Sites should be maintained for a cycle of four years. Identified sites may or may not be rotated between the North and South and will be left to the discretion of the specific sport championship handbook. *(Revised 4/7/22 effective 7/1/22)*

E. The rules and the number of officials necessary to conduct the event(s).

F. Venue requirements must be able to accommodate qualifying brackets for team sport events and number of qualifiers for (individual) sport event(s). *(Revised 4/7/22 effective 7/1/22)*

G. The administration procedures and pertinent policies for the event(s).

H. The number of awards for the event(s).

6.6.2 Sport coaches associations are organized to provide the ongoing administration and operation of their sport. Each conference coaches group should have designated a sport coach's representative to serve on the statewide coaches association's executive committee for that sport. This procedure provides colleges and conferences with an opportunity for input into the processes of sport coaches associations.

6.6.3 The sport coaches associations shall have written operating procedures.

6.6.4 Sport coaches associations generally meet at the site of the state championship event for their sport. MC Sport Representative attendance at these meetings is important in order to appropriately represent the sport. Ongoing communication between the MC Sport Representative and the president of the sport coaches association is imperative.

## 6.7 ATHLETIC TRAINERS ASSOCIATION

6.7.1 The Athletic Trainers Association may submit recommendations for revisions to

the postconference competition Medical Guidelines (Bylaw 6.15 and Bylaw 9) to the MC Athletic Trainer liaison and the CCCAA Executive. Recommendations shall pertain to:

- A. The medical care required for each sport.
- B. Emergency medical equipment required at each event.
- C. Pertinent medical policies and procedures for each event.

- 6.7.2 The Athletic Trainers Association shall designate an athletic trainer responsible for working with the event manager, the MC Sport Representative, and the sport coaches association representative coordinating the medical coverage for each sport.

## **6.8 EVENT MANAGERS**

- 6.8.1 The event managers working with the MC Sport Representative, the sport coaches association representative, and the Athletic Trainers Association representative shall coordinate and run the postconference competition event. The areas of responsibility and time lines are outlined in the sport championship handbooks.

- 6.8.2 The event manager will be the athletic director of the host institution unless otherwise designated by the CCCAA MC Sport Representative, Coaches Association President, and Office of the CCCAA Executive. The host institution athletic director or designee will be responsible for the administration and supervision of all aspects of the postconference competition event held on, or hosted by, his/her campus. The event manager must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines. *(Adopted 4/1/10 effective 7/1/10)*

- A. Institution athletic administrators or designee can adjust postconference game times and/or dates if mutually agreed upon with the opposing administrator and the CCCAA Office. *(Adopted 4/4/14 effective 7/1/14)*

- 6.8.3 Budget Preparation

- A. Postconference competition events are designed to be as cost free to participating colleges as possible. Through a combination of gate receipts and corporate or voluntary contributions, as many costs to colleges as possible will be defrayed according to Bylaw 8. The MC authorizes expenditures as specified in Bylaw 8 and the approved proposed budget. Any additional or unauthorized expenditures shall not be reimbursed through event funds.

The proposed budget shall not include and entry fees shall not be used to cover expenditures for the production and/or sale of items such as shirts, souvenir programs, concessions, or the purchase of meals for coaches or students as part of coaches association's activities.

- B. Time Lines

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1. Proposed budgets shall be presented to the Office of the CCCAA Executive through the MC Sport Representative. The budgets for fall sports are due October 1 (except football, June 1, and basketball, November 1), and budgets for spring sports are due February 1. In addition, event contracts for fall sports are due October 1 (except football, June 1, and basketball, November 1), and event contracts for spring sports are due February 1. *(Adopted & effective 10/6/09)*
  2. Final financial statements shall be prepared by postconference competition event managers immediately following their events. These statements shall then be forwarded to the MC Sport Representative and Office of the CCCAA Executive no later than 30 days following the event along with all monies due.
  3. If the actual revenue-expense report and any monies owed the CCCAA by member institutions are not received by the Office of the CCCAA Executive within 30 days of the event, a letter will be sent to the college president explaining that if the report and/or check is not received within the next 30 days, a \$25.00 per day late charge will be assessed for each day after the 60-day deadline.
  4. Tournament results are due in the Office of the CCCAA Executive immediately following the event.
  5. The postconference competition event managers' evaluations and corporate partner accountability reports are due to the MC no later than 30 days following the event.
- C. Entry Fees: Without sponsorship for the postconference competition event, gate receipts and entry fees must be used to defray event administration costs. When defining entry fees, use the following formula:
1. Develop a proposed event budget according to the appropriate guidelines of Bylaw 8.
  2. To calculate the amount of the entry fee, divide the proposed budget's total expenses by the number of participants (teams and/or individuals); e.g., proposed budget expenses of \$2,000, divided by 40 participants, would equal individual entry fees of \$50.
    - a. For the CCCAA Cross Country Southern California Regional Championships: Individual entries should be figured as one-fifth (1/5) that of a team entry. The event manager shall set the entry fees prior to competition. In the event of an emergency, the event manager may bill an additional fee after the competition, if sufficient entry fees are not collected to conduct the meet. *(Adopted & effective 10/16/08)*
    - b. For the CCCAA Track and Field Southern California Regional Championships: A flat entry fee of \$200 will be assessed for each men's team and each women's team (e.g., men's and women's team = \$400



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entry fee). This entry fee will be paid by all colleges that field a men's or women's track team, regardless of the number of athletes competing in the CCCAA Track and Field Southern California Regional Championships. *(Adopted & effective 10/16/08)*

3. If the entry fee is insufficient, then the proposed budget expenses must be adjusted to balance with the available entry fee.
4. All entry fees are to be paid, or official college verification that payment is being processed shall be provided, prior to the competition. If the appropriate fees are not paid or official college verification that payment is being processed is not provided, the competitor/team will not be allowed to participate. *(Adopted 4/4/08 effective 7/1/08)*
  - a. Cross Country: For both regional and state championships, any entry received after the entry deadline will be considered late. The late fee of \$100 per athlete (\$300 maximum per gender) will be assessed up to 48 hours prior to the scheduled start time of the first event of each competition. After the 48-hour cutoff, no further entries will be accepted. The meet manager must send out an e-mail 48-to-72 hours prior to the posted deadline to remind coaches to submit their entries. *(Adopted 4/4/08 effective 7/1/08) (Adopted 3/28/13 effective 7/1/13)*
  - b. CCCAA Cross Country Southern Regional: *(Adopted 10/16/08 effective 7/1/09)* Individual entries should be figured as one-fifth (1/5) that of a team entry.

The event manager shall set the entry fees prior to competition. In the event of an emergency, the event manager may bill an additional fee after the competition if sufficient entry fees are not collected to conduct the meet.

### D. HOST SITE INCENTIVES *(Adopted 3/31/16 effective 7/1/16)*

1. The CCCAA will provide an Event Management stipend of \$750 to the host college of a state championship event or regional championship event which involves more than two (2) competing colleges. The Event Management stipend would be doubled for co-ed championship events held during the same time at the same location (i.e.: basketball, soccer, swimming, track, water polo).
2. The host college will be offered the opportunity to retain the equipment purchased or donated for the operation of the state championship event.
3. The host college will be allowed to retain all proceeds from local advertising and sponsorships which it has generated by hosting this event. CCCAA system-wide sport sponsorships are exempt and that funding remains with the CCCAA executive office.
4. The host college will be allowed to retain 50% of the General Admission



gate receipts for ticket sales which exceed the Targeted Ticket Sales levels of state championship events as well as multiple-day or multiple-college (more than two) regional championship events. These levels have been established as:

Targeted Ticket Sales Levels

Badminton	100 general admission tickets
Baseball	300 general admission tickets
Basketball	500 general admission tickets
Football	1,500 general admission tickets
Soccer	300 general admission tickets
Softball	Super Regional — 200 general admission tickets State — 300 general admission tickets
Swimming	500 general admission tickets
Track	Regional — 300 general admission tickets State — 500 general admission tickets
Men's Volleyball	200 general admission tickets
Women's Volleyball	300 general admission tickets
Water Polo	Regional — 300 general admission tickets State — 400 general admission tickets
Wrestling	150 general admission tickets

- 6.8.4 Officials: Sport championship handbooks define how officials for postconference competition are selected. It is imperative that postconference competition event managers follow the defined procedures.
- 6.8.5 Officials' Fees for CCCAA Postconference Competition Regionals: Each official shall be paid a fee that is twenty dollars (\$20.00) more than the fee paid by the colleges in the geographical area in which the regional postconference competition game is being played. (Example: If the game fee for a conference game in that area is \$60.00, the regional game fee will be \$80.00) Travel expenses can be considered on an individual sport basis. *(Adopted 3/28/19 effective 7/1/19)*
- 6.8.5.1 Officials Fees for CCCAA State Championships: For state championships, each official, whatever their capacity, shall be paid a fee that is twenty dollars (\$20.00) more than the highest negotiated statewide rate. Conference Commissioners will establish the rate for officials and communicate that to host colleges and assignors prior to the start of the state championship. (Example, for a state championship, if the highest statewide rate for a regular season game is \$110.00, the rate for a state championship game would be \$130.00). Travel expenses can be considered on an individual sport basis. *(Adopted 3/28/19 effective 7/1/19)*
- 6.8.6 Site: Whenever possible, CCCAA postconference competition events will be held on California community college campuses. Postconference competition events are the combined responsibility of the office of the CCCAA Executive and the specific sport coaches' association executive board. The selection of a site for CCCAA state championship competition shall be made by the CCCAA Executive, the Management Council sport representative, and the president of the specific

sport coaches' association. In the event that a site is not mutually agreed upon, the site selection shall be made by the CCCAA Executive. The president of the specific sport coaches' association will provide a list of possible sites for consideration to the office of the CCCAA Executive. Site visits will include representatives from both the office of the CCCAA Executive and the specific sport coaches' association. The site of the postconference competition event shall be selected with the following items in mind: *(Adopted 12/4/09 effective 1/1/10) (Changed for cost containment through 6/30/12 extended through 6/30/16) (Adopted 4/5/12 effective 7/1/12) (Revised 4/1/16 effective 7/1/16)*

- A. EVENT SITE: The location(s) of regional and state postconference competition shall be conveniently located, near public transportation, and minimize cost to participants. *(Repeated from 6.13.3, Adopted 4/5/12 effective 7/1/12)*
- B. The CCCAA state championship site must be in an area that can provide acceptable housing accommodations for participating teams, officials, and support coaches' association activities. *(Adopted 4/5/12 effective 7/1/12)*
- C. The ability to control admission gates, including the selling and taking of tickets and the hand stamp or stub return station if needed.
- D. There should be suitable parking to handle attendance at the event.
- E. There should be adequate and available staff to provide event security.
- F. There shall be areas available for the sale of souvenir programs, T-shirts, and concessions.
- G. There shall be an athletic administrator on-site for the event.

6.8.7 Awards: Bylaw 7 defines the awards to be provided for all postconference competition. The event budget is responsible for paying for the awards.

- A. Approved regional and state competition awards are ordered and delivered to postconference competition event managers by the Office of the CCCAA Executive and are to be paid as planned for in the event budget. Approximately three (3) weeks before the event, the event manager shall receive an award description from the CCCAA detailing the awards ordered. Managers will check the order for accuracy and consistency with Bylaw 7. Awards should be delivered to the event site no later than three (3) days prior to the event. Trophies may be delivered unassembled.
- B. Regional and state event managers shall forward payment for the awards to the Office of the CCCAA Executive. The Office of the CCCAA Executive shall pay the awards vendor.
- C. The number of awards given shall not be greater than those authorized for state championship events. *(Adopted & effective 10/30/09)*

- 6.8.8 State Awards: For state championship competition, all sports shall receive the same style trophy and medal awards in accordance with Bylaw 7.
- 6.8.9 Ceremonies: Awards ceremonies are appropriate at postconference competition events. Event managers may invite college trustees, college president (s), local mayor, sponsor representatives, or other important citizens to be involved in the presentation. When possible, the awards should be presented by the MC Sport Representative and CCCAA Executive. A plan should be developed for awards presentation.
- 6.8.10 Sponsorship Contract: If postconference competition is cosponsored by a corporate or voluntary agency, it is important that consideration be given that group. In order for the co-sponsorship to be effective, there shall be a letter of agreement written by the Office of the CCCAA Executive. The postconference competition event manager shall be provided with a summary of the agreement. The agreement shall be followed with respect for the investment made by the outside agency or agencies.
- 6.8.11 MC Sport Representative: It is the responsibility of the MC Sport Representative to serve as spokesperson for the sport to the CCCAA Board, MC, and committees. Therefore, the postconference competition event manager must be in contact with the MC Sport Representative for approval and submission of all aspects of postconference competition. *(Adopted & effective 11/2/10)*
- 6.8.12 Sport Championship Handbooks:
- A. Each sport championship handbook is designed to handle the unique needs of the sport. Championship handbooks are written by coaches associations with approval of the CCCAA. The championship handbooks also define the sport rules for conference play.
  - B. Event managers shall inform coaches and participants of how the appeals process addresses questions of postconference competition rule interpretations (see Article 7.4.6.4). *(Adopted & effective 11/2/10)*
- 6.8.13 Evaluation of Competition:
- A. As the event manager proceeds with the activities of postconference competition, it is imperative that a record be kept of all activities in order to submit an appropriate evaluation. The evaluation shall include a finalized financial statement, competition results, and recommendations for sport championship handbook revisions.
  - B. The MC has established a Form P, Postconference Competition Evaluation, which allows the event manager to make an objective evaluation of the just-completed activity. This form shall be sent to and administered by the MC.
- 6.8.14 Public Information
- A. It is permissible to budget for and hire sports information personnel for post-

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conference competition. This can be done at the local level or through the Office of the CCCAA Executive. For further information, contact the Office of the CCCAA Executive or MC Sport Representative. *(Adopted & effective 11/2/10)*

- B. Sports information personnel should plan press releases, brochures, statistical summaries, and human-interest items about the event. The successful press conference can be planned and budgeted to enhance the sale of tickets to the event.

6.8.15 Security: Event managers must consider security needs for postconference competition events. Uniformed campus or community police strategically placed at the event site will add greatly to its success. It is important to budget correctly for the cost of security, as this cost can be extensive, especially if large parking lots must be secured.

6.8.16 Ticket Administration: The administration of the sale of event tickets is crucial to the financial success of the event in order to reduce costs to participating colleges. As a general rule, the following ticket practices have been successful:

- A. All tickets shall be numbered.
- B. Ticket sellers shall be assigned tickets by number.
- C. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- D. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided as follows: *(Adopted 4/6/07 effective 7/1/07) (Adopted & effective 8/29/13)*
  - 1. \$12.00 for all seats; except,
  - 2. \$8.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age.
  - 3. Complimentary:
    - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
    - b. Coaches with up-to-date sport coaches association membership cards.
    - c. Athletic Directors with up-to-date CCCADA membership cards.  
*(Adopted 4/4/08 effective 7/1/08)*
    - d. CCCAA Board and MC members and conference commissioners.
    - e. CCCAA Life Passes.
  - 4. No conference, staff, or parent booster passes shall be honored.

**6.8.17 Programs, Concessions, and T-Shirt Sales**

- A. The production of souvenir programs is a responsibility of the sport coaches association or the host college. Providing a souvenir program is an option of those groups. Neither program costs nor profits shall be part of the proposed budget or financial statement. Programs should be delegated by the post-conference competition event manager to a separate individual(s). The sale of advertisement space in programs can be a profit-making venture. All such profits may be kept and used by the sport coaches association or host college. However, the group producing the program must be willing to accept the expense of the project.
- B. Contractual agreements with cosponsoring agencies may call for special program advertisements as directed by the CCCAA Executive.

**6.8.18 Coaches Meetings:** Event managers should be prepared to provide time and space for sport coaches association meetings, meals, or hospitality rooms during the event. The costs of these activities shall not be a part of the event budget. Costs for coaches meetings, meals, and hospitality rooms shall be paid by the respective coaches association.**6.8.19 Contest Schedules:** A schedule of event activities shall be developed. All participants should know the schedule of activities, including:

- A. Meetings of:
  - 1. Coaches Association
  - 2. Officials
  - 3. Seeding Committee
- B. Actual Competition Schedule
- C. Awards Ceremonies and Banquets
- D. Special Planning Sessions

**6.9 COLLEGE AND CONFERENCE PARTICIPATION IN POSTCONFERENCE COMPETITION**

- 6.9.1 Conferences shall arrange conference sport schedules not to conflict with post-conference competition starting dates. (See Bylaw 3)
- 6.9.2 A college that enters postconference competition assumes its own financial obligation to participate.
- 6.9.3 Colleges that participate in postconference competition agree to abide by the

championship guidelines for postconference competition as defined in Bylaw 6, as well as the sport championship handbooks. This includes the specification of allowable expenses while participating in the activity. (See Bylaw 8)

## **6.10 SPORT CHAMPIONSHIP HANDBOOKS**

- 6.10.1 Procedures and rules relative to all CCCAA-sanctioned postconference competition shall be included in the championship handbook pertaining to the given sport. If there is an inconsistency between the Constitution and Bylaws and the sport championship handbook, the Constitution and Bylaws supersedes.
- 6.10.2 The sport championship handbook is the most specific information-giving resource used by each sport coaches association. It details the administration methods to be used for the sport's postconference competition. One of the ongoing duties of the MC Sport Representative is to oversee the update of the sport championship handbook. It is important for the sports representative to consider the following steps:
  - A. Meet and become acquainted with the state sport coaches association administration in order to update the sport championship handbook to the Constitution and Bylaws.
  - B. When the MC Sport Representative and sport coaches association have reviewed the sport championship handbook, the MC Sport Representative shall forward the draft to the CCCAA Executive for rewrite and guidance. If changes in content are required a Form 5 Policy Change Request will be utilized. The MC Sport Representative and the CCCAA Executive will prepare the sport report to the MC.
- 6.10.3 The outline for the sport championship handbook is as follows:
  - A. Introduction
  - B. General Administration
    - 1. PC Schedule
    - 2. Dates and Sites
    - 3. Start Times
    - 4. Host and Site Selection
    - 5. Sports Committee
    - 6. Annual Forms
  - C. Determination of Competing Institutions
    - 1. Conference Competition and Representation
    - 2. Championship Format and Selection

3. Seeding Committee and/or Qualifying Procedures
4. Certification of Eligibility/Availability
- D. Instructions to Participants
  1. Awards and Awards Ceremony Procedures
  2. Banquet
  3. Coaches Associations
- E. Instructions to Event Managers
  1. Equipment
  2. Event Contracts
  3. Event Manager
  4. Personnel
    - a. Announcer
    - b. Officials
    - c. Protest Committee (If required by the sport rulebook) *(Adopted & effective 11/2/10)*
    - d. Security
  5. Event Sponsorship
    - a. Sponsorship Materials
    - b. Sponsor Representative
    - c. Collateral Element, Sample Collection, and Photographs
  6. Financial Considerations
    - a. Budget Information
    - b. Final Financial Statement
  7. Insurance
  8. Lodging
  9. Media Arrangements
  10. Medical Coverage
  11. Meetings
  12. Participating Team Travel Reimbursement
  13. Practice
  14. Pregame Schedule



- 15. Programs/T-shirts/Concessions
- 16. Reporting Results/Results of the Meet
- 17. Rules
- 18. Scoring
- 19. Tickets and Passes

## **6.11 GENERAL ADMINISTRATION GUIDELINES**

- 6.11.1 Sport format recommendations shall be presented at scheduled meetings of the MC by the MC Sport Representatives with input from the Competition Committee, Postconference Competition Review Committee, the Office of the CCCAA Executive, sport coaches association representatives, conferences, and affiliated organizations.
- 6.11.2 Conference playoffs shall be counted as part of the total allowable number of in-season contests. They are not a part of postconference competition.

## **6.12 ON-SITE HOST ADMINISTRATOR**

- 6.12.1 In order to ensure the highest possible standards in community college athletics for men and women, it is imperative to have careful, committed oversight of postconference competition. This supervisory responsibility rests with the host site athletic administration.
- 6.12.2 The event manager will be the athletic director of the host institution unless otherwise designated by the CCCAA MC sport representative, coaches association president, and Office of the CCCAA Executive. The host institution athletic director or designee will be responsible for the administration and supervision of all aspects of the postconference competition event held on, or hosted by his/her campus. The event manager must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines. *(Adopted 4/1/10 effective 7/1/10)*
- 6.12.3 Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their teams. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- 6.12.4 If an institution is unable to have an athletic administrator or other appropriate college administrator/director knowledgeable of CCCAA rules in attendance, the MC will move the event to the opponent's site or to an alternate site.

The penalty for failing to comply with A through E shall result in a warning in the form of a report forwarded to the CCCAA and the respective affiliate association. Upon receipt of this report, the CCCAA Board Chair shall convey in writing to the host college president that the athletic administrator failed to comply with CCCAA regulations. Two (2) infractions shall result in forfeiting their next

opportunity to host a postconference competition event in that sport.

**6.13 POSTCONFERENCE COMPETITION SUPERVISION** *(Adopted & effective 10/30/09 & 11/2/10)*

- 6.13.1 The MC Sport Representative shall work with the sport coaches association chair person and the postconference competition event manager on the following items:

Event Budget: The budget must be approved by the CCCAA Executive and the MC Sport Representative prior to the event. Following PC, the event manager shall present an actual financial statement to the MC Sport Representative and the CCCAA Executive for reporting to the CCCAA. The costs of providing event hospitality rooms, concessions, T-shirt sales, or souvenir program sales are not to be included in the event budget.

- 6.13.2 Event Dates: Bylaw 3 defines when postconference competition will start and finish. Sport championship handbooks and the establishment of event dates shall correspond with Constitution and Bylaws requirements. When planning post-conference competition dates, special consideration shall be given to time away from class for staff and student-athletes, including the amount of time needed to travel to and from the competition site.

- 6.13.3 Event Site: The location(s) of regional and state postconference competition shall be conveniently located, near public transportation, and minimize cost to participants.

- 6.13.4 Event Attendance: The supervision by MC Sport Representatives of postconference competition is necessary to insure a smooth-running event. Sport representatives shall also attend the sport coaches association meeting or request assignment of a representative from the CCCAA to attend in his/her place.

- 6.13.5 Event Awards: State championship event awards are identified in Bylaw 7. It is the responsibility of the Office of the CCCAA Executive to order awards for each sport's state championship event.

A. Approximately four (4) months prior to the event, the Office of the CCCAA Executive shall request awards from the CCCAA awards vendor. A copy of the awards order shall be sent to the event manager for review. Awards should be in the hands of the event manager at least three (3) days prior to the event. Event managers should be prepared to assemble trophies prior to the awards ceremony.

B. Upon the delivery of awards to the event site, the awards vendor will bill the Office of the CCCAA Executive. *(Adopted & effective 11/2/12)*

C. The Office of the CCCAA Executive will pay the awards vendor. *(Adopted & effective 11/2/12)*

D. The CCCAA office will account for the cost of regional and state championship awards during the reconciliation phase (prior to the possible participating team reimbursement distribution). *(Adopted & effective 11/2/12)*

- 6.13.6 Event Compliance: The MC Sport Representative and the CCCAA Executive shall make final decisions with regard to postconference competition in order to assure compliance with the Constitution and Bylaws. Those decisions shall not set aside or waive any CCCAA-sanctioned rules or regulations.
- 6.13.7 Event Communication: Each MC Sport Representative shall maintain files of all communications, meeting minutes, competition results, budgets, financial statements, and any other pertinent records of a historic nature for the sport. These documents shall be forwarded to the succeeding MC Sport Representative for orientation and reference purposes.
- A. It is the ongoing responsibility of both the CCCAA and the MC Sport Representative to communicate regularly regarding all aspects of the sport.
  - B. The MC Sport Representatives must be prepared to be the spokespersons for their sports. They shall make reports to the MC, CCCAA Board, sport coaches association, and other interested parties. The MC and the CCCAA Board shall only hear MC Sport Representative-initiated reports. Input may be given by the sport coaches association when requested by the MC Sport Representative.
  - C. A great deal of time, effort, and expense goes into the completion of a postconference competition event. Many students, staff members, and colleges are interested in and/or affected by the outcome of the event. It is imperative that a regional or state championship event be administered as efficiently and effectively as possible.
  - D. The MC Sport Representative has an important leadership role in these activities. Sport coaches associations will look to their representatives for support and guidance.

#### **6.14 EVENT BUDGET OUTLINE** *(Adopted & effective 11/2/10)*

Proposed budget and final financial statement forms specific to each sport are available at [www.cccaasports.org](http://www.cccaasports.org). They contain income and expense line items to guide the administration of postconference competition event budgets. Note: Income and expenses from concessions, T-shirt sales, coaches' dinners, and program sales cannot be included in the budget—those activities must be funded by an individual college or coaches association. Approved expenses vary by sport. Use the appropriate sport championship handbook to assist budget preparation.

#### **6.15 MEDICAL POLICIES FOR POSTCONFERENCE COMPETITION** *(Adopted & effective 10/19/07) (Adopted & effective 11/2/10) (Adopted & effective 10/4/11)*

- 6.15.1 An athletic trainer certified by the Board of Certification (BOC) shall be appointed as host athletic trainer and be required to be in attendance for each event. If the host college does not appoint an athletic trainer, that college shall be unable to host an event. It is recommended that this athletic trainer be a member of the California Community College Athletic Trainers Association (CCCATA).

Attendance to be defined as follows:

- A. If there is only one event on-site, then the provided certified athletic trainer would be in attendance at said event.
- B. If there are two events on-site within close proximity, it would be preferred to have a certified athletic trainer at each site, yet it may be reasonable for one certified athletic trainer to be accessible for both events depending on risk factor of each.
- C. If there are two events on separate sites/location, then a certified athletic trainer would be required at each site.

- 6.15.2 The host athletic trainer has the authority to make the decision regarding the return of an injured visiting athlete to competition in the absence of the team physician or designate, or visiting athletic trainer. The coach shall follow the recommendations of the team physician and/or host athletic trainer as to when an injured athlete may return to practice or competition.
- 6.15.3 A licensed physician shall be in attendance and prepared to administer medical care at football postconference competition games and in attendance or on call for all regional and state championship wrestling competitions. The licensed physician shall have a knowledge of athletes and athletics and the differences between sports medicine and a general medical practice. The licensed physician is responsible for deciding whether an athlete is medically able to participate.
- 6.15.4 An ambulance service shall be on-site at football postconference competition games for the purpose of transporting participants to the hospital.
- 6.15.5 The following emergency equipment is to be available at postconference competition (PC) events.
  - ⇒ Ice with bags or other forms of cryotherapy
  - ⇒ Emergency medical supplies
  - ⇒ Immobilization/splinting supplies
  - ⇒ Taping table
  - ⇒ Crutches
  - ⇒ Face mask removal equipment when appropriate
  - ⇒ Potable water
  - ⇒ Telephone/Communications System
  - ⇒ Therapy and exercise equipment necessary to carry out team physician's treatment and rehabilitation protocols
- 6.15.6 In case of injury, the licensed physician/host athletic trainer will be consulted for the efficient management and transportation of the injured student-athlete to the appropriate medical center.
- 6.15.7 The host athletic trainer should make himself/herself known to the visiting

team's athletic trainer or coaches prior to any contest and advise them of his/her location.

- 6.15.8 Outside communication to emergency medical services, preferably by landline telephone or by some other means must be available at all times.
- 6.15.9 The following will be easily accessible to all participating teams:
- ⇒ Ice with bags
  - ⇒ Water and drinking cups, or water bottles (except football)
  - ⇒ Emergency medical supplies
- 6.15.10 Both the home and away teams shall be provided equal access to athletic training facilities. Due to team size football is exempt, but shall be provided a facility.
- 6.15.11 The visiting team is responsible for traveling with a medical supply kit, which will also include insurance, emergency information, and consent forms. The host athletic trainer will provide supplies to visitors on a payback basis if a kit is not furnished.
- 6.15.12 Arrangements must be made in advance by the visiting team's athletic trainer in order to receive treatment other than taping or wrapping by the host athletic trainer.
- 6.15.13 The postconference competition event manager shall develop a plan for the assignment of athletic trainers to event coverage. The postconference competition event budget will include reimbursement for athletic trainers. The following guidelines will be used:
- A. During the regular work hours of the host college athletic trainer(s) the cost of his/her event coverage shall be absorbed through his/her regular salary. When the athletic trainer completes his/her regularly assigned work time, the event budget shall include the cost of the athletic trainer.
  - B. When the athletic trainer's cost is to be included in the event budget, reimbursement may take the form of: compensatory time, a flexible work schedule, overtime pay provided by the host college, or any combination of these or other plans.
  - C. When the above reimbursements cannot be utilized the fees will be established by the CCCAA Executive and the CCC Athletic Trainers Association.
  - D. The minimum number of athletic trainers required to cover postconference events are as follows:
    - 1. Regional, one-day events involving two colleges (basketball, dual team tennis, soccer, volleyball, etc.): Host colleges will be responsible for the assignment and payment of one (1) athletic trainer.
    - 2. One (1)-day multi-team and regional two (2) or three (3)-day events

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(baseball, softball, tennis, swimming, etc.) and state championship events: The event budget will include the cost of the time of one (1) athletic trainer. Due to the high numbers and high incidence of injury: Track and wrestling will budget two (2) athletic trainers for regional and state championships.

### 6.16 POSTCONFERENCE COMPETITION GUIDELINES BY SPORT

*(Chart creation from narrative - Adopted 4/7/06 effective 7/1/07) (Updated 7/1/07, 7/1/08, 7/1/19, 11/2/10, 7/1/12, 7/1/13, 7/1/14, 2/12/15, 11/6/15, 7/1/18, 11/6/20, 7/1/22, 8/31/22)*

TEAM SPORTS	REGIONAL CHAMPIONSHIPS			STATE CHAMPIONSHIPS		
	# Teams	Format	# Days	# Teams	Format	# Days
Badminton	1 N 1 S	1 single elimination match N & S	1	2	1 single elimination match	1
<u>Baseball</u>	<u>24 N</u> <u>24 S</u>	<u>Rnd 1 2/3 games @ 12 sites</u> <u>Rnd 2 Three team double elimination @4 sites</u> <u>Rnd 3 double elminiation @ 2 sites</u>	<u>2/3</u> <u>2/3</u> <u>2/3</u>	<u>4</u>	double elimination	<u>3</u>
Basketball M	19 N 20 S	3 play-in games N 4 play-in games S 2 rounds single elimination N & S	1 2	8	single elimination	3
Basketball W	18 N 19 S	2 play-in games N 3 play-in games S 2 rounds single elimination N & S	1 2	8	single elimination	3
Beach Volleyball	6 N 12 S	2 three-way round robins N 4 three-way round robins S	1	6	pool play; two 3-team pools	1
Football	14 N 14 S	8 games - 5 bowl games and 3 playoff games (2 semis + 1 final) N & S	2	2	single elimination	1
Soccer M	15 N 15 S	3 rounds single elimination N & S	3	4	single elimination	2
Soccer W	18 N 19 S	2 play-in games N 3 play-in games S 2 rounds single elimination N & S	3	4	single elimination	2
Softball	16 N 18 S	rnd 1, 2/3 games @ 8 sites N & S (play-in S)	2	8	double elimination	4
		rnd 2, 2/3 games @ 4 sites N & S	2			
Tennis M	8 N 8 S	3 rounds single elimination N & S	3	2	1 single-elimination match	1
Tennis W	8 N 8 S	3 rounds single elimination N & S	3	2	1 single-elimination match	1
Volleyball M	8 S	1 round single elimination S	1	4	single elimination	2

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	# Teams	Format	# Days	# Teams	Format	# Days
Volleyball W	18 N, 18 S	2 rounds single elimination N & S	2	8	single elimination	3
Water Polo M	6 N, 10 S	3 rounds N, 4 rounds S, single elimination	3 N 4 S	6	pool play + 1st & 3rd-place games	2
Water Polo W	8 N, 12 S	3 rounds N, 4 rounds S, single elimination	3 N 4 S	6	pool play + 1st & 3rd-place games	2
Wrestling M	10 N, 10 S	2 rounds single elimination N&S	1	1 N 1 S	1 single-elimination match	3
Wrestling W	10 N, 11 S	2 rounds single elimination N&S	1	1 N 1 S	1 single-elimination match	1

INDIVIDUAL SPORT COMPETITIONS IN WHICH TEAMS QUALIFY						
	Regional Championships			State Championships		
Sport	# Qualifiers	Format	# Days	# Qualifiers	Format	# Days
Cross Country M & W	max: 18 N 28 S	see individual format below		20-28	see individual format below	
Golf M	14 N 13 S	see individual format below		12	see individual format below	
Golf W	13 N 12 S	see individual format below		12	see individual format below	
Wrestling M & W	20 (all in regions)	see individual format below		0	see individual format below	



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INDIVIDUAL FORMAT						
Sport	Regional Championships			State Championships		
	# Qualifiers	Format	# Days	# Qualifiers	Format	# Days
Badminton	no regionals	n/a	n/a	24 singles 18 doubles	single elimination & consolation	2
Beach Volleyball	n/a	n/a	n/a	32 pairs; Qualifying pairs proportionally divided between N & S	Day 1 - 8, seeded pools-fours pairs each, seeded by conference standings. Day 2-top 2 pairs from each pool advance to a 16 pairs, single elim bracket	2
Cross Country M & W	46 teams N/S + 28 indiv max S, all indi- viduals in top 50% of conf. on non-qualify- ing teams N	M,W, N,S 1 race each	1	20-28 teams + Max: 50 individuals	M, W 1 race each	1
Golf M	62 N, 66 S	36 holes	1 <u>or</u> 2	Max: 60	36 holes	1 <u>or</u> 2
Golf W	62 N 66 S	36 holes	2	Max: 60	36 holes	2
Swim & Dive M & W	no regionals	n/a	n/a	16 individual events, 12 relay + 16 divers (8N, 8S)	prelims & finals	3
Tennis M & W	80M, 80W total competitors, qualify- ing by reaching 1/4 final of conference tournament, or by being chosen as an at-large bid. Ten (10) total entrants per conference.	single elimination	2	16 singles, 16 doubles (8N, 8S)	single elimination	2
Track & Field M & W	27 (24) qualifiers per event, N&S	trials & finals	1+1	8 (9) (4N, 4S) per lane event + 12 (6N, 6S) in non-lane & field	finals	2
Wrestling <u>M &amp; W</u>	100 N (10 teams x 10) 100 S (10 teams x 10) (10 weight classes)	elimination, consolation	1	120 (6N, 6S per weight class)	elimination, consolation	2



# Bylaw 7

## Awards and Recognition

### 7.1 AWARDS PROGRAM

The CCCAA has approved an awards program which augments the intercollegiate athletic program. This activity is designed to honor those who have reached the highest levels of achievement in CCCAA-sponsored activities. This program shall be specifically identified through:

- A. Authorized official awards given to participants in postconference competition.
- B. Membership in the Scholar-Athlete Award category.
- C. Membership in the Scholar Team Award category.
- D. Membership in the Sports Hall of Fame.
- E. Membership in the All State Academic Team category.

### 7.2 AWARDS VENDOR AND SERVICE CONTRACT

- 7.2.1 The Awards Committee will select a vendor to supply awards to be used in conjunction with postconference competition. Contracts will normally be issued for a three (3)-year period subject to review by each party on an annual basis. The review will include an evaluation of standards of quality and timeliness of delivery on the part of the vendor. The vendor may similarly review the terms of the contract. By mutual agreement, the contract may be amended.
- 7.2.2 The awards vendor will provide medals and trophies that meet the specifications of the Awards Committee.
- 7.2.3 As directed by the CCCAA Board and MC, the Office of the CCCAA Executive shall:
  - A. Establish the place, date, and responsible event manager for each sport involved in postconference competition. This information shall be forwarded to the awards vendor in order to facilitate timely delivery of awards to the site of the competition.
    - 1. This notification shall include the name of the event manager, the address, and the date the awards are needed.
    - 2. In general, the list of fall and spring sports sites should be submitted to the vendor approximately four (4) months prior to the event.
  - B. Payment for awards will be within 30 days of receipt of invoice by the Office of the CCCAA Executive.

7.2.4 Authorized awards for CCCAA-sponsored regional championships and football bowl games are:

A. Baseball Men

4 Trophies            1st place team in each region

B. Cross Country M & W

3 Trophies            1st, 2nd, 3rd place teams  
7 Medals            1st place team  
7 Medals            2nd place team  
14 Medals            1st through 14th place individuals

C. Football

1 Trophy            winning team  
80 Medals           winning team  
80 Medals           participating team

D. Golf M & W

3 Trophies            1st, 2nd, 3rd place teams  
6 Medals            1st place team  
6 Medals            2nd place team  
6 Medals            low, 2nd, 3rd, 4th, 5th, 6th, low medalists

E. Softball (*Adopted 4/5/12 effective 7/1/12*)

4 Trophies            1st place team in each region (2 North and 2 South)

F. Tennis M & W

4 sets each of the following:  
1 Medal            singles champion  
1 Medal            singles finalist  
2 Medals           singles semi-finalist  
2 Medals           doubles champion  
2 Medals           doubles finalist  
4 Medals           doubles semi-finalist

G. Track & Field M

3 Trophies            1st, 2nd, 3rd place teams  
108 Medals           1st, 2nd, 3rd, 4th place finishers:  
3000-meter steeplechase    hammer throw  
1500-meter run            long jump  
110-meter hurdles           shot put  
400-meter dash            pole vault

100-meter dash	javelin
800-meter run	triple jump
400-meter hurdles	discus
200-meter dash	high jump
10,000-meter run	decathlon
5000-meter run	
1600-meter relay	
400-meter relay	

H. Track & Field W

3 Trophies	1st, 2nd, 3rd place teams
108 Medals	1st, 2nd, 3rd, 4th place finishers:
1500-meter run	long jump
110-meter hurdles	shot put
400-meter dash	pole vault
100-meter dash	javelin
800-meter run	triple jump
400-meter hurdles	discus
200-meter dash	high jump
10,000-meter run	heptathlon
5000-meter run	hammer throw
1600-meter relay	heptathlon
400-meter relay	
3000-meter steeplechase	

I. Water Polo

2 Trophies	1st, 2nd place
18 Medals	1st place team
18 Medals	2nd place team

J. Wrestling M & W (*Adopted & effective 2/10/22*)

3 Trophies	1st, 2nd, 3rd place teams
60 Medals	1st, 2nd, 3rd, 4th, 5th, 6th place in each weight class

K. Wrestling — Dual Team (*Adopted 4/15/13 effective 7/1/13*)

3 Trophies	1st, 2nd, 3rd place teams
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7.2.5 Authorized awards for CCCAA-sponsored state championships are:

A. Badminton — Individual

1 Medal	singles champion
1 Medal	singles finalist
2 Medals	singles semi-finalist
2 Medals	doubles champions

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2 Medals	doubles finalists
4 Medals	doubles semi-finalists

**B. Badminton — Dual Team**

2 Trophies	1st, 2nd place teams
8 Medals	1st place team
8 Medals	2nd place team

**C. Baseball**

2 Trophies	1st, 2nd place teams
28 Medals	1st place team
28 Medals	2nd place team

**D. Basketball M & W**

2 Trophies	1st, 2nd place teams
15 Medals	1st place team
15 Medals	2nd place team

**E. Beach Volleyball — Individual** *(Adopted 4/4/14 effective 7/1/14) (Adopted & effective 11/6/15)*

2 Medals	champions
2 Medals	finalists
4 Medals	3rd Place

**F. Beach Volleyball — Team** *(Adopted 4/4/14 effective 7/1/14) (Adopted & effective 11/6/15)*

2 Trophies	1st, 2nd place teams
12 Medals	1st place team
12 Medals	2nd place team

**G. Cross Country**

3 Trophies	1st, 2nd, 3rd place teams
7 Medals	1st place team
7 Medals	2nd place team
14 Medals	1st through 14th place individuals

**H. Football**

2 Trophies	winning team, participating team
80 Medals	winning team
80 Medals	participating team

**I. Golf M & W**

3 Trophies	1st, 2nd, 3rd place teams
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6 Medals	1st place team
6 Medals	2nd place team
6 Medals	low 2nd, 3rd, 4th, 5th, 6th low medalists

### J. Soccer M & W

2 Trophies	1st, 2nd place teams
25 Medals	1st place team
25 Medals	2nd place team

### K. Softball

2 Trophies	1st, 2nd place teams
21 Medals	1st place team
21 Medals	2nd place team

### L. Swimming & Diving M

3 Trophies	1st, 2nd, 3rd place teams
140 Medals	
50 free	200 individual medley
100 free	400 individual medley
200 free	400 medley relay
500 free	400 free relay
1650 free	800 free relay
100 back	200 medley relay
200 back	200 free relay
100 fly	3-meter dive
200 fly	1-meter dive
100 breast	
200 breast	

### M. Swimming & Diving W *(Adopted 6/12/15 effective 7/1/15)*

3 Trophies	1st, 2nd, 3rd place teams
140 Medals	
50 free	200 individual medley
100 free	400 individual medley
200 free	200 free relay
500 free	400 free relay
1650 free	800 free relay
100 back	200 medley relay
200 back	400 medley relay
100 fly	3-meter dive
200 fly	1-meter dive
100 breast	
200 breast	

### N. Tennis — Individual



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1 Medal	singles champion
1 Medal	singles finalists
2 Medals	singles semi-finalist
2 Medals	doubles champion
2 Medals	doubles finalists
4 Medals	doubles semi-finalist

O. Tennis — Dual Team

2 Trophies	1st, 2nd place teams
7 Medals	1st place team
7 Medals	2nd place team

P. Track & Field M

3 Trophies	1st, 2nd, 3rd place teams
108 Medals	1st, 2nd, 3rd, 4th place finishers:
3000-meter steeplechase	hammer throw
1500-meter run	long jump
110-meter hurdles	shot put
400-meter dash	pole vault
100-meter dash	javelin
800-meter run	triple jump
400-meter hurdles	discus
200-meter dash	high jump
10,000-meter run	decathlon
5000-meter run	
1600-meter relay	
400-meter relay	

Q. Track & Field W

3 Trophies	1st, 2nd, 3rd place teams
108 Medals	1st, 2nd, 3rd, 4th place finishers:
1500-meter run	long jump
110-meter hurdles	shot put
400-meter dash	pole vault
100-meter dash	javelin
800-meter run	triple jump
400-meter hurdles	discus
200-meter dash	high jump
10,000-meter run	heptathlon
5000-meter run	hammer throw
1600-meter relay	
400-meter relay	
3000-meter run	

R. Volleyball M & W

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2 Trophies	1st, 2nd place teams
15 Medals	1st place team
15 Medals	2nd place team

### S. Water Polo

2 Trophies	1st, 2nd place teams
18 Medals	1st place team
18 Medals	2nd place team

### T. Wrestling M & W (*Adopted & effective 2/10/22*)

3 Trophies	1st, 2nd, 3rd place teams
60 Medals	1st, 2nd, 3rd, 4th, 5th, 6th place by weight class

### U. Wrestling — Dual Team (*Adopted 4/15/13 effective 7/1/13*)

2 Trophies	1st and 2nd place teams
30 Medals	Each team will receive 15 individual medals for participants.

7.2.6 Any sport activity awards other than the CCCAA-approved awards listed in the previous sections are to be administered and paid for by each sport coaches association or bowl game sponsor. Postconference competition event budgets shall not use entry fee funds to pay for special awards.

7.2.7 During CCCAA-approved state championship events and bowl games, most valuable participant, all-tournament team, and individual awards may be presented. Sport coaches associations will establish guidelines for the administration of such awards. Awards in this section must be previously approved by the MC and the MC sport representative. The total value of any and all awards presented shall not exceed \$150 per individual from the awarding college, conference, coaches association, or state sponsor.

7.2.8 Sport coaches associations or bowl game sponsors may administer a special event in conjunction with postconference competition activities. Such events must have prior approval by the MC, the MC sport representative, the event host college, and the CCCAA Executive.

## 7.3 SCHOLAR-ATHLETE AWARD

### 7.3.1 Scholar-Athlete Award Criteria

- A. Scholarship—The candidate must have excelled academically with a cumulative grade point average (for all postsecondary work starting with the first season of competition in collegiate sports) of 3.5 or above on a 4.0 scale in at least 36-semester or 58-quarter units of postsecondary credit.
- B. Participation—The candidate must demonstrate outstanding citizenship characteristics. These may be illustrated by the candidate's activity in athletic

leadership, the holding of a student body office, or by participating in college and community activities that have goals of good citizenship. Candidates shall conduct themselves in a manner that will bring credit to the student, the institution, intercollegiate athletics, and the California community colleges.

- C. Athletics—The candidate must have participated in at least two (2) seasons of sport at a California community college. Multi-sport student-athletes are eligible in each sport of participation.
- D. Recommendation—The candidate must have three (3) strong recommendations from a California community college or from persons with knowledge of the candidate's qualifications (one [1] including the athletic participation records/honors).

#### 7.3.2 Selection of Scholar-Athlete Nominees Procedures

Colleges of students nominated for the Scholar-Athlete Award must complete the following requirements:

- A. Submit Form S, Scholar-Athlete Award Nomination, which has been completed by the student and the college.
- B. Submit the nominee's final transcripts of all postsecondary work.
- C. Submit a minimum of three (3) letters of recommendation on behalf of the student. At least two (2) of the three (3) letters must be from college faculty or administration that represent different institutional divisions. One (1) letter must include a summary of the nominee's athletic participation records with in the recommendation letter.
- D. Nominations shall meet the following time schedule:
  - 1. October 1—College nominees must be to the conference commissioner's office.
  - 2. October 15—Conference nominees must be to the Office of the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)), including the following *(Revised & effective 4/2/21)*:
    - a. The nominee's final spring semester transcripts.
    - b. A summary of all the nominee's athletic records, including most recent spring accomplishments.
  - 3. State awards will be announced prior to March 1 of each year.
  - 4. Awards will be presented at the CCCAA Annual Convention.

#### 7.3.3 The Scholar-Athlete Award criteria shall be evaluated by all selection committees

using the following weighted standards:

- A. Scholarship: 40 percent
- B. Participation (in activities other than intercollegiate athletics that demonstrate good citizenship while enrolled in the community college): 15 percent
- C. Recommendations: 15 percent
- D. Athletics: 30 percent

7.3.4 College Scholar-Athlete Award—Each college will nominate students as candidates for their Conference Scholar-Athlete Award. By being placed in nomination, the student shall automatically be the recipient of the College Scholar-Athlete Award. The college nomination procedure shall be as follows:

- A. Nominations shall be open to all student-athletes who meet the criteria for the Scholar-Athlete Award.
- B. The college screening committee of three (3) people shall consist of the college voting representatives to the conference as defined in Article 5.3.3.
- C. One (1) female and one (1) male nominee shall be selected as the college nominee to the conference. The names of the nominees shall be forwarded with the necessary materials to the conference commissioners by October 1 of each year.

7.3.5 Conference Scholar-Athlete Award

- A. Each conference shall nominate candidates for this award. Nominees who have participated in football only conferences shall be considered by the colleges' all-sport conference for the award.
- B. Conferences shall designate a Scholar-Athlete Award screening committee of six (6) people, made up of two (2) representatives from each category and identified in Article 5.3.3. The conference committee shall represent as many conference colleges as possible.
- C. Conferences with fewer than twelve (12) member colleges shall nominate one (1) female and one (1) male scholar-athlete to represent the conference for statewide consideration. Conferences with twelve (12) or more colleges shall nominate two (2) female and two (2) male scholar-athletes to represent the conference for statewide consideration. Nominees are to be forwarded to the CCCAA Executive ([awards@ccaasports.org](mailto:awards@ccaasports.org)) by October 15. *(Revised & effective 4/2/21)*
- D. Conference nominees shall include final spring semester transcripts and a summary of the nominee's spring activities and accomplishments.

7.3.6 State Scholar-Athlete Award—The Awards Committee shall select one (1) female

and one (1) male as State Scholar-Athlete Award winners.

- A. At each step in the selection process, nominees shall be appropriately honored for their achievement as college, conference, and state scholar-athletes.
- B. A State Scholar-Athlete Honor Roll has been established to include and recognize all conference nominees for the State Scholar-Athlete Award. This Honor Roll is kept and updated yearly by the Office of the CCCAA Executive.
- C. Appropriate awards emblematic of the high stature of this achievement shall be presented to the winners of the State Scholar-Athlete Award.

## **7.4 SCHOLAR TEAM AWARD**

### **7.4.1 Scholar Team Award Criteria**

- A. Scholarship: 80 points maximum. To qualify, all team members listed on Form 3 who have completed and used a season of sport, must have excelled academically with a total team GPA of 3.0 on a 4.0 scale. To be eligible for the award, 80 percent of the team members on the final Form 3 must have completed 12 or more units (full-time student status) for the semester.
- B. Athletics: 20 points maximum. The team shall have completed the season of sport and shall have demonstrated better than average accomplishments in intercollegiate athletic competition.
- C. Recommendation: The team shall have a strong written recommendation from its college personnel of choice.

### **7.4.2 Selection of Scholar Team Award Nominees Procedure** *(Revised & effective 4/2/21)*

- A. A Form T, Scholar Team Award Nomination, shall be completed and certified by the college athletic administrator.
- B. Nominations shall meet the following time schedule:
  - 1. Nominations shall be submitted from the college to the conference commissioner by:
    - Fall Sports, including basketball—the last Friday in March
    - Spring Sports — October 1
  - 2. Conferences shall review nominations for accuracy and select one team per sport to be forwarded to the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by:
    - Fall Sports, including basketball — the second Friday in April

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- Spring Sports — October 15
- C. Team and student-athlete grade point average (GPA) shall be totaled by using the results of all course work records for each athlete during the semester/quarter of that sport participation. No summer semester course records past the completion of the season of sport shall be used.
- D. The application shall include the units attempted, grade points, and cumulative GPA for each team member during that sport season. List all team members completing and using a season of sport participation as on Form 3. List participants in descending GPA order.
  1. Verify that 80 percent of all athletes listed on the final Form 3 completed by semester in a full-time status (minimum of 12 units completed). The team GPA will be calculated by dividing the team total grade points by the team total units; i.e., ten (10) participants: 360 grade points, 120 units attempted = 3.0 Team GPA.
  2. On the final Form 3, asterisk all students who have completed and used a season of sport. Only those students who finish the sport season shall qualify.
  3. Include transcripts of the two (2) students or 5 percent (whichever is greater) with the highest GPA and the two (2) students or 5 percent (whichever is greater) with the lowest GPA. Include all units attempted for each student as defined in this section.
  4. A summary of the team's athletic season record including, but not limited to, win/loss record, conference standing, or similar accomplishments.
  5. At least two (2) letters of recommendation on behalf of the total team membership.
- E. Nominated teams shall include the following minimum numbers of participants as defined in section D.2 above. A team with fewer members shall not qualify:
- F. Scholar Team Award Minimum Number of Participants *(Revised 4/4/14 effective 7/1/14) (Revised & effective 11/6/15):*

Badminton	6	Softball	12
Baseball	16	Swim M & W	12
Basketball, M & W	10	Tennis	8
Beach Volleyball	12	Track & Field M & W	12
Cross Country M & W	6	Volleyball M & W	9
Football	40	Water Polo M & W	12

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Golf M & W	6	Wrestling	10
Soccer M & W	12		

- G. The Awards Committee will choose a winner for each sport. Awards will be presented at the annual spring CCCAA Convention.
- H. Appropriate awards shall be presented to the college of a Scholar Team Award winner.

### 7.5 ALL-STATE ACADEMIC TEAM AWARD

- 7.5.1 The appropriate California community college sport coaches association shall determine how award winners are recognized until such time as a sponsor is found to support the cost of awards on behalf of the CCCAA.
- 7.5.2 The college's athletic counselor or designated person will monitor this process on campus.
- 7.5.3 The designated person will nominate, for each sport, those athletes who have a grade point average of 3.5 or higher in twenty-four (24) or more units accumulated from the beginning of their first season of competition in that sport. The nominations will be forwarded on a Form U to the respective sport coaches association. *(Adopted 3/28/11 effective 7/1/13)*
- 7.5.4 Every student-athlete that meets the criteria in 7.5.3 will be a member of that sport's All-State Academic Team. The selection of the All-State Academic Team will be forwarded to the CCCAA Awards Committee ([awards@cccaasports.org](mailto:awards@cccaasports.org)) for approval and distribution to the colleges and the media. *(Adopted 3/28/13 effective 7/1/13) (Revised & effective 4/2/21)*
- 7.5.5 Criteria for Selection:
  - A. All nominees must have completed at least one (1) season of competition with a minimum of twenty-four (24) units accumulated from the beginning of their first season of competition.
  - B. All nominees must have a minimum GPA of 3.5 in those accumulated units. Transcripts must be submitted with the nomination. *(Adopted & effective 11/1/13)*
- 7.5.6 The Process:
  - A. Nominees are identified and recorded on Form U, Side 2. Use separate forms for each team. *(Adopted & effective 11/1/13)*
  - B. Submit each nomination form to the appropriate sport coaches association president. Sport coaches associations verify the all-state team from the nominations submitted by the colleges. *(Adopted & effective 11/1/13)*



- C. The all-state academic teams are forwarded to the Awards Committee ([awards@cccaasports.org](mailto:awards@cccaasports.org)). *(Revised & effective 4/2/21)*

**7.5.7 Timelines Reviewed:** *(Adopted 3/31/11 effective 7/1/11) (Revised & effective 4/2/21)*

- A. All fall team nominations, including basketball, are to be submitted to sports coaches association presidents by October 1. Spring sport nominations are to be submitted to sport coaches association presidents by February 1.
- B. Sports coaches associations of fall sports, including basketball, shall forward their selections to the CCCAA ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 15. Sport coaches associations of spring sports shall forward their selections to the CCCAA ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by February 15.

## **7.6 SPORTS HALL OF FAME**

**7.6.1 Athletic Nomination Criteria**

- A. The nominee must have exhibited outstanding athletic success, having achieved the highest level of accomplishment in his/her sport at a California community college and/or by continued demonstration of his/her abilities following California community college competition.
- B. The nominee must have exhibited outstanding qualities of leadership, citizenship, and academic performance.
- C. The nominee must have a strong recommendation from a California community college or from persons with knowledge of the nominee's qualifications.  
*(Revised & effective 6/28/16)*
- D. The nominee shall be deceased, or there shall be extenuating circumstances, or a minimum of seven (7) years shall have elapsed since the completion of the California community college competition on which the award is based.  
*(Adopted & effective 6/27/11)*

**7.6.2 Service Nomination Criteria**

- A. The nominee must have demonstrated efforts to improve or enhance the quality of athletic competition in the California community colleges. This effort shall be demonstrated by such service as:
1. Participation as a member of athletic administrative bodies such as the CCCAA, California Community College Athletic Directors Association, or as a sports chairperson, sport liaison, or in other athletic leadership endeavors.
  2. Sponsorship of state-level activities such as state sport championships or regional tournaments, meets, or matches involving large numbers of California community college athletes.

3. An active involvement in his/her community. This especially pertains to the relationship between the California community college, its sports programs, and the community.
  4. The nominee shall be deceased, or there shall be extenuating circumstances, or a minimum of five (5) years shall have elapsed since the completion of the most recent service on which the award is based. *(Adopted & effective 6/27/11)*
- B. Each nominee must have a strong recommendation from a California community college or from persons with knowledge of the nominee's qualifications.

**7.6.3 Selection of the Sports Hall of Fame Nominees Procedure**

**7.6.3.1 All nominations must include the following materials:**

- A. Form H, Sports Hall of Fame Nomination.
- B. A biographical sketch of the person being nominated.
- C. The recommendations of the college nominating the individual.
- D. At least three (3) letters of recommendation describing the accomplishments of the nominee.

**7.6.3.2 Nominations shall meet the following time schedule:**

- A. September 1—Call for nominations for the Sports Hall of Fame shall be issued from the Awards Committee through the Office of the CCCAA Executive.
- B. October 20—All nomination forms must be submitted to the CCCAA Executive ([awards@ccaasports.org](mailto:awards@ccaasports.org)). *(Revised & effective 4/2/21)*
- C. Annual Convention—The Sports Hall of Fame inductees shall be honored at the Annual Sports Hall of Fame Banquet, held at the Annual Convention.

## BYLAW 8

### California Community College Athletic Association Funds

#### 8.1 THE POSTCONFERENCE COMPETITION FUND

- 8.1.1 There shall be a Postconference Competition Fund established in the Office of the CCCAA Executive. The Postconference Competition Fund shall be the account for funds that are not derived from CCCAA-assessed dues. The Postconference Competition Fund shall be administered by the CCCAA Executive under the guidance and approval of the CCCAA Board. This fund shall be audited annually according to CCCAA policies. An audit report shall be given to the CCCAA Board on an annual basis.
- 8.1.2 The Postconference Competition Fund shall include but not be limited to the following accounts:
  - 8.1.2.1 Sports Accounts: There shall be an account for each sport. Income placed in these accounts will come from profits of postconference competition, sponsorship donations, transfer of funds from the Sports Augmentation Account, and any other sources that are consistent with CCCAA rules and regulations.
    - A. There shall be a \$10,000 cap for each sport account, except the Football Bowls Account shall have a \$20,000 cap. In January and July, all balances over the cap shall be transferred to the Sports Augmentation Account as designated by the CCCAA Board.
    - B. Funds in the sports accounts shall be used to defray approved expenses for sport activities. Such activities may include: augmentation of sports post-conference competition budgets, payment for event awards, reimbursement for participation in the sports activities of the CCCAA and CCCAA Executive representatives or any other item deemed appropriate by the MC sport representative, the CCCAA Executive, and approved by the CCCAA Board.
  - 8.1.2.2 Sports Augmentation Account: This account shall provide seed money for sport postconference competition activities.
    - A. A Sports Augmentation Account shall be maintained. As money is identified and available, it shall be deposited in this account when:
      - 1. No specific sport or partnership category is identified for funds by a financial donor.
      - 2. There are profits from an event that have been approved for the purpose of funding the Sports Augmentation Account.

3. Specific sports have enough money in their sport account to allow the funding of the Sports Augmentation Account.

4. There is interest income from money market accounts.

B. The Sports Augmentation Account can be used to assist sports that need financial aid in order to support their postconference competition activities.

8.1.2.3 Procedures for requesting assistance from the Sports Augmentation Account:

A. The CCCAA Board shall allocate monies from the Sports Augmentation Account upon its approval of a written request.

B. With the help of the CCCAA Executive and the MC sport representative each regional and state championship event manager shall develop a detailed budget for that postconference competition event.

C. When additional funding is needed to promote postconference competition or balance a budget for a sport, the MC sport representative shall petition the CCCAA Board for additional income from the Sports Augmentation Account.

D. Sports representatives shall send to the CCCAA Executive a Form D, Sports Augmentation Fund Request, defining the need for additional funds. Form D shall also include a copy of the proposed budget for the activity.

E. Each Form D, Sports Augmentation Fund Request, shall be submitted to the CCCAA Executive three (3) weeks prior to the CCCAA Board meeting before the season of the planned activity. The CCCAA Board shall act on requests at the appropriate CCCAA Board meeting. Final event financial statements shall be ready for review by the MC at the appropriate CCCAA meeting.

F. The CCCAA Board shall consider the following items when allocating monies from the Sports Augmentation Account:

1. Financial balance in the Sports Augmentation Account.

2. Sponsorship available to the sport.

3. Number of competitors to benefit by the additional funds.

4. Budget plan for the activity.

5. History of demonstrated fundraising efforts by the sport.

G. After all approved event expenses have been paid, any remaining balance shall be returned to the Sports Augmentation Account. Once the Sports Augmentation Account has been repaid, the remaining profits may be returned to the participating colleges of that activity in accordance with the guidelines.

- 8.1.3 Budget Preparation and Participating College Reimbursement
- 8.1.3.1 It shall be the responsibility of the MC sport representative and event manager to develop the postconference competition event proposed budget as part of the bid package for hosting a postconference competition event.
- 8.1.3.2 The bid package for postconference competition events, including the proposed budget, shall be forwarded for fall sports by October 1; except football (June 1) and basketball (November 1), or for spring sports, February 1, two (2) years prior to the event to the MC sport representative and CCCAA Executive for approval. Final event financial statements shall be sent to the Office of the CCCAA Executive and ready for review by the MC. Final expenses shall not exceed the approved proposed budget. Expenses not covered by income shall be the responsibility of the host college. In addition, event contracts for fall sports are due October 1 (except football, June 1, and Basketball, November 1) and for spring sports are due, February 1. *(Adopted & effective 10/6/09)*
- 8.1.3.3 Budgets for the state championship may include payment for an event manager. The CCCAA Executive and the MC sport representative shall make the final determination of the amount to be paid to the event manager.
- 8.1.3.4 Budget items shall not be authorized which include expenses for:
- A. Coaches meetings.
  - B. Banquets.
  - C. Pregame or postgame meals.
  - D. Travel (meals, transportation, lodging) for participants that are other than those authorized as expenses.
- 8.1.3.5 Event managers shall prepare a guide to local housing (motels, restaurants, etc.). This guide shall provide reasonable accommodations with the financial limits of this Bylaw in mind. The list should be sent to participating colleges three (3) weeks prior to the competition.
- 8.1.3.6 Upon completion of the postconference competition event, an actual revenue-expense (final financial) statement shall be prepared and submitted to the MC sport representative and the Office of the CCCAA Executive within 30 days. Final expenses shall not exceed the approved proposed budget. Expenses not covered by income shall be the responsibility of the host college.
- 8.1.3.7 If the final financial statement is not received within 30 days of the event, a letter will be sent to the college president explaining that if the statement is not received within the next 30 days, a \$25.00 per day late charge will be assessed for each day after the 60-day deadline. A chief business officer and athletic director's signature will be required on all expense forms. Proposed Budget and Final Financial Statement forms are available on the CCCAA website: <http://www.cccaasports.org/about/forms>.

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## CCCAA Constitution & Bylaws - 2022-23

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Copies may be made as necessary. *(Adopted & effective 10/12/07)*

8.1.3.7.1 This statement shall also be used as a guide for developing the next post-conference competition event budget for that sport.

8.1.3.8 Postconference competition event managers shall establish a special "Event Account" at the host college. This financial account shall allow all event monies to be directed under college supervision and normal audit procedures.

8.1.3.9 Event managers. See Bylaw 6 and the specific sport championship handbook.

8.1.3.10 The following guidelines shall be used to disburse funds to participating colleges if they are available:

### 8.1.3.10.1 Size of Party

Maximum size of the party for reimbursement procedures shall be as follows:

#### A. Individual Sports:

Party size for reimbursement shall be no more than *(Revised 4/4/14 effective 7/1/14)*  
*(Revised & effective 11/6/15):*

Badminton	Actual qualifiers, plus two others
Beach Volleyball	12 or actual qualifiers, plus two others
Swimming	Actual qualifiers, plus two others
Tennis	Actual qualifiers, plus two others
Track & Field	Actual qualifiers, plus two others
Wrestling	Actual qualifiers, plus two others

#### B. Team Sports:

Party size for reimbursement shall be no more than:

Baseball	28
Basketball	18
Cross Country	7 or actual qualifiers, plus one (1) other.
Football	Number of students listed on the college's Form 3, as of November 30, plus 10—maximum number: 80. This number shall be reported to the CCCAA Executive and MC Football Representative prior to November 30.
Golf	7 or actual qualifiers, plus one other.
Soccer	25 <i>(Adopted &amp; effective 10/30/09) (Changed for cost containment through 6/30/12 extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)</i>
Softball	24
Volleyball	15
Water Polo	18

The party shall include players, coaches, athletic trainers, and athletic directors. If

the size of the party is larger than the number allowed, it shall be the responsibility of the college to pay the expenses of the excess party members. (See Bylaw 8.1.3.10.1)

- 8.1.3.10.2 Meal Allowance—Reimbursement for meals for the party shall be per person as follows (not to exceed \$20.00 per person/per day): *(Adopted 12/4/09 effective 1/1/10)*  
*(Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*

Extensive mileage requires prior permission from the Office of the CCCAA Executive. It is understood multi-day tournaments require additional meals. This total shall not exceed \$20.00 per day per person in the party. The CCCAA Board shall approve the guidelines for reimbursement. *(Adopted 12/4/09 effective 1/1/10)*  
*(Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*

Breakfast	\$4.00
Lunch	\$6.00
Dinner	\$10.00

*(Constitution Committee adopted & effective 1/21/10) (Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*

#### 8.1.3.10.3 Lodging

- A. Traveling teams shall be reimbursed the actual cost of lodging or \$20.00 (including tax) per approved night, per person in the defined party; whichever is the least amount. *(Adopted 12/4/09 effective 1/1/10) (Changed for cost containment through 6/30/12, extended through 6/30/16) (Adopted & effective 6/10/10) (Revised 4/1/16 effective 7/1/16)*
- B. Lodging shall be planned to allow up to four (4) persons to a room; each person shall be assigned to an individual bed.
- C. Participants in postconference competition whose college is more than 150 miles (one way) from the competition site shall be allowed one night's lodging for each day of participation. They may also be allowed an additional night for travel. The CCCAA Executive will determine if an additional night of lodging is allowed. The CCCAA Executive may also grant permission for a night of lodging if the college is less than 150 miles from the competition site if unusual circumstances justify staying overnight; i.e., a college 140 miles from site has the late game and then has to compete early the next day.
- D. Permission from the CCCAA Executive is needed 48 hours prior to the activity if a college plans to exceed the limits of item C above.

#### 8.1.3.10.4 Transportation

- A. Party size for reimbursement for travel will be based on guidelines stated in 8.1.3.10.
- B. If the party size is equal to or less than eight (8), then all transportation by



colleges to postconference competition shall be reimbursed at \$0.50 per round trip mile, or actual travel receipts, whichever is less. *(Adopted 12/4/09 effective 1/1/10 (Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*

- C. If the party size is greater than eight (8), then in addition to the \$0.50 per round trip mile outlined in section B, for each member greater than eight (8) in the accepted party size, an additional \$0.03 per round trip mile will be added to the reimbursement, or the reimbursement total will be based on actual travel receipts, whichever is less. *(Adopted 12/4/09 effective 1/1/10) (Changed for cost containment through 6/30/12, extended through 6/30/16) (Revised 4/1/16 effective 7/1/16)*
- D. The allowed reimbursement for transportation to and from bowl games sites will be the cost for using two (2) 47-passenger buses. This expense is negotiable between participating teams and the bowl sponsor. *(Adopted & effective 11/6/10)*

#### 8.1.3.10.5 Reimbursement

Participating colleges shall pay their own game administration and travel expenses. The Office of the CCCAA Executive shall prepare and distribute forms on which participating colleges shall list their authorized game administration and travel expenses for reimbursement. All forms shall be returned to the CCCAA Executive no later than two (2) weeks following the completion of their state championship. Forms submitted after this deadline will not be considered for reimbursement. After all profits and expense statements have been received by the Office of the CCCAA Executive, visiting colleges shall be reimbursed. Once all of the financial statements have been finalized, the Office of the CCCAA Executive shall send out a comprehensive final reimbursement statement to all participating colleges in that particular sport indicating the amount of reimbursement awarded to each participating college. *(Revised 10/27/20 effective 11/6/20)*

If 100 percent of expenses cannot be reimbursed, it will be done on a percentage basis of the following costs:

- A. Mileage
- B. Lodging
- C. Meals
- D. Entry Fees

Reimbursement will be paid in full (or on a percentage basis if necessary) until the available funds have been used. The remaining unpaid costs will be the responsibility of the institutions. A chief business officer and athletic director's signature will be required on all expense forms. Participating Team Expense forms are available at <http://www.cccaasports.org/about/forms>. Copies may be downloaded as necessary.

## 8.2 THE DEVELOPMENT FUND

- 8.2.1 Funds raised through the CCCAA corporate development effort shall be placed in the Development Fund. This fund shall only be used and/or transferred with the approval of the CCCAA Board.
- 8.2.2 The Office of the CCCAA Executive shall be responsible for the development of financial sponsors for support of the CCCAA and its events. The financial sponsorship program of the CCCAA is designed to make it possible for sponsors to take part in the positive promotion of CCCAA activities and events. The guiding principles of this plan are established to:
  - A. Allow conference colleges to participate in postconference competition with as little cost as possible.
  - B. Allow the participating agency to gain from the numerous opportunities that sponsorship can provide.
  - C. Permit the CCCAA to enhance the quality and visibility of postconference competition events.
- 8.2.3 The CCCAA Executive shall develop a plan that will encourage communication with potential sponsors. This plan shall include:
  - A. Publications allowing potential sponsors to understand the CCCAA and its programs.
  - B. Materials outlining postconference competition programs in which potential sponsors can participate.
  - C. Continuing plan that will allow for the identification, cultivation, and encouragement of potential sponsors.
  - D. A plan using conferences and colleges to maintain a continuing understanding of the relationship among the colleges, conferences, and Office of the CCCAA Executive on the topic of sponsorship.
- 8.2.4 The following policy will direct the sponsorship program:
  - A. The CCCAA Executive, under the direction of the CCCAA Board, may accept offers from outside groups that would contribute to the furtherance of the California community college athletic programs.
  - B. Such offers may include money, equipment, supplies, and/or services and will be accepted from organizations, companies, and individuals who wish to support the athletic program(s).
  - C. The appropriateness of the contribution, as well as its source, shall be

evaluated by the CCCAA Executive. The CCCAA Executive's recommendation shall be reviewed for approval by the CCCAA Board.

- D. The CCCAA Board reserves the right to make final approval of all organizations wishing to cosponsor CCCAA-sponsored activities.

8.2.5 When sponsors are willing to participate, it shall be the responsibility of the Office of the CCCAA Executive to supervise the following items:

- A. Development of a workable and detailed letter of agreement that will allow all parties signing the agreement to understand its meaning for ease of implementation.
- B. Make sure the details of the letter of agreement are met and followed. If problems with the agreement occur, the CCCAA Executive and the MC sport representative shall work to develop clarification.
- C. The CCCAA Executive will sign the agreement as the representative of the CCCAA.

### **8.3 THE CCCAA OPERATING FUND**

Each year the CCCAA Board shall approve a balanced Operating Fund budget for the operations of the CCCAA. The budget shall be prepared by the CCCAA Executive.

## BYLAW 9

### Medical Policies

#### 9.1 PROLOGUE

- 9.1.1 The CCCAA recognizes that each student-athlete's medical history, current health, and physical limitations are unique. It also acknowledges that each sport at each college places differing demands on student-athletes and that each college has different facilities and staffing needs due to program size and financial capabilities.
- 9.1.2 The following represent the minimum standard for medical care as set forth for CCCAA-sanctioned sports. It is understood that each college must use its experience and common sense to tailor these policies to its specific needs. Student-athletes should understand that each college will use its best efforts to provide for the safety and welfare of the athletes, but each student must exercise his/her good judgment as well. The CCCAA does not warrant to the college or to the student-athlete that adherence to these policies will prevent injuries. *(Adopted & effective 10/4/11)*
- 9.1.3 This bylaw is supplemented by Bylaw 6, Postconference Competition.

#### 9.2 THE STUDENT-ATHLETE HEALTH AND WELFARE TEAM

##### 9.2.1 Team Physician

Each school shall obtain the services of a licensed physician to oversee the implementation of the sports medicine program. This licensed physician shall herein be referred to as the team physician and is the final authority on all medical aspects of the athletic health and welfare program. The team physician is responsible for supervision of all medical aspects of the athletic health and welfare program, and this includes:

- A. Develop procedures to determine an athlete's medical eligibility to participate in practice or competition. While other medical professionals may be consulted, the final decision concerning participation lies with the college's team physician.
- B. Approve protocols for the athletic program's first aid and emergency response consistent with the district policies.
- C. Establish rehabilitation programs used in the athletic training program.
- D. Provide medical direction to the athletic trainer(s)/athletic health care provider and staff.
- E. Participate as a member of the college's student-athlete health and welfare team.

F. Make and retain records of all student-athletes who he/she treats for injuries.

9.2.2 Athletic Medical Coverage Personnel

A. Athletic Medical Coverage can be provided by:

1. An individual who is currently an athletic trainer certified by the Board of Certification (BOC).
2. An individual who, as of July 1, 2007, has been providing athletic health care with the job title of athletic trainer for a period of at least 15 years as an employee at a current institution/district. These individuals must meet continuing education requirements as defined by the Board of Certification. For the purposes of this document these individuals shall be known as athletic health care providers.

B. The athletic trainer(s)/athletic health care provider is responsible for the administration of the athletic training program. This includes:

1. Being responsible for the care of the student-athletes participating in the intercollegiate athletic program.
2. Providing athletic training services which include:
  - ⇒ Prevention of injuries
  - ⇒ Clinical evaluation and diagnosis
  - ⇒ Immediate care
  - ⇒ Treatment, rehabilitation, and reconditioning
  - ⇒ Organization and administration
  - ⇒ Education and consultation
  - ⇒ Professional responsibility
3. In the absence of the team physician or designate, the athletic trainer/athletic health care provider is responsible for deciding whether an athlete is medically able to participate by adhering to the team physician's protocols.
4. Coordinating pre-participation screening exams for athletes. Formal medical records shall be maintained for all athletes.
5. Providing athletic training supervision for all home/hosted athletic contests and away football games. Men and women's golf matches can be exempt from this requirement. If there are more hosted events, then athletic trainer/athletic health care provider on-site coverage of these games will be determined by the relative risk of each sport. Away contests, other than football, are generally not covered, but coverage may be provided based on staffing availability and need.

## 9.3 ATHLETIC MEDICAL PROCEDURES

### 9.3.1 Medical Forms and Insurance Coverage

- A. Information about the risk of injury, liability waivers, assumption of risk, emergency information card and the district insurance policy should be described and discussed with the student-athlete prior to his/her participation. All paperwork related to these topics shall also be signed in accordance with district policies by the student-athlete and or parent prior to his/her participation.
- B. Any athlete under the age of 18 must have a signed letter of parental consent for treatment readily available at all times, including any travel or away contest.

### 9.3.2 Medical Coverage Policies *(Adopted & effective 12/1/11)*

- A. An athletic trainer/athletic health care provider shall provide athletic training supervision for all home/hosted contests by the college as described in section 9.2.2.B.5.
- B. The following emergency and therapeutic equipment shall be available at the college for use in caring for injuries:
  - ⇒ Ice with bags or other forms of cryotherapy
  - ⇒ Emergency medical supplies
  - ⇒ Immobilization/splinting supplies
  - ⇒ Taping table
  - ⇒ Crutches
  - ⇒ Face mask removal equipment when appropriate
  - ⇒ Potable water
  - ⇒ Telephone/communications system
  - ⇒ Therapy and exercise equipment necessary to carry out team physician's treatment and rehabilitation protocols.
- C. An automated external defibrillator (AED) must be readily available to the athletic trainer/athletic health care provider during hours of practice and competition. The fact that an AED is most effective in saving a life if used within the first three (3) to five (5) minutes of a sudden cardiac arrest should guide placement and portability of the device(s). *(Adopted 3/31/11 effective 7/1/11)*
- D. In case of injury:
  - 1. The team physician or host athletic trainer/athletic health care provider will be consulted for the efficient management and/or transportation of the injured athlete to the appropriate medical center.
  - 2. The host athletic trainer has the authority to make the decision regarding the return of an injured athlete to competition in the absence of the team physician or designate, or visiting athletic trainer.

- E. The host athletic trainer should make himself/herself known to the visiting team's athletic trainer or coaches prior to any contest and advise them as to their location.
- F. Outside communication to emergency medical services, preferably by landline telephone, or by some other means must be available at all times.
- G. In case of injury, the licensed physician/host athletic trainer/athletic health care provider will be consulted for efficient management and/or transportation of the injured student-athlete to the appropriate medical center.
- H. The following will be easily accessible to all participating teams:
  - ⇒ Ice with bags
  - ⇒ Water and drinking cups, or water bottles (except football)
  - ⇒ Emergency medical supplies
  - ⇒ Preventative taping and first aid supplies
- I. Both the home and away team shall be provided equal access to athletic training facilities. Due to team size football is exempt, but shall be provided a facility.
- J. The visiting team is responsible for traveling with a medical supply kit, which will also include insurance, emergency information, and consent forms. The host athletic trainer will provide supplies to visitors on a payback basis.
- K. Arrangements must be made in advance by the visiting team's athletic trainer/athletic health care provider in order to receive treatment other than taping, wrapping, and/or cryotherapy by the host athletic trainer prior to the contest.
- L. The host athletic trainer/athletic health care provider staff will be available at least one (1) hour prior to a contest and until at least twenty (20) minutes after the conclusion of the contest.

## **9.4 BLOOD BORNE PATHOGEN PRECAUTIONS**

- 9.4.1 Colleges shall comply with Occupational Safety and Health Administration (OSHA) regulations on this topic.

Limitations of these policies: These guidelines do not satisfy all OSHA or state law requirements for dealing with blood borne pathogens. Each member institution should contact its local health agencies for complete regulation. *(Adopted & effective 12/1/11)*

- 9.4.2 Protective Measures

Colleges shall:

- A. Provide special hazardous waste disposal containers in the athletic training facility and at competition and practice facilities.



- B. Make available exposure control supplies including, but not limited to, one-way valve CPR masks and gloves.
- C. Make available methods to clean uniforms for student-athletes during practice or competition in case of exposure to blood or bodily fluids in accordance with sport guidelines.

#### 9.4.3 Wound Care During Practice or Competition

Open wounds or skin lesions should be appropriately treated. Whenever a student-athlete suffers a laceration or wound where oozing or bleeding occurs, he/she shall be removed from practice or competition at the earliest possible time. The athlete shall be denied reentry until appropriate treatment has been administered and contamination hazard has been removed.

#### 9.4.4 Education

Colleges are encouraged to introduce and continue education programs about the problems of exposure to blood for all participants and employees of the college.

### **9.5 CATASTROPHIC INJURY MANAGEMENT PROCEDURES**

- 9.5.1 Follow established district policies for injury management. If no district policy is in place refer to the following recommended procedures.

- A. Injured Athlete—A college counselor/advisor should be made available.
- B. The Family—It should be the responsibility of the athletic trainer/athletic health care provider staff or team physician to make contact with the family of the injured athlete and provide resources to the family. No other contacts with the family should be made until the family has been officially notified of the injury by the college's medical staff.
- C. Team Members—At the earliest opportunity, team members should be notified of the injury and about the condition of their teammate. During this meeting, the team should be advised how to communicate with the press and cautioned about the release of medical information. As soon as possible following the injury, counselors/advisors will be notified and made available to team members.
- D. School Officials—The athletic trainer/athletic health care provider and/or the team physician should meet with the athletic director/dean/other school officials to discuss the injury. The athletic director will notify the appropriate college officials about the injury. The college emergency plan will be followed to allow the orderly dissemination of information about the injury to appropriate parties.
- E. News Media—No information will be given to the press concerning the student-athlete's medical condition until permission is given by the appropriate party based upon the school's emergency plan.

- F. Insurance Carriers—The designated college official will notify the appropriate insurance carriers of the injury as soon as possible following the injury.
- G. Record Keeping—The college staff will follow the district or campus emergency procedures with regard to proper maintenance of records.

## **9.6 CONCUSSIONS** *(Adopted 3/28/13 effective 7/1/13)*

- 9.6.1 Institutions shall have a documented concussion management plan that reflects current standards and practices regarding concussion management.
- 9.6.2 Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by the institution's designated Athletic Medical Coverage Personnel as defined in Bylaw 9.2.2, trained in the evaluation and management of concussions. Signs and symptoms associated with concussions can be found in Appendix F.
- 9.6.3 Student-athletes determined to have a concussion shall not return to activity for at least the remainder of that day. Medical clearance shall be determined by a physician trained in the evaluation and management of concussions, or his or her designee, according to the institution's concussion management plan.
- 9.6.4 All student-athletes shall receive educational material on an annual basis regarding the signs and symptoms of concussions in order to understand the responsibility to report such signs and symptoms, for themselves as well as teammates, to a member of the institution's sports medicine team and coaching staff.
- 9.6.5 All coaches shall receive educational material on an annual basis regarding the signs, symptoms, and management of concussions. All coaches must understand their responsibility in referring any student-athlete with such signs and symptoms to the athletic trainer as described in the institution's concussion management plan. It is recommended that the presentation of educational material and the institution's concussion plan, to all coaching staffs, be held at the annual mandatory coaches' compliance meeting. Examples of educational material can be found in Appendix F.
- 9.6.6 When a visiting student-athlete is suspected of sustaining a concussion and his or her respective athletic trainer is not present, it is the responsibility of the host athletic trainer to: communicate the nature of the concussion to the head coach and student-athlete, refer the student-athlete to his or her athletic trainer for follow-up care, and communicate the details of the injury directly to the athletic trainer responsible for follow-up care.

## **9.7 ENVIRONMENTAL CONDITIONS** *(Adopted 3/29/18 effective 7/1/18)*

- 9.7.1 Institutions shall have a written policy regarding environmental conditions that clearly outlines that institution's method(s) of acquiring environmental data, safe participation parameters, and plans regarding modifications and cancellations of practices and competitions.

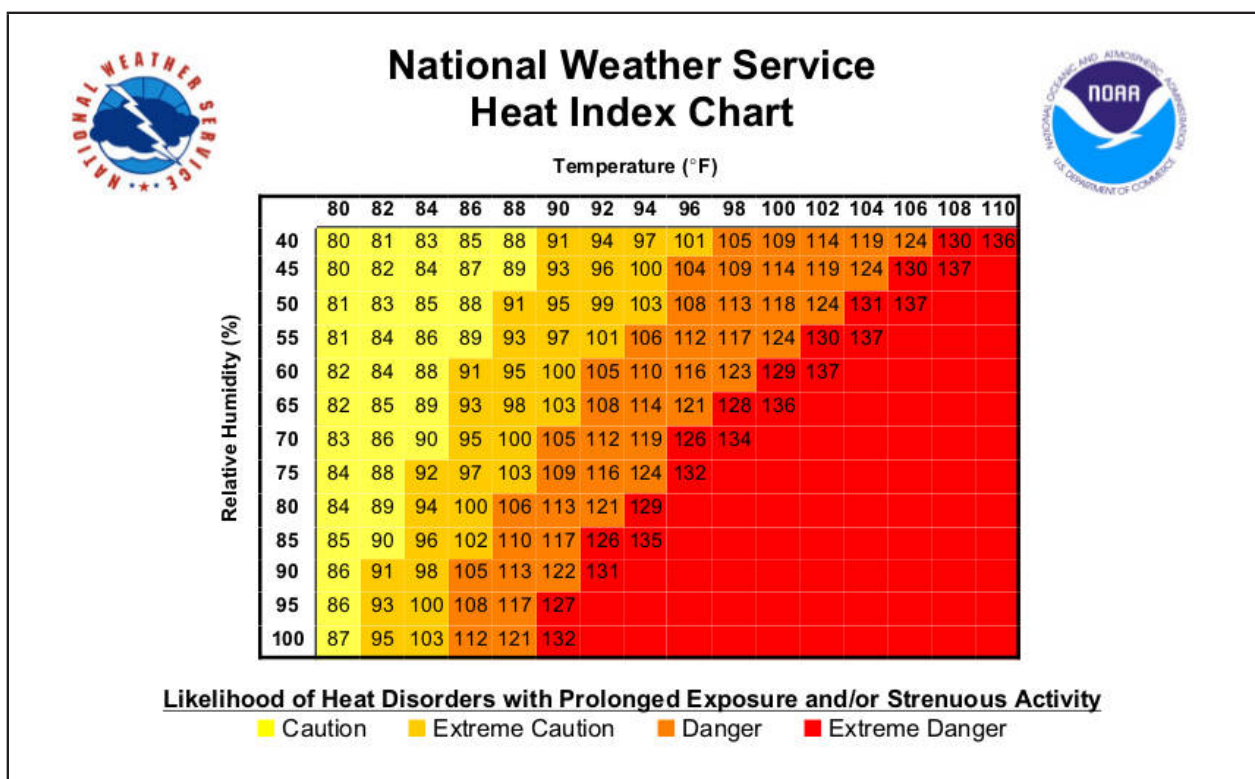
**9.7.2 Chain of Command for Adverse Environmental Conditions**

- A. Host Athletic Trainer (AT) notes unsafe environment using real-time readings measured on-site.
- B. AT notifies Athletic Director (AD) or Game Management Administrator of unsafe environmental conditions and work together to determine appropriate action (i.e. postponing play, seeking safe shelter, extra hydration time-outs, etc.) needed to be taken for the health and safety of the student-athletes.
- C. Coaches, Officials, and student-athletes are informed of modifications and/or cancellation.
- D. If necessary, AT, AD, Coaches and Officials will relocate athletes to safe location until it is deemed safe to return.
- E. Visiting team's AD will be notified of the environmental readings at time of decision and the subsequent decision made based on the environmental readings.

**9.7.3 Heat Guidelines**

- A. When weather conditions are at such levels to create a potentially unsafe environment for student-athletes to train or compete in, the athletic trainer must measure temperature, humidity, and playing surface temperature before and during the practice or competition.
  - 1. Measurements ideally should be taken with a heat stress meter or a sling psychrometer to measure wet bulb globe temperature.

Follow link [here](#) to ACSM Position Stand on Exertional Heat Illness During Training and Competition - Table 2 of how to apply WBGT.  
*(Revised & effective 6/14/18)*
  - 2. At a minimum, dry bulb temperature (ambient temperature) and relative humidity can be used to determine heat index in order to determine if modifications are necessary.
    - a. See below Heat Index Chart provided by the NOAA's National Weather Service, which can provide information regarding the risk of heat illness and help assess the safety of participation.



3. Fluid breaks should be scheduled for all practices and scheduled more frequently as the WBGT or heat index increases.

B. Artificial Turf Temperatures

1. Artificial turf surfaces are hotter than other surfaces. The temperature of synthetic turf surfaces depends on numerous variables including weather conditions, location, and especially solar radiation. Skin burns at 110°F with prolonged exposure, and skin burns more quickly with hotter surface temperatures above 110°F. Consider cooling techniques or changing practice/contest time if turf temperature is elevated.
2. Artificial turf surface temperature can be measured with an infrared laser thermometer.

9.7.4 Air Quality (*Revised 10/27/20 effective 11/6/20*)

- A. To monitor the air pollution for safety during athletic events, CCCAA colleges will determine Air Quality Index by consulting AirNow ([www.airnow.gov](http://www.airnow.gov)) or, if located in Southern California, the South Coast Air Quality Management District ([www.aqmd.gov](http://www.aqmd.gov)), or other agreed upon valid and reliable tool or website, if more geographically accurate, to determine precautions and recommendations for athletic events including practices and games.

- B. If the Air Quality Index (AQI) is higher than 151 prior to the start of an out-

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door contest, the contest should be postponed, cancelled, or relocated to a location with suitable air quality.

- C. If the AQI worsens past 151 once a contest has begun, the athletic director/game manager and athletic trainer will determine how to proceed at their discretion.
- D. Indoor practice and event air quality may also be affected by poor outdoor air quality. Indoor games and practices will proceed at the discretion of the athletic director/game manager and athletic trainer.
- E. See chart below for information to help guide air quality decision-making.

Good 0 - 50	Air Quality is good	No precautions are needed	Outdoor contests allowed
Moderate 51 - 100	Air quality is a concern for extra sensitive individuals	Plan strenuous outdoor activities when air quality is better. Extra sensitive people should consider limiting prolonged exertion	Outdoor contests allowed
Unhealthy for sensitive groups 101-150	Air quality is unhealthy for sensitive groups	Cut back or reschedule strenuous outdoor activities. Those with heart or lung disease (e.g. asthma), older adults and children should limit prolonged outdoor exertion.	Outdoor contests allowed, but sensitive groups must be monitored and modified, if needed.
Unhealthy 151-200	Air quality is unhealthy for everyone	Everyone avoid strenuous outdoor activities	Outdoor contests postponed, cancelled, or relocated to a location with suitable air quality. Outdoor practices at the discretion of athletic director and athletic trainer
Very unhealthy 201-300	Air quality is unhealthy for everyone	Everyone avoid physical outdoor activities	Outdoor contests and practices postponed, cancelled, or relocated to a location with suitable air quality.
Hazardous 301-500	Air quality is hazardous for everyone	Everyone avoid all outdoor activities	Outdoor contests and practices postponed, cancelled, or relocated to a location with suitable air quality.

9.7.5 Lightning

- A. Monitor the weather by local weather forecast before any outdoor practices or events through the National Weather Service ([www.weather.gov](http://www.weather.gov)) or other cellular apps and computer sites.
- B. Designate someone to monitor thunder and lightning in the immediate area.
- C. Designate a lightning-safe location for all student-athletes as well as spectators prior to event beginning.
- D. Activities will be postponed or suspended with the first sound of thunder because lightning is likely within eight to ten miles and capable of striking your location when thunder is heard. Lightning can strike from blue sky and in the absence of rain.
- E. Before resuming play, need to wait 30 minutes after both the last sound of thunder AND the last flash of lightning.

## Board Makeup

CEOs (1 from each all-sport conference, plus at-large member(s))  
 CCLC President & CEO  
 1 Management Council Chair  
 1 Management Council Vice-Chair  
 2 Conference Commissioners  
 2 CSSO Representatives  
 2 CCCCIO Representatives

## CCCAA APPEALS AND DISABILITIES APPEALS BOARDS

There shall be two (2) appeals boards, the CCCAA Appeals Board and the Disabilities Appeals Board, that will carry out the due process procedures as outlined in Article 7.4. *(Revised 6/12/15 effective 7/1/15)*

Each appeals board shall be on call as needed. Special meetings may be called upon reasonable notice by the appeals board chairperson or on the advice of the CCCAA Executive Director. *(Revised & effective 11/4/16)*

APPEALS BOARD MAKEUP	DISABILITIES BOARD MAKEUP
<p>1 CCCAA Constitution Committee/ Board Member</p> <p>4 CCCAA Board Members</p> <ul style="list-style-type: none"> <li>The CCCAA Executive shall be appointed by the CCCAA Board Chair when required by Article 7.4.8.1.</li> </ul>	<p>5 Members (including 1 CCCAA Constitution Committee Member)</p> <ul style="list-style-type: none"> <li>Appointed by CCCAA Board Chair.</li> <li>Disabilities Board Chair appointed by CCCAA Board Chair.</li> <li>CCCAA membership not required for membership on CCCAA Disabilities Board.</li> <li>A minimum of three (3) members shall rule on all issues.</li> </ul>

## BOARD COMMITTEES

The California Community College Athletic Association (CCCAA) is guided by Constitution Article 2.5 which permits the CCCAA to develop standing and ad hoc committees in order to complete its responsibilities. The CCCAA Governing Board has established standing committees that are vital to the administration of intercollegiate athletics.

The CCCAA chairperson in consultation with the CCCAA Executive Committee and the CCCAA Executive Director will determine committee membership.



## 2022-23 BOARD MEMBERS

<b>Greg Schulz, Chair</b> Superintendent/ President Citrus College (626) 914-8821  <a href="mailto:gschulz@citruscollege.edu">gschulz@citruscollege.edu</a>	2nd 2023 AT LARGE	<b>Bradley Davis</b> Chancellor West Valley-Mission Community College District (408) 741-6707  <a href="mailto:bradley.davis@wvm.edu">bradley.davis@wvm.edu</a>	1st 2025 AT LARGE	<b>Erika Endrijonas</b> Superintendent/ President Pasadena City College (626) 585-7201  <a href="mailto:eendrijonas@pasadena.edu">eendrijonas@pasadena.edu</a>	2nd 2024 AT LARGE
<b>Brent Calvin, Vice Chair</b> Superintendent/ President College of the Sequoias (559) 730-3731  <a href="mailto:brentc@cos.edu">brentc@cos.edu</a>	2nd 2025 CVC	<b>Brent Davis</b> Associate Dean/ Athletics Director College of the Sequoias (650) 574-6462  <a href="mailto:brentd@cos.edu">brentd@cos.edu</a>	2025 MC	<b>Larry Galizio</b> President and CEO CCLC (916) 245-5032  <a href="mailto:galizio@cclleague.org">galizio@cclleague.org</a>	EX OFFICIO
<b>Kanoe Bandy</b> Athletic Director Taft College (661) 763-7779  <a href="mailto:kbandy@taftcollege.edu">kbandy@taftcollege.edu</a>	2023 MC	<b>Tawny Dotson</b> President Yuba College (530) 741-6707  <a href="mailto:tdotson@yccd.edu">tdotson@yccd.edu</a>	1st 2025 BVC	<b>Kim Hoffmans</b> President Ventura College (805) 289-6102  <a href="mailto:khoffmans@vcccd.edu">khoffmans@vcccd.edu</a>	2nd 2024 AT LARGE
<b>FeRita Carter</b> Vice President Student Services Riverside City College (951) 222-8837  <a href="mailto:ferita.carter@rcc.edu">ferita.carter@rcc.edu</a>	1st 2025 CSSO	<b>Willy Duncan</b> Superintendent/ President Sierra College (916) 660-7000  <a href="mailto:wduncan@sierracollege.edu">wduncan@sierracollege.edu</a>	2nd 2025 BIG 8	<b>Kevin Horan</b> President Crafton Hills College (909) 389-3200  <a href="mailto:khoran@craftonhills.edu">khoran@craftonhills.edu</a>	1st 2023 IEAC

## 2022-23 BOARD MEMBERS

<b>TBD</b>	1st 2024 CIO	<b>Dale Murray</b> Commissioner Coast Conference (831) 247-2694  <a href="mailto:dmcoast89@gmail.com">dmcoast89@gmail.com</a>	1st 2023 CCCACA	<b>Jennifer Taylor-Mendoza</b> President College of San Mateo (650) 574-6222  <a href="mailto:mendozaj@smccd.edu">mendozaj@smccd.edu</a>	1st 2024 CC
<b>Rich Kollen</b> Commissioner South Coast Conference (562) 239-2001  <a href="mailto:dayofgame@me.com">dayofgame@me.com</a>	1st 2023 CCCACA	<b>Alberto Roman</b> President East Los Angeles College (323) 265-8662  <a href="mailto:romanaj@elac.edu">romanaj@elac.edu</a>	1st 2024 SCC	<b>Kevin Trutna</b> Superintendent/ President Feather River College (530) 283-0202 x232  <a href="mailto:ktrutna@frc.edu">ktrutna@frc.edu</a>	1st 2023 GVC
<b>Chris McDonald</b> Vice Chancellor of Educational & Technology Services South Orange County Community College District (949) 582-4960  <a href="mailto:cmcdonald@socccd.edu">cmcdonald@socccd.edu</a>	1st 2024 CIO	<b>Ricky Shabazz</b> President San Diego City College (619) 388-3453  <a href="mailto:rshabazz@sdccd.edu">rshabazz@sdccd.edu</a>	1st 2024 PCAC	<b>Kevin Walthers</b> Superintendent/ President Allan Hancock College (805) 346-1001  <a href="mailto:kevin.walthers@hancockcollege.edu">kevin.walthers@hancockcollege.edu</a>	1st 2024 WSC
<b>Tim McGrath</b> President Golden West College (714) 895-8101  <a href="mailto:tmcgrath@gwc.cccd.edu">tmcgrath@gwc.cccd.edu</a>	1st 2023 OEC	<b>Jeff Stephenson</b> Vice President of Student Services American River College (916) 484-8462  <a href="mailto:stephej@arc.losrios.edu">stephej@arc.losrios.edu</a>	1st 2025 CSSO	<b>Jennifer Cardone</b> Executive Director CCCAA (916) 444-1600  <a href="mailto:jcardone@cccaasports.org">jcardone@cccaasports.org</a>	EX OFFICIO

**APPEALS BOARD MEMBERS**

<b>Erika Endrijonas, Chair</b> Superintendent/ President Pasadena City College (626) 585-7201 <a href="mailto:eedrijonas@pasadena.edu">eedrijonas@pasadena.edu</a>	<b>Kim Hoffmans</b> President Ventura College (805) 289-6102 <a href="mailto:khoffmans@vcccd.edu">khoffmans@vcccd.edu</a>	<b>Jennifer Taylor-Mendoza</b> President College of San Mateo (650) 574-6222 <a href="mailto:mendozaj@smccd.edu">mendozaj@smccd.edu</a>
<b>Kevin Trutna</b> Superintendent/ President Feather River College (530) 283-0202 x232 <a href="mailto:ktrutna@frc.edu">ktrutna@frc.edu</a>	<b>Kevin Walthers</b> Superintendent/ President Allan Hancock College (805) 346-1001 <a href="mailto:kevin.walthers@hancockcollege.edu">kevin.walthers@hancockcollege.edu</a>	The CCCAA Executive shall be appointed by the CCCAA Board Chair when required by Article 7.4.8.1  <b>Jennifer Cardone</b> Executive Director CCCAA (916) 444-1600 <a href="mailto:jcardone@cccaasports.org">jcardone@cccaasports.org</a>

**DISABILITIES APPEALS BOARD MEMBERS**

<b>Dale Murray, Chair</b> Commissioner Coast Conference (831) 247-2694 <a href="mailto:dmcoast89@gmail.com">dmcoast89@gmail.com</a>	<b>Gary Greco</b> Director, Special Resource Center El Camino College (310) 660-3593 ext. 3297 <a href="mailto:ggreco@elcamino.edu">ggreco@elcamino.edu</a>	<b>Heather Ponce</b> Speech-Language Pathologist Mt. San Antonio College (909) 274-6332 <a href="mailto:hponce@mtsac.edu">hponce@mtsac.edu</a>
<b>Jeanne Calamar</b> Assistant Athletic Director Cosumnes River College (916) 691-7367 fax: 916.691.7186 <a href="mailto:calamaj@crc.losrios.edu">calamaj@crc.losrios.edu</a>		<b>Greg Schulz</b> Superintendent/ President Citrus College (626) 914-8821 <a href="mailto:gschulz@citruscollege.edu">gschulz@citruscollege.edu</a>

## ACADEMIC AND ATHLETIC STANDARDS REVIEW COMMITTEE

The AASRC is responsible to monitor and periodically review academic and athletic eligibility standards of CCCAA participants. The committee may require submission of periodic academic performance reports from CCCAA member institutions as requested by the Board. *(Adopted & effective 8/29/09)*

### ACADEMIC AND ATHLETIC STANDARDS REVIEW COMMITTEE MEMBERS

<b>Tim McGrath, Chair</b> President Golden West College (714) 895-8101 <a href="mailto:tmcgrath@gwc.cccd.edu">tmcgrath@gwc.cccd.edu</a>	<b>Angel Meraz</b> Academic Counselor College of the Desert (760) 568-7519 <a href="mailto:ameraz@collegeofthedesert.edu">ameraz@collegeofthedesert.edu</a>	<b>Andreas Wolf</b> Dean Kinesiology, Athletics & Dance College of San Mateo (650) 574-6462 <a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a>
	<b>Dale Murray</b> Commissioner Coast Conference (831) 247-2694 <a href="mailto:dmcoast89@gmail.com">dmcoast89@gmail.com</a>	<b>John Woods</b> Commissioner Pacific Coast Athletic Conference (760) 749-2065 <a href="mailto:jwoodspcc@gmail.com">jwoodspcc@gmail.com</a>
<b>Chris McDonald</b> Vice Chancellor of Educational & Technology Services South Orange County Community College District (949) 582-4960 <a href="mailto:cmcdonald@socccd.edu">cmcdonald@socccd.edu</a>	<b>Tony Thompson</b> Academic Advisor Taft College (661) 763-7740 <a href="mailto:tthompson@taftcollege.edu">tthompson@taftcollege.edu</a>	

**AWARDS COMMITTEE MAKEUP**

One (1) representative from each of the following organizations:

CCCAA Board

CCCAA Management Council

CCCACA (Conference Commissioners Association) CCCADA (Athletic Directors Association)

3C4A (Academic Advisors)

CCCSIA (Sports Information)

There shall also be two (2) Conference representatives

**AWARDS COMMITTEE MEMBERS**

**Kevin Walthers, Chair**  
Superintendent/  
President  
Allan Hancock College  
(805) 346-1001  
[kevin.walthers@hancockcollege.edu](mailto:kevin.walthers@hancockcollege.edu)

**Christopher Holtz**  
Sports Information Director  
Cosumnes River College  
(916) 223-3424  
[holtzc@crc.losrios.edu](mailto:holtzc@crc.losrios.edu)

**Colin Preston**  
Dean Kinesiology & Athletics  
Cypress College  
(714) 484-7355  
[cpreston@cypresscollege.edu](mailto:cpreston@cypresscollege.edu)

**Jenn Burleson**  
Athletic Counselor  
Mt. San Jacinto College  
(951) 487-3253  
[jburleson@msjc.edu](mailto:jburleson@msjc.edu)

**Dyan Miller**  
Dean Kinesiology, Health &  
Athletics  
Pasadena City College  
(626) 585-3165  
[drmiller@pasadena.edu](mailto:drmiller@pasadena.edu)

**Tony Thompson**  
Academic Advisor  
Taft College  
(661) 763-7740  
[tthompson@taftcollege.edu](mailto:tthompson@taftcollege.edu)

**Newton Chelette**  
Commissioner  
Bay Valley Conference  
(661) 810-9721  
[bvccommissioner@gmail.com](mailto:bvccommissioner@gmail.com)

**Dale Murray**  
Commissioner  
Coast Conference  
(831) 247-2694  
[dmcoast89@gmail.com](mailto:dmcoast89@gmail.com)

### CONSTITUTION COMMITTEE MEMBERS

<b>Erika Endrijonas, Chair</b> Superintendent/ President Pasadena City College (626) 585-7201 <a href="mailto:eeendrijonas@pasadena.edu">eeendrijonas@pasadena.edu</a>	<b>Tony Lipold</b> Commissioner Inland Empire Athletic Conference (714) 501-3140 <a href="mailto:ieaccommish@yahoo.com">ieaccommish@yahoo.com</a>	<b>John Woods</b> Commissioner Pacific Coast Athletic Conference (760) 749-2065 <a href="mailto:jwoodspcc@gmail.com">jwoodspcc@gmail.com</a>
<b>Kanoe Bandy</b> Athletic Director Taft College (661) 763-7779 <a href="mailto:kbandy@taftcollege.edu">kbandy@taftcollege.edu</a>	<b>Dale Murray</b> Commissioner Coast Conference (831) 247-2694 <a href="mailto:dmcoast89@gmail.com">dmcoast89@gmail.com</a>	
<b>Jennifer Cardone</b> Executive Director CCCAA (916) 444-1600 <a href="mailto:jcardone@ccaasports.org">jcardone@ccaasports.org</a>	<b>Kulwant Singh</b> Commissioner Central Valley Conference (408) 690-2790 <a href="mailto:CVCCCommissioner@comcast.net">CVCCCommissioner@comcast.net</a>	

### FINANCE COMMITTEE MEMBERS

<b>Brent Calvin, Chair</b> Superintendent/ President College of the Sequoias (559) 730-3731 <a href="mailto:brentc@cos.edu">brentc@cos.edu</a>	<b>Sarah Kiesling</b> Chief Financial Officer CCLC (916) 245-5031 <a href="mailto:sarah@ccleague.org">sarah@ccleague.org</a>	<b>Alberto Roman</b> President East Los Angeles College (323) 265-8662 <a href="mailto:romanaj@elac.edu">romanaj@elac.edu</a>
<b>Kanoe Bandy</b> Athletic Director Taft College (661) 763-7779 <a href="mailto:kbandy@taftcollege.edu">kbandy@taftcollege.edu</a>	<b>Rich Kollen</b> Commissioner South Coast Conference Office: (562) 239-2001 Cell: (714) 658-5793 <a href="mailto:dayofgame@me.com">dayofgame@me.com</a>	
<b>Willy Duncan</b> Superintendent/President Sierra College (916) 660-7000 <a href="mailto:wduncan@sierracollege.edu">wduncan@sierracollege.edu</a>	<b>Chris McDonald</b> Vice Chancellor of Educational & Technology Services South Orange County Community College District (949) 582-4960 <a href="mailto:cmcdonald@socccd.edu">cmcdonald@socccd.edu</a>	

## POLICY COMMITTEE MAKEUP

One (1) representative from each of the following organizations:

CCCAA Board

CCCAA Management Council

CCCACA (Conference Commissioners Association)

CCCADA (Athletic Directors Association)

3C4A (Academic Advisors)

CCCPEKDA (Physical Education, Kinesiology  
and Dance)

There shall also be two (2) Conference representatives

POLICY COMMITTEE MEMBERS		
<b>Brent Calvin, Chair</b> Superintendent/ President College of the Sequoias (559) 730-3731 <a href="mailto:brentc@cos.edu">brentc@cos.edu</a>	<b>Dale Murray</b> Commissioner Coast Conference (831) 247-2694 <a href="mailto:dmcoast89@gmail.com">dmcoast89@gmail.com</a>	<b>Christine Worsley</b> Dean PE/Athletics Diablo Valley College (925) 969-2747 <a href="mailto:cworsley@dvc.edu">cworsley@dvc.edu</a>
<b>Jason Kehler</b> Athletic Director Orange Coast College (714) 432-5770 <a href="mailto:jkeehler@occ.cccd.edu">jkeehler@occ.cccd.edu</a>	<b>Jerry White</b> Commissioner Western State Conference (805) 890-2061 <a href="mailto:wscjerry@yahoo.com">wscjerry@yahoo.com</a>	<b>TBA</b>
<b>Angel Meraz</b> Academic Counselor College of the Desert (760) 568-7519 <a href="mailto:ameraz@collegeofthedesert.edu">ameraz@collegeofthedesert.edu</a>	<b>John Woods</b> Commissioner Pacific Coast Athletic Conference (760) 749-2065 <a href="mailto:jwoodspcc@gmail.com">jwoodspcc@gmail.com</a>	



### PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS

<b>Kim Hoffmans, Chair</b> President Ventura College (805) 289-6102 <a href="mailto:khoffmans@vcccd.edu">khoffmans@vcccd.edu</a>	<b>Tim McGrath</b> President Golden West College (714) 895-8101 <a href="mailto:tmcgrath@gwc.cccd.edu">tmcgrath@gwc.cccd.edu</a>	<b>Jimmy Walker</b> Athletic Director Ventura College (805) 289-6423 <a href="mailto:jwalker1@vcccd.edu">jwalker1@vcccd.edu</a>
<b>Brent Davis</b> Associate Dean/ Athletics Director College of the Sequoias (650) 574-6462 <a href="mailto:brentd@cos.edu">brentd@cos.edu</a>		

### STUDENT-ATHLETE HEALTH AND WELLNESS COMMITTEE MEMBERS

<b>FeRita Carter, Co-Chair</b> Vice President Student Services Riverside City College (951) 222-8837 <a href="mailto:Ferita.carter@rcc.edu">Ferita.carter@rcc.edu</a>	<b>Bradley Davis</b> Chancellor West Valley-Mission Community College District (408) 741-6707 <a href="mailto:bradley.davis@wvm.edu">bradley.davis@wvm.edu</a>	<b>Monica Ohkubo</b> Head Athletic Trainer Santa Rosa Junior College (707) 527-4457 <a href="mailto:mohkubo@santarosa.edu">mohkubo@santarosa.edu</a>
<b>Jeff Stephenson, Co-Chair</b> Vice President of Student Services American River College (916) 484-8462 <a href="mailto:stephej@arc.losrios.edu">stephej@arc.losrios.edu</a>	<b>Junior Domingo</b> Dean Kinesiology & Athletics Citrus College (626) 914-8656 <a href="mailto:jdomingo@citruscollege.edu">jdomingo@citruscollege.edu</a>	<b>Cheryl Owiesny</b> Head Women's Soccer Coach De Anza College (408) 864-8782 <a href="mailto:owiesnycheryl@deanza.edu">owiesnycheryl@deanza.edu</a>
<b>Alison Aubert</b> Athletic Trainer Solano College (707) 864-7166 <a href="mailto:alison.aubert@solano.edu">alison.aubert@solano.edu</a>	<b>LaDeane Hansten</b> Athletic Director Santa Barbara City College (805) 730-4192 <a href="mailto:lhansen@pipeline.sbccc.edu">lhansen@pipeline.sbccc.edu</a>	<b>Mark Robinson</b> Senior Director The Institute for Personal Player Development (415) 378-7658 <a href="mailto:drmark2010@me.com">drmark2010@me.com</a>
<b>Jennifer Burleson</b> Academic Counselor Mt. San Jacinto College (951) 487-3253 <a href="mailto:jburleson@msjc.edu">jburleson@msjc.edu</a>		<b>Tony Thompson</b> Academic Advisor Taft College (661) 763-7740 <a href="mailto:tthompson@taftcollege.edu">tthompson@taftcollege.edu</a>

## 2022-23 MANAGEMENT COUNCIL MEMBERS

<b>Kanoe Bandy, Chair</b> 2024 Athletic Director Taft College (661) 763-7779  <a href="mailto:kbandy@taftcollege.edu">kbandy@taftcollege.edu</a>	<b>Chris Cicuto</b> 1st Associate Dean Glendale College (818) 240-5376  <a href="mailto:ccicuto@glendale.edu">ccicuto@glendale.edu</a>	<b>Kim Ensing</b> 2nd Associate Dean/ Athletics Director Allan Hancock College (805) 922-6966 x3359  <a href="mailto:kensing@hancockcollege.edu">kensing@hancockcollege.edu</a>
<b>Brent Davis, Vice-Chair</b> 2nd 2026 Associate Dean/ Athletics Director College of the Sequoias (650) 574-6462  <a href="mailto:brentd@cos.edu">brentd@cos.edu</a>	<b>Jonas Crawford</b> 2nd Athletic Director Oxnard College (805) 986-5870  <a href="mailto:jcrawford1@vcccd.edu">jcrawford1@vcccd.edu</a>	<b>Valentin Garcia</b> 2nd Vice President Student Services West Hills College Lemoore (559) 925-3331  <a href="mailto:valgarcia@whccd.edu">valgarcia@whccd.edu</a>
<b>Nedra Brown</b> 1st 2025 Dean, Kinesiology, Dance, & Athletics/ Athletic Director Rio Hondo College (562) 908-3457  <a href="mailto:nbrown@riohondo.edu">nbrown@riohondo.edu</a>	<b>Nicho DellaValle</b> 1st 2023 Sports Information Director Riverside City College (951) 222-8121  <a href="mailto:nicho.dellavalle@rcc.edu">nicho.dellavalle@rcc.edu</a>	<b>LaDeane Hansten</b> 1st Athletic Director Santa Barbara City College (805) 730-4192  <a href="mailto:lhansen@pipeline.sbccc.edu">lhansen@pipeline.sbccc.edu</a>
<b>Timi Brown</b> 1st 2025 Athletic Director Chaffey College (909) 652-6322  <a href="mailto:timi.brown@chaffey.edu">timi.brown@chaffey.edu</a>	<b>Rob Dewar</b> 2nd 2023 Head Men's Track & Cross Country Coach Sacramento City College (916) 558-2305  <a href="mailto:dewarr@scc.losrios.edu">dewarr@scc.losrios.edu</a>	<b>Mary Hegarty</b> 1st Athletic Director Santa Ana College (714) 564-6900  <a href="mailto:hegarty_mary@sac.edu">hegarty_mary@sac.edu</a>
<b>Ryan Byrne</b> 1st 2024 Athletic Director College of Marin (415) 485-9591  <a href="mailto:rtbyrne@marin.edu">rtbyrne@marin.edu</a>	<b>Junior Domingo</b> 2nd 2024 Dean Kinesiology & Athletics Citrus College (626) 914-8656  <a href="mailto:jdomingo@citruscollege.edu">jdomingo@citruscollege.edu</a>	<b>Gary Houser</b> 2nd Commissioner Golden Valley Conference (530) 891-7584  <a href="mailto:coachhouz@sbcglobal.net">coachhouz@sbcglobal.net</a>

# 2022-23 MANAGEMENT COUNCIL MEMBERS

<b>Brandon Johnson</b> Athletic Trainer Sierra College (916) 660-8108  <a href="mailto:bjohnson@sierracollege.edu">bjohnson@sierracollege.edu</a>	1st 2023 CCCAT	<b>Shelly Pierson</b> Head Cross Country Coach Diablo Valley College (925) 969-2751  <a href="mailto:spierson@dvc.edu">spierson@dvc.edu</a>	1st 2023 PEKD	<b>David Santesteban</b> Athletic Director Reedley College (559) 638-0347  <a href="mailto:david.santesteban@reedleycollege.edu">david.santesteban@reedleycollege.edu</a>	1st 2023 MSO WSO
<b>Jason Kehler</b> Athletic Director Orange Coast College (714) 432-5770  <a href="mailto:jkeehler@occ.cccd.edu">jkeehler@occ.cccd.edu</a>	1st 2023 MVB	<b>Colin Preston</b> Dean Kinesiology & Athletics Cypress College (714) 484-7355  <a href="mailto:cpreston@cypresscollege.edu">cpreston@cypresscollege.edu</a>	2nd 2024 MTE WTE	<b>Ryan Shumaker</b> Dean/Athletic Director San Diego Mesa College (619) 388-2737  <a href="mailto:rshumaker@sdccd.edu">rshumaker@sdccd.edu</a>	1st 2023 MBB
<b>Angel Meraz</b> Academic Counselor College of the Desert (760) 568-7519  <a href="mailto:ameraz@collegeofthedesert.edu">ameraz@collegeofthedesert.edu</a>	1st 2023 3C4A	<b>Mark Ramsey</b> Associate Dean, Athletics, Kinesiology & Health Science Cabrillo College (831) 479-6389  <a href="mailto:maramsey@cabrillo.edu">maramsey@cabrillo.edu</a>	1st 2023 MCC WCC	<b>Nick Stavrianoudakis</b> Dean/Athletic Director Modesto Jr College (209) 575-6835  <a href="mailto:stavrianoudakisn@mjc.edu">stavrianoudakisn@mjc.edu</a>	1st 2025 WGO
<b>Andree Pacheco</b> Director of Kinesiology & Athletics College of the Desert (760) 565-4878  <a href="mailto:apacheco@collegeofthedesert.edu">apacheco@collegeofthedesert.edu</a>	1st 2024 MFB	<b>Ashley Rippeon</b> Athletic Coordinator Long Beach City College (562) 938-4785  <a href="mailto:arippeon@lbcc.edu">arippeon@lbcc.edu</a>	1st 2024 ACCCES	<b>Kaladon Stewart</b> Athletic Director Long Beach City College (562) 938-4131  <a href="mailto:kstewart@lbcc.edu">kstewart@lbcc.edu</a>	1st 2024 MTR WTR
<b>Lou Panzella</b> Head Volleyball Coach Los Medanos College (925) 473-7610  <a href="mailto:lpanzella@losmedanos.edu">lpanzella@losmedanos.edu</a>	2nd 2025 4CA	<b>Thad Russell</b> Vice President Instruction Porterville College (559) 791-2307  <a href="mailto:thad.russell@portervillecollege.edu">thad.russell@portervillecollege.edu</a>	1st 2023 CCCCIO	<b>Melody Stockwell</b> Athletic Director Butte College (530) 895-2465  <a href="mailto:stockwellme@butte.edu">stockwellme@butte.edu</a>	1st 2024 WSB

## MANAGEMENT COUNCIL MAKEUP

1 Management Council Chairperson (Athletic Director/Dean)

1 Management Council Past Chair

18 Athletic Directors/Deans

1 Vice President of Student Services

1 Vice President of Instruction

One (1) representative from each of the following organizations:

ACCES (Eligibility Specialists)

Conference Commissioners

CCCADA (Athletic Directors)

3C4A (Academic Advisors)

CCCATA (Athletic Trainers)

CCCPEKDA (Physical Education, Kinesiology & Dance)

CCCSIA (Sports Information)

2 Representatives from the 4CA (Sport Coaches)

(4CA representation: 1 representing female sports, 1 representing male sports,  
including 1 representing a fall sport and 1 representing a spring sport)

## COMPETITION COMMITTEE MAKEUP

- |                                       |  |
|---------------------------------------|--|
| A. Chair - MC Vice Chair              | F. 4CA (Coaches) Member  |
| B. Board Member                       | G. CCCPEKDA (Physical Education, Kinesiology and Dance) Member |
| C. MC Member                          | H. CCCSIA (Sports Information) Member                          |
| D. CCCADA (Athletic Directors) Member | I. CCCATA (Athletic Trainers) Member                           |
| E. CCCACA (Commissioners) Member      |  |

## COMPETITION COMMITTEE MEMBERS

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2 TBA's - two coaches from female sports representing north & south as well as fall and spring sports.



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Beach Volleyball <b>LaDeane Hansten</b> Santa Barbara City College	Softball <b>Melody Stockwell</b> Butte College	Water Polo <b>Ryan Byrne</b> College of Marin
Cross Country <b>Mark Ramsey</b> Cabrillo College	Swim & Dive <b>Kim Ensing</b> Allan Hancock College	Wrestling <b>Mary Hegarty</b> Santa Ana College

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## Forms Summary

The following instructions briefly explain the statewide forms used in the administration of California community college athletics. Conference commissioners have worked to develop these forms and are familiar with their operation. Forms may be accessed online:

<http://www.cccaasports.org/about/forms>

### FORM 1, STUDENT ELIGIBILITY

Form 1 records the initial contact with all student-athletes who wish to participate on a California community college team. Students should not be issued equipment or allowed to practice until the Form 1 is accurately completed. It has been suggested that this form be administered by the college athletic director at a special team meeting prior to the start of practice for each sport. When completed, a file copy of each Form 1 should be made and the originals postmarked and forwarded to the conference commissioner prior to the first contest. It is also permissible to send a PDF of the Form 1 to the commissioner electronically prior to the first contest. When this occurs, the original should be retained on campus. *(Adopted & effective 11/6/15)*

The “Official Use Only” checklist in the lower left hand corner gives the college administrator the opportunity to verify each eligibility requirement as it is met. Form 1’s accuracy and completeness are crucial to establishing the individual student-athlete’s eligibility. It is imperative that the section, “List all colleges at which the potential athlete has practiced, scrimmaged, or participated in, including JV and varsity contests since high school” be looked at in depth. Many conference contests have been forfeited because Form 1 was not evaluated in detail at the campus level.

### FORM 2, STUDENT-ATHLETE TRANSFER

Form 2 is used only if there are unanswered Form 1 questions. This is especially true for the transfer student. It is recommended that the Form 2 be sent to athletic departments of colleges where a trace is needed. Experience has shown that registrars tend to ignore this type of form. A phone call can be used for trace questions; however, the actual form with supporting documents must be on file at the home college.

The completed Form 2 need not be sent automatically to the conference commissioner; however, it should be readily available upon request. Form 2 may not be used frequently, but it will be pivotal when considering transfer eligibility.

### FORM 3, TEAM ELIGIBILITY–INITIAL AND FINAL PARTICIPATION REPORT

This process gives colleges a roster of participants for a given sport. Section 1, when completed, must be sent to the conference commissioner via the Online Form 3 System (<http://form3.cccaasports.org/>) before the college’s first scheduled game, meet, or match. If a team is hosted in a sport, the Form 3 is sent to the commissioner of the host conference. Athletes may be added after the first contest, but they are not eligible to compete until their information has been added to the Form 3 and submitted to the conference commissioner.

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## **CCCAA Constitution & Bylaws - 2022-23**

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Section 2 is to be completed and sent to the conference commissioner via the Online Form 3 System within ten (10) days after the end of the competitive season. Every athlete listed on the Form 3 that has participated in a scheduled game, meet, or match must be checked as having used a season of competition. *(Adopted 6/12/15 effective 7/1/15)*

### **FORM 4, INJURY/ILLNESS WAIVER**

Form 4 is designed to handle appeals for waiver of Bylaw 1.8, Incapacitating Illness or Injury. All sections of FORM 4, the "Injury/Illness Waiver Request," the "Warning to Student-Athlete," and the "Medical Information Release Form" must be completed with supporting information included before the case will be considered.

### **FORM 4A, REQUEST FOR APPEAL - STUDENT ELIGIBILITY**

Form 4A is designed to handle appeals for a waiver of Bylaw 1, Student Eligibility. All parts must be completed with supporting information included before the case will be considered.

### **FORM 4B, REQUEST FOR APPEAL - INFRACTIONS PENALTIES**

Form 4B is designed to handle appeals for a waiver of Article 7.4, Due Process, Appeals, and Penalties. All parts must be completed with supporting information included before the case will be considered.

### **FORM 4C, REQUEST FOR APPEAL - DISABILITY ELIGIBILITY**

Form 4C is designed to handle appeals for a waiver of Article 7.4, Due Process, Appeals, and Penalties. All parts must be completed with supporting information included before the case will be considered.

### **FORM 4D, REQUEST FOR APPEAL - EXTENUATING CIRCUMSTANCE**

Form 4D is designed to handle appeals for a waiver of Article 7.4, Due Process, Appeals, and Penalties. All parts must be completed with supporting information included before the case will be considered. *(Adopted & effective 11/2/12)*

### **FORM 4E, REQUEST FOR APPEAL OF INTERPRETATION**

Form 4E is designed to handle appeals for a waiver of Article 7.4, Due Process, Appeals, and Penalties. All parts must be completed with supporting information included before the case will be considered. *(Adopted & effective 11/2/12)*

### **FORM 4F, REQUEST FOR WAIVER/APPEAL OF CCCAA LEGISLATION**

Form 4F is designed to handle appeals when no other CCCAA form may be utilized for this request. All parts must be completed with supporting information included before the case will be considered. *(Adopted & effective 11/6/15)*

**FORM 5A, PROPOSED AMENDMENT**

Form 5A is utilized by individuals to submit proposed amendments to the Constitution and Bylaws or Championship Handbooks. Form 5A must be signed by the appropriate individuals and electronically submitted (email attachment) to the CCCAA Director of Membership Services by October 1. These Amendments are to be placed on Conference and CCCAA meeting agendas for review. (See Article 8.4 and refer to instructions on Form 5A) *(Adopted 4/3/09 effective 7/1/09)*

*(Adopted 2/12/15 effective 7/1/15)*

**FORM 5B, PROPOSED AMENDMENT-TO-THE-AMENDMENT**

Form 5B is to be utilized by the originator to amend their original proposed amendment submitted during the same legislative calendar year. The proposed amendments-to-the-amendments (Form 5B) must contain the signature of the originator and other appropriate and relevant signature(s) and electronically submitted (email attachment) to the Director of Membership Services by January 15. These Amendments-to-the-Amendments are to be placed on Conference and CCCAA meeting agendas for review. (See CCCAA Constitution Article 8.8 for amendment-to-the-amendment policy and process) *(Adopted 4/3/09 effective 7/1/09) (Adopted 2/12/15 effective 7/1/15)*

**FORM 6, NOTIFICATION OF DROPPED SPORT**

Form 6 is used in the event a sport is dropped.

**FORM A, REQUEST FOR INVESTIGATION**

Form A shall be submitted to the Office of the CCCAA Executive by the athletic director and president of the college making the request. Attach an objective explanation reporting the exact dates, times, and locations of the violations including the names of those people involved. Any other pertinent information should be included.

**FORM B, REQUEST FOR OFFICIAL INTERPRETATION**

Form B is used to submit a request for an official interpretation of the Constitution & Bylaws by the Constitution Committee. The completed form should be submitted to the CCCAA Office to the attention of the CEO/President. *(Adopted & effective 2/12/15)*

**FORM C, OUT-OF-STATE STUDENT CONTACT RECORD**

Form C shall be completed by each out-of-state student upon first contact. The completed Form C shall be attached to the Form 1 for first contact certification purposes at the time of enrollment.

**FORM D, SPORTS AUGMENTATION REQUEST FORM**

Form D shall be used when sports wish to augment their postconference competition funding. Submit Form D to the Office of the CCCAA Executive three weeks prior to the CCCAA meeting before the season of the planned activity.

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## CCCAA Constitution & Bylaws - 2022-23

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### **FORM E, AFFILIATE ORGANIZATION REQUEST FOR ANNUAL DUES INCREASE** *(Adopted & effective 6/14/18)*

Form E is used by affiliate organizations to request an increase in dues.

### **FORM F, AFFILIATE ORGANIZATION ANNUAL FINANCIAL REPORT** *(Adopted & effective 6/14/18)*

Form F is required to be completed by affiliate organizations seven (7) calendar days prior to the summer business meeting of the Management Council, each year.

### **FORM H, SPORTS HALL OF FAME NOMINATION** *(Revised & effective 4/2/21)*

Form H shall be completed by colleges or persons with knowledge of the nominee's qualifications and forwarded to the Office of the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 20. A biographical sketch and at least three letters of recommendation on behalf of the nominee must be included.

### **FORM M, APPEAL TO CHANGE ATHLETIC CONFERENCE MEMBERSHIP**

Form M shall be completed by the college president of a college wishing to change conference membership prior to the first Friday in April.

### **FORM N, VOTE ON CHANGE OF ATHLETIC CONFERENCE MEMBERSHIP**

Form N shall be used as a ballot that is to be submitted by each of the college presidents of both conferences involved in the change of membership.

### **FORM P, POSTCONFERENCE COMPETITION EVENT EVALUATION**

Form P shall be used to evaluate a postconference competition event. It should be completed within one week of the completion of the event. The form shall be returned to the MC sports representative and the Office of the CCCAA Executive.

### **FORM P1, POSTCONFERENCE COMPETITION FORMAT EVALUATION**

Form P1 is to be used to recommend changes to a postconference competition event.

### **FORM R-1 STATEMENT OF COMPLIANCE**

Form R-1 shall be electronically filed (email attachment) with the CCCAA Director of Membership Services by August 27, verifying that the college shall adhere to Constitution and Bylaws rules and regulations, with a copy sent to the conference commissioner, and the original retained in the president's office on campus. Failure to file this form by the deadline in September will result in the forfeiture of all completed contests. *(Adopted 2/12/15 effective 7/1/15)*

### **FORM R-2, STATEMENT OF IN-SERVICE TRAINING**

An initial Form R-2 shall be submitted electronically (email attachment) the CCCAA Director of

Membership Services by August 27, verifying that the athletic staff, employees, and college representatives listed on the form have received in-service training on the current rules and regulations according to the Constitution and Bylaws and successfully completed (minimum 80% score) the CCCAA Online Compliance Rules Exam. An updated Form R-2 shall be filed as above, upon completion of each additional in-service training meeting (new hires, new volunteers, returning from medical leave etc), throughout the year. Additionally, the college shall also send copies of all Form R-2s to the conference commissioner and the original retained in the president's office on campus. *(Adopted 2/12/15 effective 7/1/15)*

#### **FORM R-4, STATEMENT OF COMPLIANCE, TITLE IX GENDER EQUITY**

In compliance with state and federal Title IX laws pertaining to equitable opportunities for men and women, respective community colleges, governed under the California Community College Athletic Association, must complete and report the three-part test as indicated on Form R-4. The three-part test includes: (1) participation proportionate to full-time undergraduate enrollment; or (2) continued program expansion for the underrepresented sex; or (3) fully and effectively accommodating the underrepresented sex.

Form R-4 shall be completed, signed, and electronically submitted (email attachment), along with verification that the most-recent Equity in Athletics Disclosure Act (EADA) Report has been filed and locked, to the CCCAA Director of Membership Services by November 1 of each year. A copy shall be sent to the conference commissioner, and the original shall be retained on campus in the president's office, as well as a copy in the College's Title IX Coordinator's office. Failure to file this form by November 1 will result in the forfeiture of all completed contests after that date. *(Adopted 4/1/10 effective 7/1/10) (Adopted 2/12/15 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15)*

#### **FORM S, SCHOLAR-ATHLETE NOMINATION** *(Revised & effective 4/2/21)*

Form S shall be completed and forwarded to the conference commissioner by October 1. The required documents supporting the candidate must be included. The nominee's final spring semester transcripts and athletic accomplishments shall be sent to the Office of the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 15.

#### **FORM T, SCHOLAR TEAM NOMINATION** *(Revised & effective 4/2/21)*

Form T shall be to the conference commissioner by the last Friday in March for fall sports, including basketball and by October 1 for spring sports. One team per sport shall be submitted by the conference to the Office of the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)) for fall sports, including basketball, by the second Friday in April and for spring, by October 15. The necessary documents supporting the teams must be included.

#### **FORM U, ACADEMIC TEAM AWARD** *(Revised & effective 4/2/21)*

Form U shall be completed and submitted to the respective sports coaches association by October 1 for fall team nominations, including basketball, and February 1 for spring team nominations. Fall sport coaches associations, including basketball, will forward the results to the Office of the CCCAA Executive ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 15. Spring sport coaches associations will forward the results to the CCCAA ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by February 15.

**FORM X, APPOINTMENT OF VOTING DELEGATE/ALTERNATE DELEGATE**

Form X shall be completed and electronically submitted (email attachment) to the CCCAA Director of Membership Services by the Chief Executive Officer/President/Commissioner of the College/Conference/Affiliate Organization to identify the voting delegate and alternate delegate to the CCCAA Annual Convention. The Form X must be submitted prior to February 1. (*Adopted 2/12/15 effective 7/1/15*)



# STUDENT ELIGIBILITY REPORT

**FORM 1**
**SIDE 1**
*Please type or print neatly*

Your Present College	Your Present Conference	Sport This Season	Previous Seasons of Competition Used in This Sport 0 or 1
Last Name, First, MI	Male Female	Student ID#	Today's Date (mm/dd/yy)
Present Address, Street, City, State, Zip Code	Telephone #		Date of Birth (mm/dd/yy)
High School Last Attended, City, State, Zip Code			Last Date Attended (mm/dd/yy)

Accurately account for all your time between **high school graduation and the present**. Beginning with the year you left high school, list employment dates, periods of unemployment, armed forces service, and all educational institutions in which you have registered, including your present college. **Do** include summer school. **Do not** include summer **jobs**.

From		To		Colleges Attended or Jobs Held, City, State
Mo	Yr	Mo	Yr	

Including this college and this season, list all of the colleges and sports in which you have **practiced, scrimmaged, or competed**, including **club sports, JV, and varsity contests** since high school: (If you only practiced or scrimmaged in a sport, please state.)

Sport	College	Varsity/JV/Club	Semester	Yr

My signature certifies that the information I have given is true.

Student-Athlete's Signature

Date (mm/dd/yy)

## For Official Use Only

	Yes	No	N/A				
First Competition in any sport				<i>The signatures below verify this student's eligibility to participate at this college</i>			
Enrolled in 12 units (Bylaw 1.3.1)							
Transcripts received							
Educational Plan on file							
Passed 24/36 semester/quarter units (Bylaw 1.6.1)				Coach's Signature	Date		
Has a 2.0 GPA from first competition				Athletic Director's Signature	Date		
Meets the 6-unit requirement* (Bylaw 1.3.3 or 1.6.1)				Registrar/Administrative Rep's Signature	Date		
Satisfies the transfer rule				Tracers			
Meets the 6-unit requirement for 2 <sup>nd</sup> term of season*				Sent Date(s)	Received Date(s)		
High School Recruitment Information (Check only one)				In-District	Recruiting Area	In-State	Out-of-State

**\*For those student-athletes whose first competition occurs Fall 2015 and later**





# STUDENT ELIGIBILITY REPORT

FORM 1  
SIDE 2

**Student-Athlete** - Please read the following prior to signing this form. If you have questions, please ask!

1. I understand that in order to be eligible for intercollegiate competition, I must be continuously and actively enrolled and attending class in a minimum of 12 units at my community college during the season of sport, notwithstanding other articles/bylaws of the *CCCAA Constitution and Bylaws*. (Bylaw 1.3.1)
  - \* Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. The college shall certify that I have an individual educational plan on file. (Bylaw 1.3.1.B)
2. I understand that actual competition in a scheduled game, meet, or match (except scrimmages for CCCAA purposes) during a sports season shall be recorded as one season of competition in that sport. (Bylaw 1.5)
3. In order to be eligible for the **second season of sport**, I must successfully complete and pass 24-semester/36-quarter units at an accredited postsecondary institution and complete a minimum 6 units during my last full-time term\*. The 24-semester/36-quarter unit count begins with and includes the units taken during the first semester/quarter of competition for that sport and must be completed **prior** to the **beginning of the semester/quarter** of the second season of sport. Units from a course repeated to raise a grade of "D" or better **shall not be counted** to satisfy this second-season-of-sport unit eligibility rule. (Bylaw 1.6)
  - \* Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. (Bylaw 1.6.1.2)
4. I understand that once I have competed in a CCCAA-sanctioned sport, I must maintain a minimum cumulative 2.0 GPA and complete a minimum of 6 units during my last full-time term\* to continue to be eligible for any sport.
5. I understand that I may not and have not: participated or competed at another college during this season of sport and have not attended an intercollegiate athletic class. I also understand that as a member of a team sport, I may not compete/practice with any outside team in that sport during the season of that sport (See sports listed in Bylaw 3.7).
6. I have never been paid for athletic competition, have never signed a professional contract and I am an amateur in this sport.
7. I understand that I may **NOT** receive financial assistance (housing, jobs, transportation, etc.) or other special privileges for my participation in athletics.
8. I understand that to be eligible to transfer and compete at an NCAA college I may need to register with the NCAA Eligibility Center and meet specific transfer requirements.
9. **STATE DECORUM POLICY**—I understand the following offenses will result in the stated discipline plus any other sanctions deemed appropriate:
  - A. Ejection from a contest for language or unsportsmanlike conduct will result in suspension from the next scheduled contest.
  - B. Second ejection from a contest in the same season will result in a suspension from all remaining contests.
  - C. Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be suspended from participation in any CCCAA event for a period of sixty (60) months.
  - D. Physically assaulting or attempting to assault anyone (other than an official) during an event will result in ejection from that contest and suspension from the next two contests.
  - E. Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved will result in ejection from that contest and suspension from the next scheduled contest.
  - F. The use or possession of any drugs, alcohol or tobacco will result in ejection from that contest and suspension from the next two contests.
10. I authorize college authorities to release information about my athletic and academic records for the sole purpose of determining athletic eligibility, as well as my height, weight, and year in college.
11. **My initials authorize the use and publication of my likeness by the CCCAA and its member institutions:** \_\_\_\_\_
12. I understand that there are special rules for student-athletes. I understand and will abide by the above statements and all rules of athletic eligibility. Information falsely given or concealed by me will cause my college's forfeitures of all games, meets, and/or matches in which I competed, and that I may be designated ineligible for further competition. If I do not agree with any item above, my explanation is attached to this form.
13. My signature on the front of this form certifies that I have read and understand the above.



# CCCAA STUDENT-ATHLETE FORM 2 TRANSFER FORM

To

Return To

Name	_____	Name	_____
Title	_____	Title	_____
Institution	_____	Institution	_____
Email	_____	Email	_____
Fax	_____	Fax	_____

The California Community College Athletic Association (CCCAA), member Conferences and institutions review the eligibility record of all students who transfer to member institutions from other colleges and universities. We are asking for your cooperation in securing the following information for a student indicating previous attendance at your institution.

Name of Student-Athlete: (First Name, Middle Initial, Last Name):

Date of Birth: (mm/dd/yy):

Was the student enrolled and attending class?	Yes	No	If yes, dates	From _____	To _____
Was the student enrolled in and attending an intercollegiate athletics class?	Yes	No	If yes, dates	From _____	To _____
Did the student transfer to your institution?	Yes	No	Unknown		

If yes, please list the student's previous institution(s) below

Did the student participate in intercollegiate athletics <b>practice</b> at your institution?	Yes	No
Did the student enroll and participate in an intercollegiate athletics <b>class</b> at your institution?	Yes	No
Did the student <b>compete</b> in intercollegiate athletics at your institution?	Yes	No

If yes, please indicate the sport and year(s) of participation (including non-championship season scrimmages):

Sport	_____	YR/s	_____	_____	_____
Sport	_____	YR/s	_____	_____	_____
Sport	_____	YR/s	_____	_____	_____
Sport	_____	YR/s	_____	_____	_____

Did the student use a "redshirt" year at your institution?	Yes	No
--	-----	----

If yes, sport and academic year \_\_\_\_\_

Did the student receive a medical hardship at your institution?	Yes	No
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If yes, sport and academic year \_\_\_\_\_

Would this student have been academically eligible had he/she remained at your institution?	Yes	No
---	-----	----

Would this student have been athletically eligible had he/she remained at your institution?	Yes	No
---	-----	----

Signature of Person Completing Form \_\_\_\_\_

Name and Title of Person Completing Form \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

## TEAM ELIGIBILITY

### Student-Athlete Roster/Season of Competition Report



This form is to be sent to your conference commissioner twice: 1) Prior to the first contest; 2) Within 10 working days at the conclusion of the sport season.

[illegible]

Date \_\_\_\_\_

Date \_\_\_\_\_ (7/1/22)



# INJURY/ILLNESS WAIVER REQUEST

FORM 4  
SIDE 1

Per Bylaw 1.8.1, a student-athlete who, after competing, suffers a season ending injury or illness may have a year of competition reinstated for reasons of medical hardship. Medical hardship is an incapacity to continue competition due to an injury or illness that has occurred under specific conditions. The waiver request is filed with the conference commissioner in which the injury or illness occurred. Both sides of this form are to be completed (type or print) to request reinstatement of a year of competition. Guidelines follow but Bylaw 1.8.1 should be consulted for more thorough information.

- A. The injury or illness must be season ending but does not need to be the direct result of athletic participation.
- B. The waiver request must include contemporaneous medical documentation completed at the time of the diagnosis and/or treatment of the injury or illness and continuing through recovery and rehabilitation.
- C. The injury or illness must have occurred in the first half of the season and prior to the beginning of the contest or date of competition that begins the second half of the season.
- D. The student-athlete must not have participated in more than 30 percent (20% if it occurred before July 1, 2016) of the institution's completed contests or dates of competition in that sport, excluding postconference competition.
- E. The sport schedule that accompanies the FORM 4 must indicate the contests in which the athlete competed.
- F. Any computation of the percent limitation that results in a fractional portion of an event shall be rounded to the next whole number (e.g., 30 percent of a 31-game basketball schedule, 9.3 games, shall be considered 10 games) (e.g., 20 percent of a 31-game basketball schedule, 6.2 games, shall be considered 7 games).
- G. The denominator shall be the institution's completed contests in that sport.
- H. Participation in scrimmages shall not count as contests in the administration of this waiver request.
- I. Conference championship events shall be counted as one (1) contest in determining the completed events in that sport, regardless of the number of days or games involved.
- J. For the purposes of the injury/illness waiver only, tournaments and multiple team versus team events will be counted as follows:
  - 1. Individual sports - Any competition involving more than two institutions, conducted and organized as one event, at the same location and on the same day (e.g., triple-dual meets, team invitational) shall count as one contest. Each day of an individual's competition in a tournament or meet shall count as one contest.
  - 2. Team sports - An institution's participation against another institution in each contest shall count as one contest; (e.g., a four-game tournament will count as four contests, three games in a double-elimination tournament will count as three contests).
- K. For athletic purposes, if the waiver is approved the partial season of competition never existed. For academic purposes, the continuing eligibility rules apply if the waiver is for the second season of competition.

**Student-athletes who have competed beyond the limitations above or in the second half of the season shall not be eligible for a waiver of Bylaw 1.8.**

Include the following support materials:

- 1. Documentation that is contemporaneous and was completed at the time of diagnosis. Documentation includes but is not limited to intake notes, tests, surgery notes, treatments received and the like and shall cover the time period from diagnosis to well after the end of the competitive season. Statements written subsequent to diagnosis and/or not from the treating physician are not acceptable. The athletic trainer may present additional information, but it **cannot** substitute for the licensed physician's record.
- 2. Individual statistics for the season in question (if available).
- 3. An official athletic schedule for the sport season clearly indicating the contests in which the student competed.

Student-Athlete's Name		Student ID#	Today's Date
College	Conference	Sport	1 <sup>st</sup> or 2 <sup>nd</sup> season in this sport
Date of Injury	Date of Last Competition	Number of Contests/Dates of Competition by Institution	
Number of Contests or Dates of Competition by Student-Athlete		Percentage of Participation	

***I verify that the above statements are true, and I understand that, if granted, this request only affects my California community college participation. I may not have an additional year of eligibility at an NCAA college or university.***

Signature of Student-Athlete	Date	Signature of Athletic Director	Date
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***The reverse side of this form must be completed prior to its submission to the conference commissioner***

(7/1/22)



# WAIVER PROCESS WARNING

FORM 4  
SIDE 2

Student-Athlete's Name \_\_\_\_\_

## WARNING TO STUDENT-ATHLETE

It is important to understand that this waiver deals only with your athletic eligibility at a California community college. If you plan to continue your athletic competition at an NCAA four-year college or university, you may not receive the same consideration. Specifically, if this waiver is granted, your year of additional eligibility at a California community college may be considered as an additional year of competition by the NCAA.

The following bulleted points serve as a brief overview of the medical hardship waiver rules for the various levels of college competition. Please note that at all levels, medical documentation from the time of the actual diagnosis of the injury or illness will need to be submitted with the waiver request to substantiate that the injury or illness was truly "season ending."

- **NCAA Division I** – An athlete must not have participated in more than three contests or dates of competition or 30 percent (whichever is greater) of the institution's scheduled or completed contests or dates of competition and not after the halfway point of the season (based on the number of contests rather than a particular date).
- **NCAA Division II** – For injuries that occurred prior to July 1, 2017, an athlete must not have participated in more than two contests or dates of competition, 20 percent of the completed contests or dates of competition or 20 percent of the maximum number of contests or dates of competition and the competition may occur at any point during the season. For injuries that occur after July 1, 2017, an athlete must not have participated in more than three contests or dates of competition or 30 percent of the maximum permissible number of contests or dates of competition and not after the halfway point of the season (based on maximum permissible number of contests).
- **NCAA Division III** – An athlete must not have participated in more than one-third (33% of the maximum number of contests in a particular sport, plus one contest.) Determine how many contests constitute one-third of the season, and then add one. Also, the athlete must not have participated after the midpoint of the season (based on number of contests rather than a particular date).
- **NAIA** – There is a specific limit for each sport in the NAIA that applies to a hardship request. (Baseball 11 contests, Softball 6 dates, Basketball 6 contest, Swimming and Diving 2 meets, Tennis 5 dates/tournaments, Cross Country 2 meets, Football 2 contests, Track and Field 2 meets, Golf 3 contest, Volleyball 6 dates, Soccer 4 contests, and Wrestling 4 dates.) It is possible for an NAIA athlete to participate after the midpoint of the season and still qualify for a hardship waiver, but if the athlete competes after being examined by a physician for their injury or illness, their opportunity for a waiver is nullified.

If you have any questions about the waiver process, please contact your coach, athletic director, or conference commissioner before you begin your appeal for reinstatement of a season of competition in your sport.

*My signature below verifies that I have read and understand the consequences of my added eligibility according to NCAA and NAIA rules.*

Student-Athlete's Signature \_\_\_\_\_

\_\_\_\_\_ Date

## MEDICAL INFORMATION RELEASE FORM

The California Community College Athletic Association (CCCCAA) would like to inform you that under the federal Health Insurance Portability and Accountability Act (HIPAA), you have the right to privacy regarding the sharing of your medical information. All medical information is confidential and will only be used by authorized staff and trustees of the CCCCCAA to render a decision on this waiver request. The medical information used or disclosed will be specific to the injury/illness that is being considered on this Form 4.

*My signature below verifies that I hereby authorize the use of this information as stated.*

Student-Athlete's Signature (Parent, if Minor) \_\_\_\_\_

\_\_\_\_\_ Date

*My signature below verifies that I have explained the above statement to this student.*

Athletic Director's Signature \_\_\_\_\_

\_\_\_\_\_ Date

## For Official Use Only

Ruling --	Additional Year	_____	_____
	Granted	Denied	Conference Commissioner's Signature Date



# REQUEST FOR APPEAL STUDENT ELIGIBILITY

FORM 4A

**ATHLETIC DIRECTOR:** Complete this form for an appeal, which does not involve Bylaw 1.8, then forward to your conference commissioner.

*This case will not be heard unless submitted with the signature of the college president and the following documents:*

- ☐ Complete unofficial **transcripts** of the student-athlete's postsecondary record.
- ☐ A written **statement from the student** setting forth **all** supporting information and arguments.
- ☐ A confirming **statement on college letterhead written by the college athletic director** or administrator.
- ☐ **If applicable, physician's statement** identifying the special medical problem and the time-period involved.

Other: \_\_\_\_\_

Student's Name	Student ID #	Today's Date	College
		Men's	1 <sup>st</sup> Season of Sport
Article/Bylaw(s) for Waiver	Sport(s) Involved	Women's	2 <sup>nd</sup> Season of Sport
Conference			

I endorse utilizing the CCCAA's appeal process:

Signature of College President	Date
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**WARNING:** It is important to understand that this appeal is only for athletic eligibility at a *California Community College*. Continued athletic competition at an NCAA four-year college or university may not receive the same consideration. If granted, the additional year of eligibility will probably be considered an additional year of competition by the NCAA.

I understand that in pursuing this appeal, I must comply with the provisions of Article 7.4 of the CCCAA Constitution. My signature affirms that I have agreed to comply with the CCCAA Constitution's due process rules, and understand the consequences of my added eligibility according to NCAA rules.

Student-Athlete	Date
-----------------	------

My signature affirms that I have explained the warning to the student listed above.

I support this appeal:	Yes	No	College Athletic Director	Date
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Conference Commissioner's  
Recommendation is to:

Grant	Deny	Date of Recommendation	Signature
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CCCCAA Appeals Board's  
Ruling:

Granted	Denied	Date of Ruling	Signature
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# REQUEST FOR APPEAL

FORM 4A1

## STUDENT-ATHLETE MID-SEASON ELIGIBILITY REINSTATEMENT FORM

**ATHLETIC DIRECTOR:** Complete this form for student-athletes who became ineligible mid-season, then forward to your conference commissioner.

*This case will not be heard unless submitted with the signature of the college president or vice president as indicated and the following documents:*

Complete unofficial transcripts of the student-athlete's postsecondary record used for current term eligibility, including current enrollment.

A written statement from the student setting forth the circumstances that prevented them from meeting the eligibility requirements as well as definite steps the student will take to correct the issue.

A written statement on college letterhead written by the college athletic director detailing how the student-athlete will be supported to remediate their academic status.

A confirming statement on college letterhead by the student's academic advisor, counselor, or academic support personnel.

**Academic Intervention Plan and Resources the student was connected to (check all that apply)**

Academic Retention Workshop	Updated Student Education Plan (SEP)	
Tutoring	Academic/Personal Counseling	Financial Aid
Workshops	Basic Needs Resources	
Other		

Student's Name	Student ID #	Today's Date	College
		Men's	1 <sup>st</sup> Season of Sport
Article/Bylaw(s) for Waiver	Sport(s) Involved	Women's	2 <sup>nd</sup> Season of Sport
Conference			

*I support this appeal and verify that the institution is taking steps to support the student-athlete's academic intervention plan, as indicated:*

Signature of President or Vice-President	Date
--	------

**WARNING:** It is important to understand that this appeal is only for athletic eligibility at a *California Community College*.

I understand that in pursuing this appeal, I must comply with the provisions of Article 7.4 of the CCCAA Constitution. My signature affirms that I have agreed to comply with the CCCAA Constitution's due process rules and understand the consequences of my added eligibility according to NCAA rules.

Student-Athlete	Date
-----------------	------

My signature affirms that I have explained the warning to the student listed above.

I support this appeal: Yes No

Athletic Dean or Director	Date
---------------------------	------

Conference Commissioner's Recommendation is to:

Grant Deny

Date

Signature





# REQUEST FOR APPEAL

## INFRACTIONS/PENALTIES

FORM 4B

**ATHLETIC DIRECTOR:** *Complete this form for an appeal, which does not involve Bylaw 1.8, then forward to your conference commissioner.*

**THIS CASE WILL NOT BE HEARD UNLESS SUBMITTED WITH THE SIGNATURE OF THE COLLEGE PRESIDENT AND THE FOLLOWING DOCUMENTS:**

Complete written statement of the issue being appealed including the basis for the appeal.

In accordance with Article 7.4 of the CCCAA *Constitution and Bylaws*, the undersigned appeals from the attached interpretation, enforcement, and/or alleged infraction (explain the action appealed from, the *Constitution and Bylaws* section(s) involved, and the dates of all relevant activities and actions):

A written statement setting forth **all** supporting information and arguments.

A confirming statement on college letterhead written by the college president.

Relevant correspondences from all sources.

Other: \_\_\_\_\_

I understand that as a member of the California Community College Athletic Association, my college has bound itself to adhere to the CCCAA Constitution and its other rules and regulations. I understand that in participating in this appeal, my college must comply with the provisions of Article 7.4 of the CCCAA Constitution.

\_\_\_\_\_  
Name of Person Initiating Appeal      Today's Date      College

\_\_\_\_\_  
Constitution Section(s) for Waiver      Sport(s) Involved      Conference

*I endorse utilizing the CCCAA's appeal process:*

\_\_\_\_\_  
Signature of College President      Date

Conference Commissioner's  
Recommendation is to:

Grant      Deny

\_\_\_\_\_  
Date of Recommendation      Signature

CCCAA Appeals Board's  
Ruling:

Granted      Denied

\_\_\_\_\_  
Date of Ruling      Signature

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# REQUEST FOR APPEAL

## STUDENT DISABILITY ELIGIBILITY

FORM 4C  
SIDE 1

**ATHLETIC DIRECTOR:** *Complete this form for an appeal that involves a request for a waiver of any provision of the Constitution based upon a disability, then forward to your Conference Commissioner.*

**THIS CASE WILL NOT BE HEARD UNLESS SUBMITTED WITH THE SIGNATURE OF THE COLLEGE PRESIDENT AND THE FOLLOWING DOCUMENTS:**

Complete unofficial **transcripts** of the student-athlete's postsecondary record, including current enrollment.

A written **statement from the student** setting forth *all* supporting information and arguments.

A confirming **statement, on college letterhead, written by the college athletic director** or administrator.

**A physician's statement** identifying the disability and the time-period involved, OR a **DSPS statement** defining and supporting the appeal.

Other: See reverse

Student's Name	Student ID#	Today's Date	College
		Men's	1 <sup>st</sup> Season of Sport
Article/Bylaw (s) for Waiver	Sport(s) Involved	Women's	2 <sup>nd</sup> Season of Sport
Conference			

<i>I endorse utilizing the CCCAA's appeal process:</i>	Signature of College President	Date
--	--------------------------------	------

**WARNING:** It is important to understand that this appeal is only for athletic eligibility at a *California community college*. Continued athletic competition at an NCAA institution may not receive the same consideration. If granted, the eligibility may not be favorably considered by the NCAA and may cause a delay in the transfer to a four-year school for athletic competition.

I understand that in pursuing this appeal, I must comply with the provisions of Article 7.4 of the CCCAA Constitution. My signature affirms that I have agreed to comply with the CCCAA Constitution's due process rules, and understand the consequences of my added eligibility according to NCAA rules.

Signature of Student-Athlete	Date
------------------------------	------

My signature affirms that I have explained the warning to the student listed above:

I support this appeal:	Yes	No	Signature of Athletic Director	Date
------------------------	-----	----	--------------------------------	------

Conference Commissioner's  
Recommendation:

To Grant      To Deny

Date of  
Recommendation

Signature

Disabilities Appeals Board's  
Ruling:

Granted      Denied

Date of Ruling

Signature

(7/1/22)



# REQUEST FOR APPEAL

FORM 4C  
SIDE 2

The following items or explanations must accompany this appeal to the CCCCAA Disabilities Appeals Board:

---

**Disability Type.** (e.g., mobility, visual, hearing, developmental, or psychological *as it applies* to a learning disability)

**Date disability first diagnosed,** including name and title of professional evaluating and attach a copy of a signed disability documentation form.

**First disability services eligibility date on campus,** including campus evaluator's name, title and telephone number.

**List functional limitations determined** (including name, title of evaluator, if different from above). How the limits affect the student's ability to perform the activities in question. Example: Unable to complete normal class load due to processing deficits; unable to complete class assignments and exams within the expected time limits; unable to read printed material. An explanation of how this relates to the appeal.

**List academic accommodations linked to the functional limitations.** Example: Allow reduced class load to compensate for processing deficits; provide time and one-half to complete exams and assignments; provide access to reader or adaptive computerized reading software.

**Summarize history of listed accommodations used at the college.** If no accommodations were previously used, state why, if pertinent.

**Summarize why the disability appeal is reasonable** based on the data provided, including letters of support from coaches, counselors and/or teachers.

---

In summary, the CCCCAA Disabilities Appeals Board is interested in:

1. Verifying appropriate documentation of the disability by a qualified evaluator.
2. Determining disability eligibility dates and campus disability services history.
3. Understanding the nature of the disability, including existing functional limitations and academic accommodations recommended and/or utilized.
4. Making a link between the disability appeal features and the reasonableness of the appeal for the given set of circumstances.

(7/1/22)



# REQUEST FOR APPEAL EXTENUATING CIRCUMSTANCE

FORM 4D  
SIDE 1

**ATHLETIC DIRECTOR:** *Complete this form for an appeal that involves a request to reinstate a season of competition, other than an injury/illness waiver, that is based upon an extenuating circumstance, then forward to your Conference Commissioner.*

This case will not be heard unless submitted with the signature of the college president and the following documents:

Complete unofficial **transcripts** of the student-athlete's postsecondary record, including current enrollment.

A written **statement from the student** setting forth **all** supporting information and arguments.

A confirming **statement on college letterhead written by the college athletic director** or administrator.

**If applicable, physician's statement** identifying the special medical problem and the time period involved.

Other: See reverse

Student's Name	Student ID#	Today's Date (mm/dd/yy)	College
		Men's	1 <sup>st</sup> Season of Sport
Article/Bylaw (s) for Waiver	Sport(s) Involved	Women's	2 <sup>nd</sup> Season of Sport
Conference			

I endorse utilizing the CCCAA's appeal process: \_\_\_\_\_ Signature of College President \_\_\_\_\_ Date

**WARNING:** It is important to understand that this appeal is only for athletic eligibility at a **California community college**. Continued athletic competition at an NCAA institution may not receive the same consideration. If granted, the eligibility may not be favorably considered by the NCAA and may cause a delay in the transfer to a four-year school for athletic competition.

I understand that in pursuing this appeal, I must comply with the provisions of Article 7.4 of the CCCAA Constitution. My signature affirms that I have agreed to comply with the CCCAA Constitution's due process rules and understand the consequences of my added eligibility according to NCAA rules.

\_\_\_\_\_  
Signature of Student-Athlete \_\_\_\_\_ Date

My signature affirms that I have explained the warning to the student listed above:

I support this appeal: Yes No \_\_\_\_\_  
Signature of Athletic Director \_\_\_\_\_ Date

Conference Commissioner's  
Recommendation:

To Grant To Deny

\_\_\_\_\_  
Date of Recommendation \_\_\_\_\_  
Signature

CCCCAA Appeals Board's  
Ruling:

Granted Denied

\_\_\_\_\_  
Date of Ruling \_\_\_\_\_  
Signature

(7/1/22)



# REQUEST FOR APPEAL EXTENUATING CIRCUMSTANCE

FORM 4D  
SIDE 2

The following items or explanations must accompany this appeal to the CCCAA Appeals Board:

---

**Appeal Based Upon – Check One (See Bylaw 1.8.2. A/B)**

Life threatening injury/illness

Financial hardship

Other

**Contemporaneous Documentation** – documentation must be submitted dated at the time of the circumstances used as the rationale for the appeal.

**Competition Schedule** – if student competed, a schedule of contests or dates of competition must be submitted identifying the contest(s) or date(s) of competition(s) not to exceed 30% of the total number. The contest(s) or date(s) of competition must have occurred in the first-half of the sport season. **If student did not compete, filing an appeal may not be necessary – please consult your Commissioner.**

**Letters of Support** – letters of support may be submitted to provide further explanation of the circumstances but may not substitute for required documentation.

---

In summary, the CCCAA Appeals Board is interested in:

1. Verifying required documentation/complete appeal packet.
  2. Determining if appeal meets required criteria.
  3. Understanding the nature of the circumstances leading to and serving as the basis for the termination of the student's ability to participate.
- 

## 1.8.2 EXTENUATING CIRCUMSTANCES

The criteria used when considering this type of appeal shall be those applied in Bylaw 1.8 (Injury/Illness). Extenuating circumstances include, but are not limited to, the following:

- A. The student-athlete failed to complete the entire season of competition at the institution as a result of a life-threatening injury or illness suffered by a member of the student-athlete's immediate family, that clearly is supported by contemporaneous medical documentation;
- B. The student-athlete failed to complete the entire season of competition at the institution as a result of extreme financial difficulties as a result of a specific event (e.g., layoff, death in family) experienced by the student-athlete or an individual upon whom the student-athlete is legally dependent and prohibited the student-athlete from participating in intercollegiate athletics. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual upon whom the student-athlete is legally dependent.

**1.8.2.1 Review Authority:** The extenuating circumstances waiver request shall follow the appeals process as outlined in Article 7 of the *Constitution and Bylaws* utilizing the above criteria. In cases where a student-athlete does not meet the extenuating circumstances listed, following and only after review by the conference, the CCCAA Appeals Board shall have authority to review based on additional documented extenuating circumstances.



# REQUEST FOR APPEAL OF INTERPRETATION

FORM 4E

*Complete this form for an appeal of an official Constitution and Bylaws interpretation, then forward to your conference commissioner.*

**This case will not be heard unless submitted with the signature of the college president and the following documents:**

Complete written statement of the issue being appealed including the basis for the appeal.

In accordance with Article 7.4 of the CCCAA *Constitution and Bylaws*, the undersigned appeals the attached official interpretation.

A written statement setting forth **all** supporting information and arguments.

A confirming statement, on college letterhead, written by the college president.

Relevant correspondences from all sources.

Other: \_\_\_\_\_

I understand that as a member of the California Community College Athletic Association, my college has bound itself to adhere to the CCCAA Constitution and its other rules and regulations. I understand that in participating in this appeal, my college must comply with the provisions of Article 7.4 of the CCCAA Constitution.

\_\_\_\_\_  
Name of Person Initiating Appeal      Today's Date      College

\_\_\_\_\_  
Constitution Section(s) Interpreted      Interpretation Number      Conference

*I endorse utilizing the CCCAA's appeal process:*

\_\_\_\_\_  
Signature of College President      Date

Conference Commissioner's  
Recommendation is to:

Grant      Deny

\_\_\_\_\_  
Date of Recommendation      Signature

CCCAA Appeals Board's Ruling:

Granted      Denied

\_\_\_\_\_  
Date of Ruling      Signature

(7/1/22)





# REQUEST FOR WAIVER/APPEAL OF CCCAA LEGISLATION

FORM 4F

*Complete this form for a waiver/appeal of CCCAA legislation, then forward to your conference commissioner. This form is to be used when no other CCCAA form may be utilized for this request.*

**This case will not be heard unless submitted with the signature of the college president and the following documentation:**

A written statement containing the facts surrounding the waiver/appeal request as well as the reasons for the request.

A confirming statement, on college letterhead, written by the college president.

Relevant correspondence from all sources in support of the basis for the request.

Any and all supporting documentation, if applicable.

Other: \_\_\_\_\_

I understand that as a member of the California Community College Athletic Association, my college has bound itself to adhere to the CCCAA Constitution and its other rules and regulations. I understand that in participating in this waiver, my college must comply with the provisions of Article 7.4 of the CCCAA Constitution.

_____ Name of Person Initiating Waiver/Appeal	_____ Today's Date	_____ College
---	-----------------------	------------------

_____ Legislation (Article/Bylaw) requests be waived/appealed	_____ Conference
--	---------------------

*I endorse utilizing the CCCAA's waiver process:*

_____ Signature of College President	_____ Date
---	---------------

Conference Commissioner's  
Recommendation is to:

Grant      Deny

_____ Date of Recommendation	_____ Signature
---------------------------------	--------------------

CCCAA Appeals Board's Ruling:

Granted      Denied

_____ Date of Ruling	_____ Signature
-------------------------	--------------------

(7/1/22)



# PROPOSED AMENDMENT

FORM 5A  
SIDE 1

For Office Use Only: Proposal Number \_\_\_\_\_

**Review CCCAA Constitution Article 8.** Provide in detail the prescribed information. This material must be submitted electronically (attached to email in MSWord format), with a signed copy emailed in PDF format *and all copies received* by the CCCAA Director of Membership Services **by October 1.** (Adopted 2/12/15 effective 7/1/15)

Name of Originator \_\_\_\_\_ For (Conference/Sport/Affiliate Organization) \_\_\_\_\_ Date \_\_\_\_\_

**Must specify effective date:** July 1 Year: \_\_\_\_\_

Sport \_\_\_\_\_

Article # \_\_\_\_\_ Bylaw # \_\_\_\_\_ Sport Championship Handbook # \_\_\_\_\_

**Proposed Revisions** (Show existing wording and proposed revision. **Do not** “cut and paste” from pdf file. **Underline additions (new wording)** and **strikethrough deletions.** (Note: To underline or ~~strikethrough~~, highlight word/s, then click on font menu and make selection. To enter a tab space, use “control” “tab”.)

**Intent** (Briefly state *how* the proposal will *improve/benefit* the current regulation):

**Rationale** (Briefly state *why* the change is needed. What problem is being solved with this legislation?):

**Impact Regarding Gender Equity, Diversity, and Inclusivity:**

**Data** (if applicable, provide data to substantiate the proposed legislation):

**Financial Impact** (use additional pages if necessary)

☐ **If affecting event budget:** Provide **existing budget** and **budget for proposal** (include team/personnel travel expenses, equipment, facilities, etc.)

☐ **If affecting college budget:** Provide **dollar amount increases/decreases by category**, i.e., change in required personnel, equipment, facilities, etc.

# PROPOSED AMENDMENT

**FORM 5A**  
**SIDE 2**

--

Article # \_\_\_\_\_ Bylaw # \_\_\_\_\_ Sport \_\_\_\_\_  
Championship Handbook # \_\_\_\_\_

_____ Name of Originator	_____ Name of President/Chair/Commissioner For: Conference/Sport Coaches Association/Affiliate Organization etc.	_____ Name of CCCAA MC Sport Rep, if applicable
-----------------------------	--	---

_____ Signature of Originator	_____ Signature of President/Chair/Commissioner For: Conference/Sport Coaches Association/Affiliate Organization etc.	_____ Signature of CCCAA MC Sport Rep, if applicable
----------------------------------	---	--



# PROPOSED AMENDMENT-TO-THE-AMENDMENT

FORM 5B  
SIDE 1

Amendment Proposal Number \_\_\_\_\_

(As provided on preliminary  
notice.)

**Review CCCAA Constitution Article 8.** Provide in detail the prescribed information. This material must be submitted electronically (attached to email in MSWord format), with a signed copy emailed in PDF format **and all copies received** by the CCCAA Director of Membership Services **by January 15.** (Adopted 2/12/15 effective 7/1/15)

Name of Originator \_\_\_\_\_ For (Conference/Sport/Affiliate Organization) \_\_\_\_\_ Date \_\_\_\_\_

**Must specify effective date:** July 1 (Year) \_\_\_\_\_

Article # \_\_\_\_\_ Bylaw # \_\_\_\_\_ Sport \_\_\_\_\_  
Sport Championship Handbook # \_\_\_\_\_

**Proposed Revisions:** Please provide changes to the original proposal using a **red** / **green** font. Show existing wording and proposed revision. **Do not** "cut and paste" from pdf file. **Underline additions (new wording)** and **strikethrough-deletions**. (Note: To **underline** or **strikethrough**, highlight word/s, then click on font menu and make selection. To enter a tab space, use "control" "tab".)

**Intent** (Briefly state how the amendment-to-the-amendment will *improve/benefit* the current regulation):

**Rationale** (Briefly state why the amendment-to-the-amendment is needed. What problem is being solved with this legislation?):

**Impact Regarding Gender Equity, Diversity, and Inclusivity** (Fill in only if change from original proposal is needed):

**Financial Impact** (Complete financial information only if change from original proposal is needed. Use additional pages if necessary):

- ☐ **If affecting event budget:** Provide **existing budget** and **budget for proposal** (include team/personnel travel expenses, equipment, facilities, etc.)

(7/1/22)

# PROPOSED AMENDMENT-TO-THE-AMENDMENT

FORM 5B  
SIDE 2

☐ **If affecting college budget:** Provide *dollar amount increases/decreases by category*, i.e., change in required personnel, equipment, facilities, etc.

--

Sport \_\_\_\_\_

Article # \_\_\_\_\_ Bylaw # \_\_\_\_\_ Championship Handbook # \_\_\_\_\_

\_\_\_\_\_  
Name of Originator

\_\_\_\_\_  
Name of  
President/Chair/Commissioner  
For: Conference/Sport Coaches  
Association/Affiliate Organization

\_\_\_\_\_  
Name of CCCAA MC Sport Rep,  
if applicable

\_\_\_\_\_  
Signature of Originator

\_\_\_\_\_  
Signature of  
President/Chair/Commissioner  
For: Conference/Sport Coaches  
Association/Affiliate Organization

\_\_\_\_\_  
Signature of CCCAA MC Sport  
Rep, if applicable



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# REQUEST FOR INVESTIGATION

**FORM A**  
**SIDE 1**

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
College/Conference Requesting Investigation

\_\_\_\_\_  
Person Requesting Investigation/Position

\_\_\_\_\_  
Constitution Article(s) Related to the Alleged Violation (List Article Numbers)

I support this request:

Yes      No

\_\_\_\_\_  
**Signature:** Athletic Director of College Requesting Investigation

\_\_\_\_\_  
Date

I support this request:

Yes      No

\_\_\_\_\_  
**Signature:** President of College Requesting Investigation

\_\_\_\_\_  
Date

***WHENEVER POSSIBLE,  
PROBLEMS SHOULD BE RESOLVED AT THE COLLEGE AND CONFERENCE LEVELS.  
ATHLETIC DIRECTORS SHOULD FIRST CONTACT THE RESPECTIVE ATHLETIC DIRECTOR  
AND IF NECESSARY THE RESPECTIVE CONFERENCE COMMISSIONERS.***

Using the college letterhead stationery, explain the allegation in detail and submit it with this FORM A.

Be objective and complete in your statement.

Include specific information identifying exact times, dates, locations, and names of people involved.

Also include any other pertinent information which will assist in the investigation.

**WHEN *ALL* AVAILABLE INFORMATION IS COMPLETE, PLEASE FORWARD TO:**

**EXECUTIVE DIRECTOR  
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION  
2017 O STREET  
SACRAMENTO, CA 95811-5211**

*\* Individuals requesting an investigation will need to send their request to their respective conference.*

(7/1/22)



# REQUEST FOR INVESTIGATION

FORM A  
SIDE 2

**Constitution Article 7.4 defines due process procedures. In addition, if a college wishes the CCCAA Executive Director to investigate an alleged *Constitution and Bylaws* violation, the following procedure will be utilized:**

**Below is the procedure to be followed by the Office of the CCCAA Executive Director's involving cases initiated by the use of this FORM A, Request for Investigation:**

- A. Initiators will utilize FORM A, Request for Investigation. FORM A must be submitted to the CCCAA Executive Director by the athletic director and president of the college making the request. Attached with the form must be an objective explanation reporting the exact dates, time, locations, and names of those people involved. Any other pertinent information should be included.
- B. Upon receiving the FORM A and its attachments, the CCCAA Executive Director will send copies of the materials and procedures to the president of the college against whom the allegation has been made and the conference commissioners involved.
- C. In accordance with Article 7.4 guidelines, the college will be given 48 hours to respond verbally to the CCCAA Executive Director with respect to the allegations.
- D. At that time, it will be the responsibility of the CCCAA Executive Director to use one or more of the following options:
  1. Accept the college's proposal for responding to the allegation.
  2. Call upon the conference commissioner to provide advice and background information.
  3. Appoint an investigator to establish and/or clarify the facts of the case.
  4. Establish a date for a visit by the CCCAA Executive Director with those identified as being involved in the case. The CCCAA Executive Director may wish to interview all parties including students, staff, and any other individuals involved in the case.
- E. Upon completion of the investigation, the CCCAA Executive Director will report the findings and recommendations directly to the CCCAA Board. The CCCAA Board may:
  1. Grant or deny the recommendation of the CCCAA Executive Director.
  2. Render its own interpretation.
  3. Impose penalties on the involved college(s), its employee(s), and/or its student(s).
  4. Refer the matter to the CCCAA Board for review.
  5. Waive any provision of the *Constitution and Bylaws*.
  6. Take other action which it considers necessary or appropriate.

**Throughout the process, Article 7.4 will be utilized.**



# REQUEST FOR OFFICIAL INTERPRETATION

FORM B

**Complete this form to request an official interpretation of the Constitution & Bylaws by the Constitution Committee as per Article 7.2.1.**

**Submitted by or on behalf of**

**Date**

**Article/Bylaw Reference**

**Briefly describe the factual specifics of the situation or incident for the requested interpretation**

**Interpretation #**

**Date Issued**

(7/1/22)



# OUT-OF-STATE STUDENT CONTACT RECORD

FORM C

**This form shall be completed by all student-athletes who are from outside the State of California.**

Name of California Community College \_\_\_\_\_

Full Legal Name \_\_\_\_\_ Phone # \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

State/Country \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

High School/College last attended \_\_\_\_\_ State/Country \_\_\_\_\_ Sport(s) \_\_\_\_\_

## **Financial Responsibilities/Guidelines:**

- Out of State student-athletes must pay non-resident enrollment fees until California residency is established. Based on criteria established by the State Chancellor's Office, the college office of admissions and records has the authority to change residency status after one year and a day.
- Student-athletes may apply for: financial aid, loans, and federal work study.  
<https://studentaid.gov/>

## **California Community College Recruiting and Subsidization Guidelines:**

- Colleges can provide **information only** regarding employment opportunities, matriculation, housing, financial aid, etc.
- Colleges **may not** provide any manner of service of financial assistance to prospects or student-athletes that is not available to all other students.
- Any commitment by a college representative to provide other financial support not available to the general student population would be a violation of the CCCAA Constitution/Bylaws and if a student-athlete accepts this support they may be declared ineligible for athletic competition.

General Estimated Costs			
Out-of-State Cost per Semester		Out-of-State Cost per Quarter	
Tuition		Tuition	
Fees		Fees	
Housing		Housing	
Food	Tuition cost	Food	Tuition cost
Books	based on 12 units	Books	based on 12 units
Transportation	@ \$0	Transportation	@ \$0
Parking	per unit,	Parking	per unit,
Miscellaneous	per term	Miscellaneous	per term
<b>Total</b>		<b>Total</b>	

As a Prospective Student-Athlete, I am officially declaring my intention to enroll at \_\_\_\_\_ and participate in intercollegiate athletics. I understand that signing this form does not obligate me to attend this college. I certify that I have read this document and fully understand both the guidelines for recruitment and financial commitment associated with my attendance at a California Community College.

Student-Athlete

Date

Parent/Guardian (if student is under 18)

Date

(7/1/22)



# REQUEST FOR SPORT AUGMENTATION FUNDS

FORM D

Submit completed form to:  
SPORT AUGMENTATION REQUEST  
CCCAA  
2017 O STREET  
SACRAMENTO, CA 95811-5211

**This form must be submitted no later than three weeks prior to the CCCAA meeting before the season of the planned activity.** The CCCAA Board shall consider requests at its CCCAA Board meeting.

Sport	Site	Date of Event
Event Manager	Submitted by	\$ Amount Requested

List below the budget plan for your postconference competition, asterisk (\*) items that would be eliminated from the budget without support from the Sports Augmentation Account. Include your proposed budget with this form.

**ESTIMATED INCOME:** (Main headings; i.e., ticket sales, sponsor)

Source:

Amount:

- 1.
- 2.
- 3.

\$  
\$  
\$

Total: \_\_\_\_\_

**ESTIMATED EXPENSES:** (Main headings; i.e., game administration, awards)

Item:

Cost:

- 1.
- 2.
- 3.
- 4.
- 5.

\$  
\$  
\$  
\$  
\$

Total \_\_\_\_\_

**Amount Requested: \$**

**NOTE:** These funds are to be returned to the Sports Augmentation Account before any reimbursements are made.  
(These funds should not be considered income—they are an expense.)

\_\_\_\_\_  
Signature, Event Manager

\_\_\_\_\_  
Signature, CCCAA Sport Representative

\_\_\_\_\_  
College

\_\_\_\_\_  
Date Submitted

(7/1/22)



# AFFILIATE ORGANIZATION REQUEST FOR ANNUAL DUES INCREASE

FORM E

**Affiliate Organization Request for Annual Dues Increase**—Completed form due to the CCCAA Affiliate Organization Management Council Representative prior to annual Management Council summer business meeting.

Name/Title of Affiliate Organization Representative	Date
Affiliate Organization	
Financial Institution ( <i>Bank of Deposit, Fund Management</i> ); Include Address	

Current Annual Membership Dues:	
Proposed Annual Membership Dues:	
Amount of Annual Increase:	

**Intent** (Briefly state how the proposal will *improve/benefit* the affiliate organization):

--

**Rationale** (Briefly state why the increase is needed):

--

7/1/22



# AFFILIATE ORGANIZATION ANNUAL FINANCIAL REPORT

**Form F**

<b>Name of Affiliate Organization:</b>			
<b>Financial Institution:</b>			
<b>Fiscal year:</b>			
<b>Federal ID Number:</b>			
<b>Gross Receipts of Less than \$5,000:</b>			
<b>Annual Return Filed by November 15 of Previous Year:</b>		Yes Yes	No No

<b>INCOME</b>		<b>Budget</b>	<b>Actual</b>
	Beginning Balance		
	Sponsorship		
	Donations		
	Membership/Dues		
	Other		
	<b>Total Income:</b> ➡		

<b>EXPENSES</b>	<b>Management and General</b>		
	Membership/Dues		
	Website		
	Statistician		
	Tech Support		
	Directory		
	Printing		
	Supplies/Office Expenses		
	Other:		
	Other:		
	Other:		
	<b>Subtotal:</b> ➡		
	<b>Conventions and Meetings</b>		
	Fall Meeting		
	Spring Meeting		
	CCCAA Convention		
	Travel Reimbursements		
	Coaches Association Meetings		
	Other:		
	Other:		
	Other:		
	<b>Subtotal:</b> ➡		
	<b>Championships</b>		
Awards Banquet			
Showcase			
Showcase Insurance			
Awards			
Program			
T-Shirts/Promotional Items			
Hospitality			
Other:			
Other:			
Other:			
<b>Subtotal:</b> ➡			
Other:			
Other:			
Other:			
<b>Subtotal:</b> ➡			
<b>Total Expenses</b> ➡			
	Total Income		
	Total Expenses		
	Total Balance		



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# SPORTS HALL OF FAME NOMINATION

**FORM H**  
**SIDE 1**

---

Nominee Last Name, First, MI

---

Today's Date

---

Nominee Home Address, Street, City, State, Zip Code

---

Nominee E-mail Address

---

Nominee Telephone Number

---

College Staff Representative

---

College

**NOMINATION FOR:**      *Service*   OR   *Athletic*   **RECOGNITION**

---

**Below is Bylaw 7.6 providing the procedures and criteria for the nomination of candidates to the California Community College Sports Hall of Fame. It is important to follow each requirement specifically. Nominations shall be judged from the information submitted with this form.**

## **7.6            SPORTS HALL OF FAME**

### **7.6.1        ATHLETIC NOMINATION CRITERIA**

- A. The nominee must have exhibited outstanding athletic success; having achieved the highest level of accomplishment in his/her sport at a California community college and/or by continued demonstration of his/her abilities following California community college competition.
- B. The nominee must have exhibited outstanding qualities of leadership, citizenship, and academic performance.
- C. The nominee must have a strong recommendation from a California community college or from persons with knowledge of the nominee's qualifications.
- D. The nominee shall be deceased, or there shall be extenuating circumstances, or a minimum of seven (7) years shall have elapsed since the completion of the California community college competition on which the award is based. *(Adopted & effective 6/27/11)*

(7/1/22)



# SPORTS HALL OF FAME NOMINATION

**FORM H**  
**SIDE 2**

## **7.6.2**

### **Service Nomination Criteria**

- A. The nominee must have demonstrated efforts to improve or enhance the quality of athletic competition in the California community colleges. This effort shall be demonstrated by such service as:
1. Participation as a member of athletic administrative bodies such as the CCCAA, California Community College Athletic Directors Association, or as a sports chairperson, sport liaison, or in other athletic leadership endeavors.
  2. Sponsorship of state-level activities such as state sport championships or regional tournaments, meets, or matches involving large numbers of California community college athletes.
  3. An active involvement in his/her community. This especially pertains to the relationship between the California community college, its sports programs, and the community.
  4. The nominee shall be deceased, or there shall be extenuating circumstances, or a minimum of five (5) years shall have elapsed since the completion of the most recent service on which the award is based. *(Adopted & effective 6/27/11)*
- B Each nominee must have a strong recommendation from a California community college or from persons with knowledge of the nominee's qualifications.

## **7.6.3**

### **Selection of the Sports Hall of Fame Nominees Procedures**

#### **7.6.3.1**

All nominations must include the following materials:

- A. FORM H, Sports Hall of Fame Nomination.
- B. A biographical sketch of the person being nominated.
- C. The recommendations of the college nominating the individual.
- D. At least three (3) letters of recommendation describing the accomplishments of the nominee.

#### **7.6.3.2**

Nominations shall meet the following time schedule:

- A. September 1—Call for nominations for the Sports Hall of Fame shall be issued from the Awards Committee through the Executive Director's office.
- B. October 20—All nomination forms must be submitted to the Executive Director ([awards@cccaasports.org](mailto:awards@cccaasports.org)).
- C. Annual Convention—The Sports Hall of Fame inductees shall be honored at the Annual Sports Hall of Fame Banquet, held at the Annual Convention.



# APPEAL TO CHANGE ATHLETIC CONFERENCE MEMBERSHIP

FORM M

This form and an accompanying letter is to be initiated by the president of the institution wishing to change conference membership. The president's letter and Form M shall be sent to each of the conference's college presidents, the conference commissioner, and the CCCAA Executive Director notifying them of the appeal. *(See Bylaw 5.2.)*

*The appeal must be submitted prior to the first Friday in April*

College	President's Signature	Date of Request
---------	-----------------------	-----------------

*Present* **Conference (A)**

**Conference B** *in which membership is requested*

Reason for leaving Conference A:

Reason for requesting Membership in Conference B:

**Conference A Vote:**

Yes      No      Abstain

\_\_\_\_\_  
Signature of Conference A President

**Conference B Vote:**

Yes      No      Abstain

\_\_\_\_\_  
Signature of Conference B President

**Return form to your conference commissioner  
Send a copy to the president of the college requesting change**

(7/1/22)



# VOTE ON CHANGE OF ATHLETICS CONFERENCE MEMBERSHIP

FORM N

This form is to be completed by both affected conference commissioners (conferences A & B). One vote is to be cast by each conference college president. The completed form is to be forwarded to the appealing college president, conference college presidents, and the CCCAA Executive Director by the 2<sup>nd</sup> Friday in May.

---

## Conference A: *Present Conference*

Name of Conference A	Commissioner's Signature	Date
----------------------	--------------------------	------

Total Vote of Conference A:	Yes	No	Abstain
-----------------------------	-----	----	---------

Conference Recommendation:

## Conference B: *Conference in which membership is requested*

Name of Conference B	Commissioner's Signature	Date
----------------------	--------------------------	------

Total Vote of Conference B:	Yes	No	Abstain
-----------------------------	-----	----	---------

Conference Recommendation:

## To be completed by the CCCAA Executive Director's Office:

CCCAA Recommendation:

Executive Director's <i>Signature</i>	Date
---------------------------------------	------

(7/1/22)



# POSTCONFERENCE COMPETITION EVALUATION

FORM P  
SIDE 1

The CCCAA Management Council (MC) shall evaluate all postconference events as close to the conclusion of the activity as possible. The MC Sport Representative, with input from the coaches association, will make an evaluation report to the Postconference Competition Review Committee. In order to allow the evaluation report to be as specific as possible, the following questions should be answered.

Sport/Event	Date	Person Reporting	College
-------------	------	------------------	---------

Please complete and return this evaluation to the CCCAA Executive Director's office with a copy to the MC Sport Representative and sport coaches' association president. ***Please answer each question with as much detail as possible. Use additional paper if needed.***

## 1. The Event (Games, Meets, or Matches)

- a. Was your event format appropriate to provide championship competition?

- b. Please explain any problems which may have affected your event:

- c. What are your suggestions for the elimination of event problem(s)?

## 2. Competition

- a. How did the number of qualifiers affect your event?

- b. How did the event schedule affect competition?

- c. What are your suggestions for the improvement of competition?

## 3. Finance

- a. Was your planned budget realistic?

- b. Were there costs you did not foresee? If so, what were they?

- c. If applicable, what was the relationship with your event sponsor?

(7/1/22)

**4. Site**

a. Did your event site accommodate postconference competition needs?

---

b. Was the site easily reached by participating teams?

---

c. What are your suggestions for future site selection?

---

**5. Awards**

a. Were the awards delivered on time? Were they in good condition?

---

b. Were the awards adequate?

---

**6. Meet Management:**

a. What are your suggestions for the improvement of event administration?

---

b. Did you receive guidance from your CCCAA Sport Representative or the Executive Director's office? Please comment:

---

**7. Recommendations:**

a. What are your recommendations for the betterment of your sport's postconference competition?

---

b. What advice would you give next year's event manager?

---

c. Any additional comments will be appreciated!

---

**Return to: FORM P**  
**CCCAA**  
**2017 O STREET**  
**SACRAMENTO, CA 95811-5211**



# POSTCONFERENCE COMPETITION FORMAT EVALUATION

FORM P1

Sport (Indicate: Men's or Women's) \_\_\_\_\_ Year \_\_\_\_\_

MC Sport Representative \_\_\_\_\_ College \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Coaches Association President \_\_\_\_\_ College \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

## CCCAA REGIONALS

Format Description: \_\_\_\_\_

Number qualifying to: North \_\_\_\_\_ South \_\_\_\_\_ Financed by \_\_\_\_\_

North: \_\_\_\_\_  
Site(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Event Manager(s) \_\_\_\_\_ College \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

South: \_\_\_\_\_  
Site(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Event Manager(s) \_\_\_\_\_ College \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

## CCCAA STATE CHAMPIONSHIP

Format Description: \_\_\_\_\_

Number qualifying from Regionals to State Championship: \_\_\_\_\_

North \_\_\_\_\_ South \_\_\_\_\_ Financed by \_\_\_\_\_

Site(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Event Manager(s) \_\_\_\_\_ College \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Date of Last PC Change \_\_\_\_\_ Date of Last Sport Championship Handbook Change \_\_\_\_\_

Recommendations for Change: \_\_\_\_\_

Effective Date \_\_\_\_\_

Return to: FORM P1 ♦ CCCAA ♦ 2017 O STREET ♦ SACRAMENTO, CA 95811-5211

(7/1/22)





## STATEMENT OF COMPLIANCE

**This statement of compliance is to verify that our college shall adhere to the CCCAA Constitution and Bylaws rules and regulations.**

The athletic administrators of our college have reviewed the contents, interpretations, and implications of the current *CCCAA Constitution and Bylaws* with our staff, employees, representatives, and each person who works with the athletic program, with additional emphasis on rules of recruitment, eligibility, decorum, and sport seasons. In addition, the college will complete by November 1 a Statement of Compliance Title IX Gender Equity Form (FORM R-4) regarding state and federal Title IX laws pertaining to interests and abilities for men and women for the preceding year. We affirm that our representatives shall adhere to its rules and regulations. We understand that violations of the *CCCAA Constitution and Bylaws* may subject our college and/or personnel to penalties: *(Adopted 4/1/10 effective 7/1/10) (Adopted & effective 8/3/10)*

_____ Administrative Representative (Type/Print) (The administrator to whom the AD reports)	_____ <i>Signature</i>	_____ <i>Date (mm/dd/yy)</i>
---	---------------------------	---------------------------------

_____ Athletic Director (Type/Print) Both      Men      Women	_____ <i>Signature</i>	_____ <i>Date (mm/dd/yy)</i>
---	---------------------------	---------------------------------

_____ Athletic Director, if applicable (Type/Print) Men      Women	_____ <i>Signature</i>	_____ <i>Date (mm/dd/yy)</i>
--	---------------------------	---------------------------------

This statement shall be completed and electronically filed (email attachment) with the CCCAA Director of Membership Services, with a copy sent to the conference commissioner, and the original retained on file in the president's office on campus, by **August 27** of each year. Failure to file this form by **August 27** will result in the forfeiture of all completed contests. *(Adopted 4/6/07 effective 4/6/07) (Adopted 2/12/15 effective 7/1/15)*

_____ President (Type/Print)	_____ <i>Signature</i>	_____ <i>Date (mm/dd/yy)</i>
---------------------------------	---------------------------	---------------------------------

\_\_\_\_\_  
College

**Please electronically submit (email attachment) Form R-1 to [kzedonis@cccaasports.org](mailto:kzedonis@cccaasports.org) and your conference commissioner.** *(Adopted 2/12/15 effective 7/1/15)*



# STATEMENT OF IN-SERVICE TRAINING

**FORM R-2**  
SIDE 1

*A Statement of In-Service Training shall be submitted electronically (email attachment) to the CCCAA Director of Membership Services, a copy sent to the conference commissioner, and the original retained in the president's office on campus by August 27, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws. Updated Statements of In-Service Training shall be filed as above, upon completion of each additional in-service training meeting, throughout the year. (Adopted 2/12/15 effective 7/1/15)*

College	Date of In-Service Training	
Athletic Director Name (print/type)	Signature	Date

Please list all representatives who are involved in the athletic program, and have them sign and date below upon completion of the in-service training.

**By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws, have passed the Compliance Exam, and that I have received a copy of the CCCAA Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the CCCAA Constitution and Bylaws, and understand that violations of the CCCAA Constitution and Bylaws may subject myself, students, program, and the college to penalties: (Adopted 2/12/15 effective 7/1/15)**

Print/Type Name	Sport or Area	Title	Passed Exam	In-Service	Signature	Date

Additional signature blocks on Side 2

(7/1/22)





STATEMENT OF COMPLIANCE OF  
TITLE IX GENDER EQUITY

FORM  
R-4

*(Adopted 4/1/10 effective 7/1/10) (Adopted 6/22/11 effective 7/1/12) (Adopted & effective 7/2/12) (Adopted 3/28/13 effective 7/1/13) (Adopted 2/12/15 effective 7/1/15)(Adopted 4/2/15 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Revised 3/31/16 effective 7/1/16)*

In compliance with State Ed Code Sections 78223, 66271.6, 66271.8, and 67360 et seq. and Federal gender equity laws pertaining to equitable athletic participation opportunities for men and women, respective community colleges, governed under the California Community College Athletic Association, must complete and report the three-part test as indicated on this Form R-4. The three-part test includes: (1) participation proportionate to full-time undergraduate enrollment; or (2) continued program expansion for the underrepresented gender; or (3) fully and effectively accommodating the underrepresented gender. This report provides a member institution with the opportunity to demonstrate compliance using the "three part test," but does not assess compliance with the program components identified by the Federal Office of Civil Rights.

This Form R-4 shall be completed, signed, and electronically submitted (email attachment), along with verification that the most-recent Equity in Athletics Disclosure Act (EADA) Report has been filed and locked, to the CCCAA Director of Membership Services and a copy to the all-sports conference commissioner by November 1 of each year. The original is to be retained in the President's office on campus, as well as a copy in the College's Title IX Coordinator's office. Failure to complete and file all pages of the Form R-4 and verification that the EADA Report has been filed by November 1 will result in the forfeiture of all completed contests until the form is received by the CCCAA Office. Verification can be provided by submitting an electronic copy of the completion certificate available on the bottom of the Survey Navigation /Status screen of the EADA by the individual who submitted/locked the online EADA Survey or a screenshot of the EADA webpage which states the EADA Survey was locked. See completed example at <http://www.cccaasports.org/services/gender>

*Please type (tab to the blank lines) to complete the information in the spaces provided*

College

Title IX  
Coordinator  
(Name)  
(Job title)

Academic Year Reported  
(Same as EADA Report)

Phone

Email

TEST ONE: PARTICIPATION PROPORTIONATE TO FULL-TIME UNDERGRADUATE ENROLLMENT

Please indicate the rates of full-time undergraduate enrollment and athletic participation. For a formal definition of "participation." please visit the following link to CCCAA Gender Equity: <http://www.cccaasports.org/services/gender>.

Rates of Athletic Participation Compared to Rates of Full-time Undergraduate Enrollment										
Program	Rate of Full-time Undergraduate Enrollment		Rate of Participation in Athletics						Does the college comply with substantial proportionality: (If average team size is less than the number needed to reach exact proportionality, then the college does not comply with Test One.)	
	Total Number	Percentage (%)	Total Number	Percentage (%)						
Women										
Men										
Totals										
Compare full-time enrollment % to athletic participation % to determine underrepresented gender. Fill in the cells below accordingly: (Columns per above headings)					Exact Proportionality for Underrepresented Gender*	Number Needed to Reach Exact Proportionality for Underrepresented Gender	# of Teams Currently Offered for Under-represented Gender	Average Team Size for Under-represented Gender		
Under-represented									Yes	No
Over-represented										

\* For an example of exact proportionality calculations, please visit the following link to CCCAA Gender Equity: <http://www.cccaasports.org/services/gender>



For the underrepresented gender in the athletic program, list the number of athletic participation opportunities added since 1972 or the founding of the college (if after 1972). Provide roster sizes in both the year of implementation and the current Reporting year. If a team was eliminated (suspended), report roster size for the year the team was eliminated (suspended):

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# STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

---

FORM  
R-4

Please describe the practices and procedures by the college to identify existing athletic interests and abilities, respond to those interests, and expand the program for the underrepresented gender to meet those interests. Note any currently-approved plan for program expansion:

Type here:

For further information regarding Test Two, please visit the Gender Equity page from the CCCAA website: <http://www.cccaasports.org/gender.asp>



# STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

## FORM R-4

### TEST THREE: FULLY AND EFFECTIVELY ACCOMMODATE THE UNDERREPRESENTED GENDER

An institution meets Test Three if it offers every team for the underrepresented sex for which there is sufficient interest and ability for a viable team and sufficient competition for that team in the area where the institution's teams normally compete. If the three factors of interest, ability, and available competition exist for a team not currently offered to the underrepresented gender, then the institution does not meet Test Three. For additional information please see the April 10, 2010 "Dear Colleague" letter from the Office of Civil Rights posted on the Gender Equity page of the CCCAA website at:

<http://www.cccaasports.org/services/gender>

Please provide the total number of applicants interested in athletic participation in the following sports for summer, fall, and spring terms. Also, indicate the dates for data collection and method of survey distribution.

Dates of data collection: From \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Method of distribution: \_\_\_\_\_

NUMBER OF COLLEGE APPLICANTS INTERESTED IN ATHLETIC PARTICIPATION IN SPECIFIC SPORTS <i>(One Full Academic Year)</i>						
Women's Sports		Number Interested		Men's Sports		Number Interested
Badminton				Badminton		
				Baseball		
Basketball				Basketball		
Beach Volleyball						
Bowling				Bowling		
Crew/Rowing				Crew/Rowing		
Cross Country				Cross Country		
Fencing				Fencing		
Field Hockey				Football		
Golf				Golf		
Gymnastics				Gymnastics		
Lacrosse				Lacrosse		
Skiing/Snowboarding				Skiing/Snowboarding		
Soccer				Soccer		
Softball						
Swimming/Diving				Swimming/Diving		
Tennis				Tennis		
Track & Field				Track & Field		
Volleyball				Volleyball		
Water Polo				Water Polo		
Wrestling				Wrestling		
Other:				Other:		



# STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM  
R-4

Additionally:

- 1) For the underrepresented gender, identify the sports offered in the high school interscholastic athletic programs in your recruitment areas that are not currently offered your intercollegiate program. Also, identify whether the number of students participating at the high school level suggests that there would be enough interest and ability to offer a team in that sport at your institution. Please use the CIF data that is available on the Gender Equity page of the CCCAA website under Membership Services.

Sport(s) not currently offered in program	Number of students participating in high schools within the recruitment area	College interest survey results

- 2) For any sports identified under step 1, identify whether there is enough competition at an appropriate competitive level for that sport in the area where your current intercollegiate teams normally compete.

Sport(s) identified under step 1	Intercollegiate competition available (A) or not available (N/A) in the area, based on institution's mile radius* of competition:		Action Plan	Outcome
	Miles			
	A	N/A		
	A	N/A		
	A	N/A		
	A	N/A		
	A	N/A		
	A	N/A		

- 3) Within the reporting year, how many written requests have been submitted to the College or athletic department to initiate additional sports?

Number: \_\_\_\_\_ Sports: \_\_\_\_\_

Again, if there is sufficient interest and ability for a team not currently offered, and there is sufficient competition at an appropriate level for that team, then the institution does not comply with Test Three.

For further information regarding Test Three, please refer to Valerie Bonnette's *Title IX and Intercollegiate Athletics: How It All Works — In Plain English* on pages 52-53, or visit the Gender Equity page from the CCCAA website at: <http://www.cccaasports.org/services/gender>





# STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

## FORM R-4

Upon completion, the institution's athletic director(s), Title IX coordinator, and college president must sign this Form R-4 and forward a copy, along with verification that the most-recent Equity in Athletics Disclosure Act (EADA) Report has been filed and locked, to the CCCAA Director of Membership Services and a copy to the all-sports conference commissioner by November 1 of each year. The original is to be retained in the President's office on campus, as well as a copy in the College's Title IX Coordinator's office. Failure to complete and file all pages of the Form R-4 and verification that the EADA Report has been filed by November 1 will result in the forfeiture of all completed contests until the form is received by the CCCAA office.

Please indicate which of the three tests the institution meets for compliance with Title IX by checking the appropriate box below

Test One - Participation Proportionate to Full-time Undergraduate Enrollment

Test Two - Continuing Practice of Program Expansion for the Underrepresented Gender

Test Three - Fully and Effectively Accommodate the Underrepresented Gender

Program is Under Review\*

\*Programs under review will be provided with recommendations for compliance by the CCCAA Board or designate. Failure to comply with the recommendations may result in the college being deemed "not in good standing" per Article 1.5.4.G.

**Disclaimer:** An institution's compliance status under the three-part test does not affect or determine the institution's compliance with the other 12 program components reviewed under Title IX (i.e., scholarships, equipment, scheduling, travel, tutoring, coaching, facilities, medical and training facilities and services, housing and dining facilities and services, publicity, support services, and recruitment of student-athletes).

The signatures below indicate that the Form R-4 process has been completed as required in Article 1.5.4.G

---

Name of Institution

---

Athletic Director (type or print)

---

*(Please sign)*

---

Date (mm/dd/year)

---

Additional Athletic Administrator (type or print)  
*(if applicable)*

---

*(Please sign)*

---

Date (mm/dd/year)

---

Title IX Coordinator (type or print)

---

*(Please sign)*

---

Date (mm/dd/year)

---

College President (type or print)

---

*(Please sign)*

---

Date (mm/dd/year)

(7/1/22)



# CCCAA SCHOLAR-ATHLETE AWARD NOMINATION

FORM S  
SIDE 1

Student Last Name, First, MI College

Student Address: Street, City, State, Zip

Student ID# Student Telephone No. Student Email Address

Sport(s) Conference Date

## COLLEGE CHECK LIST

- ☐ Form S
- ☐ Final Transcripts
- ☐ 3 Recommendation Letters
- ☐ Athlete Participation Report

*Have you included  
all of the above?*

**Below is Bylaw 7.3 providing the procedures and criteria for the nomination of candidates to the CCCAA Scholar-Athlete Award. It is important to follow each requirement specifically. Nominations shall be judged from the information submitted with this form.**

## 7.3 Scholar-Athlete Award

### 7.3.1 Scholar-Athlete Award Criteria

- A. **SCHOLARSHIP** - The candidate must have excelled academically with a cumulative grade point average (for all postsecondary work starting with the first season of competition in collegiate sports) of 3.5 or above on a 4.0 scale in at least 36-semester or 58-quarter units of postsecondary credit.
- B. **PARTICIPATION** - The candidate must demonstrate outstanding citizenship characteristics. These may be illustrated by the candidate's activity in athletic leadership, the holding of a student body office, or by participating in college and community activities that have goals of good citizenship. Candidates shall conduct themselves in a manner that will bring credit to the student, the institution, intercollegiate athletics, and the California community colleges.
- C. **ATHLETICS** - The candidate must have participated in at least two (2) seasons of sport at a California community college. Multi-sport student-athletes are eligible in each sport of participation.
- D. **RECOMMENDATION** - The candidate must have three (3) strong recommendations from a California community college or from persons with knowledge of the candidate's qualifications (one [1] including the athletic participation records/honors).

### 7.3.2 Selection of Scholar-Athlete Nominees Procedures

Colleges of students nominated for the Scholar-Athlete Award must complete the following requirements:

- A. Submit FORM S, Scholar-Athlete Award Nomination, which has been completed by the student and the college.
- B. Submit the nominee's final transcripts of all postsecondary work.
- C. Submit a minimum of three (3) letters of recommendation on behalf of the student. At least two (2) of the three (3) letters must be from college faculty or administration that represents different institutional divisions. One (1) letter must include a summary of the nominee's athletic participation records within the recommendation letter.

# CCCAA SCHOLAR-ATHLETE AWARD NOMINATION

**FORM S**  
**SIDE 2**

D. Nominations shall meet the following time schedule:

1. October 1 - College nominees must be to the conference commissioner's office.
2. October 15 - Conference nominees must be to the CCCAA Office of the Executive Director ([awards@cccaasports.org](mailto:awards@cccaasports.org)), including the following:
  - a. The nominee's final spring semester transcripts.
  - b. A summary of all the nominee's athletic records, including most recent spring accomplishments.
3. State awards will be announced prior to March 1 of each year.
4. Awards will be presented at the CCCAA Annual Convention.

7.3.3 The Scholar-Athlete Award criteria shall be evaluated by all selection committees using the following weighted standards:

- A. SCHOLARSHIP: 40 percent
- B. PARTICIPATION (in activities other than intercollegiate athletics that demonstrate good citizenship while enrolled in the community college): 15 percent
- C. RECOMMENDATIONS: 15 percent
- D. ATHLETICS: 30 percent

7.3.4 COLLEGE SCHOLAR-ATHLETE AWARD — Each college will nominate students as candidates for their Conference Scholar-Athlete Award. By being placed in nomination, the student shall automatically be the recipient of the College Scholar-Athlete Award. The college nomination procedure shall be as follows:

- A. Nominations shall be open to all student-athletes who meet the criteria for the Scholar-Athlete Award.
- B. The college screening committee of three (3) people shall consist of the college voting representatives to the conference as defined in Article 5.3.3.
- C. One (1) female and one (1) male nominee shall be selected as the college nominee to the conference. The names of the nominees shall be forwarded with the necessary materials to the conference commissioners by October 1 of each year.

7.3.5 CONFERENCE SCHOLAR-ATHLETE AWARD

- A. Each conference shall nominate candidates for this award. Nominees who have participated in football only conferences shall be considered by the colleges' all sport conference for the award.
- B. Conferences shall designate a Scholar-Athlete Award screening committee of six (6) people, made up of two (2) representatives from each category and identified in Article 5.3.3. The conference committee shall represent as many conference colleges as possible.
- C. Conferences with fewer than twelve (12) member colleges shall nominate one (1) female and one (1) male Scholar-Athlete to represent the conference for statewide consideration. Conferences with twelve (12) or more colleges shall nominate two (2) female and two (2) male scholar-athletes to represent the conference for statewide consideration. Nominees are to be forwarded to the CCCAA Executive Director ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 15.
- D. Conference nominees shall include final spring semester transcripts and a summary of the nominee's spring activities and accomplishments.

7.3.6 STATE SCHOLAR-ATHLETE AWARD — The Awards Committee shall select one (1) female and one (1) male as State Scholar-Athlete Award winners.

- A. At each step in the selection process, nominees shall be appropriately honored for their achievement as college, conference, and state scholar-athletes.
- B. A State Scholar-Athlete Honor Roll has been established to include and recognize all conference nominees for the State Scholar-Athlete Award. This Honor Roll is kept and updated yearly by the CCCAA Office of the Executive Director.
- C. Appropriate awards emblematic of the high stature of this achievement shall be presented to the winners of the State Scholar-Athlete Award.



# SCHOLAR TEAM AWARD NOMINATION

FORM T

SIDE 1

College

Date

Conference

Sport

Men or

Women

Total No. of Team Members

Cumulative GPA

## COLLEGE CHECK LIST

- ☐ Form 3
- ☐ Highest 2 or 5 percent \*
- ☐ Lowest 2 or 5 percent\*
- ☐ Recommendation Letters (2)
- ☐ Team Record Summary
- ☐ Form T, Sides 1 and 2
- \* With transcripts

*Have you included all of the above?*

Below is Bylaw 7.4 providing the procedures and criteria for the nomination of candidates to the Scholar Team Award. It is important to follow each requirement specifically. Nominations shall be judged from the information submitted with this form:

## 7.4 SCHOLAR TEAM AWARD

### 7.4.1 SCHOLAR TEAM AWARD CRITERIA

- A. SCHOLARSHIP: 80 points maximum. To qualify, all team members listed on Form 3 who have completed and used a season of sport, must have excelled academically with a total team GPA of 3.0 on a 4.0 scale. To be eligible for the award, 80 percent of the team members on the final Form 3 must have completed 12 or more units (full-time student status) for the semester.
- B. ATHLETICS: 20 points maximum. The team shall have completed the season of sport and shall have demonstrated better than average accomplishments in intercollegiate athletic competition.
- C. RECOMMENDATION: The team shall have a strong written recommendation from its college personnel of choice.

### 7.4.2 SELECTION OF SCHOLAR TEAM AWARD NOMINEES PROCEDURES

- A. A FORM T, Scholar Team Award Nomination, shall be completed and certified by the college athletic administrator.
- B. Nominations shall meet the following time schedule:
  1. Nominations shall be submitted from the college to the conference commissioner by:
    - FALL SPORTS, INCLUDING BASKETBALL—the last Friday in March
    - SPRING SPORTS—October 1
  2. Conferences shall review nominations for accuracy and select one team per sport to be forwarded to the CCCAA Executive Director (awards@cccaasports.org) by:
    - FALL SPORTS, INCLUDING BASKETBALL—the second Friday in April
    - SPRING SPORTS —October 15
- C. Team and student-athlete grade point average (GPA) shall be totaled by using the results of all course work records for each athlete during the semester/quarter of that sport participation. No summer semester course records past the completion of the season of sport shall be used.
- D. The application shall include the units attempted, grade points, and cumulative GPA for *each* team member during that sport season. List all team members completing and using a season of sport participation as on FORM 3. List participants in descending GPA order.
  1. Verify that 80 percent of all athletes listed on the final Form 3 completed by semester in a full-time status (minimum of 12 units completed). The team GPA will be calculated by dividing the team total grade points by the team total units; i.e., ten (10) participants: 360 grade points , 120 units attempted = 3.0 TEAM GPA.
  2. On the final FORM 3, asterisk all students who have completed and used a season of sport. Only those students who finish the sport season shall qualify.
  3. Include transcripts of the two (2) students or 5 percent (whichever is greater) with the highest GPA and the two (2) students or 5 percent (whichever is greater) with the lowest GPA. Include all units attempted for each student as defined in this section.
  4. A summary of the team's athletic season record including, but not limited to, win/loss record, conference standing, or similar accomplishments
  5. At least two (2) letters of recommendation on behalf of the total team membership.
- E. Nominated teams shall include the following **minimum** numbers of participants as defined in section D.2 above. A team with fewer members shall not qualify: Scholar Team Award Minimum Number of Participants:  
Badminton 6; Baseball 16; Basketball M&W 10; Beach Volleyball 12; Cross Country M&W 6; Football 40; Golf M&W 6; Soccer M&W 12; Softball 12; Swim M&W 12; Tennis M&W 8; Track & Field M&W 12; Volleyball M&W 9; Water Polo M&W 12; Wrestling 10.
- F. The Awards Committee will choose a winner for each sport. Awards will be presented at the annual spring CCCAA Convention.
- G. Appropriate awards shall be presented to the college of a Scholar Team Award winner.





# ACADEMIC ALL-STATE AWARD NOMINATION

FORM U  
SIDE 1

*Please forward completed nomination form to the appropriate coaches association president. (See Appendix A for address information.)*

College _____			North _____
			South _____
Sport _____	Men or _____	Women _____	Date _____

## COLLEGE CHECK LIST

- ☐ Form 3
- ☐ Transcripts for each nominee
- ☐ Form U, Sides 1 and 2

***Have you included all of the above?***

## 7.5 ALL-STATE ACADEMIC TEAM AWARD

- 7.5.1 The appropriate California community college sport coaches association shall determine how award winners are recognized until such time as a sponsor is found to support the cost of awards on behalf of the CCCAA.
- 7.5.2 The college's athletic counselor or designated person will monitor this process on campus.
- 7.5.3 The designated person will nominate, for each sport, those athletes who have a grade point average of 3.5 or higher in twenty-four (24) or more units accumulated from the beginning of their first season of competition in that sport. The nominations will be forwarded on a FORM U to the respective sport coaches association.
- 7.5.4 Every student-athlete that meets the criteria in 7.5.3 will be a member of that sport's All-State Academic Team. The selection of the All-State Academic Team will be forwarded to the CCCAA Awards Committee ([awards@cccaasports.org](mailto:awards@cccaasports.org)) for approval and distribution to the colleges and the media.
- 7.5.5 Criteria for Selection
- A. All nominees must have completed at least one (1) season of competition with a minimum of twenty-four (24) units accumulated from the beginning of their first season of competition.
  - B. All nominees must have a minimum GPA of 3.5 in those accumulated units. Transcripts must be submitted with the nomination.
- 7.5.6 The Process:
- A. Nominees are identified and recorded on FORM U, Side 2. Use separate forms for each team.
  - B. Submit each nomination form to the appropriate sport coaches association president. Sport coaches associations verify the all-state team from the nominations submitted by the colleges.
  - C. The all-state academic teams are forwarded to the Awards Committee ([awards@cccaasports.org](mailto:awards@cccaasports.org)).
- 7.5.7 Timelines Reviewed:
- A. All fall team nominations, including basketball are to be submitted to sport coaches association presidents by October. Spring sport nominations are to be submitted to sport coaches association presidents by February 1.
  - B. Sport coaches associations of fall sports, including basketball, shall forward their selections to the CCCAA ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by October 15. Sport coaches associations of spring sports shall forward their selections to the CCCAA ([awards@cccaasports.org](mailto:awards@cccaasports.org)) by February 15.

(7/1/22)

**FORM U**  
**SIDE 2**

Conference

## Women

[illegible]

\*For sports such as golf and tennis, submit names and GPAs only.

Date \_\_\_\_\_

Date \_\_\_\_\_

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# APPOINTMENT OF VOTING & ALTERNATE DELEGATES TO THE CCCAA ANNUAL CONVENTION

FORM X

Organization: \_\_\_\_\_

College, **or** Conference, **or** Affiliate Organization, **or** Coaches Association

Date (mm/dd/yy) \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER**—Please use this form to appoint your college or affiliate organization delegate and alternate to the CCCAA Convention. Electronically submit (email attachment) by **February 1** to the CCCAA Director of Membership Services. Each person you identify as a delegate (voting or alternate) will receive confirmation of his or her voting status via email. Your delegates must register for the CCCAA Convention before assignment of a voting status is applied. Please encourage them to register online and pre-pay the CCCAA Convention fee by February 1. *(Adopted 2/12/15 effective 7/1/15)*

PLEASE NOTE: Each college and affiliate organization shall be granted one (1) vote, provided the delegate and alternate have been certified using this form and the process defined in CCCAA Constitution & Bylaws, Article 8.3.6.2.

## VOTING DELEGATE

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Title \_\_\_\_\_

College or Conference or Affiliate Org/SCA \_\_\_\_\_

Email Address \_\_\_\_\_

## ALTERNATE DELEGATE

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Title \_\_\_\_\_

College or Conference or Affiliate Org/SCA \_\_\_\_\_

Email Address \_\_\_\_\_

## PREPARER

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

College or Conference or Affiliate Org/SCA \_\_\_\_\_

Email Address \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER (CEO)** — (College Pres., Conference Commissioner, **or** Affiliate Org./Sport Coaches Assoc. (SCA) Pres.)

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

**CEO's Signature** \_\_\_\_\_

**Date (mm/dd/yy)** \_\_\_\_\_

*For additional information call: CCCAA Director of Membership Services: 916-444-1600*

(7/1/22)





# FORM 5A

## PROPOSAL FEEDBACK FORM

FORM Y

Proposal Number

Constitution Committee flags this proposal as

Acceptable with Reservations

Major Concerns

Please refer to the following concrete, specific evidence and feedback as to why the proposed legislation is in jeopardy of failing:

(7/1/22)

## LEGISLATIVE PROCESS

Individuals may recommend amendments to the following groups for submission to the legislative process:

CCCAA Board

CCCAA Management Council

### Conferences

Bay Valley Conference

Big 8 Conference

Central Valley Conference

Coast Conference

Golden Valley Conference

Inland Empire Athletic Conference

Orange Empire Conference

Pacific Coast Athletic Conference

South Coast Conference

Western State Conference

Northern California Football Conference

Southern California Football Association

Conference Commissioners

### Affiliate Organizations

3C4A (Academic Advisors)

4CA (Coaches Association Presidents)

ACCCES (Eligibility Specialists)

CCCADA (Athletic Directors)

CCCATA (Athletic Trainers)

CCCPEKDA (Physical Education, Kinesiology and Dance)

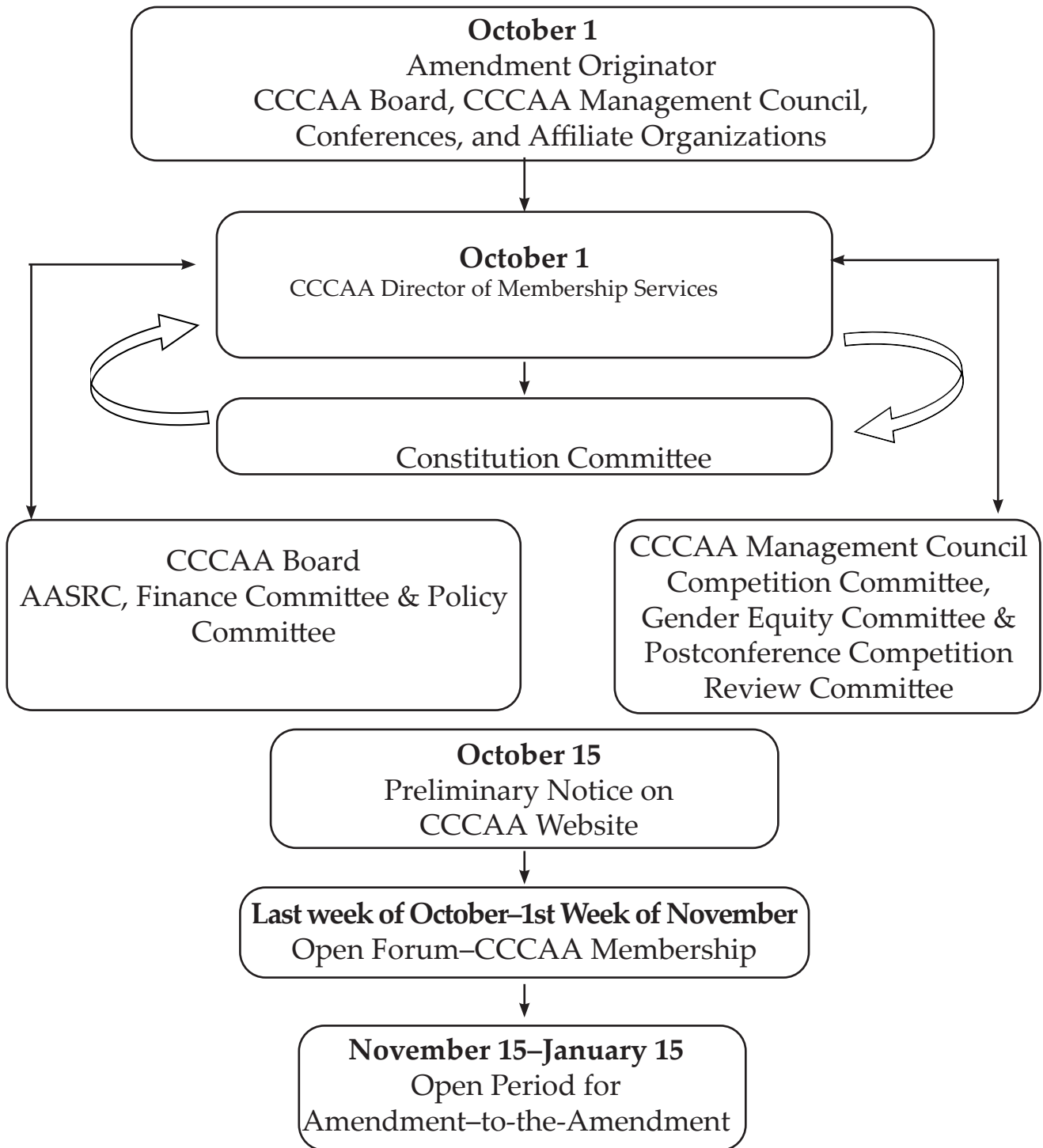
CCCSIA (Sports Information)

Sport Specific Coaches Associations

## Amendment Originator\*

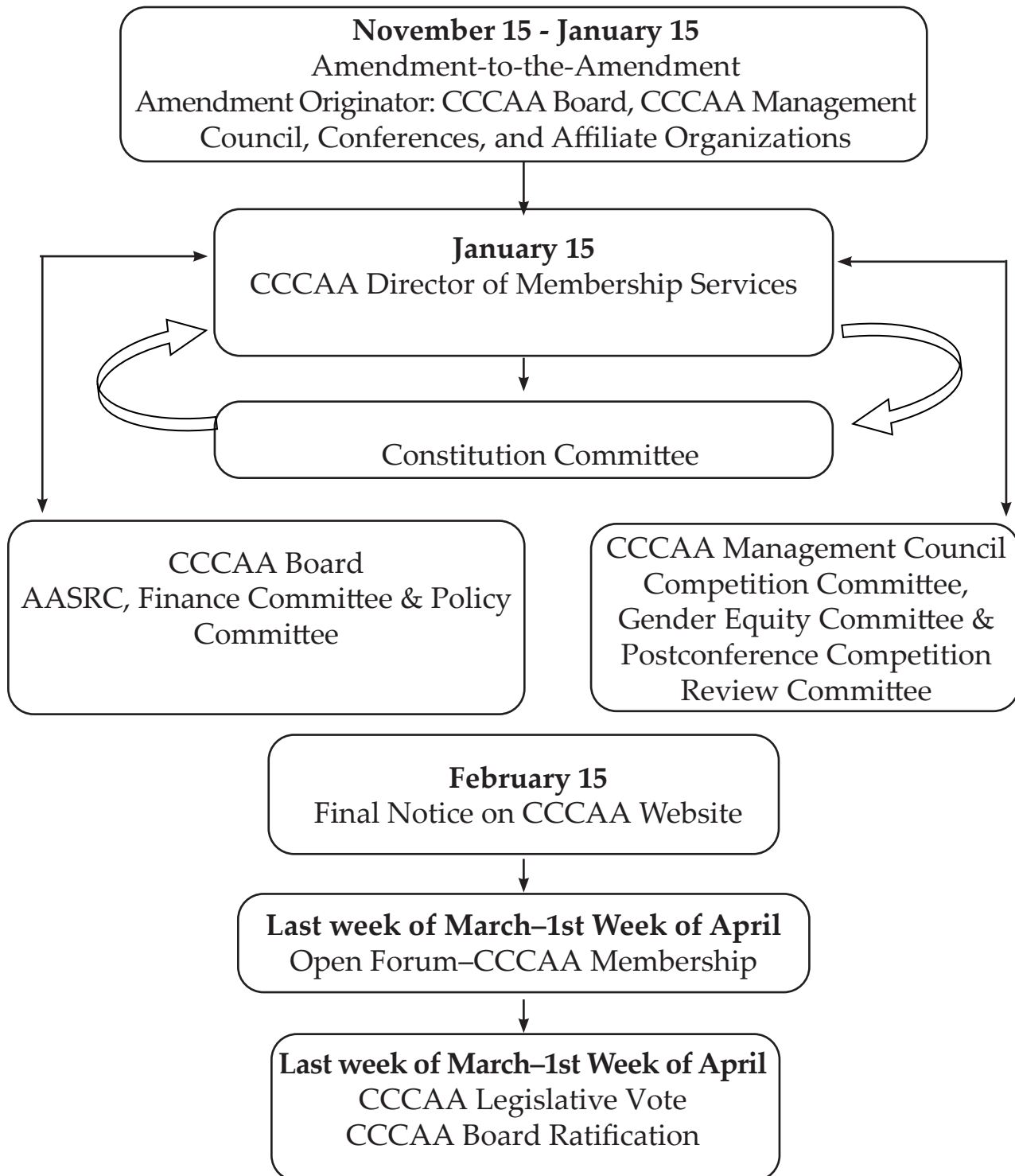
\* Originator: Amendment Request Form 5A shall be submitted electronically (Form 5A–MSWord format sent as email attachment) to the CCCAA Director of Membership Services by October 1. Signed copies shall also be emailed in PDF format by October 1. Amendment-to-the-Amendment Request Form 5B shall be submitted electronically (Form 5B–MSWord format sent as email attachment) to the CCCAA Director of Membership Services by January 15. Signed copies shall also be emailed in PDF format by January 15. *(Revised 2/12/15 effective 7/1/15) (Revised & effective 9/2/16)*

## Legislative Process Flowchart —Part 1—



Note: The CCCAA Office of the Executive distributes all phases of proposed legislation.

## Legislative Process Flowchart — Part 2 —



## **CCCAA LEGISLATIVE CALENDAR**

### **October 1**

Submission by Originator - Form 5A Proposed Amendment

### **October 1–October 15**

Committee Review - Proposed Amendments

### **October 15**

Preliminary Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org)

### **Last Week of October –1st Week of November**

Fall Conference Open Forum Review - Proposed Amendments

### **November 15–January 15**

Form 5B Amendment-to-the-Amendment Period

### **January 15**

Final Submission - Form 5B Proposed Amendment-to-the-Amendment

### **January 20–February 10**

Committee Review - Proposed Amendment-to-the-Amendment

### **February 1**

Certification of Voting Delegate and Alternate Delegate (Form X)

### **February 15**

Final Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org)

### **Last Week of March–1st Week of April**

CCCAA Convention - Legislative Session

**October 1**  
**Submission by Originator - Form 5A Proposed Amendment**

## **8.4 SUBMITTING PROPOSED AMENDMENTS**

- 8.4.1 In order to submit a proposed amendment, the originator must obtain the support of one (1) of the groups listed below *(Revised 3/31/16 effective 7/1/16)*
- A. CCCAA Board
  - B. CCCAA Management Council
  - C. Conference
  - D. CCCAA Affiliate Organizations
  - E. CCC Sport Specific Coaches Association
  - F. Conference Commissioners
- 8.4.2 Proposed Amendment Request Form 5A
- 8.4.2.1 Proposed amendments to the Constitution and Bylaws and championship handbooks must be submitted in writing using Form 5A, Proposed Amendment Request, to the CCCAA Director of Membership Services. Form 5As are available online at <http://www.cccaasports.org/about/forms>. The Form 5A shall be signed by the originator and by the chairperson or president of the originator's representative group as listed in Article 8.4.1. *(Adopted 2/12/15 effective 7/1/15)*
- 8.4.2.2 All sections of the Form 5A, Proposed Amendment Request, shall be completed, including, but not limited to:
- A. Statements of intent, limited to not more than 50 words.
  - B. Statements of rationale, limited to not more than 200 words.
  - C. Impact on gender equity, diversity and inclusivity. *(Revised 10/27/20 effective 11/6/20)*
  - D. Impact on finance as it would affect budget(s) of the governing bodies of the CCCAA, its member colleges, conferences, affiliate organizations, and/or sport coaches associations.
- 8.4.2.3 Format—The Form 5As shall be submitted via email in MSWord format with a signed copy received via email in PDF format. *(Adopted 2/12/15 effective 7/1/15)*
- 8.4.2.4 Submission Deadline—The deadline for submitting proposed amendments (Form 5A) shall be October 1.

**October 1–October 15**  
Committee Review - Proposed Amendments

**8.5 PROCESS FOR REVIEWING PROPOSED AMENDMENTS BY CCCAA COMMITTEES**

- 8.5.1 Assigned Amendments—The CCCAA Executive shall assign each amendment to the appropriate committee(s) for evaluation and shall designate a subcommittee of the CCCAA Board, or CCCAA Management Council, or form an ad hoc committee when no appropriate committee exists.
- 8.5.2 Meetings for Amendment Review—The CCCAA committees with responsibility to review proposed amendments shall meet face-to-face or telephonically with meetings to be scheduled prior to October 15. *(Revised 3/30/17 effective 7/1/17)*
- 8.5.3 Position Statement—The position of the appropriate committee(s) shall be printed with the relevant amendment in the preliminary notice. (See Article 8.6)
- A. Constitution Committee—As a standing committee of the CCCAA Board, the Constitution Committee shall review proposed amendments and filter for accuracy all legislation prior to publication via the preliminary notice.
- B. Policy Committee—As a standing committee of the CCCAA Board, the Policy Committee shall review proposed legislation and filter for accuracy all legislation prior to publication via the preliminary notice. *(Adopted & effective 2/12/15)*
- C. Finance Committee—As a standing committee of the CCCAA Board, the Finance Committee shall review proposed legislation and filter for accuracy all legislation with financial impact prior to publication via the preliminary notice.
- D. Academic and Athletic Standards Review Committee (AASRC)—As a standing committee of the CCCAA Board, the AASRC shall review proposed legislation and filter for accuracy all legislation with academic impact prior to publication via the preliminary notice. *(Adopted & effective 6/14/18)*
- E. Competition Committee—As a standing committee of the CCCAA MC, the Competition Committee shall review proposed amendments and filter for accuracy all operational amendments prior to publication via the preliminary notice.
- F. Postconference Competition Review Committee (PCRC)—As a standing committee of CCCAA MC, the PCRC shall review proposed amendments affecting postconference competition prior to publication via the preliminary notice.

- G. Gender Equity Committee—As a standing committee of the CCCAA MC, the Gender Equity Committee shall review proposed legislation and filter for gender equity impact. *(Adopted 3/29/18 effective 7/1/18)*

**October 15**

Preliminary Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org)

## **8.6 PRELIMINARY NOTICE**

The preliminary notice containing the proposed amendments, proposed effective date, rationale, intent, and committee comments shall be posted to the CCCAA website, [www.cccaasports.org](http://www.cccaasports.org), no later than October 15.

**Last Week of October –1st Week of November**

Fall Conference Open Forum Review - Proposed Amendments

## **8.7 CCCAA MEMBERSHIP REVIEW**

The CCCAA membership shall have the opportunity to hold a discussion for review of all proposed amendments at an open forum of the CCCAA Fall Conference to be held during the period of the last week of October and first week of November.

**November 15–January 15**

Form 5B Amendment-to-the-Amendment Period

## **8.8 LEGISLATIVE AMENDMENT-TO-THE-AMENDMENT**

Originators of proposed amendments must submit amendments to the original amendments using Form 5B, and such amendments-to-amendments must be received at the CCCAA Director of Membership Services no later than January 15. *(Adopted 2/12/15 effective 7/1/15)*

Format—The Form 5Bs shall be submitted via email in MSWord format with a signed copy received via email in PDF format. *(Adopted 2/12/15 effective 7/1/15)*

### **8.8.1 Amendment-to-the-Amendment Period**

Amendment-to-the-amendment recommendations shall be submitted to the CCCAA Director of Membership Services during the amendment-to-the-amendment period of November 15 through January 15. No amendment-to-the-amendment shall be proposed after January 15. *(Adopted 2/12/15 effective 7/1/15)*



**January 15**

**Final Submission - Form 5B Proposed Amendment-to-the-Amendment**

**8.8.1 Amendment-to-the-Amendment Period**

Amendment-to-the-amendment recommendations shall be submitted to the CCCAA Director of Membership Services during the amendment-to-the-amendment period of November 15 through January 15. No amendment-to-the-amendment shall be proposed after January 15. (*Adopted 2/12/15 effective 7/1/15*)

**January 20–February 10**

**Committee Review - Proposed Amendment-to-the-Amendment**

**8.8.2 Process for CCCAA committee review of amendments-to-the-amendments**

8.8.2.1 Assigned Amendments-to-the-Amendments—The CCCAA Executive shall assign each amendment-to-the-amendment to the appropriate committee(s) for evaluation and shall designate a subcommittee of the CCCAA Board or CCCAA Management Council, or form a special committee when no appropriate committee exists.

8.8.2.2 Meetings for Amendments-to-the-Amendments Review—The CCCAA committees with responsibility to review proposed amendments-to-the-amendments shall meet face-to-face or telephonically with meetings to be scheduled between January 20 and February 10 for the purpose of reviewing proposed amendments-to-the-amendments.

8.8.2.3 Position Statement—The position of the appropriate committee(s) shall be printed with the relevant amendment-to-the-amendment in the final notice.

- A. Constitution Committee—As a standing committee of the CCCAA Board, the Constitution Committee shall review proposed amendments-to-the-amendments and filter for accuracy all amendments-to-the-amendments prior to publication via the final notice. The Constitution Committee may deem a proposed amendment as “inappropriate” and deny further consideration by deeming it Failed in Committee.

Failed in Committee – The Constitution Committee may fail a proposed amendment when the proposed amendment is not in harmony with the purpose and values of the CCCAA as provided in Article 1. Once failed by the Constitution Committee, the proposed amendment shall be denied further consideration. (*Revised 3/30/17 effective 7/1/17*)

- B. Policy Committee—As a standing committee of the CCCAA Board, the Policy Committee shall review proposed amendments-to-the-amendments prior to

publication via the final notice. *(Adopted & effective 2/12/15)*

- C. Finance Committee—As a standing committee of the CCCAA Board, the Finance Committee shall review proposed amendments-to-the-amendments with a financial impact prior to publication via the final notice.
- D. Academic and Athletic Standards Review Committee (AASRC)—As a standing committee of the CCCAA Board, the AASRC shall review proposed amendments-to-the-amendments and filter for accuracy all legislation with academic impact prior to publication via the preliminary notice. *(Adopted & effective 6/14/18)*
- E. Competition Committee—As a standing committee of the CCCAA MC, the Competition Committee shall review proposed amendments-to-the-amendments that are operational in nature and filter for accuracy prior to publication via the final notice.
- F. Postconference Competition Review Committee (PCRC)—As a standing committee of CCCAA MC, the PCRC shall review proposed amendments-to-the-amendments affecting postconference competition prior to publication via the final notice.
- G. Gender Equity Committee—As a standing committee of the CCCAA MC, the Gender Equity Committee shall review proposed amendments-to-the-amendments for gender equity impact. *(Adopted 3/29/18 effective 7/1/18)*

- 8.8.3 Exception, CCCAA Board—The CCCAA Board may propose amendments-to-the-amendments without meeting these procedural requirements, provided that in each instance, the proposed amendment-to-the-amendment has been approved by a two-thirds ( $\frac{2}{3}$ ) majority of the CCCAA Board and copies are distributed before or during the business or legislative session.

**February 1**  
**Certification of Voting Delegate and Alternate Delegate (Form X)**

**8.3.6.2 Certification and Voting of Delegates**

8.3.6.2.1 The certification and voting of delegates shall be conducted as follows:

- A. Each CCCAA member college president, conference, affiliate organization president, and sport coaches association president shall designate, using Form “X” submitted to the CCCAA Director of Membership Services, received electronically (email attachment), by February 1, one (1) primary delegate who shall be entitled to cast one (1) vote on behalf of the designating entity. This process will be used to certify the “primary” delegate. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*
- B. Each CCCAA member college president, conference, affiliate organization

president, and sport coaches association president shall designate, using Form “X” submitted to the CCCAA Director of Membership Services, received electronically (email attachment), by February 1, one (1) alternate delegate who shall be entitled to cast one (1) vote on behalf of the designating entity in place of the primary delegate. This process will be used to certify the “alternate” delegate. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*

- C. Should circumstances require a change in the appointed delegate(s) after the filing of the original nomination, the institution may, by filing an amended Form X, change its voting delegate(s). The amended form may only be filed if a Form X was previously submitted to the CCCAA Director of Membership Services by February 1. Additionally, the amended form must be received electronically (email attachment) by the CCCAA Director of Membership Services at least five (5) working days prior to the opening session of the convention. Only employees of the member college may be designated as a delegate. No proxy voting is allowed. These rules are not subject to appeal. *(Adopted & effective 3/27/12) (Adopted 2/12/15 effective 7/1/15)*
- D. A delegate shall not represent any active member college, conference, affiliate organization, or sport coaches association, unless the delegate actually is identified with such member, and has been certified as a voting delegate.
- E. Once the member college, conference, affiliate organization, or sport coaches association has certified its primary and alternate voting delegates, transferring the voting rights between or among them is a matter of judgment of the certifying entity, inasmuch as the voter and alternate have been approved as voters.
- F. The same delegate may represent an active member college, conference, and an affiliate organization, or sport coaches association. If the same delegate represents multiple entities with the right to vote, the delegate shall have a maximum of two (2) votes.
- G. Whenever the CCCAA votes on any question by roll call, either written or via voice, on demand of any delegate, the names of delegates as they vote shall be checked by the CCCAA staff in order to verify the authority of the voter.

**February 15**

Final Notice - Posted to [www.cccaasports.org](http://www.cccaasports.org)

## **8.9 FINAL NOTICE**

- 8.9.1 The final notice containing the proposed amendments, including amendments-to-the-amendments, proposed effective date, rationale, intent, and committee comments shall be posted to the CCCAA website, [www.cccaasports.org](http://www.cccaasports.org), not later than February 15.
- 8.9.2 Only those amendments and amendments-to-the-amendments on the final notice

shall be considered at the legislative session of the annual convention.

**Last Week of March–1st Week of April  
CCCAA Convention - Legislative Session**

### **8.3 CONVENTION AND MEETINGS**

- 8.3.1 Annual Convention—There shall be an annual convention during the last week of March and/or first week of April or at such other time as may be prescribed by the CCCAA Board.
- 8.3.2 Special Convention—A special convention may be called by the CCCAA Board.
- 8.3.3 Establishment of Program—Annual or Special Convention: The program of the legislative session of an annual or special convention shall be established by the CCCAA Board, in part by recommendation of the CCCAA Management Council and Office of the CCCAA Executive.
  - 8.3.3.1 Change in Program—Once adopted by a majority vote of the delegates at the convention, the order of business established in the program may be changed or suspended only by a two-thirds ( $\frac{2}{3}$ ) majority vote of the delegates present and voting.
- 8.3.4 Other Convention Arrangements—All other arrangements for a convention or other meetings shall be made by the CCCAA Executive, subject to the direction and approval of the CCCAA Board.
- 8.3.5 Legislative Sessions—When determined necessary by the CCCAA Board, an annual or special convention shall include a legislative session to enable the CCCAA membership to act on proposed legislation as written in the final notice. (See Article 8.9)
- 8.3.6 Annual or Special Convention Delegates
  - 8.3.6.1 Each of the following entities shall be entitled to one (1) vote:
    - A. Member College Delegates—Each member college shall be entitled to one (1) vote.
    - B. CCC Conference Delegates—Each CCC conference shall be entitled to one (1) vote.
    - C. CCCAA Affiliate Organization Delegates—Each CCCAA affiliate organization shall be entitled to one (1) vote.
    - D. CCC Sport Coaches Association Delegates—Each CCC sport coaches association shall be entitled to one (1) vote.
- 8.3.8.5 Voting

- 83.8.5.1 Methods—The methods of voting at a convention shall be by voice, any voting technology allowing an accurate tally of votes, and/or roll call in accordance with the following procedures:
- A. Voice Vote: Voice voting shall be permitted only on items requiring a majority vote. The presiding officer shall determine whether or not to use voice voting. In the taking of a voice vote, if the presiding officer is in doubt, or on request of a voting delegate, the vote may be retaken using voting technology, or roll call.
  - B. Voting Technology—Voting technology that provides an accurate count may be used to determine motions requiring a simple majority, two-thirds ( $\frac{2}{3}$ ) majority, or three-quarters ( $\frac{3}{4}$ ) majority vote.
  - C. Roll Call—Voting by roll call shall be conducted only when so ordered by a majority of the eligible delegates present and voting, after the making of an undebatable motion to vote in that manner.
- 83.8.5.2 Voting Requirement/Classification Determination—The CCCAA Board, upon recommendation of the Constitution Committee, shall be authorized to determine the voting requirements for an amendment when the voting requirement is not obvious from the content or context of the legislation.
- 83.8.5.3 Reconsideration—Before the adjournment of the Business/Legislative Session, an affirmative or negative vote on an amendment may be subjected to one (1) motion for reconsideration of that action by any member that voted on the prevailing side in the original consideration.
- 83.8.5.4 CCCAA Board Override—The CCCAA Board may, by a three-quarters ( $\frac{3}{4}$ ) majority vote, override the membership's adoption or defeat of any proposed amendment. The vote to override must occur during the first regularly scheduled CCCAA Board meeting following the Business/Legislative Session when the amendment was approved or defeated by the membership. The CCCAA Board shall notify the membership within 15 days of its action to override an adopted or defeated amendment.

# California Community College Coaches Association

## Coaches Code of Professional Conduct and Ethics

*(Adopted 3/31/11 effective 7/1/11)*

Our mission is to provide California community college student-athletes the opportunity to develop both academically and athletically, which increases their chances for lifelong success. Intercollegiate competition enriches the educational experience helping coaches to turn athletes into student-athletes.

The principles of the Coaches Code of Professional Conduct and Ethics are the cornerstones to the coaching profession. They are essential to gaining permission to lead and are critical in gaining the trust of our colleagues and students.

### **STANDARD 1–STUDENT-ATHLETE ACADEMIC SUCCESS**

- Make student-athlete academic success an integral part of measuring programs success.
- Support academic enhancements for student-athletes such as tutorial programs, study halls, dedicated academic advising, the building of study skills, and the formalized requesting of instructor feedback.
- Commit to the principle of student-athlete attainment of educational goals of AA degree, transfer readiness, or certification completion.

### **STANDARD 2–STUDENT-ATHLETE SAFETY AND WELL BEING**

- Place the emotional and physical well being of the student-athlete ahead of a desire to win.
- Provide a safe environment for training, practice, and competition.
- Create an athletic culture that stresses a life free of drugs, tobacco, and alcohol.

### **STANDARD 3–STUDENT-ATHLETE INTERPERSONAL GROWTH**

- Treat each student-athlete as an individual, nurturing their physical and emotional development.
- Respect the personality and character of each student-athlete and reinforce a positive self image.

### **STANDARD 4–COACH’S PROFESSIONAL BEHAVIOR, ETHICS, AND RESPONSIBILITIES**

- Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
- Adhere to all CCCAA and sport rules. To teach athletes to deliberately break any rule is unethical and unprofessional.
- Be a positive role model. Treat all coaches, players (including our own), officials,

administrators, and the public with respect.

- Demonstrate respect for the sport and opponents by not embarrassing them or running up the score.
- Recruit student-athletes in a positive and professional manner regarding your own program and the programs of competing institutions. Understand that “Negative recruiting” is unethical.
- Placement at four-year institutions will be done with the best interest of the student-athlete. Student-athletes will be counseled as to how to be recruited so that four-year institutions are treated honestly, fairly, and in a timely manner.

**STANDARD 5–COACH’S COMPETENCY IN EDUCATIONAL, TECHNICAL, AND ADMINISTRATIVE ADVANCEMENTS**

- Seek professional development in the field by such means as the attainment of advanced degrees, and/or professional development through classes, clinics, camps, and seminars.
- Seek to provide the best experience for participants and fans by staying abreast of technical advancements within your sport.
- Develop management and leadership qualities through all professional mediums that provide opportunities for growth.

**STANDARD 6–COACHES’ ADHERENCE TO STATE AND COLLEGE CURRICULAR INSTRUCTIONAL GUIDELINES**

- Fulfill the requirements of teaching to the highest standards.
- Develop contemporary curriculum which meets the needs of students.
- Participate in the college administration by serving on campus committees.
- Understand that a faculty member’s role is to serve the entire student body—coaches should seek an instructional load that reflects this principle.

**STANDARD 7–COACH’S RESPONSIBILITY TO PROVIDE ACCURATE, TIMELY, COMPLETE RESULTS**

- Create and maintain an infrastructure that promotes the team with accurate and timely results of competitions.
- Be current with the newest technological developments in order to further student-athlete and spectator interests.
- Develop rapport with members of the media, college, conference, and state statisticians.



## California Community College Athletic Directors Association Code of Professional Conduct and Ethics *(Adopted & effective 11/5/12)*

The mission of this organization is to maintain the highest possible standards in community college athletics for men and women. The organization shall promote, encourage, and direct efforts and activities which will benefit community college athletics throughout the state.

The principles of the Athletic Director's Code of Professional Conduct and Ethics are the cornerstones to the profession of athletic administration. They are essential to gaining permission to lead and are critical in gaining the trust of our colleagues and students.

### STANDARD 1-STUDENT-ATHLETE ACADEMIC SUCCESS

- Make student-athlete academic success an integral part of measuring athletic program success.
- Commit to compiling and sharing information on the academic success rates of all student-athletes within the program to the media, the executive administration, administrative colleagues, and local Boards of Trustees.
- Support academic enhancements for student-athletes such as tutorial programs, study halls, dedicated academic advising, the building of study skills, and the formalized requesting of instructor feedback.
- Commit to the principle of student-athlete attainment of educational goals of AA degree, transfer readiness, and certification completion.

### STANDARD 2-STUDENT-ATHLETE SAFETY AND WELL BEING

- Place the emotional and physical well-being of the student-athlete ahead of a desire to win.
- Provide a safe environment for training, practice, and competition.
- Create an athletic culture that stresses a life free of drugs, tobacco, and alcohol.

### STANDARD 3-STUDENT-ATHLETE INTERPERSONAL GROWTH

- Treat each student-athlete as an individual, nurturing the student-athlete's physical, social, and emotional development.
- Respect the personality and character of each student-athlete and create an environment which reinforces a positive self-image.

### STANDARD 4-PROFESSIONAL BEHAVIOR, ETHICS, AND RESPONSIBILITIES

- Conduct oneself in a professional manner representing the highest level of decorum in actions, words, and dress.
- Adhere to and educate coaching faculty on the CCCAA Constitution and Bylaws. Focus on compliance issues relating to all coaches, assistant coaches, volunteers, and program support staff.
- Be responsible for accurate reporting and timely submission of all reports required by the CCCAA.
- Provide the highest possible level of staff professional development opportunities for coaches.



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- Commit to raising the level of cultural competency in hiring practices.
- Be a positive role model within the division, on campus, and in the community. Treat all coaches, players (including our own), officials, administrators, and the public with respect.
- Foster a high level of collegiality amongst fellow athletic directors through first-stage levels of communication.
- Commit to sitting on or chairing college shared governance committees.
- Commit to timely responses to colleagues, reporting of information with accuracy, and dealing with uncomfortable situations in a professional manner.
- Encourage coaching faculty to develop positive relationships with their four-year, high school, and community college colleagues.

### **STANDARD 5–COMPETENCY IN EDUCATIONAL, TECHNICAL, AND ADMINISTRATIVE ADVANCEMENTS**

- Seek professional development in the field by such means as the attainment of advanced degrees, and/or professional development through classes, workshops, and seminars.
- Develop management and leadership qualities through all professional mediums that provide opportunities for growth, including but not limited to attending CCCAA Conventions and the CCCADA Convention regularly.

### **STANDARD 6–ADHERENCE TO STATE AND COLLEGE CURRICULAR INSTRUCTIONAL GUIDELINES**

- Fulfill the requirements of administrative duties and responsibilities to the highest standards.
- Foster the development of contemporary curriculum which meets the needs of students.
- Encourage coaching faculty to participate on college shared governance committees.

### **STANDARD 7–RESPONSIBILITIES**

- Create reports that promote the athletic program with information to the media, to college administrators, and to the college community.
- Support and encourage coaching faculty to be current with the newest technological developments in order to further student-athlete and spectator interests.
- Develop rapport with members of the media, college, conference, community, and state statisticians. Encourage coaching faculty to do likewise.
- Use ethical standards in all decisions.
- Hire ethical coaches and support staff.
- Support the promotion of all home contests in order to create the best possible collegiate atmosphere and environment for all participants.
- Provide trained and responsible game management personnel for all home contests.

# CONCUSSION MANAGEMENT

## A FACT SHEET FOR COACHES

*(Adopted 3/29/13 effective 7/1/13)*

<ul style="list-style-type: none"> <li>• A concussion is a brain injury.</li> <li>• All concussions are serious.</li> <li>• Concussions can occur without loss of consciousness or other obvious signs.</li> <li>• Concussions can occur from blows to the body as well as to the head.</li> </ul>	<ul style="list-style-type: none"> <li>• Concussions can occur in any sport.</li> <li>• Recognition and proper response to concussions when they first occur can help prevent further injury or even death.</li> <li>• Athletes may not report their symptoms for fear of losing playing time.</li> <li>• Athletes can still get a concussion even if they are wearing a helmet.</li> </ul>
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### WHAT IS A CONCUSSION?

A concussion is a brain injury that may be caused by a blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice, or floor; from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick, or field hockey ball.

### RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, watch for the following two (2) events among your student-athletes during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head;  
**AND**
2. **Any change** in the student-athlete’s behavior, thinking, or physical functioning (see signs and symptoms).

### PREVENTION AND PREPARATION

As a coach, you play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your student-athletes:

- ⇒ **Educate Student-Athletes And Coaching Staff About Concussion.** Explain your concerns about concussion and your expectations of safe play to student-athletes, athletics staff, and

assistant coaches. Create an environment that supports reporting, access to proper evaluation, and conservative return-to-play.

- Review and practice your emergency action plan for your facility.
- Know when you will have sideline medical care and when you will not, both at home and away.
- Emphasize that protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Review the Concussion Fact Sheet for Student-Athletes with your team to help them recognize the signs of a concussion.

⇒ **Insist That Safety Comes First.**

- Teach student-athletes safe-play techniques and encourage them to follow the rules of play.
- Encourage student-athletes to practice good sportsmanship at all times.
- Encourage student-athletes to immediately report symptoms of concussion.

⇒ **Prevent Long-Term Problems.** A repeat concussion that occurs before the brain recovers from the previous one (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death.

For more information visit <https://www.cdc.gov/headsup/index.html>

### IF YOU THINK YOUR STUDENT-ATHLETE HAS SUSTAINED A CONCUSSION:

Take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion. An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition** and should not return to play until cleared by an appropriate health care professional. Sports have injury timeouts and player substitutions so that student-athletes can get checked out.

### IF A CONCUSSION IS SUSPECTED

1. **Remove the student-athlete from play.** Look for the signs and symptoms of concussion if your student-athlete has experienced a blow to the head. Do not allow the student-athlete to just “shake it off.” Each individual athlete will respond to concussions differently.
2. **Ensure that the student-athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Immediately refer the student-athlete to the appropriate athletics medical staff, such as a certified

athletic trainer, team physician, or health care professional experienced in concussion evaluation and management.

3. **Allow the student-athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** Allow athletics medical staff to rely on their clinical skills and protocols in evaluating the athlete to establish the appropriate time to return to play. A return-to-play progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.
4. **Develop a game plan.** Student-athletes should not return to play until all symptoms have resolved, both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return-to-play time frames are getting longer. Coaches should have a game plan that accounts for this change.

⇒ **Signs Observed By Coaching Staff**

- Appears dazed or stunned.
- Is confused about assignment or position.
- Forgets plays.
- Is unsure of game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows behavior or personality changes.
- Can't recall events before hit or fall.
- Can't recall events after hit or fall.

**Symptoms reported By Student-Athlete**

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light.
- Sensitivity to noise.
- Feeling sluggish, hazy, foggy or groggy.
- Concentration or memory problems.
- Confusion.
- Does not "feel right."



# Certification Checklist

## Transgender Student-Athlete Eligibility

The CCCAA believes in maximizing competitive opportunity for student-athletes enrolled in our member colleges, especially as it relates to issues of equity, inclusion, and fairness to all competitors. This necessarily includes transgender student-athletes from a legal and ethical standpoint, with the focus of this process in:

1. Inclusion, equity, and fairness for all student-athletes.
2. Competitive fairness for all student-athletes.
3. The health and safety of all student-athletes.
4. Verifying appropriate documentation of the medical treatment by a qualified physician.
5. Determining eligibility dates as they relate to the student-athlete's medical history.
6. Understanding the nature of the unique circumstances to every student-athlete's Request, including the college's commitment to serving their students.
7. Making a link between the features of the Request and the reasonableness of permitting the student to compete in light of their unique set of circumstances.

Colleges should use this form, the requirements of Bylaw 1.11, and the [user's guide](#) found on the Gender Equity page on the CCCAA Website, in establishing eligibility benchmarks for transgender student-athletes capable of competing at this level of intercollegiate competition. With the Athletic Director or Dean in a leadership role, colleges are counseled to create a committee to review these materials and assist the student-athlete in meeting the criteria required for competition.

Please note that student-athletes may choose not to provide such information or take such actions as required to meet the requirements as set forth in Bylaw 1.11.B.1.a or 1.11.B.1.b. As such, they may still attempt to compete under the provisions of Bylaw 1.11.B.2.

Notice to the Student-Athlete (to be provided by the college prior to initiating a Request):

- 1) It is important to understand that this appeal is only for athletic eligibility at a California community college. Continued athletic competition at an NCAA or NAIA institution may not receive the same consideration. If granted for purposes of competition at the CCCAA level, eligibility may not be favorably considered by the NAIA or NCAA and may cause delay or denial of athletic eligibility elsewhere.
- 2) The student-athlete must understand that in pursuing this Request, they must comply

with the provisions of Bylaw 1.11 and Article 7.4 of the CCCAA Constitution and Bylaws. Their signature affirms that they have agreed to comply with the CCCAA Constitution's due process rules and understand the consequences of their later eligibility related to NCAA or NAIA rules.

- 3) The student-athlete must understand that the college, any conference in which the college competes, the CCCAA and all persons related to this Request will keep all information, discussions, and documentation related to the Request and participation confidential, and will limit access to only those who have a professional purpose as part of their involvement. Additionally, all organizations and personnel involved in this Request will confidentially maintain all information about the student-athlete's identity and medical records, including physician's information, provided by any person part as part of this Request and under this policy.

A student-athlete may provide a written statement with this request but is not required to do so for this Request to be approved. The student-athlete may wish to include their personal circumstances in their transition, the role of athletics in that transition and their enrollment and competition at their current college.

The following documentation shall be required prior to the college assessing a transgender student-athlete's eligibility to compete.

From the Student-Athlete's Physician (on the physician's professional letterhead)

- A detailed written narrative by the physician documenting the student-athletes' transition:
  - 1) Intention/status: documenting the student-athlete's intention to transition, or the student's transition status if the process has already been initiated.
  - 2) Treatment/therapy type: documenting prescribed hormonal treatment/therapy and dosage, related surgery, psychological treatment/therapy, and any other medical documentation as related to the student's gender transition and this transgender review.
  - 3) Timeline: documenting all treatment/therapy related to transition, and of all steps in the student-athlete's transition including the exact date when hormonal therapy began.
  - 4) Testosterone: documenting the timeline and measures of the student's levels if a relevant part of the treatment/therapy plan.

From the College

- A brief written acknowledgment from the college's President, confirming their awareness of the student-athlete's request and this process.
- A brief written acknowledgment from the college's Title IX Officer or designee, confirming their awareness of the student-athlete's request and this process and including a reference

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to the college's inclusive non-discrimination and harassment policy.

- ☐ A brief written acknowledgment from the college's senior athletic administrator, confirming their awareness of the student-athlete's request and this process, and including a reference to the athletic program's inclusive non-discrimination and harassment policy.
- ☐ A brief written acknowledgment from the college's athletic training staff or team doctor, confirming their awareness of the student-athlete's request and this process.
- ☐ Supporting information, by any party, to assist the college in this Request and review.

Student's Legal Name (First Middle Last)	Student's Preferred Name (First Middle Last)	Preferred pronouns
Biological Gender on Original Birth Certificate		Gender Student Identifies As of Now
Sport	Men's (Bylaw 1.11.B.1.a) or Women's (Bylaw 1.11.B.1.b)	1st season of sport or 2nd season of sport

By signing, I affirm that I have read and understand the process as outlined above:

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

By signing, I affirm that I have explained the process and notification to the student as outlined above:

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Name of Athletic Director

\_\_\_\_\_  
Date

The Request by the above-named student-athlete is (check one)

- ☐ Authorized
- ☐ Not Authorized

The Request is not authorized for the following reasons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## Glossary

**Academic progress**—Student-athletes are required to maintain satisfactory progress toward an educational goal and good academic standing.

**Academic Standards Review Committee (AASRC)**—Areas of focus include periodic review of academic performances of student-athletes by requiring reports from CCCAA member institutions.

**Administrative Representative**—The supervisory individual to whom the athletic director reports to on campus, who signs the Form 1, signs the Form R-1 and ensures the student-athlete has a completed educational plan as required in Bylaw 1.3.2. *(Adopted & effective 6/28/16)*

**Agent**—Anyone whose actions are designed to benefit a certain athletic program.

**Amateur**—An athlete who engages in a particular sport for the educational, physical, mental, and social benefits and to whom participation in that sport is an avocation.

**Athletic recruiting**—Solicitation of an individual, a member of the individual's family, legal guardian, or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation.

**Athletic Trainers Association**—Makes recommendations regarding postconference competition medical guidelines.

**Awards Committee**—A standing committee whose areas of focus include governing rules and processes for the CCCAA awards program. This committee reviews the equity in the awards program.

**CCCAA**—California Community College Athletic Association (previously Commission on Athletics) is authorized by the California Education Code to supervise the administration of the men and women's intercollegiate athletic programs for the California community colleges. It consists of two legislative bodies: the CCCAA Board of Directors (CCCAA Board) and the Management Council (MC).

**CCCAA Appeals Board**—Consists of CCCAA Board appointed members. Serves to consider appeals as a level in the appellate process following recommendation(s) from a conference commissioner. *(Revised & effective 6/28/16)*

**CCCAA Board of Directors**—The governing body that establishes CCCAA policy and oversees the Executive Director and the CCCAA Constitution and Bylaws. Has overall responsibility for the CCCAA and is the final authority on issues of policy.

**CCCAA Constitution and Bylaws**—Includes policies and procedures guiding the administration of California community college intercollegiate athletic programs.

**CCCAA Executive**—CCCAA President/Chief Executive Officer and Executive Director.

**CCCAA Sport Representative**—A member of the Management Council who serves as the liaison

to a CCCAA-sanctioned sport.

**Competition Committee**—A subcommittee of the Management Council whose focus includes but is not limited to governing rules and processes included in sport championship handbooks, rules of sport, season of sport, number of contests, and play-off structure. *(Adopted 4/6/07 effective 7/1/07)*

**Competitor**—One who competes in a game, meet, or match in any CCCAA-sanctioned sport(s). *(Adopted & effective 7/29/13)*

**Complete and accurate individual statistics (Bylaw 4.3.3)**—For all team sports sponsored by the CCCAA (Bylaw 3.7) is defined as: *(Adopted 4/1/21 effective 7/1/21)*

- Baseball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or PrestoSports Live Stats Entry.
- Basketball: Upload a StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, full NCAA box score [FGM-FGA, 3PM-3PA, FTM-FTA, OREB, DREB, AST, STL, BLK, TO, PF, Team REB, Dead-ball REB], (minutes optional), technical fouls, points by half (Men), points by quarter (Women).
- Football: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or PrestoSports Live Stats Entry and the tracking of individual participation.
- Soccer: Upload a StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, goals, time of goals scored, assists, shots, GK minutes, GK goals allowed, saves, shots on goal, yellow cards, red cards, time of cards issued, PK attempts, and PK's made. (fouls optional).
- Softball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) or PrestoSports Live Stats Entry.
- Volleyball: Use StatCrew/NCAA Approved Stats Program (Play-by-Play) file or use PrestoSports Live Stats or for manual entry: starters, participation, team set scores (kills, errors, total attacks), sets played, setting assists, attack attempts, kills, attack errors, digs, solo blocks, block assists and aces.
- Water Polo: Using PrestoSports Manual Entry: starters, participation, goals and assists (with times), shots, saves, quarters played by goalies.

**Conference Commissioner**—Each conference employs a conference commissioner who implements and assures that each college is in compliance with CCCAA and conference rules and regulations.

**Constitution Committee**—A standing committee whose area of focus includes but is not limited to the oversight of language in the CCCAA Constitution and Bylaws, production of the document, rendering official interpretations, and the development of recommendations to the CCCAA Board. *(Adopted & effective 7/29/13)*

**Contiguous district**–Any community college district that shares a border with another community college district. *(Adopted & effective 7/29/13)*

**Continuing Eligibility**–The eligibility that a student-athlete has after they used at least one season of competition in a specific sport. *(Adopted 4/7/22 effective 7/1/22)*

**Counting of contests**–The method used to count the maximum number of allowable contests.

**Deadline**–refers to the date by which items must be completed. If the deadline is regarding the submission of a form, the deadline refers to the date by which the electronic version (email attachment) must be received. Unless otherwise specified, an electronic submission means an email with the document attached. (Form 5As and 5Bs must be submitted as both an MSWord document attached to an email and as a signed copy emailed in PDF format) If a deadline falls on a Saturday or Sunday, it is automatically extended to Monday. A deadline that falls on a legally-recognized holiday will be extended until the next working day. Deadlines that count “days” refer to “working” as opposed to “calendar” days. *(Adopted & effective 5/15/12) (Adopted 2/12/15 effective 7/1/15)*

**Decorum**–CCCAA code of conduct for participants during contests.

**Disabilities Appeals Board**–Consists of members appointed by the CCCAA chair. Has the authority to create eligibility for qualified students for one semester by allowing modification, extension, waiving or disregarding any of the provisions of the CCCAA Constitution and Bylaws.

**Disqualification**–Removal from an event by accumulation of fouls, yellow cards etc. Not a CCCAA Ejection.

**Divisions**–Conferences that have eight (8) or more colleges participating in a sport may be divided into divisions for that sport. Each division shall have at least four (4) colleges. *(Revised & adopted 6/27/17)*

**Ejection**–Removal from an event for physical or verbal abuse, or assaulting an official.

**Event managers**–Work with the CCCAA sport representative, sport coaches association, and the Athletic Trainers Association to administer postconference competition events.

**First contact**–An unsolicited inquiry for the purpose of athletic recruiting. Can be made by a college’s employee and/or representative with individuals in their recruiting area. Prospective student-athletes may make first contact with any California community college.

**Forfeit**–In team sports, each contest in which the ineligible athlete participated will be deemed a forfeit regardless of the outcome (W or L). All team and individual statistics for “official” contest(s) shall remain. In individual sports, any points scored by an ineligible athlete shall be removed and the official results shall be corrected to reflect the change by re-scoring the meet. *(Adopted & effective 2/25/08)*

**Gender equity**–Describes an environment in which equitable athletic opportunities, benefits, and resources are available to all students.

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**Host conference**—A conference, CCCAA designated or approved, as a site for a college to compete in a particular sport not offered in the home conference.

**Hosting**—When a conference has fewer than four (4) colleges participating in a sport they may ask to be hosted in another conference.

**Individual sports**—The designation given to sports that offer competition and championships for individuals and teams. Points awarded to individuals by place of finish provide a cumulative point total leading directly to a “Team Championship” and place of finish for teams. *(Revised & effective 4/6/07)*

**Inducements**—Athletic recruiting acts designed to entice a prospect to attend a specific California community college. Assistance (financial or service) provided to a student-athlete prospect which is not available or provided to all prospective students is an inducement. *(Adopted & effective 7/29/13)*

**Intercollegiate club team**—A team that meets all CCCAA eligibility, but is not funded as a varsity sport by the college.

**Intercollegiate team**—A team that is sanctioned and funded by a college.

**Management Council (MC)**—The operational governing body that establishes procedures that fulfill CCCAA policy and serves as the recommending body to the CCCAA Board on policy. *(Adopted & effective 7/29/13)*

**Medical Hardship**—Is defined as an incapacity resulting from injury/illness that has occurred under specific conditions, as outlined in the CCCAA Constitution and Bylaws. *(Adopted & effective 7/29/13)*

**Participant**—A player, coach, team member, attendant, official, or college staff member.

**Playing rules**—Rules governing play in a particular sport – such as NCAA, FIFA, USTA. See Bylaw 4 for complete list of sports activities and rulebooks used.

**Policy Committee**—A standing committee whose focus is to review legislation pertinent to but not limited to governing rules, eligibility requirements, transfer rules, recruitment, season of participation, injury/illness waivers, participation and appeals.

**Postconference competition (PC)**—Regional and state championship events scheduled after the completion of conference competition.

**Postconference Competition Review Committee (PCRC)**—The Postconference Review Committee (PCRC), as a standing committee of Management Council, reviews proposed legislation affecting postconference competition prior to submission to the conferences, to the affiliate associations, and to the member colleges for their comments. *(Adopted & effective 4/7/06)*

**Practice/Countable Athletically Related Activities (CARA)**—Meeting, activity, or instruction of varsity or separate squads held at the direction of , or supervised by, any employee or representative of the college. Practice includes: field or floor practice, chalk talks, lectures,

demonstrations, showing of game or training films. *(Adopted & effective 7/29/13)*

**Prospect**—An individual is considered a prospect from the time of: 1) first contact, or 2) any of the activities until the individual enrolls and attends a class.

**Qualified Statistician**—a Qualified Statistician is an impartial record-keeper of the statistics of an athletic competition. It should be someone who is familiar and experienced with statistical tabulation procedures and statistical rules as outlined by the appropriate sport rule book by which a sport is governed, or the rule changes adopted by the CCCAA. This statistician should be recording the event statistics during the live contest, referring only to videotape replay for questionable or confusing plays or circumstances. In addition, a qualified statistician will have attended either online or in-person training provided by the CCCSIA, PrestoSports support staff, or the College Sports Information Directors of America (CoSIDA) and performed successful statistical tabulation for the sport being covered, prior to the event. *(Adopted 3/31/17 effective 7/1/17)*

**Remaining Eligibility**—The number of seasons of competition a student-athlete has in a specific sport. *(Adopted 4/7/22 effective 7/1/22)*

**Residence**—To establish residence at a college for transfer purposes, 12 units must be completed at the new school prior to the beginning of the semester/quarter of competition for that college. *(Adopted & effective 7/29/13)*

**Roster**—The CCCAA roster format includes the following information in its entirety and in this order: Jersey Number (if applicable), First and Last Name, Position/Event, Bats/Throws (Baseball-Softball ONLY), Height, Year, High School City & State and High School. Adding Weight/Division and Hometown and State is an option. *(Adopted 3/29/18 effective 7/1/18)*

**Scheduled contest**—Game, meet, match, scrimmage, or any other engagement between individuals and/or teams representing one or more collegiate institutions or other teams/individuals not affiliated with the college(s).

**Scrimmage**—Practice activity among two or more teams or individuals from different colleges or other teams/individuals not affiliated with the college.

**Season of competition**—Competing while representing the college in any game, meet, match during a season shall be recorded as a season of competition even if the student was not eligible to do so. *(Adopted & effective 7/29/13)*

**Season of sport**—Starts with the first day of the CCCAA allowable practice date and ends with the completion of the CCCAA sport state championship. For sports with an approved non-traditional season, there are two segments. The non-traditional segment is defined in Bylaw 3.17.1. *(Adopted & effective 7/29/13)*

**Size of party**—The number of contestants on a team in postconference competition that are qualified for reimbursement of allowable expenses from the CCCAA.

**Sport championship handbooks**—(Previously known as sport guides/supplements) Are a part of the CCCAA Constitution and Bylaws that define the policies and procedures for the conduct of the sports activities. There is a championship handbook for each sport. Sport championship

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handbooks contain the procedures and rules relative to all CCCAA sanctioned postconference competition. Sport championship handbook policies and procedures are recommended by Sport Coaches Association, approved and published by the CCCAA.

**Sport Coaches Associations**—Provide ongoing organization of administration of their sport, and make recommendations for revisions in the sport championship handbook.

**Sports Augmentation Fund**—The fund used to seed money for postconference competition events.

**Student-athlete**—An individual that participates in the traditional season of sport, enrolls or attends an intercollegiate class or participates in a countable athletically related activity (CARA) at a California community college. *(Adopted & effective 7/29/13) (Adopted & effective 6/10/21)*

**Subsidizing**—is defined as providing any manner of service or financial assistance to prospects or student-athletes that is not available to all other students. (See Bylaw 2.12.2) *(Adopted & effective 7/29/13)*

**Team**—Comprised of those student-athletes who have been declared eligible for intercollegiate competition according to the eligibility standards of the CCCAA.

**Team sports**—The designation given to sports that offer competition and championships for teams only with no opportunities for individuals to qualify or vie for individual championships. *(Adopted & effective 4/6/07)*

## ACRONYMS

*(Adopted & effective 7/29/13) (Revised 3/29/18 & effective 7/1/18) (Revised & effective 8/29/19) (Revised & effective 11/6/20)*

**3C4A**—California Community College Association of Academic Advisors for Athletes

**3CFCA**—California Community College Fastpitch Coaches Association

**4CA**—California Community College Coaches Association

**5CTCA**—California Community College Cross Country and Track Coaches Association

**ACCES**—Association of California Community College Eligibility Specialists

**CCCAA**—California Community College Athletic Association (previously Commission on Athletics)

**CCCACA** – California Community College Athletic Commissioners Association

**CCCADA** – California Community College Athletic Directors Association

**CCCATA** – California Community College Athletic Trainers Association

**CCCBCA** – California Community College Baseball Coaches Association

**CCCBVCA** – California Community College Beach Volleyball Coaches Association



- CCCCIO** – California Community Colleges Chief Instructional Officers
- CCCFCA** – California Community College Football Coaches Association
- CCCLGCA** – California Community College Ladies Golf Coaches Association
- CCCMBCA** – California Community College Men’s Basketball Coaches Association
- CCCMGCA** – California Community College Men’s Golf Coaches Association
- CCCMVCA** – California Community College Men’s Volleyball Coaches Association
- CCCPEKDA** – California Community College Physical Education, Kinesiology and Dance Association
- CCCSAA** – California Community College Students Affairs Association
- CCCSCA** – California Community College Soccer Coaches Association
- CCCSIA** – California Community College Sports Information Association
- CCCS&DCA** – California Community College Swim & Dive Coaches Association
- CCCTCA** – California Community College Tennis Coaches Association
- CCCWBCA** – California Community College Women’s Badminton Coaches Association
- CCCWBCA** – California Community College Women’s Basketball Coaches Association
- CCCWCA** – California Community College Wrestling Coaches Association
- CCCWPCA** – California Community College Water Polo Coaches Association
- CCCWVCA** – California Community College Women’s Volleyball Coaches Association
- CCLC** – Community College League of California (The CCLC hosts the CCCAA in its facility and maintains fiduciary responsibility in the operation of the CCCAA)
- CSSO** – Chief Student Services Officers (formerly CCCCSSAA)
- NATYCAA** – National Alliance of Two-Year College Athletic Administrators



