

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 postconference 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 of up to 40 percent of the total number of teams competing statewide.
- B. An individual sport's regional format (north and south combined) shall allow participation of up to 40 percent of the total number of individuals competing statewide.

6.1.1.2 STATE CHAMPIONSHIPS

- A. A team sport's state championship format shall allow participation of up to 10 percent of the total number of teams competing statewide.

B. An individual sport's state championship format shall allow participation of up to 15 percent of the total number of individuals competing statewide.

6.1.1.3 The following exceptions to the above guidelines may be approved through the normal legislative process:

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.

6.2 REGIONAL AND STATE POSTCONFERENCE COMPETITION

6.2.1 The COA 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 COA staff and the COA members shall in no way be liable for damage of any kind, sustained in any manner, in connection with the conduct of postconference 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 COA Executive Director with the appropriate insurance certificate upon request.

6.3 SPORT QUALIFICATION FOR POSTCONFERENCE COMPETITION

6.3.1 The COA Board may approve a sport for postconference competition upon written request to and recommendation of the MC.

6.3.2 The COA Board may approve a sport for regional (northern or southern) postconference 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 COA-sanctioned sport. The MC Sport Representative shall:

- A. Be responsible for representing the sport to the COA and serve as liaison to the sport from the COA 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 events 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 COA Executive Director such administrative responsibilities, and
 - 3. Attending either the Northern or Southern California seeding meeting and assure that a COA representative attends the seeding meeting for the other region, and
 - 4. Working with the Office of the COA Executive Director 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 COA a FORM P, Postconference Competition Evaluation.
- E. Attend postconference competition events for that sport.
- F. When necessary, and in consultation with the COA Executive Director, make final decisions with regard to postconference competition for the sport, consistent with the *Constitution and Bylaws* and the sport championship handbook.
- G. Not set aside or waive any rules or regulations of the *Constitution and Bylaws*.
- H. Recommend the approval of the sport championship handbook to the COA Executive Director.
- I. 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.

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 COA Board relative to statewide postconference competition. With input received from the MC Sport Representative, the sport coaches association, and the COA Executive Director; 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 COA Executive Director, shall set appropriate dates for receiving recommendations of changes in postconference competition formats.

6.6 SPORT COACHES ASSOCIATION

- 6.6.1 Sport coaches associations may submit recommendations for sport championship handbook revisions to the MC Sport Representative and the COA Executive Director. Recommendations shall pertain to:
- A. The date(s) for regional and state postconference competition events.
 - B. Preparing bids from colleges that want to host a postconference competition event for presentation to the MC. (These bids shall allow a two [2]-year lead-time for completion of the bid process.)
 - C. The location(s) of regional and state postconference competition events. Sites shall be centrally located, near public transportation, and provide the least cost to participants.
 - D. The rules and the number of officials necessary to conduct the event(s).
 - E. The number of qualifiers (team and individual) to the event(s).
 - F. The administration procedures and pertinent policies for the event(s).
 - G. 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 6.16 and Bylaw 9) to the MC Athletic Trainer liaison and the COA Executive Director. 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 MC.

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

- 1. Proposed budgets shall be presented to the Office of the COA Executive Director through the MC Sport Representative. The budgets for fall sports are

due October 1 (except football, June 1, and basketball, November 1) and 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 for spring sports are due February 1. (*Adopted & Effective October 6, 2009.*)

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 COA Executive Director 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 COA by member institutions are not received by the Office of the COA Executive Director 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 COA Executive Director 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 ($\frac{1}{5}$) 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 October 16, 2008.*)
 - 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 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 October 16, 2008.*)

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 April 4, 2008; effective July 1, 2008.)*
 - 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) 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. Every attempt must be made by the meet manager to contact coaches of teams that qualified, but have not entered. *(Adopted April 4, 2008; effective July 1, 2008.)*
 - b. CCCAA CROSS COUNTRY SOUTHERN REGIONAL: *(Adopted October 16, 2008; effective July 1, 2009.)*

Individual entries should be figured as one-fifth ($\frac{1}{5}$) 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.

- 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 ten dollars (\$10.00) 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 \$70.00.) Travel expenses can be considered on an individual sport basis.
 - 6.8.5.1 **FOR MEN'S VOLLEYBALL:** Official linespeople for regional and state postconference competition shall be paid \$30 each: two (2) per match for all postconference competition regional and state. Official scorer for regional and state postconference competition shall be paid \$25 each: two (2) per match for all postconference competition, regional and state.
- 6.8.6 **SITE:** Whenever possible, CCCAA postconference competition events will be held on California Community College Campuses. The site of the postconference competition event shall be selected with the following items in mind: *(Approved December 4, 2009; effective January 1, 2010: Changed for cost containment through June 30, 2012.)*
 - A. The ability to control admission gates, including the selling and taking of tickets and the hand stamp or stub return station if needed.

- B. There should be suitable parking to handle attendance at the event.
- C. There should be adequate and available staff to provide event security.
- D. There shall be areas available for the sale of souvenir programs, T-shirts, and concessions.
- E. There shall be an athletic administrator onsite 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 COA Executive Director 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 COA 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 COA Executive Director. The Office of the COA Executive Director shall pay the awards vendor.
- C. The number of awards given shall not be greater than those authorized for state championship events. (*Adopted & Effective October 30, 2009.*)

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 COA Executive Director. 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 cosponsorship to be effective, there shall be a letter of agreement written by the Office of the COA Executive Director. 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 COA 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. Whenever necessary, the MC Sport Representative and the COA Executive Director shall make final decisions consistent with the *Constitution and Bylaws* with regard to the competition.

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 of conference play.
- B. If not already defined in the sport championship handbook, managers shall define how the appeals process shall address questions of postconference competition rule interpretations (see Article 7.4.7.6).

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 postconference competition. This can be done at the local level or through the Office of the COA Executive Director. For further information, contact the Office of the COA Executive Director MC Sport Representative.
- 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 April 6, 2007; effective July 1, 2007.)*

1. \$8.00 for all seats, except
2. \$5.00 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 April 4, 2008; effective July 1, 2008.)*
 - d. COA Board and MC members and conference commissioners.
 - e. COA 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 postconference 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 COA Executive Director.

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 postconference 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 COA-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 COA Executive Director 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 COA Executive Director 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

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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
 - 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 COA Executive Director, 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 ONSITE 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 president of the host site institution shall designate the athletic administrator, or other appropriate college administrator/director knowledgeable of COA rules, who will be responsible for the administration and supervision of all aspects of the postconference competition event held on his/her campus. The designee must be in attendance to provide leadership and expedite all concerns under COA guidelines.
- 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 COA guidelines, an athletic administrator, or other appropriate college administrator/director knowledgeable of COA 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 COA rules, in attendance, the MC will move the event to the opponent's site or to an alternate site.

6.13 ONSITE PROTEST COMMITTEE

- 6.13.1 One of the goals of each athletic team is to attain the highest level of competition and ultimately win a state championship or bowl game. Reaching postconference competition is vital in advancing toward the ultimate goal; therefore, postconference competition events must be conducted within the rules. In order for this to occur, a protest committee shall be identified and reported in the following manner:
- A. There must be at least three (3) members onsite and available throughout the contest.
 - B. The athletic administrator will forward names of the protest committee members and one (1) alternate to the regional and/or state tournament director and the visiting college(s) 24 hours prior to the contest. Preferably one (1) protest committee member will be selected from the visiting team's community, whenever possible. The host athletic director should choose protest committee members who are unbiased and knowledgeable about the sport. No coaches (from the same sport) representing an institution in the event can serve on the protest committee. If the MC Sport Representative is onsite, it is recommended that he/she be a member of the protest committee.
 - C. It is recommended that the protest committee be onsite 30 minutes prior to the competition.
 - D. The contest shall not begin until all members of a qualified protest committee of three (3) have been introduced to each coach.
 - E. Protest committee decisions must be made immediately at the time of the protest.

The penalty for failing to comply with A through E shall result in a warning in the form of a report forwarded to the COA and the respective affiliate association. Upon receipt of this report, the COA Board Chair shall convey in writing to the host college president

that the athletic administrator failed to comply with COA regulations. Two (2) infractions shall result in forfeiting their next opportunity to host a postconference competition event in that sport.

- 6.13.2 Issues covered by sport playing rules are to be determined by the officials assigned to the game. Exception: In track and field, per NCAA rules, an appointed Jury of Appeal by the Games Committee will rule on all protests of the meet referees' decisions only. (Adopted April 2, 2009; effective July 1, 2009.)

Protests, COA rule violations, eligibility, and decorum issues are to be immediately resolved onsite by the Protest Committee so that the postconference competition structure can continue with the appropriate team(s) advancing. (Adopted April 2, 2009; effective July 1, 2009.)

- 6.13.3 In order for this to occur in the best possible manner, a protest committee (comprised of knowledgeable people who are in attendance and cognizant first-hand of the event), shall have the authority to resolve any questions. Appealing to the Office of the COA Executive Director after the fact creates a situation where involved teams are unaware of which team(s) will advance and permits the involvement of outside factions, lobbying efforts, and secondhand information being used as evaluative measures. An onsite protest committee that is aware of COA rules and regulations and is experiencing the situation firsthand is in the best position to make an educated decision.

- 6.13.4 The athletic administrator shall have the appropriate sport championship handbook, rule book, and the *Constitution and Bylaws* available and shall be responsible for identifying the protest committee prior to the start of the contest. The protest committee shall be advised of its responsibilities and placed in a clear position to oversee the event. The athletic administrator shall be responsible for introducing committee members to each coach. The committee shall conduct its task in an objective and professional manner and may contact the conference commissioner for rule clarification during deliberations.

- 6.13.5 The Office of the COA Executive Director will field the rare appeal of a protest committee's decision. The appeal to the COA Executive Director shall be based on the process used by the protest committee or on new information that was previously unavailable to the protest committee.

6.14 POSTCONFERENCE COMPETITION SUPERVISION

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

- 6.14.1 **EVENT BUDGET:** The budget must be approved by the COA Executive Director 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 COA Executive Director for reporting to the COA. The costs of providing event hospitality rooms, concessions, T-shirt sales, or souvenir program sales are not to be included in the event budget.
- 6.14.2 **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 postconference 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.

- 6.14.3 **EVENT SITE:** The location(s) of regional and state postconference competition shall be conveniently located, near public transportation, and minimize cost to participants.
- 6.14.4 **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 COA to attend in his/her place.
- 6.14.5 **EVENT AWARDS:** State championship event awards are identified in Bylaw 7. It is the responsibility of the Office of the COA Executive Director to order awards for each sport's state championship event.
- A. Approximately four (4) months prior to the event, the Office of the COA Executive Director shall request awards from the COA 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. The event budget shall include an item under the expense column titled "awards" with subheadings for "trophies" and "medals." Upon the delivery of awards to the event site, the awards vendor will bill the Office of the COA Executive Director.
 - C. The cost of awards is the responsibility of the budget of the event. The Office of the COA Executive Director will invoice the event managers. Payment will be made to the CCLC/CCCAA Awards Account. The Office of the COA Executive Director will pay the awards vendor.

(Adopted & Effective October 30, 2009.)

- 6.14.6 **EVENT COMPLIANCE:** The MC Sport Representative and the COA Executive Director 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 COA-sanctioned rules or regulations.
- 6.14.7 **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 COA 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, COA Board, sport coaches association, and other interested parties. The MC and the COA 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.

6.15 EVENT BUDGET OUTLINE

Proposed budget and final financial statement forms specific to each sport are available at www.coasports.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.

6.16 MEDICAL GUIDELINES FOR POSTCONFERENCE COMPETITION

(Adopted October 19, 2007; effective October 19, 2007.)

- 6.16.1 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 onsite, then the provided certified athletic trainer would be in attendance at said event.
 - B. If there are two events onsite 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.
- 6.16.2 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.
- 6.16.3 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.

6.16.4 An ambulance service shall be on site at football postconference competition games for the purpose of transporting participants to the hospital.

6.16.5 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

6.16.6 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.

6.16.7 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.

6.16.8 Outside communication to emergency medical services, preferably by landline telephone or by some other means must be available at all times.

6.16.9 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

6.16.10 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.

6.16.11 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.

6.16.12 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.

6.16.13 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 COA Executive Director 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 (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.

See Bylaw 6.17, next page.

6.17 POSTCONFERENCE COMPETITION GUIDELINES BY SPORT

(Adopted April 6, 2007; effective July 1, 2007.) (Adopted April 4, 2008; effective July 1, 2008.) (Adopted April 2, 2009; effective July 1, 2009.)

TEAM SPORTS	REGIONAL CHAMPIONSHIPS			STATE CHAMPIONSHIPS		
	# Teams	Format	# Days	# Teams	Format	# Days
Badminton	1N, 1S	1 single elimination match S	1	2	1 single elimination match	1
Baseball	18N, 18S	4 play-in games @ 4 sites, N&S rd 1, 2-out-of-3 games @ 8 sites N&S rd 2, 2 out-of-3 games @ 4 sites N&S	1 2 3	4	double elimination	3
Basketball M	18N, 20S	2 play-in games N, 4 play-in games S 2 rds single elimination N&S	1 2	8	single elimination	3
Basketball W	18N, 18S	4 play-in games N&S 2 rds single elimination N&S	1 2	8	single elimination	3
Football	14N, 14S	N: NorCal vs. Valley + 6 bowl games S: 7 bowl games + 2 semis + 1 final	1N 3S	2	single elimination	1
Soccer M	14N, 14S	3 rds single elimination N&S	3	4	single elimination	2
Soccer W	16N, 16S	3 rds single elimination N&S	3	4	single elimination	2
Softball	16N, 16S	rd 1, 2-out-of-3 games @ 8 sites N&S rd 1, 2-out-of-3 games @ 4 sites N&S	2 2	8	double elimination	3
Tennis M	8N, 8S	3 rds single elimination N&S	3	2	1 single-elimination match	1
Tennis W	8N, 8S	3 rds single elimination N&S	3	2	1 single-elimination match	1
Volleyball M	4S	1 rd single elimination S	1	4	single elimination	2
Volleyball W	16N, 16S	2 rds single elimination N&S	2	8	double elimination	3
Water Polo M	6N, 10S	3 rds N, 4 rds S, single elimination	3N, 4S	6	pool play + 1 st & 3 rd -place games	3
Water Polo W	6N, 10S	3 rds N, 4 rds S, single elimination	3N, 4S	6	pool play + 1 st & 3 rd -place games	3
INDIVIDUAL SPORT COMPETITIONS IN WHICH TEAMS QUALIFY						
Cross Country	max: 18N, 28S	see individual format below		20-28	see individual format below	
Golf M	11N, 10S	see individual format below		0	see individual format below	
Golf W		see individual format below		0	see individual format below	
Wrestling	21 (all in regions)	see individual format below		0	see individual format below	
INDIVIDUAL SPORTS	REGIONAL CHAMPIONSHIPS			STATE CHAMPIONSHIPS		
	# Qualifiers	Format	# Days	# Qualifiers	Format	# Days
Badminton	no regionals	n/a	n/a	24 singles, 18 doubles	single elim & consolation	2
Cross Country M&W	46 teams N/S +28 indiv max S, all individuals in top 50% of conf. on non-qualifying teams N	M,W, N,S 1 race each	1	20-28 teams + Max: 50 individuals	M, W 1 race each	1
Golf M	Max 78 in each region	36 holes	1	Max: 60 individuals	36 holes	1
Golf W	Max: 26N, 42S for 2006	36 holes	2	Max: 26 (2006)	36 holes	2
Swim/Dive M&W	no regionals	n/a	n/a	16 individual event, 12 relay + 16 divers (8N, 8S)	trials & finals	3
Tennis M&W	40M, 40W in each region (8 singles, 8 doubles/conf. N,S)	single elimination	3	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	110N (11 teamsx10) 100S (10teamsx10) (10 weight classes)	elimination, consolation	1	120 (6N, 6S per weight class)	elimination, consolation	2