

**CALIFORNIA COMMUNITY COLLEGE WOMEN'S
VOLLEYBALL COACHES ASSOCIATION**

CONSTITUTION

ARTICLE I

NAME OF THE ORGANIZATION

The name of the organization shall be the California Community College Women's Volleyball Coaches Association (hereafter referred to as CCCWVCA).

ARTICLE II

PURPOSES AND OBJECTIVES

- Section I To develop within the coaches of the organization a deep sense of responsibility for maintaining, promoting, funding, and conducting athletics at the highest standard possible.
- Section II To foster fair competition and sportsmanship in our volleyball players on and off the court.
- Section III To improve the level of play and to work toward the improvement of techniques and playing conditions.
- Section IV To maintain a membership representative of all the community colleges in the state of California with a competitive volleyball program.
- Section V To work closely with the Commission on Athletics for the achievement of these objectives.
- Section VI To promote and encourage the highest standards and ethics among coaches.

ARTICLE III

MEMBERSHIP OF THE ASSOCIATION

- Section I Composition: There shall be four types of memberships:
(1) Active, (2) Associate, (3) Corporate, and (4) Honorary members.

- A. ACTIVE - Any member of the volleyball coaching staff of any accredited California Community College may become a member of the Association upon payment of the annual dues. Active members will be entitled to admission to regional and state tournaments and a CCCWVCA coach's directory.
- B. ASSOCIATE - Designed for four-year coaches and community college administrators. Any individual may become an Associate member. Such Associate membership requires the payment of the annual dues. Associate members will be entitled to a player profile booklet and admission to regional and state tournaments, sophomore showcase, state festival hospitality room and a CCCWVCA coach's directory.
- C. CORPORATE - Any company may become a corporate member. A corporate membership requires annual dues as specified in the By-Laws. Corporate members will receive advertising in the state program and admission to regional and state volleyball tournaments.
- D. Honorary members - Hall of Fame inductees will receive a life-time membership.
- E. Membership shall extend from September 1 until August 31.
- F. The amount of dues shall be determined annually by the Executive Committee
- G. See Form 1 for CCCWVCA Membership Application including dues.
- H. See Form 1 for CCCWVCA Associate Membership Application including dues.

ARTICLE IV

ORGANIZATION

The CCCWVCA shall have officers as designated in the By-Laws. Officer's duties and the method of their selection shall be set forth in the By-Laws.

ARTICLE V

MEETINGS

- Section I There shall be meetings of the general membership in the North and South prior to Regional Play. General membership meetings may be called at the discretion of the President or President-Elect.
- Section II The Executive Committee will meet twice a year, meeting in the northern region for the fall pre-season meeting and in the southern region for the spring post season meeting.

BY-LAWS

The CCCWVCA may adopt new By-Laws or make changes in the present By-Laws which shall be consistent with this constitution by a majority vote of the active members present at a General Meeting or by a majority vote of the Executive Board. Should there be any inconsistency between this Constitution and the By-Laws, this Constitution shall prevail.

ARTICLE VI

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- Section I Amendments to the Constitution:
- A. This constitution may be amended by a 2/3 vote of active members present at a General Meeting or by a 2/3 vote of the Executive Board. Active members are the voting members of the Association. There shall be one vote per college.
 - B. Proposed constitutional amendments shall be presented to the President prior to the meeting at which they will be considered.
- Section II By-Laws:
- A. The by-laws may be amended by a 2/3 vote of active members present at a General Meeting or by a 2/3 vote of the Executive Board. Active members are the voting members of the Association. There shall be one vote per college.
 - B. Proposed bylaw amendments shall be presented to the President prior to the meeting at which they will be considered.

ARTICLE VII

STATEMENT OF PROFESSIONAL STANDARDS AND CONDUCT

Volleyball coaches in the State of California are ethically governed by a code of conduct expected of all within the education profession. Those, because of their training, who have become specialists in the field of physical education, have in fact taken on additional ethical and moral responsibilities beyond those who are involved in general education.

By the very existence of the CCCWVCA and by the individual membership, a commitment is automatically made to work within our profession with moral and ethical standards that would encompass the highest possible virtues in amateur athletics.

As members of this professional organization, California volleyball coaches commit themselves to the "spirit" of the organization and the rules that govern volleyball in the State of California. We believe in following the written and unwritten moral rules of our profession and to be fair, honest, and honorable competitors. Above all else, a respect built on hard work, fair and honest efforts, and an unquestionable moral and ethical approach to coaching is the standard of the membership.

**CALIFORNIA COMMUNITY COLLEGE WOMEN'S
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BY-LAWS

ARTICLE I

DUES

- A. Active members shall pay the following membership fees:

		After October 10	After November 15
Head Coach	\$65.00	\$70.00	\$85.00
Assistant Coach	\$45.00	\$50.00	\$85.00
Both Coaches (Head Coach and one Assistant Coach)	\$75.00	Unavailable	Unavailable

- B. Any coach who pays at the Seeding Meeting shall pay \$170.00 for their membership.
- C. If there are any fees owed to the Association from the previous year, these fees shall be added to the current year membership.
- D. Associate members shall pay a membership fee of \$75.00 for Head Coach or \$100 for both Head and Assistant Coaches.
- E. Corporate members shall pay a membership fee of \$100.00
- F. The fiscal year of the Association shall be September 1 through August 31.

ARTICLE II

ORGANIZATION

- A. General Assembly
1. Composition: The General Assembly shall be composed of active members.
 2. Voting shall be on the basis of one vote per college by an active member.
 3. Powers:

- a. Shall ratify amendments to or changes in the Constitution.
- b. Shall ratify amendments to or changes in the By-Laws.
- c. Shall elect officers.
- d. Shall establish the policies of the Organization.
- e. Shall vote on the All NorCal, All SoCal, and All State Players.

B. Executive Committee

1. Composition: The Executive Committee shall be comprised of the Executive Board (Officers of the Association) and the Conference Coaches Representatives.

a. Executive Board/Officers

- 1. The President shall alternate between the Northern region of the state and the Southern region of the state.
- 2. The Past- President/President-Elect shall be from the opposite region as the President.
- 3. The Secretary/Treasurer.

b. Conference coaches representatives

- 1. Each conference shall elect one representative to serve on the Executive Board. Conferences with 2 divisions shall select a second representative.

2. Term of Office: The term for officers shall be two years.

a. The President

- 1. The President shall serve a 2 year term.
- 2. The Past President shall serve a 1 year term during the 1st year of the President's term.
- 3. The President-Elect shall serve a 1 year term during the 2nd year of the President's term.

b. The Secretary/Treasurer shall serve a term of 2 years.

c. The Conference Representatives

1. The conference representative shall serve a 2 year term.
2. The conference representative may accept another term upon approval of the conference coaches.
3. Nomination and Election of Officers: Occurs at regional general meeting. See article II for terms of office.

Any active member may be nominated and participate in voting and must be present at the general meeting.

C. Duties of the Officers

1. The President shall:
 - a. Preside at the Seeding and Regional meetings of the Association.
 - b. Call and preside at all meetings of the Executive Board.
 - c. Appoint all committees not otherwise provided for.
 - d. Supervise the work of the Association.
 - e. Represent the volleyball coaches at all COA meetings.
 - f. Represent the volleyball coaches at the AVCA National Convention.
 - G. Shall present an orientation for all executive committee members at the state championships.
2. The Past-President/President-Elect shall:
 - a. Preside at the Seeding and Regional meeting in his/her region.
 - b. Preside in the absence of the President.
 - c. Update the policies and procedures manual.
 - d. Perform any other duties assigned by the President.
 - e. Act as the ex-officio of the Executive Board and the Association.
 - f. Advise the President when necessary.
 - g. Compile a list of the volleyball conference representatives and seeding representatives.
 - h. The President-Elect shall attend the COA meetings with the President in order to learn the process.
3. The Secretary/Treasurer shall:
 - a. Notify the membership of the annual meeting.
 - b. Notify the membership of any special meetings called by the President.
 - c. Keep a permanent record of the proceedings of all meetings.
 - d. Prepare a resume of the minutes and mail to the membership.

- e. Compile the official roster of the membership for use by the officers and other members of the Executive Board.
- f. Establish a checking account for the Association.
- g. Receive and record all funds of the Association.
- h. Make all disbursements approved by the Executive Board.
- i. Render a full and accurate financial statement at the annual meeting.
- j. Send Hall of Fame information to members only.
- k. Update the CCCWVCA Coaches Directory.
- l. Send new members a CCCWVCA Directory, a copy of the Constitution and By-Laws and a membership card.

D. Duties of the Conference and Seeding Representatives.

1. The Conference Representative shall:

- a. Be a member of the CCCWVCA and Executive Committee.
- b. Attend the Executive Committee meeting held twice a year.
- c. Be a liaison to the State Tournament Committee and shall assist in filling festival committee assignments such as banquet, keynote speaker, sophomore showcase, adopt a team, sophomore player profiles, program, t-shirts, all tournament team, raffle, hospitality room and Hall of Fame.
- d. Attend regional meeting following the regional seeding meeting.
- e. Be responsible for communicating information from the Executive Board to their conference coaches, including but not limited to, seeding information, constitution and bylaws, and rule changes.
- f. Solicit information from their conference schools to give to the Executive Committee.
- g. Encourage member schools to join the CCCWVCA.

2. The Seeding Representative shall:

- a. Obtain Season Results Form from conference schools for Regional Seeding Meeting.
- b. Represent conference/division at Regional Seeding Meeting.
- c. Keep informed throughout the season so as to be knowledgeable of potential play-off teams and for the purpose of compiling data for the meeting.
- d. Each conference shall choose a seeding representative at the first conference meeting. The seeding representative shall not be holding the office of Past-President, current President or the President-Elect. This name shall be submitted to the Past-President or the President-Elect and to the State Statistician following the conference meeting.
- e. The seeding representative will be responsible to submit a regional ranking to the statistician each week.

- E. The Officers of the Executive Committee shall have the right and obligation to take action on any matter not specifically covered in this handbook.

ARTICLE III

MEETING SCHEDULE

1. Seeding Meetings

- a. There shall be seeding meetings in the North and the South on the Sunday following the end of conference competition.

2. Regional Meetings

- a. There shall be meetings of the regional general membership in the North and South following the seeding meetings, at the location of the seeding meetings.
- b. Regional meetings may be called at the discretion of the President or President-Elect.

3. State Meetings

- a. There shall be a state general membership meeting held during the State Championships in December of each year.
- b. General membership meetings may be called at the discretion of the President or President-Elect.

4. Executive Committee Meetings

- a. The Executive Committee will meet twice a year, meeting in the northern region for the fall pre-season meeting and in the southern region for the spring post season meeting.
- b. The Pre-season meeting shall be held in August.
- c. The Post season meeting shall be held in February.

MEETING INFORMATION

1. Seeding Meetings

- a. The Seeding Meetings are governed by the COA Women's Volleyball Sport Guide.

- b. The Seeding Committee is comprised of one representative from each conference. If a conference is split into 2 divisions, there shall be a seeding representative for each division.
- c. Each Seeding Representative shall obtain a Season Results Form 6 from each potential playoff team in their conference.
- d. Form 7 may be used by Seeding Committee members to easily keep information organized.
- e. The seeding Committee Agenda is as follows:

Seeding Committee Agenda

1. Order of Process

Submit At-Large Bids

Select At-Large Bids

Submit Bids 1-4

Seed Teams 1-4

Submit Bids 5-8

Seed Teams 5-8

Submit Bids 9-12

Seed Teams 9-12

Submit Bids 13-16

Seed Teams 13-16

Review for adjustment of Seeds that may apply per sport guide 4.2.E.

2. Protocol

All presentations will be by conference seeding representatives in alphabetical order by conference.

- List all automatic qualifying teams with conference standings and records
- List all teams bidding for at-large with conference standings and records

For all bids the seeding committee will:

- Pass out season results forms and present teams for grouping
- Fill out seeding criteria worksheet for grouping
- Discuss and answer questions within grouping
- **Tally** vote for 4* teams (*except for at-large grouping in the South)

- If teams are tied, use criteria to break the tie and revote amongst tied teams

Once 4 teams are determined:

- Present teams for seeding
- Fill out seeding criteria worksheet for grouping
- Discuss and answer questions within grouping
- Vote in **Rank** order
- If teams are tied, use criteria to break the tie and revote amongst tied teams

2. Regional Meetings Order of Business

- The President and President-Elect/Past-President shall chair their respective meeting.
- Minutes shall be taken by the secretary or designee.
- Announce seeding meeting results.
- Determine voting members and CCCWVCA paid members in attendance.
- Select all regional and all state players.
- Select regional coach of the year.
- Review protocol and schedule for State Championships.

3. State Meetings Order of Business

- The President shall chair the state meeting.
- Minutes shall be taken by the secretary.
- State Business shall be conducted as needed.

4. Executive Committee Meetings Order of Business

- The President shall chair the executive committee meetings.
- Minutes shall be taken by the secretary.
- Business shall be conducted as needed.

MEETING REIMBURSEMENTS

- CCCWVCA elected officers and conference representatives to the CCCWVCA Executive Committee who travel 200 miles roundtrip to attend CCCWVCA Executive Committee meetings shall be reimbursed \$50.00 by the Association. Every 100 miles thereafter shall be reimbursed an additional \$50 by the Association.
- The President and President-Elect shall be reimbursed for registration, airfare and hotel at the COA meetings.

3. The President shall be reimbursed for registration, airfare and hotel at the AVCA National Convention.

ARTICLE IV

CCCWVCA Awards

1. All Regional and All State Awards.
 - a. You must be a member of the CCCWVCA to nominate and vote.
 - b. You must be present to nominate your player.
 - c. In order to nominate a player, the head coach must submit statistics to the State Statistician at least 5 times (bi-weekly through out the season beginning the third Monday of September of each year. (8-13-04 minutes)
 - d. Supply only the information requested on the California Community College Volleyball Coaches Association Nomination Form. See form 2.
 - e. Players will be chosen by Tally vote.
 - f. Each region will select 12 honorees. The top six from each region will comprise the All-State Team and shall be members of the all region team. The second six will comprise the remaining All-Regional Team. (All NorCal & All SoCal).
 - g. A certificate will be presented at the State Championship Banquet.
2. Regional Coach of the Year awards.
 - a. Coach must belong to the CCCWVCA
 - b. Each conference may nominate a coach from their conference.
 - c. Coaches will be chosen by Tally vote.
 - d. There will be a All NorCal & All SoCal Coach of the Year.
 - e. A certificate will be presented at the State Championship Banquet.
3. Scholar Athlete Award.
 - a. A coach may nominate a player by completing the CCCWVCA Scholar Athlete Nomination Form by March 1st of each year.
 - b. An athlete must have completed two years of volleyball competition at the college level.
 - c. Their sophomore year of play must have taken place at the California Community College from which they are being nominated.
 - d. The grade point average must meet or exceed 3.0 and must comprise of at least three semesters of coursework.
 - e. An official transcript must accompany the Nomination Form 3.
 - f. 12 Scholar Athletes will be selected based on GPA only. Those 12 with the highest GPA will be named to the CCCWVCA Scholar Athlete Team. In the event of a tie, comments from coaches will be carefully considered,

as will those athletes who have taken more units and/or completed their Associates Degrees.

- g. A Scholar Athlete Certificate will be sent to each athlete in the spring semester.

4. Hall of Fame

- a. The Executive Committee shall be the Hall of Fame Committee and vote for an annual inductee (s) at the August board meeting.
- b. Committee members shall obtain nominees from their conference members during the spring semester.
- c. The Hall of Fame recipient shall from the South in the odd years and from the north in the even years.
- d. It shall be the committee member's responsibility to complete CCCWVCA Nominee Questionnaire. See questionnaire form 4.
- e. Committee members shall send information about their nominees to the President by May to allow time to write up ballot and get information out to all committee members prior to the August meeting.
- f. Discussion and vote shall take place at August meeting.
- g. The president shall notify the nominee in writing of the possible Hall of Fame status.
- h. Criteria for Nominees:
 - Any coach, administrator, COA Representative or other contributor to CCCWVCA in community college volleyball.
 - Coaching nominees must be on in-active status for a minimum of 2 years.
- i. Nominees will carry over on ballot for three years. After three years, nominee will be dropped but can be nominated again.
- j. Hall of Fame recipient will be announced and honored at the State Championship Banquet in December.

5. AVCA Award

- a. AVCA awards the following categories:
 - NCAA Division I
 - NCAA Division II

- NCAA Division III
 - NAIA
 - 2 Year Colleges
- b. California Community College Women's Volleyball is eligible for 6 AVCA All Americans, 3 on the first team and 3 on the second team.
 - c. The athletes coach MUST be a member of the AVCA prior to November 1. Membership application on AVCA website.
 - d. The AVCA Award rotation is in the odd years, the first team will consist of 2 top players from the South and 1 top player in the North. Second team consists of 1 player from the South and 2 players from the North. In the even years, the first team will consist of 1 top player from the South and 2 top players from the North. Second team will consist of 2 players from the South and 1 player from the North.
 - e. The award winners receive a certificate and a trophy from the AVCA that will be sent directly to the coaches.
 - f. The AVCA All Americans will be announced at the State Championship Banquet in December.

ARTICLE V

STATE CHAMPIONSHIPS

A. COMMITTEE

1. A Chairperson shall be chosen by the CCCWVCA Executive Board and shall be paid \$500 by the CCCWVCA to serve as the Chairperson or Venue Director.
2. The Executive Board, along with the Chairperson shall determine the other members of the State Championship Committee.

B. SOPHOMORE SHOWCASE

During the State Championship, there shall be a sophomore showcase to give exposure to the athletes.

1. A player will be nominated by their coach at the November conference meetings. The coaches in the conference will determine who will represent their conference.

2. The nominated player shall be a member of the All Conference Team and will be chosen by majority vote of the conference coaches.
3. Any sophomore on teams that have not yet been eliminated from the State Championships are eligible to play in the Sophomore Showcase.
4. They must be an Unsigned sophomore.
5. Each athlete must choose only one position to participate in at the showcase.
6. Deadline for nominations is the seeding meeting.
7. Each athlete shall be charged \$10 at the door in order to participate.
8. Each athlete will be given a t-shirt at the door, color coded by position.

C. ADOPT A TEAM

As a condition for participation, the association is required to have an activity for the community. Our activity is an Adopt a Team activity.

D. CHAMPIONSHIP BANQUET

There shall be a Championship Banquet held at the site of the State Championships.

1. The banquet shall honor the final eight teams and their coaches. There teams will be charged a fee per person to attend the banquet.
2. The banquet shall also honor the All Regional Players and Coaches and the All State Players. They shall be invited as guests of the CCCWVCA and shall receive complimentary meals.
3. The Hall of Fame Recipient shall also be honored at the Championship Banquet. The recipient and their guest shall receive complimentary meals at the banquet.

E. SOPHOMORE PLAYER PROFILES

A sophomore player profile booklet is put together to be used as a tool to gain exposure for our athletes.

1. A member of the state championship committee shall be assigned the responsibility for the sophomore player profile booklet.

2. A coach may submit a sophomore player by completing the CCCWVCA Nomination/Profile Form 5 and sending or emailing it to the sophomore player profile chairperson.
3. Each athlete shall send in \$5.00 to the Association in order to be included into the Booklet.

F. STATE CHAMPIONSHIP PROGRAM

1. A member of the state championship committee shall be assigned the responsibility for the state championship program.

G. T-SHIRTS

1. A member of the state championship committee shall be assigned the responsibility for the state championship t-shirts.
2. There shall be a separate t-shirt design for the regional playoffs and one t-shirt design for the state championships which shall include the final 8 team rosters.

H. ALL TOURNAMENT TEAM

1. An all tournament team shall be chosen at the State Championships.
2. The All Tournament Team shall be announced after the championship match.
3. Awards shall be given by one of our sponsors after the Championship match.

I. 4 YEAR COLLEGE COACHES, ASSOCIATE MEMBER

1. A member of the state championship committee shall be assigned the responsibility for the communication with the 4 year college coaches.
2. The member shall send championship mailing to all 4 year college coaches in October.
3. The member shall compile a packet of information for each 4 year college coach who becomes an associate member, including championship program, sophomore profile booklet, coaches directory, state tournament pass and CCCWVCA membership card.
4. The member shall welcome all 4 year college coaches at the state championships.

J. RAFFLE

To help raise money for the State Championships and to enhance the student/athletes experience, the CCCWVCA will host a raffle.

1. Each coach in the Association will be asked to sell 5 tickets at \$10 each.

2. The winner of the raffle shall receive \$500 cash.
3. The ticket shall be pulled after the second game of the State Championship Match.

K. HOSPITALITY ROOM

1. A member of the state championship committee shall be assigned the responsibility for the Hospitality Room at the State Championships.

ARTICLE VI

STATISTICIAN

1. A statistician shall be hired on an annual basis.
2. The statistician shall be paid \$3,000 per season.
5. Duties and responsibilities:
 - a. Shall compile the state statistics from the forms submitted each Monday on the form developed by the Association. See form 8.
 - b. Shall compile a state ranking based on the regional votes of coaches and the scores submitted at the end of each week.
 - c. Shall keep the COA volleyball website updated with current statistics.
 - d. At the end of each season, prior to the regional meetings, shall inform the President as to who have submitted their statistics on a bi-weekly basis. This will determine who is eligible to nominate for the all regional team.

ARTICLE VII

TOURNAMENT CONTRACT

If a team pulls out of a tournament without a valid reason, that team shall lose their entry fee and be banned from all tournaments, North and South, for one full year. All contracts are binding by the date of your first scrimmage.