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## BYLAW 8

### Commission on Athletics Funds

#### 8.1 The Postconference Competition Fund

8.1.1 There shall be a PC Fund established in the Office of the COA Executive Director. The PC Fund shall be the account for funds that are not derived from COA-assessed dues. The PC Fund shall be administered by the COA Executive Director under the guidance and approval of the COA Board. This fund shall be audited annually according to COA policies. An audit report shall be given to the COA Board on an annual basis.

8.1.2 The PC 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 PC, sponsorship donations, transfer of funds from the Sports Augmentation Account, and any other sources that are consistent with COA 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 COA Board.

B. Funds in the sports accounts shall be used to defray approved expenses for sport activities. Such activities may include: augmentation of sports postconference competition budgets, payment for event awards, reimbursement for participation in the sports activities of the COA and Executive Director representatives or any other item deemed appropriate by the COA sport representative, the COA Executive Director, and approved by the COA Board.

8.1.2.2 Sports Augmentation Account: This account shall provide seed money for sport PC 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.

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- B. The Sports Augmentation Account can be used to assist sports that need financial aid in order to support their PC activities.

8.1.2.3 Procedures for requesting assistance from the Sports Augmentation Account:

- A. The COA Board shall allocate monies from the Sports Augmentation Account upon its approval of a written request.
- B. With the help of the COA Executive Director and the COA sport representative each regional and state championship event manager shall develop a detailed budget for that PC event.
- C. When additional funding is needed to promote PC or balance a budget for a sport, the COA sport representative shall petition the COA Board for additional income from the Sports Augmentation Account.
- D. Sports representatives shall send to the COA Executive Director 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 COA Executive Director three (3) weeks prior to the COA meeting before the season of the planned activity. The COA Board shall act on requests at the appropriate COA meeting. Final event financial statements shall be ready for review by the MC at the appropriate COA meeting.
- F. The COA 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 COA sport representative and event manager to develop the PC event proposed budget as part of the bid package for hosting a PC event.

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- 8.1.3.2 The bid package for PC events, including the proposed budget, shall be forwarded by October 1 (for fall sports except basketball), November 1 (for basketball), or February 1 (for spring sports) two (2) years prior to the event to the COA sport representative and COA Executive Director for approval. Final event financial statements shall be sent to the Office of the Executive Director 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.
- 8.1.3.3 Budgets for the state championship may include payment for an event manager. The Executive Director and the COA 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 PC event, an actual revenue-expense (final financial) statement shall be prepared and submitted to the COA sport representative and the Office of the COA Executive Director 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 included in each sport guide. Copies may be made as necessary.
- 8.1.3.8 This statement shall also be used as a guide for developing the next PC event budget for that sport.

A. INDIVIDUAL SPORTS

Party size for reimbursement shall be no more than:

Badminton	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

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## B. TEAM SPORTS

Party size for reimbursement shall be no more than:

Baseball	28
Basketball	18
Cross Country	7 or actual qualifiers, plus one other
Football	Number of students listed on the college's Form 3, as of November 30, plus 10. This number shall be reported to the COA Executive Director and COA Football Representative prior to November 30. (Maximum number: 80)
Golf	7 or actual qualifiers, plus one other.
Soccer	20
Softball	24
Volleyball	15
Water Polo	18

8.1.3.9 PC 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.

8.1.3.10 Event managers. See *Bylaw 6*, the Event Manager's Manual, and the specific sport guide.

8.1.3.11 The following guidelines shall be used to disburse funds to participating colleges if they are available:

### 8.1.3.11.1 SIZE OF PARTY

Maximum size of the party for reimbursement procedures shall be as follows:

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 8.1.3.8.*)

8.1.3.11.2 MEAL ALLOWANCE—Reimbursement for meals for the party shall be per person as follows (not to exceed \$15.00 per person/per day):

Breakfast	\$3.50
Lunch	\$4.50
Dinner	\$7.00
Post game	\$4.00

The following one-way mileage scale has been developed to determine the number of meals allowed during PC travel:

1-99 miles	1 meal
100-149 miles	2 meals
150-199 miles	3 meals
200-249 miles	4 meals
250-299 miles	5 meals
300-349 miles	6 meals (Maximum)

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Extensive mileage requires prior permission from the Office of the COA Executive Director. It is understood multi-day tournaments require additional meals. This total shall not exceed \$15.00 per day per person in the party. The COA Board shall approve the guidelines for reimbursement.

8.1.3.11.3 LODGING

- A. Traveling teams shall be reimbursed the actual cost of lodging or \$15.00 (including tax) per approved night, per person in the defined party; which ever is the least amount. Traveling teams shall be required to use the official host headquarter hotel(s) identified for the event by the host site and/or event manager for overnight lodging. For the COA festival events, traveling teams shall forfeit lodging reimbursement for failure to utilize approved headquarter hotel(s) identified by the host site and/or event manager, unless other lodging is approved in advance of the event by the COA Executive Director.
- 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 PC 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 COA Executive Director will determine if an additional night of lodging is allowed. The COA Executive Director 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 COA Executive Director is needed 48 hours prior to the activity if a college plans to exceed the limits of item C above.

8.1.3.11.4 TRANSPORTATION

- A. Party size for reimbursement for travel will be based on guidelines stated in 8.1.3.8.
- B. If the party size is equal to or less than eight (8), then all transportation by colleges to PC shall be reimbursed at \$0.25 per round trip mile, or actual travel receipts, whichever is less.
- C. If the party size is greater than eight (8), then in addition to the \$0.25 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.
- D. The allowed reimbursement for transportation to and from bowl games sites will be at the mileage rate stated in "C" above, or the cost for two (2) 47- passenger busses. This choice will be determined by negotiation between the participating teams and the bowl game sponsor.

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8.1.3.11.5 REIMBURSEMENT

Participating colleges shall pay their own game administration and travel expenses. The Office of the COA Executive Director 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 Executive Director 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 COA Executive Director, visiting colleges shall be reimbursed.

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 included in each sport guide. Copies may be made as necessary.

**8.2 The Development Fund**

8.2.1 Funds raised through the COA corporate development effort shall be placed in the Development Fund. This fund shall only be used and/or transferred with the approval of the COA Board.

8.2.2 The Office of the COA Executive Director shall be responsible for the development of financial sponsors for support of the COA and its events. The financial sponsorship program of the COA is designed to make it possible for sponsors to take part in the positive promotion of COA activities and events. The guiding principles of this plan are established to:

- A. Allow conference colleges to participate in PC with as little cost as possible.
- B. Allow the participating agency to gain from the numerous opportunities that sponsorship can provide.
- C. Permit the COA to enhance the quality and visibility of PC events.

8.2.3 The COA Executive Director shall develop a plan that will encourage communication with potential sponsors. This plan shall include:

- A. Publications allowing potential sponsors to understand the COA and its programs.

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- B. Materials outlining PC 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 Executive Director on the topic of sponsorship.

8.2.4 The following policy will direct the sponsorship program:

- A. The COA Executive Director, under the direction of the COA 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 COA Executive Director. The Executive Director's recommendation shall be reviewed for approval by the COA Board.
- D. The COA Board reserves the right to make final approval of all organizations wishing to cosponsor COA-sponsored activities.

8.2.5 When sponsors are willing to participate, it shall be the responsibility of the Office of the COA Executive Director 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 COA Executive Director and the COA sport representative shall work to develop clarification.
- C. The Executive Director will sign the agreement as the representative of the COA.

8.2.6 The COA Operating Fund:

Each year the COA Board shall approve a balanced Operating Fund budget for the operations of the COA. The budget shall be prepared by the COA Executive Director.

