

### 1.3 Academic Eligibility

1.3.1 - In order to be eligible for non-conference, conference, and PC, 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.

1.3.2 - If the season of sport spans two (2) semesters or quarters, a student athlete who was not enrolled in 12 units at the end of the first semester or quarter cannot become eligible until the second semester or quarter has begun and the student is actively enrolled in at least 12 units. Students becoming ineligible during a sport season which goes over two (2) terms and who do not reestablish eligibility, i.e. 12 unit requirement, during the first term may not become eligible in that sport until the first day of instruction of the second term.

1.3.3 - Of the 12 units, at least 9 shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog and are consistent with the student athlete's educational plan.

1.3.4 - 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.

1.3.5 - 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.

1.3.6 - Units from a course repeated to raise a grade of "D" or better may be used to satisfy Bylaw 1.3.1.

1.3.7 - By the start of the second season of competition at a California community college, the college shall certify that the student athlete has a comprehensive individual educational plan on file.

1.3.8 - 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.

### 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, the student must complete and pass 24-semester/36-quarter units to be eligible for the second season of that sport. Furthermore:

- A. The 24-semester/36-quarter units must be successfully completed at an accredited postsecondary institution(s). 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 successfully completed prior to the beginning of the semester/quarter of the second season of sport.
- B. 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.
- C. 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."
- D. Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward an associate degree, remediation, transfer, and/or certification as defined by the college catalog and consistent with the student's educational plan.
- E. In addition to the 24-semester/36-quarter unit requirement, the student must also 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 COA-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 5.

1.6.2 - In order to continue athletic competition in the same COA-sanctioned sport or to begin competition in a different COA-sanctioned sport after previously participating in another COA-sanctioned sport, the student athlete shall maintain a cumulative 2.0 grade point average (GPA) in course work completed for credit at accredited postsecondary institutions, computed since the start of the semester/quarter of the first competition in any COA-sanctioned sport. If this participation in a different sport is the athlete's first participation in that particular sport, there is no 24-semester/36-quarter unit requirement.

1.6.3 - In sports which go over two (2) terms; i.e., basketball, at a semester institution or baseball or track and field at a quarter school, a student who is certified eligible at the beginning of the sport season maintains that eligibility for the entire sport season as long as he/she is continuously enrolled in 12 or more units.

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 that semester/quarter/summer session.

1.6.5 - Only a student who meets *Constitution* academic eligibility requirements at the beginning of the first semester/quarter of that sport season shall be eligible to compete during that season of sport provided the athlete is attending and enrolled in 12 or more units during competition. Units earned in an intersession (winter 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.*)

### **1.10 Transfer**

1.10.1 - A student transferring to a California community college for athletic participation purposes whose last competition in COA sanctioned intercollegiate athletics was at another California community college must 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.

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 COA-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 COA-sanctioned sport. If the competition is the second 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 term of the first competition in that sport.

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.

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 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 five (5) or more years have passed since last competing at a postsecondary institution the 12-unit residency rule shall be waived.

1.10.7 - A transfer student who has competed in a COA-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.

### **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* 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.

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 at any California community college is considered as attending that college for athletic purposes and is not eligible at any other college during that season of sport.

1.15.4 - A student athlete may practice, scrimmage, or compete with only one (1) California community college in any season of sport regardless of the semester/quarter starting or ending date. (Practice as defined in *Bylaw 3.5.*)

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) postsecondary 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 COA-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 season of competition.

1.15.6 - Students attending California community college intercollegiate athletic courses which are conducted prior to the official starting date of that sport season shall, for the purpose of eligibility and transfer, be considered as having practiced at that college for that semester.

1.15.7 - 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.*)

1.15.8 - A California community college student in a team sport may not compete or practice with any other California community college teams or with any other outside team in that sport during the season of that sport after the COA defined date when practice may begin. (See the COA Sports Season Dates Chart.) In exceptional cases, the Executive Director may issue an exemption to this section.

1.15.9 - 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 or unattached in any scheduled California community college game, meet, or match. Such student athletes are ineligible and all contests in which they compete are forfeited.

1.15.10 - Definitions: Competitor/Participant

- A. COMPETITOR—is defined as one who competes in a game, meet, or match in COA-sanctioned sports.
- B. PARTICIPANT—is defined as one who is a team member but has not competed in a COA-sanctioned sport (excluding scrimmages).

## 2.1 Athletic Recruiting

Athletic recruiting is defined as 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. The following are allowable activities for recruiting within a college's recruiting area:

- A. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- B. Providing transportation to the campus. (This does not apply to a student being recruited under an out-of-state waiver.)
- C. Visiting a prospect, family member, or legal guardian.
- D. Providing information regarding employment opportunities, matriculation, housing, financial aid, etc.
- E. Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.
- F. Arranging or providing for a meal or meals during a campus visit.

2.1.1 - If not specifically permitted in 2.1, the activity is disallowed.

## 2.2 Representatives and Agents

2.2.1 - All things prohibited by this *Constitution* to colleges, faculty, staff, and representatives are also prohibited to anyone acting as a representative or agent of the college; i.e., non-employees, volunteers, alumni, boosters, relatives, friends, students, and any others speaking for or on behalf of the college and its programs.

2.2.2 - An agent is anyone (college staff member, parent/relative/friend of an athlete or college, alumnus(i), booster, high school coach/teacher, etc.) whose actions are designed to benefit a certain athletic program. The most common activities of an agent are:

- A. Making initial contact with out-of-recruiting-area athletes for the purpose of recruiting them to a specific athletic program that is outside their recruiting area.
- B. Making contact with out-of-recruiting-area coaches and asking them to contact athletes out of their recruiting area.
- C. High school coaches who personally refer and encourage their athletes to attend a specific out-of-recruiting-area/out-of-state community college and/or contact the out-of-recruiting-area community college on a student's behalf.

2.2.3 - Agents may be encouraged by an athletic department's program or they may exist without the knowledge of the program. In the latter case, as soon as the college becomes aware of an agent, it must take steps to stop the activity.

2.2.4 - Only an out-of-recruiting area student athlete can make first person-to-person contact with a community college. This must be documented (*Form C*) at the time of first contact by the community college staff member contacted.

2.2.5 - A college is responsible for the actions of any person acting as an agent of the college.

## 2.3 First Contact

First contact is defined as an unsolicited inquiry. A college's employee and/or representative may make an unsolicited inquiry of any prospect who resides in that California community college's recruiting area. However, any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be athletically recruited.

- A. A district's "recruiting area" is defined as the district itself and its contiguous community college districts.
- B. Contiguous districts are those that share a common geographical boundary with another community college district.
- C. If a district's recruiting area, as defined above, is perceived by the district to be inequitable, the district's chief executive officer may make a *Request for a Redefinition of Recruiting Area*. The request is made in a letter addressed to the Executive Director. The

Executive Director shall make a recommendation to the COA Board that shall have the final decision. A district may request a redefinition of recruiting area based upon a combination of the following:

1. Fifty (50) percent or more of the district's latest fall enrollment (head count) reside outside the originally defined recruiting area, and
  2. The number of high schools which offer athletic programs in the district's originally defined recruiting area is 75 percent or less than the average number of high schools offering athletic programs in the recruiting areas of the other districts in its conference.
- D. Upon verification of the data, the Executive Director will make a recommendation to the COA Board that may redefine the recruiting area.
- E. The COA Board will insure that any redefinition of recruiting area results in reciprocity for all the districts involved.
- F. For the purposes of this section, the following are not considered to be enrolled in and attending at another community college:
1. A student enrolled in and attending summer school and/or intercession at another college.
  2. A student enrolled in and attending an online course or course offered by another college.
  3. A high school student concurrently enrolled in and attending another college.

#### **2.4 Contact from Outside a District's Recruiting Area**

2.4.1 - If a student from outside a district's recruiting area makes an unsolicited inquiry (first contact) with a college regarding athletic participation, Form C, Out-of-Recruiting Area Student Contact Record, is to be filled out on the first person-to-person visit within a district's recruiting area. This Form C will be kept on file in the athletic director's office.

2.4.2 - The only permissible response to an inquiry from a student living outside a district's recruiting area is to provide information. Any aspect of the college's programs, including athletics, as well as any other pertinent information, such as housing, employment opportunities, financial aid, registration procedures, etc., may be provided to the prospect. Continuing communications, by phone or mail, may exist between the college staff and the prospect, but person-to-person dialog may only take place within the district's recruiting area.

2.4.3 - At no time may athletic recruiting activities take place outside a district's recruiting area. If an "incidental contact" initiated by the student athlete occurs, the coach or representative shall:

- A. Be courteous.
- B. Provide only his/her name and the college address and office telephone number of the head coach.
- C. Request the athlete to make contact during business hours.
- D. Inform the colleges of the district of residence of the contact using Form C.

2.4.4 - None of the recruiting activities allowed for prospects in a district's recruiting area are permitted for students living outside a district's recruiting area with the exception of the normal process of providing information by way of the telephone or by correspondence.

#### **2.5 Out-of-State Recruiting**

2.5.1 - Out-of-state recruiting is prohibited except upon written approval by the COA Board.

2.5.2 - Upon written request from the district's chief executive officer to the Executive Director, a district may be granted a waiver to the restriction against out-of-state recruiting, if the Executive Director verifies that the district's fall enrollment (head count) in the most recently completed academic year was 5000 or less, AND

- A. The number of high schools which offer athletic programs in the district's recruiting area is less than the statewide average of high schools per recruiting area, OR
- B. The district shares a geographic boundary with another state.

2.5.3 - Upon verification of the data, the Executive Director will make a recommendation to the COA Board, which may grant a waiver of the out-of-state recruiting prohibition.

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

2.5.5 - A district may request subsequent waivers.

## **2.7 Out-of-Recruiting Area Evaluation of Athletes**

2.7.1 - Members of the institution's coaching staff, for the purposes of evaluation only, may attend the out-of-recruiting area contests of out-of-recruiting area prospects who have made first contact.

2.7.2 - During the out-of-recruiting area evaluation of a prospect, the coach or representative may not:

- A. Mingle with out-of-recruiting area participants at any time before, during, or after the contest.
- B. Mingle with out-of-recruiting area coaches at any time before, during, or after the contest.
- C. Wear any college-identifying attire such as a hat, shirt, jacket, or any other item that is associated with the college he/she represents.
- D. Meet with the out-of-recruiting area athlete's parents, family, or legal guardian at any location outside the college's area.
- E. Commit any other act that may be construed as a recruiting activity.

## **2.9 All-Star Contests and Competition**

2.9.1 - No college employee or representative shall participate directly in the organization, management, coaching, supervision, promotion, or player selection for any 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.

2.9.2 - No employee of a college and/or any other individual acting on behalf of a college shall be involved in the sponsorship, 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.

2.9.3 - 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.

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

2.9.5 - If a person has made a verbal or written contractual commitment to be involved in any of the activities listed in Bylaw 2.9.1 or 2.9.2 - 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.

## **2.10 Speaking or Attendance Requests**

Acceptance of speaking or attendance requests for banquets, clinics, camps, service club meetings, etc. from groups located outside the California community college's recruiting district is permitted as long as the individual does not represent his or her college or its athletic program(s).

## **2.11 Subsidizing, Inducements, and Special Privileges**

2.11.1 - Receipt by a prospect/student athlete of a subsidy, inducement or special privilege not authorized by the COA Constitution would be a violation of Bylaw 2. Minimum penalties shall be assessed as described in Bylaw 2.13.

2.11.2 - 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 2.11.3.*)
- 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.

2.11.3 - Inducements are defined as athletic recruiting acts that are designed to entice a prospect. Inducements may only be provided to prospects who reside within the individual college's "recruiting area." Examples of inducements which may be provided include the following: providing transportation to and/or from the campus for a college visit (this does not apply to a student being recruited under an out-of-state waiver); providing meals during a campus visit; making a home visit to a prospect, family member, or legal guardian; providing information regarding employment opportunities, matriculation, housing, financial aid, etc.; providing a class schedule; sending correspondence to the prospect, family member, or legal guardian, such as letters, memos, news releases, or newspaper articles; providing tickets to an on-campus activity during the campus visit for a game, drama production, guest speaker, etc. The promise of providing cash or other forms of assistance as an inducement is illegal. The providing of any of the inducements listed above to prospects who reside outside the individual college's "recruiting area" would be a violation of Bylaw 2.

2.11.4 - In general the giving of special privileges or special consideration to student athletes is forbidden by the *COA Constitution*. 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 either prior to or following home contests are permissible if they are infrequent "special occasions." It would be a violation if a team was provided a pre-game meal by an individual(s) or agency prior to every home game. This would be a form of subsidization.
4. The meals and lodging provided must always adhere to college, department, and gender equity policies.

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 during the sport season 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.”
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” they should be infrequent special events, 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.
4. The granting of “special privileges” that are available only to athletes and not to other students in areas not listed in Bylaw 2.11.4 is a violation of Bylaw 2.

**2.12 Use of Internet Web Pages**

Internet web pages with information on college athletic programs shall be located within the college’s web site. Community college athletic programs shall not construct or maintain their official web pages other than within their official college web sites. Athletic web pages shall include a statement identifying them as the college’s official site, with a disclaimer regarding the existence and accuracy of information about their athletic program which may appear on any web page not located within their official college web site.

**2.13 Penalties for Violation of Bylaw 2**

2.13.1 *See Article 7.5.13.*

**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 Executive Director for review. The Executive Director shall report his/her action to the MC and the COA Board.

3.18.4 - Written requests shall be presented to the conference and Office of the Executive Director 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 Executive Director.

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:

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

3.18.11 - The conference and COA Board shall be provided with a brief tour itinerary including dates of practice, departure, return, and listing of planned competition.

### **3.19 Penalties for Violation of Bylaw 3**

3.19.1 *See Article 7.5.13.*

### **6.1 Mission Statement** *Amended: April 7, 2006; Effective July 1, 2006*

The purpose of postconference competition (PC) is to reward excellence in individual and team sports through regional and state championship competition. The goals of PC 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 PC 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 *Amended: April 7, 2006; Effective July 1, 2006*

##### 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 MC shall retain the authority to establish and revise the policies and procedures governing the administration of football bowl games and of regional and state PC including the selection processes, formats, and sites. PC shall be under the control, direction, and supervision of the appropriate COA sport representative subject to the requirements, standards, and conditions prescribed in the *Constitution*, the respective sport guide, and the Event Manager's Manual.

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 PC.

6.2.3 - Host institutions and sponsoring agencies of PC 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 Executive Director with the appropriate insurance certificate upon request.

### **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 PC. 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

PC event held on his/her campus. The designee must be in attendance to provide leadership and expedite all concerns under COA guidelines.

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6.12.3 - Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If PC 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 PC is vital in advancing toward the ultimate goal; therefore, PC 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 (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 COA 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 Executive Board Chair shall convey in writing to the host college president that the athletic administrator failed to comply with COA regulations. Two infractions shall result in forfeiting their next opportunity to host a PC event in that sport.

6.13.2 - Issues covered by sport playing rules are to be determined by the officials assigned to the game. Protests, COA rule violations, eligibility, and decorum issues are to be immediately resolved onsite so that the PC structure can continue with the appropriate team(s) advancing.

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 COA office 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 guide, rule book, and the *COA Constitution* 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 Executive Director will field the rare appeal of a protest committee's decision. The appeal to the 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.

### **8.1 THE POSTCONFERENCE COMPETITION FUND**

8.1.1 - There shall be a pc Fund established in the Office of the 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 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.

Excerpted from the *COA Constitution and Bylaws*

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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 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 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.
- 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 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 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 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.

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 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 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

- 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 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)

Excerpted from the *COA Constitution and Bylaws*

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Extensive mileage requires prior permission from the office of the 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. Party members 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.
- 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 executive director will determine if an additional night of lodging is allowed. The 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 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.

8.1.3.11.5 - Reimbursement

Participating colleges shall pay their own game administration and travel expenses. The office of the 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 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.