



Commission on Athletics

Football Guide

July 2007

FOOTBALL

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POSTCONFERENCE COMPETITION

All rules and regulations set forth in this guide are subject to review and modification by the Commission on Athletics (COA).

1. ORGANIZATION OF FOOTBALL BOWL GAMES

A. ORGANIZATION OF FOOTBALL PLAYOFF/BOWL GAMES

Postconference competition (PC) for football shall be in the form of sponsored bowl games and/or a playoff/bowl structure and a state championship bowl game. Should any region elect to use a playoff system to determine a regional champion, the first round of the playoff system will be incorporated into the bowl game system. There will be seven (7) bowl games in each region (40% postconference competition cap). Only teams with winning records will be selected to participate in bowls. Teams with less than winning records (.500 or less) will be selected if they are conference/division champions or there are not enough teams with winning records to fill all bowl games in any given region (also see section 1.2.D.7.a). The playoff bowls, if used, must include the conference/division champions and, when necessary, include at-large teams to fill out round one. Playoff brackets will be seeded according to a procedure to be determined by each region. Bowl games in each region that are not part of a playoff system will follow the established selection procedure using the final CCCFCA/COA poll. The playoff/bowl games shall be designed to allow elite teams to compete with as little cost as possible to the participant. The ability of a playoff/bowl game to provide financial gain to the statewide community college athletic program is an underlying principle. The state championship bowl game shall be one (1) game between the regional champion from the north and the regional champion from the south.

If any football bowl game or playoff game is postponed or cancelled, it may be rescheduled to a date and/or time which does not conflict with the state championship.

1.1. BOWL GAME SITE

A series of bowl game sites shall be identified each year. Sites shall be selected to provide the best possible game according to the following criteria:

Bowl game hosts and sites will be determined according to the following procedures:

- A. Potential bowl game hosts will notify the COA office of their desire to host a bowl game by June 1.
- B. The COA office will notify the CCCFCA and the conference commissioners of the bids received within 2 working days following June 1.
- C. If any region has less than seven (7) bids, the CCCFCA and conferences will have until July 1 to solicit additional bowl sponsorship. July 1 will be the final deadline date for acceptance of bowl bids at the COA office.
- D. If any region has more than seven (7) bids, the CCCFCA, in collaboration with the COA office, will select the seven (7) bowl game sites using the following criteria:

Bowl bids turned in by June 1 will have priority over bids turned in after that date.

1. Criteria for bowl bids turned in by June 1.
 - a. Seniority of a bowl will be given first priority.
 - b. Bowl bids that include provisions to finance the transportation costs of the traveling team(s), up to two (2) busses per team, from sponsorship money outside of game receipts, will be given the next highest priority (see Bylaw 8.1.3.11.4.D). This is in addition to all other financial requirements of bowl hosts that are included in other sections of this guide and COA bylaws.

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- c. The quality of the facilities at the proposed bowl site will be given consideration in the selection process. Items that should be considered: Quality of the playing surface, adequate spectator accommodations for fans of both teams, ability to provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, and adequate scoreboard, and press box. It is the intention of this provision that the bowl games be played at venues with superior facilities as determined by the CCCFCA.
2. For bowl bids submitted after June 1, the following criteria will be applied in determining which bowl(s) will be accepted when the total number of bids exceeds seven (7) in a region.

Criteria for bowl bids turned in after June 1. These bids will only be considered if there are less than seven (7) bowl bids by June 1.

- a. Bowl bids that include provisions to finance the transportation costs of the traveling team(s), up to two (2) busses per team, from sponsorship money outside of game receipts, will be given highest priority (see Bylaw 8.1.3.11.4.D). This is in addition to all other financial requirements of bowl hosts that are included in other sections of this guide and COA bylaws.
- b. The quality of the facilities at the proposed bowl site will be given consideration in the selection process. Items that should be considered: Quality of the playing surface, adequate spectator accommodations for fans of both teams, ability to provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, adequate scoreboard, and press box. It is the intention of this provision that the bowl games be played at venues with superior facilities as determined by the CCCFCA.
- c. Seniority of a bowl will be given priority after due consideration to the criteria above.

ADDITIONAL CRITERIA FOR BOWLS

- A. There shall be a sponsor who shall underwrite all finances of the bowl game, including its administration and agreed upon expenses.
- B. There shall be an identified college game manager whose goal is to make the bowl game a physical and financial success.
- C. The game site shall be as central to various college locations as possible; thus enhancing the opportunity for college supporters to attend the bowl game.
- D. The game site shall be located to allow ease of travel for participating teams; lowering game administration costs.
- E. There shall be a minimum of four (4) bowl games for Northern California colleges and (4) bowl games for Southern California colleges. Each game shall have to meet the guidelines of all sections of this Guide.
- F. Where special circumstances exist, a bowl game may be added. All sections of this guide and COA Bylaw 6.17.2.3 shall apply to the added game.

When, after the final deadline for bowl bids has past (July 1), a situation exists where one region has less than seven (7) bowl games and the other region has bids for more than seven (7), an additional game may be added in the region where additional bids exist as long as the 40 percent postconference competition cap remains intact statewide.

A team from the region with fewer than seven (7) games must be considered as a participant in the additional game in the other region.

- G. The cosponsoring agency shall procure and maintain public liability and property damage insurance covering all activities arising from or in any way related to the game, including without limitation, the advertising and promotion of the game, pageant, parade, and actions of the crowds and personnel at,

participating in, or relating to the game. Additionally, the cosponsoring agency shall indemnify and hold the CCLC and COA and their representatives harmless from all claims, damages, suits, actions, or proceedings in connection with any injury or damage to any person or property related to the activities described above.

1.2. PLAYOFF/BOWL GAME PARTICIPATION SELECTION

- A. After the completion of conference contests in the second weekend of November, the COA Executive Director's office shall publish and utilize the official COA/CCCFCA regional coaches poll as the official prospect pool for selection of playoff/bowl game participants by the bowl game committee. The regional polls (published each week by the COA) feature 14 voting members in each region who shall rank the top 20 teams in each region. The poll utilizes an excel software program to tally votes and awards a weighted system of points based on balloting each week by polling members. Each regional polling member ranks its region (e.g., south representatives vote for top 20 southern teams only, north votes for top 20 northern teams only). Each regional poll includes ten coaches, one sports information director, one media representative, and two at-large. At-large designates may be either a media representative, CCCFCA director or former coach for an equal total of 14 members in each region. The COA/CCCFCA poll is the official poll for California community college football and is the only regional poll which features a mix of regional voting panelists (coaches, media, sports information, etc.). The bowl game selection committee will be provided an updated regional poll for its use during the playoff/bowl game selection meeting by the COA. The updated polls will include results of the final conference contest played just prior to the playoff/bowl game selection committee meeting. 10/13/06
- B. Teams are to be ranked 1 through 20 in both the North and South polls. Actual playoff/bowl pool to consist of teams ranked according to the number of bowls available. (Example: if there are seven (7) bowl games, teams ranked 1 through 14 are in the pool). Ranking to be based upon final regular season COA/CCCFCA Coaches poll.

In case of a tie for 1st or 2nd place in the COA/CCCFCA Coaches' poll after the last game of the season, the following tie-breaking criteria will be used, if needed:

- 1. The winner of head-to-head competition.
- 2. A comparison of the teams that are tied with the wins over ranked teams in the COA/CCCFCA Coaches' poll. The ranking used will be the teams' places in the standings after the last official regular season games poll. Points will be awarded for wins over ranked teams in inverse (opposite) order as follows:

RANK	POINTS	RANK	POINTS
1 st	20	11 th	10
2 nd	19	12 th	9
3 rd	18	13 th	8
4 th	17	14 th	7
5 th	16	15 th	6
6 th	15	16 th	5
7 th	14	17 th	4
8 th	13	18 th	3
9 th	12	19 th	2
10 th	11	20 th	1

Hypothetical example: The Tigers and Lions are tied for 2nd place in the poll. The Tigers defeated ranked teams in the poll:

TEAM	POLL RANKING	INVERSE POINTS
Giants	10 th	11 points
Eagles	13 th	8 points
Bears	11 th	10 points
Vikings	7 th	14 points
TOTAL		43 POINTS

The Lions defeated ranked teams in the poll:

TEAM	POLL RANKING	INVERSE POINTS
Cowboys	14 th	7 points
Chargers	12 th	9 points
Giants	10 th	11 points
TOTAL		27 POINTS

THE TIGERS WOULD WIN THE TIEBREAKER.

3. If the two (2) teams are still tied, the next criteria will be lowest points allowed vs. all common opponents. In other words in the example above, if both teams had been tied after that process, and if the Lions allowed the Giants ten (10) points and the Tigers allowed the Giants three (3) points, then the Tigers would win the tie-breaker, because they allowed the fewest points to a ranked common opponent.
 4. If the teams are still tied then a coin flip will decide who wins the tie-breaker. The procedure to decide which coach will have the choice on the flip of the coin to advance, will be as follows: The COA Executive Director will select a number between one (1) and ten (10). The two (2) coaches will then select a number between one (1) and ten (10) and the person that is closest to the number selected by the COA Executive Director will have the choice on the coin toss.
- C. On the Sunday following the last football game, the football bowl committee will meet. The committee will be composed of the President, the Executive Director, and the First Vice President of the Football Coaches Association (to provide for regional representation), and the COA Football Representative. The Commissioner and/or designee will be members in an advisory capacity and will only vote in case of a tie.
- D. Selection of Bowl Teams

Colleges will be selected to participate in bowl or playoff bowl games following the selection criteria developed by each region. Each region will develop a process by which a regional champion will be determined to move forward to the state championship game.

1. Conference champions to be guaranteed a bowl game.
2. If a bowl game's host team is not bowl eligible or they are placed in the playoff bowl bracket that does not allow them to host, then the highest ranked available team, not hosting a game, becomes that bowl's "Home" team. This determination is to take place during the selection process. (Example: Assuming the number 1 and 2 teams have been placed, if number 3 and 4 are host teams and number 5, 6, 7, & 8 are not host teams, number 3 would play 5 and number 4 would play 6 and number 7 would play 8 in the bowl without a host team. If more than one bowl game does not have a host team, the bowl selection committee will determine which match-ups will play in those games, but will do so within the selection process. The intent being to give these games the best chance for success within the confines of the selection process.
3. Each region may develop a "floating bowl" concept, which allows for bowl games to move from one site to another to best accommodate a matchup for a bowl game or playoff game.

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4. If teams are matched in a bowl game or a playoff game and neither “hosts” a bowl, they may play in an “empty bowl” (no host team) or may create a bowl. The highest seeded team in a playoff structure, or the highest ranked team in a bowl game situation, will be designated as the “home” team.
 5. Each conference/division must determine a champion using a tie breaking procedure.
 6. Northern teams shall play in the north and southern teams shall play in the south, unless unusual or extenuating circumstances exist.
 7. Additional recommendations:
 - a. If there are not enough teams with winning records to fill all the bowl slots, then a ranked 5-5 team may be invited to a bowl.
 - b. If bowl placement procedure results in a rematch between two colleges, that rematch stands.
 - c. A team can only go to one bowl game.
 - d. There is a potential to add a bowl game if there are qualified teams which have no place to compete. This option will be determined by the COA Football Representative and the COA Executive Director in consultation with the selected members of the respective region.
 - 1) Additional bowl games must be at the sponsor's site.
 - 2) Added bowl games, as all others, must be completely funded by the sponsor.

E. Selection of Playoff/Bowl Teams

Should any region elect to use a playoff system to determine a regional champion, the first round of the playoff system will be incorporated into the bowl game system. There will be seven (7) bowl games in each region (40% postconference competition cap). The playoff bowls, if used, must include the conference/division champions and, when necessary, at-large teams selected to fill out round one. Playoff brackets will be seeded according to a procedure to be determined by each region. Additional bowl games in each region that are not part of a playoff system will follow the established selection procedure using the final CCCFCA/COA poll.

1. Northern California Playoff/Bowl Structure

CRITERIA FOR SELECTION

- a. The champions of the Northern Division Conferences, the Nor-Cal and Valley will compete in a playoff game to determine the Northern California Champion to advance to the state championship game versus the Southern California Champion.
- b. The champions of the Central Division Conferences; the Golden Gate and Mid-Empire would compete in a bowl game for the Central Division Championship.
- c. The champions of the South Division Conference: the Bay-Valley and Coast would compete in a bowl game for the South Division Championship.
- d. The CCCFCA/COA poll rankings will be used to select four(4) additional bowl games, with the “common sense” clause utilized.
- e. For purposes of determining conference championships the following tie-breaking procedure will be utilized in the order presented until broken: 10/14/06
 - 1) Head-to-head competition or, if three (3)-way tie:
 - 2) Compare the records of the tied teams to the top-ranked non-conference teams in the COA/CCCFCA Poll in descending order; i.e., compare the tied teams with the team ranked #1 in the poll, then with the team ranked #2 in the poll, then with the team ranked #3 in the poll, etc. 10/14/06

3) Coin Toss

2. Southern California Playoff/Bowl Structure

- a. There will be seven (7) bowl games in the South (40 percent PC cap).
- b. Four (4) of the bowl games will be designated as playoff/bowl games and be the first round of an eight (8)-team playoff structure to determine the Southern California champion to advance to the state championship game. Three additional bowl games will be played and teams will be selected from the COA bowl pool.
- c. Playoff/bowl game participants will be selected and seeded using the following process:

CRITERIA FOR SELECTION

1. All conference/division champions will be designated as participants in the playoffs.
2. Conferences that are not divided into divisions may automatically qualify a second team (besides their champion) if that team is ranked in the top seven (7) in the final CCCFCA poll. This team will be considered an “at-large” selection and be placed according to the seeding process for “at large” teams (see below).
3. Additional at-large teams will be chosen to fill out the first-round bracket using the final CCCFCA/COA poll.

CRITERIA FOR SEEDING

1. An eight (8)-team playoff structure will be seeded using the five (5) conference/divisional champions and three (3) at-large teams.
2. The eight (8) teams that have been selected from the above selection process will be seeded according to their final ranking in the CCCFCA/COA Poll. Teams will be seeded one (1) through eight (8) with the highest ranked team seeded #1, and 2nd highest ranked team seeded #2, etc., until all eight (8) brackets are filled.

1.3 PLAYOFF/BOWL FORMAT AND TEAM PLACEMENT

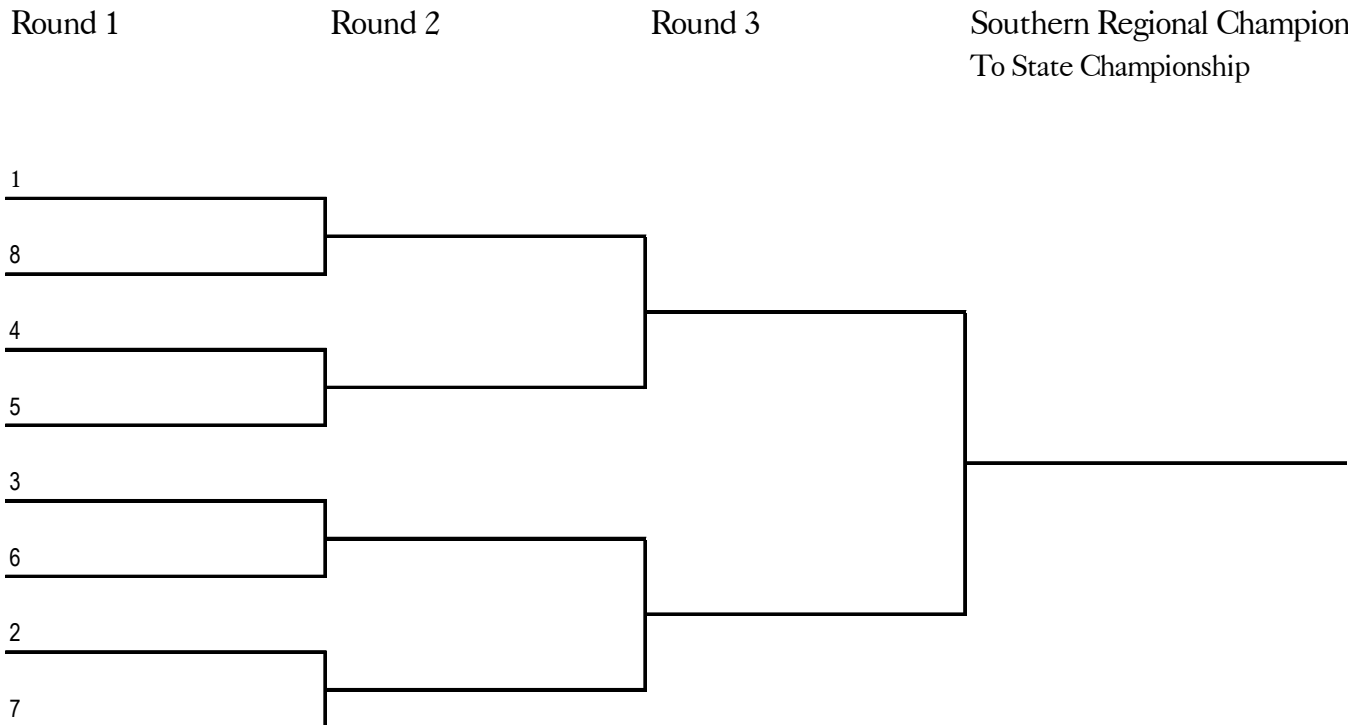
An eight (8)-team playoff tournament will be employed to select a regional champion to move on to the state championship game.

- A. Once teams are seeded one (1) through eight (8) and teams are placed into the brackets below, the bowl game committee will place the teams into first-round bowl sites.
- B. Highest seeded teams that host a bowl game will be designated as the “host” team. If two (2) teams who host bowl games are matched against one another, the lowest seeded team must give up its bowl or not be part of the playoffs. If it chooses not to be part of the playoff system then it will host the next highest ranked team not participating in the playoff system, using the “common sense” clause. If the highest seeded team does not host a bowl game and the lower seeded does, then the game will be played at the lower-seeded team’s site.
- C. If neither matched up team hosts a bowl, the “floating bowl” concept may be used. The teams may be placed in an “empty bowl” or a bowl game may be created to accommodate the matchup. The highest seeded team will be designated as the “home” team.
- D. The bowl committee may use the “common sense” clause in placing teams at the best game site for both playoff bowls and for non-playoff bowls. Every consideration should be given to helping insure the best matchups that will generate the largest gate income.
- E. After the first round of playoff/bowl games, the highest seeded team will host all other rounds leading to the regional championship game and be responsible for game administration.

The host school is expected to provide a quality playing surface, adequate spectator accommodations for fans of both teams, provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, an adequate scoreboard, and press box. It is the intention of this provision that the playoff games be played at venues with adequate facilities for both players and fans, as determined by the CCCFCA.

- F. All administration guidelines (section 2 of the Football Sport Guide) will apply to playoff games.
- G. After teams 1 and 2 have been selected, the order of bowl selection will continue using the normal process and criteria; i.e., 3 vs. 4 and 5 vs. 6, etc. However, in order to reduce expenses of travel, lodging, and meals and to enhance competition, the bowl committee can adjust pairings by adjusting rankings by no more than two (2) positions up or down.
- H. For purposes of tie-breaking in the selection process or in the seeding process, the following criteria will be used in order presented until tie is broken:
 1. Head-to-head competition
 2. Winning percentage vs. common opponents.
 3. Highest rank on final CCCFCA/COA football poll

Southern Regional Brackets:



2. ADMINISTRATION OF THE FOOTBALL BOWL GAMES

2.1. BOWL GAME ADMINISTRATION

The supervision of football bowl games shall be administered by the Commission on Athletics (COA) Football Representative and the Office of the COA Executive Director. With the help of conference commissioners, game managers, and cosponsoring agencies, the COA Football Representative in consultation with the COA Executive Director shall:

- A. Make final decisions in all cases where an interpretation of this guide is necessary.
- B. Be responsible to make a status report for all bowl games for submittal to the COA for review and approval.

2.2. GAME MANAGEMENT

The COA Executive Director is responsible for the identification and assignment of bowl game management. The COA Executive Director shall identify an onsite event manager and, where applicable, shall identify an event manager representing the cosponsoring agency.

Host and participating colleges and game sponsor(s) shall sign a contract certifying their willingness to abide by the guidelines of this guide and its appendix.

The onsite event manager representing the COA shall receive \$200 as part of the game administration budget.

2.3. EVENT MANAGER RESPONSIBILITIES (SEE COA BYLAWS 6.8, 6.14, 6.15, 7.2, AND 8.1.3.)

- A. Sign the event agreement and return it to the COA Executive Director's office by September 30 of each year.
- B. Prepare a budget to be submitted for approval to the COA football representative and COA Executive Director's office by October 1 of each year.
- C. Complete the Bowl Game Manager's Financial Report and Ticket Inventory Forms no later than 30 days following the event. Net profit from the game shall be returned to the COA Executive Director's office with these forms. Participating teams will be reimbursed through the COA Executive Director's office.
- D. Prepare the field for play.
- E. Arrange for officials for the game, including timer, announcer, chain gang, ticket takers, parking attendants, and police.
- F. Arrange for a medical doctor to supervise the game.
- G. Arrange for the game ambulance.
- H. Arrange the following for the two (2) teams playing in the game:
 - 1. Dressing rooms, including security.
 - 2. Color of uniforms.
 - 3. Preparation of areas for video crews.
 - 4. Preparation of press box to field communication for coaches and athletes.
 - 5. The type of football to be used during play shall meet NCAA Specifications and be the COA approved ball.
- I. Coordinate the activities of the custodial staff and ticket takers.
- J. Procure the necessary police support and the active supervision of the police.

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- K. Provide information for parking team buses, lodging (if approved), pre-game meals, and any other team-related game requirements.
 - L. Work closely with the game manager from the cosponsoring agency.
 - M. Perform any other activities that are unique to the smooth administration of the game.

2.4. BOWL GAME TICKETS AND THEIR ADMINISTRATION

- A. **TICKET PRODUCTION**-Tickets for each bowl game shall be produced by the cosponsoring agency. Printing of tickets shall be done:

1. At no cost to game expenses.
2. To maximize accountability for tickets printed and sold. Each ticket shall be numbered. The number of printed tickets shall be reported to the Office of the COA Executive Director at the time of printing. The assignment of tickets to be sold shall be done by number. Each agency selling tickets shall report the exact number of tickets sold and return the unsold tickets according to the number of tickets assigned.

Tickets shall be printed with a color code. One (1) ticket color shall be for those with a \$8.00 minimum, another color ticket shall be for those with a \$5.00 minimum. Each ticket shall have an identification number printed on it to be used for accounting purposes.

A game ticket sponsor may be permitted to place advertisement on the game tickets.

- B. **TICKET DISTRIBUTION**-Tickets shall be distributed to sellers by number and recorded on the appropriate bowl game ticket administration form. All tickets distributed other than on game day shall be returned to the game manager prior to the Thursday before the bowl game.
- C. **TICKET ACCOUNTING**-A complete accounting of all ticket sales shall be made by the host game manager as a part of the game financial report which shall be turned in to the COA Executive Director's office by the Friday prior to the Christmas holiday break each year. A ticket accounting form will be used by bowl game managers to record gate receipts; thereby allowing more accurate income reporting. Ticket numbers should equal the income.

2.5. INCENTIVE TICKET SALE PLAN

Bowl game committees may develop pre-game incentive ticket sale plans. The plan shall be applicable only to pre-game tickets sold by both the COA and cosponsoring agencies.

Incentive plans shall only apply to the sale of adult \$8.00 minimum pre-game tickets. All tickets sold at the gate shall have no incentive bonus available. the maximum amount of profit allowed through an incentive plan shall be \$1.00 per pre-game ticket, i.e., a non-sponsoring service club or community college selling tickets under an incentive plan can only receive \$1.00 of income for each adult pre-game ticket sold. Incentive plan ticket sales shall be included in the total proceeds of the game and shall be listed as income for the game.

2.6. ADMISSION PRICES

Admission prices for bowl games shall not be less than:

- A. \$8.00 each for all seats, except for
- B. Identified students, faculty, staff, senior citizens, and children under 12 years of age shall not be less than \$5.00 each.
- C. Bands, cheerleaders, and spirit crew members in uniform and accompanied by their supervisors shall be admitted free.
- D. No conference, staff, or parent booster passes shall be recognized for bowl game admission.

E. Members of the California Community College Football Coaches Association shall be admitted after presenting a current Association Membership Card.

F. COA members and conference commissioners shall be admitted free.

2.7. AWARDS (See COA Bylaw 7.2)

2.8. GAME ADMINISTRATION EXPENSES (SEE COA BYLAWS 6.8., 6.14, 6.15, 8.1.3, AND THE PROPOSED BUDGET FORM AVAILABLE AT www.coasports.org.)

2.8.1. APPROVED GAME EXPENSES (SEE COA BYLAWS 6.8, 6.14, 6.15, 7.2, 8.1.3, AND THE PARTICIPATING TEAM FORM AVAILABLE AT www.coasports.org.)

2.8.2. NON-REIMBURSABLE GAME EXPENSES

Bowl game sponsors have found many different ways to make games interesting for cash customers. Many of these innovative ideas call for extensive funding. Below you will find a list of categories that generally will not be paid for as game expenses.

- ◇ Fireworks Display
- ◇ Extra Insurance Packages
- ◇ Painting of End Zone
- ◇ Painting of 50-Yard Line
- ◇ Audit of Game Budget
- ◇ Special Game Publicity
- ◇ Pictures & Printing
- ◇ Special Ticket Printing
- ◇ Extra Awards
- ◇ Special Guest Attractions
- ◇ Extra Complimentary Tickets
- ◇ Cost of Pre-Event Telephone Calls
- ◇ Office Rental
- ◇ Secretarial Costs
- ◇ Special Costs
- ◇ Other Pre-game or Half-time Entertainment

2.8.3. CONCESSIONS AND SOUVENIR PROGRAM SALES (SEE COA BYLAW 6.8.17.)

All bowl game concession and souvenir program preparation, inventory, and sales are the responsibility of the game sponsors. Any costs or profits that occur due to the administration of concessions and program sales shall be the host college's.

2.9. GAME MANAGER'S FINANCIAL REPORT (SEE COA BYLAW 8.1.)

3. GENERAL GUIDELINES FOR POSTCONFERENCE COMPETITION

3.1. ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.11.)

3.2. ON-SITE PROTEST COMMITTEES FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.12.)

3.3. FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.3.)

The following policy is in addition to those already listed in the COA Bylaws and Event Manager's Manual. If there is a conflict, these policies will supersede:

- A Bowl Game Participant Letter of Agreement will be returned to the COA Executive Director's office at least one (1) week prior to participation in a bowl game.

3.4. PARTICIPANT'S FINANCIAL REIMBURSEMENT (SEE COA BYLAW 8.1.3.)**3.5. FINANCIAL REPORT AND DISBURSEMENT OF FUNDS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.3.)****4. BOWL GAME PLAYING RULES AND GAME DETAILS****4.1. DATE AND TIME OF GAME (SEE COA BYLAW 3.11.)**

All bowl games shall be played no later than the first weekend in December, except the state championship which shall be played the second weekend in December. The exact date and time of bowl games shall be decided by the bowl game manager with input from the cosponsoring agency and the COA Executive Director. The date and time shall be conducive to recruiters, providing the least cost to those involved, and drawing the best attendance possible.

4.2. PARTICIPANT'S CONTRACT

All colleges taking part in the football bowl games shall sign a bowl game participant's contract.

4.3. PLAYING RULES (SEE COA BYLAW 4.)

- A. At a postconference competition event, the COA Football Representative, after consultation, may impose additional penalties to event participants who are found to have violated appropriate Constitution behavior policy.
- B. JERSEYS-The home team shall wear dark-colored jerseys and the visiting team shall wear light-colored jerseys for bowl games. If neither participating team is from the host college, the COA Executive Director shall identify the home team.
- C. GAME BALL-The game ball shall be the COA-approved ball.
- D. PRE-GAME AND HALF-TIME-There shall be a 15-minute pre-game and 20-minute half-time for ceremonies. Whenever feasible, a band festival should be developed and included in the pre-game and half-time ceremonies. No game expenses may be allowed for this.
- E. NO TOLERANCE SPORTSMANSHIP POLICY—The “NO TOLERANCE POLICY” shall be in force for all football competition, including postconference competition. 10/21/05

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

4.4 OFFICIALS (SEE COA BYLAW 6.8.4 AND 6.8.5)

Officials for each bowl game shall be assigned by the designated conference commissioner. He or she shall confer with the visiting conference commissioner and then assign the approved number of community college officials with neutral affiliation whenever possible. A list of assigned officials shall be sent to the COA Executive Director upon request prior to the game. The bowl game shall use the same number of officials as those used by the conference of the host college, and the officials will be paid using the same rate the conference paid during the regular season.

4.5. VIDEO TAPE OR FILM EXCHANGE AND SCOUTING

- A. VIDEO TAPE OR FILM EXCHANGE-Colleges participating in bowl games shall exchange any three (3) tapes or films from the current season other than the final game tape or film. Conferences are encouraged to adopt rules prohibiting the release of game tapes and/or films to play-off opponents of their conference champion.

B. SCOUTING-Colleges wishing to scout bowl game opponents shall do so at their own expense.

4.6. RADIO AND TELEVISION POLICY

Arrangements for radio and television broadcasts shall be handled by the game manager after checking with the COA Executive Director. Profits from these broadcasts are to be kept in mind; however, the interests of all parties are paramount.

5. GAME PREPARATION SCHEDULE

5.1. CALENDAR OF DATES

A calendar of dates and a working time schedule shall be developed for each bowl game. The game calendar is designed to allow for planning and the completion of details of game administration. See Section 1.2.1 of this guide for items to be considered in this preparation. It will then be the event manager's responsibility to adhere to the established time line. A master check sheet should be used for the event manager's response regarding the completion of each step in the process.

6. BOWL GAME PUBLICITY

6.1. PUBLICITY PLAN

A game publicity plan shall be developed. A game public information "team" and chair shall be identified. This group shall establish the necessary steps for the publicity plan of each game. These steps shall include:

- A. Providing information about the availability of tickets for the bowl game.
- B. Souvenir program preparation:
 - 1. Procurement of advertisers.
 - 2. Placement of sponsors' advertisements in the program.
 - 3. Help with the procurement of participating college pictures, rosters, and other pertinent program information.
 - 4. Reserve a page for COA information as provided by the COA Executive Director's office.
- C. Newspaper ad plan (where funds are available).
- D. Identification of press participants, including:
 - 1. Normal media representatives who cover the participating colleges on a day-to-day basis.
 - 2. Additional local and out-of-town news media.
 - 3. Special invitation to sports editors/directors and columnists.
- E. Development of press credential and identification system.
- F. Development of media accommodations.
 - 1. Identify a pressroom supervisor.
 - 2. Provide reserved press seating for the event.
 - 3. Arrange for press statistics, duplication, and distribution.
 - 4. Whenever possible, arrange for complementary refreshments for the working press.
- G. Radio and television plan.
 - 1. Home and away radio facilities.

2. Home and away television production facilities.
3. Provide written "spots" for commercial or educational over-the-air radio and television use.

6.2. PRESS CONFERENCE(S)

Bowl game administrators may create an informal press conference in September or October that will act as a "contract-signing" event. This activity will alert the media to upcoming bowl game activities.

As a part of the bowl game publicity plan, \$150.00 shall be allocated as a game expense for a pre-game press conference. When the participants in the bowl game are announced, the bowl game administrators should develop a formal press conference in order to promote the game. All local and visiting media should be invited to this event.

Appropriate written and any other form of media communication should be provided at the press conference. Refreshments should be provided.

8. PLAYING RULES 4/5/07

- A. The NCAA Football Rulebook will govern all football contests, as stated in Bylaw 4.1.1, with the following exceptions:
 1. Regulations governing the field of play (Rule 1, Section 2 of the NCAA Rulebook), such as exact line striping, size of the goal posts, may be waived if the home team has no control over the physical venue.
 2. The requirement to have visual delay-of-game clocks (Rule 4, Section 2, article 4.B of the NCAA Rulebook) may be waived if the home team does not have delay-of-game clocks.

Excerpted from the COA Constitution and Bylaws, Bylaw 4:

4.3 Decorum

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT — is a player, coach, team member, team attendant, official, or college staff member.
- B. DISQUALIFICATION — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. EJECTION — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
 1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a "strike" and covered by this policy.
 2. All ejections shall be treated as first offenses unless a previous "strike" has been declared by the conference commissioner.
 3. Second "strike" (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
 4. Determination of whether or not an ejection is a "strike" may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
- D. VERBAL OR ABUSIVE BEHAVIOR — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. PHYSICAL ABUSE — is defined as any physical act that results in ejection.

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- F. **EVENT** — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- G. **FOR WATER POLO: Game disqualification** — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

(Adopted: April 6, 2007; Effective: July 1, 2007)

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

4.4 Punishment for Physically Assaulting Officials

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

4.5 Punishment for Leaving Bench Area

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

4.7 Reporting of Ejections

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college's schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non--game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

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