



A Member Conference of the  
California Community College Athletic Association

# CONSTITUTION & BYLAWS

## 2015-16

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### MEMBER INSTITUTIONS

Cabrillo College, Cañada College, Chabot College, De Anza College, Evergreen Valley College,  
Foothill College, Gavilan College, Hartnell College, Las Positas College, Mission College,  
Monterey Peninsula College, Ohlone College, City College of San Francisco,  
San Jose City College, College of San Mateo, Skyline College, West Valley College

**THE OFFICERS OF THE COAST CONFERENCE**  
*(Terms 2015/16 and 2016/17)*

**DALE MURRAY**  
Commissioner

**DALE WAGONER**  
President  
Chabot College

**LAMEL HARRIS**  
Vice President  
San Jose /Evergreen CCD

**CHRIS WARDEN**  
Past President / Treasurer  
Ohlone College

## **ARTICLES**

### **ARTICLE I – NAME AND PURPOSE**

The name of the Conference shall be the Coast Conference. Its purpose shall be to encourage, organize, and administer intercollegiate athletic programs with high scholarship and athletic standards for its membership.

#### **SECTION 1**

The Coast Conference, here after referred to as “the Conference”, shall be composed of colleges belonging to the Community College League of California (CCLC) and designated and approved by the California Community College Athletic Association (CCCAA). Members must be in good standing regarding the payment of dues and the observation of the various requirements of this Constitution, its Bylaws and Supplements.

#### **SECTION 2**

New members may be admitted to the Conference as per CCCAA Constitution, 5.1.

### **ARTICLE II - GOVERNANCE**

#### **SECTION 1**

Each college president shall appoint three (3) representatives to the Conference in accordance with of the CCCAA Constitution, as follows (A5.3.3) (See appendix A):

- A. The college CEO or his/her designee.
- B. A member of the women’s athletic staff or CEO who represents the women's programs.
- C. A member of the men’s athletic staff or CEO who represents the men’s programs.

The college representatives shall have jurisdiction in all matters involving the welfare of the Conference. Voting representatives will be designated at the start of each meeting.

Two-thirds (2/3) of the voting members OR three-fourths (3/4) of the member colleges AND fifty percent (50%) of the voting membership shall constitute a quorum.

#### **SECTION 2**

The elected officers of this Conference shall be: President, Vice President, Past President, Treasurer and Commissioner

### **SECTION 3**

The President, Vice President, Past President, Treasurer, Commissioner, Sport Liaison and Sports Coordinator shall comprise the Executive Committee. The functions of the Executive Committee shall be to:

Provide Conference business continuity;

- A. Serve as a recommending resource to the Conference and its President;
- B. Serve as the budget committee;
- C. Serve as the nominating committee for Vice-President Elect;
- D. Assist in the development of the Conference agendas;
- E. Assist in the annual review of the conference sport supplements;
- F. Serve at the will and direction of the Conference; and
- G. Review investigative reports and make recommendations to the Commissioner.

### **SECTION 4**

Elections for the officers of the Conference shall be implemented and the officers selected at the final meeting of each academic year where the term of office is concluding. Elections will be held by written ballot.

### **SECTION 5**

Term limits are as followed:

- A. The President (including Vice and Past) will serve one 2- year term unless extended by a vote of the Conference.
- B. The Commissioner will serve on a four (4) year term
- C. The Treasurer will serve at the pleasure of the conference until one has announced their desire to exit the position.

### **SECTION 6**

- A. The President shall:
  1. Be the Executive Officer of the Conference;
  2. Call and preside over all meetings of the Conference;
  3. Provide for investigations within the Conference when needed;
  4. Uphold the Conference Constitution and Bylaws and the rules and regulations of the Conference;
  5. Chair the Appeals Committee;
  6. Serve as the Conference Rep for the CCCADA;
  7. Appoint committees and their chairs, and be Ex-officio member of all committees;
  8. Appoint the Sport Liaisons each year at the spring meeting;
  9. Attend CCCAA meetings whenever possible;
  10. Keep the Conference informed and up-to-date on important matters;
  11. Direct the preparation of the agenda for Conference meetings;
  12. Know the rules and regulations of the Conference and CCCAA Constitution & Bylaws; and
  13. Serve as a spokesperson for the Conference.

- B. The Vice President (President Elect) shall:
  - 1. Act in the place of the President when needed;
  - 2. Assist the President with the efficient operation of the Conference;
  - 3. Be the Conference parliamentarian;
  - 4. Attend a meeting of another conference once a year for informational purposes;  
and
  - 5. Serve as Chair of Gender Equity Committee.
  
- C The Past President shall:
  - 1. Provide a historical perspective to the Conference
  - 2. Special projects as assigned by the Conference Executive Committee
  
- D. The Treasurer shall:
  - 1. Collection of membership dues
  - 2. Maintaining current roster of paid members
  - 3. Maintaining Conference financial account.
  - 4. Provide financial report for each regular meeting
  - 5. Paying all association bills
  
- E. The Commissioner shall:
  - 1. Be responsible to the Conference membership, the Executive Director, and the CCCAA for the implementation of and compliance of rules and regulations;
  - 2. Administer the rules and procedures of the Conference;
  - 3. Make and provide rule interpretations for Conference members and Appeals Board when appropriate;
  - 4. Meet regularly with the Executive Director on Conference and CCCAA matters;
  - 5. Serve as a communication link for Conference members with the Executive Director and the CCCAA;
  - 6. Provide general administrative services for the Conference including those of scheduling, eligibility, participation lists, protests, and appeals;
  - 7. Investigate alleged rule infractions, rule on the allegation, report findings and rulings to the Conference Executive Committee and the Conference, and forward rulings to the Executive Director;
  - 8. Provide information to the Executive Director , and/or the CCCAA when requested;
  - 9. Serve as an advisor and resource to the Hearing Board;
  - 10. Perform other administrative duties as may be required by the Conference, the Executive Director, and the CCCAA;
  - 11. Advise to Conference Officers annual budget suggestions;
  
  - 12. Each fall, distribute thirty (30) Conference passes to each college Athletic Director for distribution.
  - 13. Commissioner shall be excused from any issue that involves his/her college.
  
- D. The Appeals Board Chairperson (President) shall:
  - 1. Call meetings of the Appeals Board Committee;
  - 2. Chair the committee that rules on questions of eligibility.

## **SECTION 7**

This Constitution may be amended by two-thirds (2/3) of the voting delegates or three-fourths (3/4) of the colleges represented and a minimum of fifty percent (50%) of the voting membership present for an official meeting.

## **SECTION 8**

The Conference has the power to establish standing committees.

## **SECTION 9**

The Conference has the Power to recommend to the CCCAA the probation or expulsion of any conference member in keeping with the procedures of the CCCAA Constitution.

# **ARTICLE III - MEETINGS**

## **SECTION 1**

There shall be a minimum of three (3) meetings per calendar year. They will be scheduled at Cabrillo College. Meeting times will be determined at the previous meeting.

## **SECTION 2**

The Commissioner or the Executive Committee may call special meetings at any time.

# **ARTICLE IV - ELIGIBILITY**

## **SECTION 1**

All students representing an institution in competition between colleges of this Conference in sports listed in the Constitution shall be actively enrolled students and shall be registered with the Conference Commissioner. Schools on the quarter system must be registered prior to the first scheduled contest.

## **SECTION 2**

Eligibility in this Conference shall be defined in the CCCAA Constitution (Bylaw 1).

## **SECTION 3**

Any college in athletic competition which is represented by a player who has not been registered in the Conference or who has been registered in the Conference, and/or who has been ruled ineligible by the Conference after registration, shall be subject to the penalties outlined in Article 7.4.12 of the CCCAA Constitution.

#### **SECTION 4**

In the event of a request for an extension of the number of seasons of competition in a sport by reason of injury or illness, a Form 4 and the appropriate supporting material outlined in CCCAA Bylaw 1.8, must be presented to the Conference Commissioner before the first contest for that sport in the succeeding season.

### **ARTICLE V - SPORTS**

#### **SECTION 1**

The Conference shall offer sports from the list of CCCAA approved sports.

### **ARTICLE VI - FINANCES**

#### **SECTION 1**

Membership shall extend from July 1<sup>st</sup> to June 30<sup>th</sup> (academic fiscal year). Dues are set at the following rates:

- Full Member - \$2,565
- Hosted Sport - \$250/sport

#### **SECTION 2**

Membership dues shall be determined by the Conference officers and any proposed changes will be voted on at the final Spring meeting for the following fiscal year. The amount of the annual dues shall reflect the anticipated expenses of the organization. Any dues revenue remaining at the completion of the membership period shall be carried over in the budget for the new membership period.

#### **SECTION 3**

A budget shall be prepared by the Executive Committee and presented and ratified during the Late Spring business meeting each year. The budget will address all anticipated organization expenses for the membership period.

### **ARTICLE VII - REGISTRATION**

#### **SECTION 1**

Any student who falsifies an application for athletic registration shall forever be barred from any/all competition in this Conference.

## **SECTION 2**

Participation lists must be submitted to the CCCAA website within ten (10) working days after the close of the Sport season.

## **ARTICLE VIII - GENDER EQUITY**

### **SECTION 1**

The Conference shall comply with Title IX and shall assist all members of the Conference to comply with the Law.

Equity in the establishment of start times between genders for conference competition is a Conference priority. It is the responsibility of each member institution to establish an internal protocol for the equitable assignment of competitive starting times.

## **ARTICLE IX - DECORUM**

### **SECTION 1**

The Conference shall subscribe to the Decorum Policy as written in the CCCAA Constitution (4.4, 4.7).

## **ARTICLE X - CONFERENCE CHAMPIONSHIPS**

### **SECTION 1**

Conference champions shall be declared in all Coast Conference approved sports as determined by individual Sports Supplements.

### **SECTION 2**

If there is a tie for a championship, the teams so tied shall be considered co-champions.

### **SECTION 3**

Play-offs will be determined according to Sports Supplements and in compliance with the CCCAA Constitution.

### **SECTION 4**

When divisions in a sport are created, the divisions shall be of equal strength. Geography and history may be considered if they don't upset the parity between the divisions.

When divisions in a sport are created, cross-over contests shall be scheduled. Individual sports may decide if a partial or complete cross-over schedule is best for that sport.



Full cross-over schedules (play all of the teams in the other division) SHALL count in the division record. Partial cross-over schedules DO NOT count in the divisional record.

## **ARTICLE XI - AWARDS**

### **SECTION 1**

Championships: The Conference shall furnish a trophy to the team winning the Conference Championship.

### **SECTION 2**

All-Conference Teams: All-Conference Certificates shall be awarded as requested in each sport as recommended by the appropriate coaches association.

### **SECTION 3**

Individual awards shall be presented as follows:

1. Cross Country- first fourteen (14) winners in the Conference meet
2. Golf- 1st thru 6th low medalists at the Conference meet
3. Swimming- 1st, 2<sup>nd</sup>, 3<sup>rd</sup> place individual winners, and 1<sup>st</sup>, 2<sup>nd</sup> place relay teams in each division at the Conference meet.
4. Tennis 1st and 2<sup>nd</sup> place singles, and each member of the 1st and 2<sup>nd</sup> doubles in the Conference meet
5. Track- 1st thru 6th place individual winners and 1st thru 4<sup>th</sup> place relay teams at Conference meet.

### **SECTION 4**

The "Bud Ottmar" All Sports Trophy: Perpetual trophy will be presented to the college accumulating the most athletic points during the school year, including men's and women's sports.

Procedure to be followed:

1. Points shall be awarded as per Bylaw 7.
2. The college last in possession of the trophy shall be responsible for engraving and forwarding to the new winner. This shall be done prior to the start of the fall semester.

## **BYLAWS**

### **BYLAW 1**

#### **CONFERENCE PROCEDURES RELATING TO THE ADMISSION OF OUT-OF-RECRUITING AREA STUDENT-ATHLETES.**

##### **SECTION 1**

In order to create understanding of the position of the Conference on recruiting, proselytizing, and subsidizing, the Conference schools will:

1. Cite the name and location of the last high school attended of all competing athletes in athletic programs.
2. Colleges must include a statement in catalogues, brochures, and programs where athletics are mentioned, publicized or described which indicates that participation and recruiting standards exist for Coast Conference member colleges. An example of that statement might be:

*“The Coast Conference has specific parameters that limit athletic recruiting of and participation by student-athletes. Please contact the appropriate athletic director or coach to determine how those parameters affect your participation at any Coast Conference Institution.”*

### **BYLAW 2**

#### **CONFERENCE CONTESTS**

##### **SECTION 1**

All games played under protest shall be counted as played contests. Official notification of all forfeits or protests must be postmarked within 48 hours after completion of the contest.

##### **SECTION 2**

To be eligible for the championship, a team must play all other teams on the official schedule unless the championship is determined by a special tournament or meet.

##### **SECTION 3**

Schedules for all sports sponsored by the Conference shall be developed by the coaches and approved by the Conference.

#### **SECTION 4**

If a college can not play a regularly scheduled Conference contest because of insufficient players (due to injury or illness), the contest(s) shall count as a forfeit loss(es). This must be verified by the athletic director.

If a college starts playing its conference schedule and finds that it can not play the remaining games due to a lack of players, all conference contests become forfeit losses.

### **BYLAW 3**

#### **COAST CONFERENCE APPEALS BOARD COMPOSITION & PROCESS**

The Conference Appeals Board will operate in accordance with Article 7.5 of the CCCAA Constitution.

The Conference Appeals Board is made up of a representative from each member college, with the Conference President serving as chairperson. A member college may select an alternate if the Conference President is notified prior to the meeting.

Two-thirds (2/3) of the member colleges shall constitute a quorum.

Hearings may be submitted or by testimonial.

The Conference Appeals Board has the right to impose appropriate sanctions as outlined in the CCCAA Constitution with a two-thirds (2/3) vote of those Appeals Board members in attendance should the Appeals Board decide to have a testimonial hearing.

Only members present will be allowed to vote. Votes will be conducted by secret ballot at testimonial hearings. If a school is involved in the decision before the Board, they will not vote in the decision.

Members of the Appeals Board will be appointed by member schools at the final meeting each year.

Appeals Board matters for the Conference are routed through the Conference Commissioner.

The Commissioner may present the case to the Appeals Board at a scheduled meeting, by mail, or by fax.

The results of all cases brought to the Appeals Board for action shall be sent in writing to all member colleges as soon as possible following the decision. Case numbers shall be assigned and filed with supporting evidence maintained for reference. Colleges requesting official decisions on eligibility matters must submit written requests with supporting evidence and receive a written decision before such cases can be considered official.

## **DECISIONS, OPINIONS, AND INTERPRETATIONS**

The basic responsibility for the eligibility of individual athletes rests with the administrative representative of each member college. While there is a responsibility on the student for the statements contained on his/her eligibility application, which the student-athlete signs, this does not necessarily place all of the responsibility on the athlete and remove the college, and/or the college official handling eligibility from ultimate responsibility. However, college officials responsible for determining eligibility may seek interpretations and rulings from the Conference Commissioner whenever a situation arises where they may have some doubt.

Telephone calls and personal conversations may not be used to substantiate or support an action. Colleges should always maintain supporting records for each individual athlete where there may be a possibility for future questions. Copies of the supporting records should be filed with the Conference Commissioner. No athlete whose eligibility is in question may compete until a ruling has been rendered by the appropriate body in his/her favor. This ruling must be in writing.

## **CONFERENCE PROCEDURES FOR HANDLING REQUESTS FOR INVESTIGATION OF CODE VIOLATIONS**

Requests to investigate Constitution violations are to be handled at the Conference level whenever possible. Such requests are to be forwarded to the Executive Director only when they can not be resolved at the Conference level.

The following procedures are in accordance with Article 7 of the CCCAA Constitution:

1. A Form S shall be used to initiate an investigation.
2. Form S and all necessary supportive material, shall be sent to the Conference Commissioner. The Conference Commissioner shall make a determination that a violation occurred. If so, the Conference Commissioner shall assess the appropriate penalty. The Commissioner may consult with the Executive Committee.
3. Rulings of the Conference Commissioner concerning violations may be appealed to the Appeals Board. If the ruling of the Conference Commissioner is appealed the Conference President shall call a meeting of the Appeals Board.
4. The Appeals Board may:
  - a. Dismiss the charges,
  - b. Recommend other sanctions as outlined in the CCCAA Constitution.
  - c. Request further information
5. The Conference Commissioner shall forward the results and decisions to the member schools at the earliest possible date.
6. All complaints and solutions should be carried out during the season of the sport whenever possible.
7. On each campus involved, the college athletic administrative representative will be the sole spokesperson for the problem after consultation with the athletic director and head coach of the sport concerned.
8. While the case is under investigation, discussion of the details should be confined to

the Conference Commissioner, the athletic administrative representative, the athletic director, the head coach of the sport concerned, and the college president of the college involved. The purpose is to assure an orderly, quick, fair and complete solution to the problem.

9. Rulings on Conference eligibility matters are the responsibility of the Conference Commissioner.
10. The ruling that a college shall forfeit games is solely the responsibility of the Commissioner after carrying out his/her investigation.
11. Conference members discovering they have a grievance must present the grievance, in writing, within 48 hours, to the Commissioner with a copy to the college in question.
12. The Commissioner will work to resolve the grievance.

## **BYLAW 4**

### **DUTIES OF SPORTS REPRESENTATIVE**

The Sports Representative (a coach) shall:

1. Conduct meeting of the coaches for a sport in order to develop the sport schedule and carry on normal year to year business;
2. Provide written reports and recommendations to athletic directors, sport liaisons and the Conference Commissioner;
3. Represent the sport at all All-Conference, inter-Conference, and state meetings; keep minutes and submit written reports when necessary;
4. Stay abreast of problems with officials for the sport, including communication with officials regarding fees;
5. Coordinate the selection, announcements and awards for All-Conference teams;
6. Maintain the Conference Bylaws for the sport and review policies that affect the sport from a Conference point of view;
7. Submit end-of-year reports, including final standings, to the Commissioner, the chairperson of the all-sports award committee and the Conference statistician;
8. Coordinate changes, as needed, for the good of the sport; and
9. Inform the Commissioner of next year's coordinator to insure a smooth transition (see Appendix B)

The Representative of each sport is a very important position within the Conference procedural structure. Coaches are urged to elect a conference sports representative with care. Duties include:

1. Chair and coordinate the meetings of coaches of a sport in order to develop the sport schedule and to carry on the normal year-to-year business; written reports and recommendations to athletic directors, athletic liaisons, sports liaison persons, and the Conference Commissioner;
2. Represent that sport at all Conference, Inter-Conference, and state meetings;
3. Keep progress of problems with officials for your sport. This includes communication with officials and the Commissioner for the setting of fees for officials;

4. Coordinate the selection, announcements, and awards for All-Conference teams;
5. Maintain the Conference Sports Supplements in an up-to-date manner and review policies that affect the sport from a Conference point of view;
6. When necessary, coordinate schedules with other sport coordinators that use the same facilities;
7. Make end-of-the-year reports, including standings, to the Commissioner, the chairperson of the All-Sports Awards Committee, and the Conference statistician.
8. Be the coordinator of changes needed for the good of the sport; and
9. Report your successor to the Commissioner so that a normal flow of business can occur.

The Sport Representative should be aware of the progress of the sport during the season. A system for the reporting of standings should be developed. However, emphasis should be placed on the Conference standings, updates, and reporting.

Sports Representatives should plan to attend the All-Conference meetings.

## **BY-LAW 5**

### **DUTIES AND RESPONSIBILITIES OF SPORTS LIAISON**

1. Attend all coaches meetings of their assigned sport;
2. Serve as a liaison and resource person between Conference, Conference Representatives, and their sport;
3. Work closely with sports representative to insure good communication; and
4. Perform other duties as Sport Liaison at the request of the Conference
5. The Sports Liaison shall be appointed by the Conference at the Late Spring conference meeting (see appendix C).

## **BY-LAW 6**

### **COAST CONFERENCE AWARDS COMMITTEE**

The responsibility of the Conference Awards Committee is to evaluate and make recommendations on a continuing basis concerning the Conference Awards Policy and Awards System, along with monetary expenditures, etc.

## **BY-LAW 7**

### **BUD OTTMAR ALL-SPORT AWARD**

All-Sports Award:

Points are to be awarded on a 16-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1 basis for finish in Conference play in each sport. The 1<sup>st</sup> place team receives sixteen (16) points regardless of the number of participating teams; 2<sup>nd</sup> place, fifteen (15) points, etc.

Non-participating colleges receive zero (0) points for that sport. Ties split the points for those positions involved.

## **BY-LAW 8**

### **STANDING COMMITTEES**

#### **SECTION 1-COMMISSIONER EVALUATION COMMITTEE**

Commissioner Evaluation Committee:

- A. The composition of the Commissioner Evaluation Committee shall be:
  - 1. Vice President who shall serve as the Chairperson;
  - 2. President;
  - 3. One Conference voting member selected by the Committee Chairperson;  
and
  - 4. One Conference voting member selected by the Commissioner.
  
- A. The committee shall evaluate the Commissioner's performance every two years and make recommendations regarding the disposition of that office at the last spring Conference meeting of each year.
  
- C. Criteria to be used in the evaluation shall include:
  - 1. Performance of tasks outlined in the constitutional job description;
  - 2. Ability to coordinate Conference matters;
  - 3. Ability to establish and/or function within a communication system;
  - 4. Working relations intra- and inter- conference and with the CCCAA;
  - 5. Effectiveness in problem resolution/conflict management;
  - 6. Relations with the Executive Committee;
  - 7. Equal and fair representation for all Conference members (no apparent conflict of interest); and
  - 8. Other criteria as deemed appropriate by the Conference and/or the Evaluation Committee.

#### **SECTION 2-GENDER EQUITY COMMITTEE:**

- A. The composition of the Gender Equity Committee shall be:
  - 1. Vice President, who shall serve as Chair
  - 2. Five (5) members chosen by the Conference at the final meeting of the year.
  
- B. The Purpose shall be:
  - 1. To develop and implement a Coast Conference Title IX Plan.
  - 2. To monitor and review on an annual basis the Conference Plan.

## **BY-LAW 9**

### **DEADLINES FOR SUBMITTING ELIGIBILITY APPLICATIONS**

It is the responsibility of each college to set up the machinery to process applications on time and also to inform athletes of their deadlines.

## **BY-LAW 10**

### **MEDICAL COVERAGE FOR CONFERENCE COMPETITION**

#### **SECTION 1**

- A. The CCCAA Guidelines for Post Season Competition (Bylaw 6.16) shall be used by the Conference for all conference competition with the following stipulations:
1. Athletic trainers who were hired prior to July 1, 2001 and do not meet the qualifications of Bylaw 6.16, will be recognized as duly qualified.
  2. Athletic trainers providing medical coverage after July 1, 2001 shall meet the requirements of Bylaw 6.16.
  3. Medical coverage for competition of high risk sports will have priority over all scheduled practices. Scheduling modifications may need to be made so that these high risk competitions receive the appropriate medical coverage.
  4. All Conference colleges currently (July 1, 2001) employ athletic trainers.