

# ARTICLE 5

## Conferences

### 5.1 PURPOSE

Conferences serve as the administrative units of the California community college athletic programs.

### 5.2 RESPONSIBILITIES

5.2.1 Conferences have jurisdiction over all athletic relations within the respective conference.

5.2.2 There shall be three (3) types of conferences:

A. Conferences that administer sports other than football.

B. Conferences that administer only football.

C. Conferences that administer all sports.

5.2.3 There shall be a minimum of seven (7) colleges in a conference.

5.2.4 Each conference shall have a commissioner.

5.2.5 Each conference shall set conference membership fees.

5.2.6 Each conference shall have a conference appeals board (*See Article 7.4.8.*) A decision by a conference commissioner may be appealed to the conference appeals board.

5.2.7 Conferences shall determine their organizational structure, rules of operation, and procedures.

5.2.8 Conferences shall not establish rules and regulations which are less stringent or change the intent of the COA/CCCAA *Constitution and Bylaws*.

5.2.9 As a minimum, the conference constitution shall contain rules and regulations for:

A. Resolving conflicts among member colleges.

B. Reviewing alleged violations of the COA/CCCAA and/or the conference rules and regulations for the assessment of penalties when appropriate.

C. Hearing appeals submitted from the conference membership as provided for in Article 7.4.

D. Selecting, evaluating, and paying the conference commissioner.

- E. Developing and implementing a conference budget.
- 5.2.10 Conferences or associations, which have ten (10) or more colleges participating in a sport, may be divided into divisions for that sport. There shall be a minimum of five (5) colleges per division.
- 5.2.11 When conference divisions are established, the opportunity to participate in PC shall be established by the MC.
- 5.2.12 Each conference shall develop a process for its member colleges to conduct a program review.
- A. The process shall include a written self-study and an on-site review by an external peer group.
- B. The committee shall consist of five (5) to seven (7) members. At least one (1) of the members shall be a representative of one (1) of the CCAA affiliate organizations.
- C. The conference commissioner (or designee) shall chair the committee.
- D. Each conference shall develop procedures for selecting committee members.
- E. The content of the self-study shall include minimum standards which were developed and distributed by the COA Board to the conferences.
- F. Each conference shall set a schedule to review no less than two (2) colleges per year, but no more than once every five (5) years.
- G. The intent of the review is to assist the college in refining its administrative procedures, improving programmatic issues, and adherence to federal and state guidelines.

### 5.3 COLLEGE RESPONSIBILITIES AND REPRESENTATION

- 5.3.1 It is the responsibility of the college administration to administer its intercollegiate athletic program in compliance with this *Constitution and Bylaws* and its respective conference rules and regulations. Each college administration shall monitor its own programs.
- 5.3.2 When an individual college wishes to compete in a sport, it shall obtain written approval within its respective conference in order to compete as a conference sport under conference policies. If there is a lack of competition in the specific sport in the conference, the college may request approval of a host conference.
- 5.3.3 Each college in the conference shall have three (3) voting representatives at the conference meetings determined as follows:
- A. The college chief executive officer (CEO) or his/her designee.
- B. A member of the women's athletic staff who represents the women's program.

C. A member of the men's athletic staff who represents the men's program.

5.3.4 Only those college representatives in attendance at the meeting are permitted to vote. Proxy votes are not permitted.

5.3.5 Single sport conferences shall have two (2) representatives: the CEO or his/her designee and the athletic director or his/her designee.

#### **5.4 CONFERENCE COMMISSIONERS**

5.4.1 Each conference commissioner is responsible for ensuring that all the colleges in his/her conference operate their intercollegiate athletic programs in accordance with the *Constitution and Bylaws* and in accordance with the conference's rules and regulations for member colleges.

5.4.2 Each conference commissioner is authorized to make rulings about the application of the *Constitution and Bylaws* and the conference rules and regulations within his/her conference. Rulings may involve questions presented by the member schools or their representatives regarding the conference, its sports or its member employees, athletes or officials. A ruling by a commissioner may be appealed to the conference appeals board.

5.4.3 Conference commissioners serve as a conduit for information between their conferences and the COA Board, the COA Executive Director, and the CCCAA MC.

5.4.4 The COA Executive Director coordinates the work of the conference commissioners to ensure that the *Constitution and Bylaws* is consistently applied throughout the state.

5.4.5 The conference commissioner shall receive a basic stipend from the conference for performing functions as defined in Article 5.5.

5.4.6 The conference commissioner shall be reimbursed by the conference for expenses incurred in the performance of conference duties.

#### **5.5 CONFERENCE COMMISSIONERS' RESPONSIBILITIES**

The responsibilities of the conference commissioners shall include the following:

A. Responsible to the conference membership, the COA Executive Director, and the COA for the implementation of and compliance with rules and regulations of the COA/CCCAA *Constitution* and the conference constitution.

B. Administer the rules and regulations of the conference.

C. Establish and provide rule interpretations for the conference members when appropriate.

D. Meet on a regular basis with the COA Executive Director on conference and COA/CCCAA business.

- E. Serve as a communication link for the conference members to and from the COA Executive Director and the COA.
- F. Provide general administrative services for the conference including those of scheduling, checking eligibility, participation lists, protests, and appeals.
- G. Investigate alleged rule infractions. Report the findings to the conference. Forward the conference position on the issue to the COA Executive Director.
- H. Provide information to the COA Executive Director and/or the COA/CCCAA when requested.
- I. Perform other administrative duties as may be required by the conference, the COA Executive Director, and the COA/CCCAA.