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# Forms Summary

The following instructions briefly explain the statewide forms used in the administration of California community college athletics. Conference commissioners have worked to develop these forms and are familiar with their operation.

## FORM 1, STUDENT ELIGIBILITY

Form 1 records the initial contact with all student athletes who wish to participate on a California community college team. Students should not be issued equipment or allowed to practice until the Form 1 is accurately completed. It has been suggested that this form be administered by the college athletic director at a special team meeting prior to the start of practice for each sport. When completed, a file copy of each Form 1 should be made and the originals postmarked and forwarded to the conference commissioner prior to the first contest.

The “Official Use Only” check list in the lower left hand corner gives the college administrator the opportunity to verify each eligibility requirement as it is met. Form 1’s accuracy and completeness are crucial to establishing the individual student athlete’s eligibility. It is imperative that the section, “List all colleges at which the potential athlete has practiced, scrimmaged, or participated in, including JV and varsity contests since high school” be looked at in depth. Many conference contests have been forfeited because Form 1 was not evaluated in detail at the campus level.

## FORM 2, STUDENT-ATHLETE TRANSFER

Form 2 is used only if there are unanswered Form 1 questions. This is especially true for the transfer student. It is recommended that the Form 2 be sent to athletic departments of colleges where a trace is needed. Experience has shown that registrars tend to ignore this type of form. A phone call can be used for trace questions; however, the actual form with supporting documents must be on file at the home college.

The completed Form 2 need not be sent automatically to the conference commissioner; however, it should be readily available upon request. Form 2 may not be used frequently, but it will be pivotal when considering transfer eligibility.

## FORM 3, TEAM ELIGIBILITY—INITIAL AND FINAL PARTICIPATION REPORT

This process gives colleges a roster of participants for a given sport. Section 1, when completed, must be sent to the conference commissioner via the Online Form 3 System (<http://www.coasports.org/TServe/forms/>) before the college’s first scheduled game, meet, or match. If a team is hosted in a sport, the Form 3 is sent to the commissioner of the host conference. Athletes may be added after the first contest, but they are not eligible to compete until their information has been added to the Form 3 and submitted to the conference commissioner.

Section 2 is to be completed and sent to the conference commissioner within ten (10) days after the end of the competitive season. Every athlete listed on the Form 3 that has participated in a scheduled game, meet or match must be checked as having used a season of competition.

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## FORM 4, INJURY/ILLNESS WAIVER

Form 4 is designed to handle appeals for waiver of Bylaw 1.8, Incapacitating Illness or Injury. All sections of Form 4, the “Injury/Illness Waiver Request,” the “Warning to Student Athlete,” and the “Medical Information Release Form” must be completed with support information included before the case will be considered.

## FORM 4A, REQUEST FOR APPEAL - STUDENT ELIGIBILITY

Form 4A is designed to handle appeals for waiver of Bylaw 1, Student Eligibility. All parts must be completed with support information included before the case will be considered.

## FORM 4B, REQUEST FOR APPEAL - INFRACTIONS PENALTIES

Form 4B is designed to handle appeals for waiver of Article 7.5, Due Process, Appeals, and Penalties. All parts must be completed with support information included before the case will be considered.

## FORM 4C, REQUEST FOR APPEAL - DISABILITY ELIGIBILITY

Form 4C is designed to handle appeals for waiver of Article 7.5, Due Process, Appeals, and Penalties. All parts must be completed with support information included before the case will be considered.

## FORM 5A, PROPOSED AMENDMENT

Form 5A is used to submit recommended *Constitution and Bylaws* or Championship Handbook changes. These requests are items that are to be placed on the conference and COA meeting agendas. Form 5A must be signed by the appropriate individuals and submitted to the COA/CCCAA Office by October 1. (See Article 8.4 and refer to instructions on Form 5A.) (Approved April 3, 2009; Effective July 1, 2009)

## FORM 5B, PROPOSED AMENDMENT-TO-THE-AMENDMENT

Form 5B is used to submit recommended *Constitution and Bylaws* or championship handbook proposed amendments-to-amendments. These requests are items that are to be placed on the conference and COA meeting agendas. Form 5B must be signed by the appropriate individuals and submitted to the COA/CCCAA Office by January 15. (See Article 8.8 and refer to instructions on Form 5B.) (Approved April 3, 2009; Effective July 1, 2009)

## FORM 6, NOTIFICATION OF DROPPED SPORT

Form 6 is used in the event a sport is dropped after the start of the season.

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## **FORM A, REQUEST FOR INVESTIGATION**

Form A shall be submitted to the COA/CCCAA Office by the athletic director and president of the college making the request. Attach an objective explanation reporting the exact dates, times, and locations of the violations including the names of those people involved. Any other pertinent information should be included.

## **FORM C, OUT-OF-DISTRICT STUDENT CONTACT RECORD**

Form C shall be completed by each out-of-district student upon first contact. The completed Form C shall be attached to the Form 1 for first contact certification purposes at the time of enrollment.

## **FORM D, SPORTS AUGMENTATION REQUEST FORM**

Form D shall be used when sports wish to augment their postconference competition funding. Submit Form D to the COA/CCCAA Office three weeks prior to the COA meeting before the season of the planned activity.

## **FORM H, SPORTS HALL OF FAME NOMINATION**

Form H shall be completed by colleges and forwarded to the COA/CCCAA Office by October 20. A biographical sketch and at least three letters of recommendation on behalf of the nominee must be included.

## **FORM M, APPEAL TO CHANGE ATHLETIC CONFERENCE MEMBERSHIP**

Form M shall be completed by the college president of a college wishing to change conference membership prior to the first Friday in April.

## **FORM N, VOTE ON CHANGE OF ATHLETIC CONFERENCE MEMBERSHIP**

Form N shall be used as a ballot that is to be submitted by each of the college presidents of both conferences involved in the change of membership.

## **FORM P, POSTCONFERENCE COMPETITION EVENT EVALUATION**

Form P shall be used to evaluate a postconference competition event. It should be completed within one week of the completion of the event. The form shall be returned to the CCCAA sports representative and the COA/CCCAA Office.

## **FORM P-1, POSTCONFERENCE COMPETITION SPORT INFORMATION**

Form P-1 is to record the postconference competition activity of each sport. It shall be completed by the CCCAA sport representative for presentation at the COA meeting following the completion of the sport's season.

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## FORM R-1 STATEMENT OF COMPLIANCE

Form R-1 shall be filed with the COA/CCCAA Office by August 27, verifying that the college shall adhere to *Constitution* rules and regulations, with a copy sent to the conference commissioner, and a copy retained in the college president's office on campus. Failure to file this form by the second Friday in September will result in the forfeiture of all completed contests.

## FORM R-2, STATEMENT OF IN-SERVICE TRAINING

Form R-2 shall be filed with the COA/CCCAA Office upon completion of each and every in-service training session held throughout the year documenting that athletic staff, employees, and college representatives have received in-service training on the current rules and regulation according to the *Constitution*. Additionally, the college shall also send copies of all Form R-2s to the conference commissioner.

## FORM R-3, STATEMENT OF COMPLIANCE, NONTRADITIONAL SEASON

Form R-3 shall be on file at each college that chooses to participate within the rules and regulations of Bylaw 3.17 Nontraditional Season of Sport. The form must be signed by the college president, athletic director, and each sport coach that wishes to participate. A copy of the R-3 must be sent to the conference commissioner.

## FORM S, SCHOLAR ATHLETE NOMINATION

Form S shall be completed and forwarded to the conference commissioner by October 1 of each year. The required documents supporting the candidate must be included. An update of the conference scholar athlete's transcripts and athletic accomplishments shall be sent to the COA/CCCAA Office by October 15.

## FORM T, SCHOLAR TEAM NOMINATION

Form T shall be submitted by the conference to the COA/CCCAA Office for fall sports, except for men and women's basketball, by the second Friday in April and for spring sports, plus men and women's basketball, by October 15. The necessary documents supporting the teams must be included.

## FORM U, ACADEMIC TEAM AWARD

Form U shall be completed and submitted to the respective sports coaches association by October 1. Sport coaches associations will forward the results to the COA/CCCAA Office by October 15.

## FORM X, APPOINTMENT OF VOTING DELEGATE/ALTERNATE DELEGATE

Form X shall be completed and submitted to the COA/CCCAA Office by the Chief Executive Officer/President/Commissioner of the College/Conference/Affiliate Organization to identify the voting delegate and alternate delegate to the COA/CCCAA Annual Convention. The Form X must be submitted prior to February 1.