

BIG8 CONFERENCE CONFERENCE CONSTITUTION

Article I – Name

The name of this athletic conference shall be the BIG 8 CONFERENCE.

Article II – Purpose

Section A

The purposes of this conference are:

1. To sponsor and govern competitive sports among members of this conference and any other institution, organization, club or team in accordance with the State Athletic Constitution and the provisions of this Constitution and its By-Laws;
2. To foster broad programs of men's and women's intercollegiate athletics which are consistent with the educational objectives of the member schools; and
3. To encourage excellence in performance of all participants in intercollegiate athletics as well as to stimulate academic achievement through high standards of scholarship.

Section B

1. This conference is organized exclusively for charitable, educational, religious and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.
2. No part of the net earnings of this Conference shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III – Membership

Membership of this conference shall be composed of those member colleges belonging to the Community College League of California and designated and approved by the California Community College Board of Directors (CCCAA Board) and in good financial standing in regard to membership dues and commitments.

Article IV – Officers

The officers of this conference shall be a President, Vice-President, Past-President and Commissioner.

Article V – Meetings

Conference meetings will be held regularly each Fall and Spring. Special meetings may be convened by the President and / or Commissioner or by the request of a majority of Conference Representatives.

BIG 8 College Presidents and Athletic Directors / Deans meetings will be held regularly each Fall and Spring.

Article VI – Committees

The President, in consultation with the Commissioner, will appoint committees from the conference membership as necessary. These may either be standing committees or ad hoc committees to accomplish specific functions.

Article VII – Amendment of the Constitution

Any article, section or provision of this Constitution or its By-Laws may be altered, amended, or repealed by the affirmative vote of no fewer than two-thirds (2/3) of the total number of conference representatives present at a scheduled conference meeting provided that any change must first be submitted in writing to each member of the Conference at least three (3) weeks in advance of said meeting. The presence of two-thirds (2/3) of the member colleges (see Article 3, Section 5, By-laws) shall constitute a quorum at said meeting.

In cases where the Constitution or By-Laws need to be altered, amended or repealed without the changes being submitted three weeks prior to the meeting, “emergency items” may be approved under certain circumstances.

“Emergency items” must be passed by a three-quarters (3/4) majority vote of the quorum established at the beginning of the scheduled meeting. A quorum is defined as three- quarters (3/4) of the member institutions being represented at said meeting. The legislation will include an effective date.

Article VIII – Ratification

This Constitution and its By-Laws shall become ratified by the affirmative vote of no less than two-thirds of the total number of conference representatives present. (Adopted & effective 2/24/14)

Should the Conference member Presidents want to alter or amend this Constitution and Bylaws, they may do so by a majority vote of a quorum of Presidents, or their designees. (Adopted & effective 2/24/14)

Article I - Membership, Dues, Expenses

Section 1 Membership

Members of this Conference shall also be members of the Community College League of California and shall include the following member colleges:

American River College
Cosumnes River College
Diablo Valley College
Modesto Junior College
Sacramento City College
San Joaquin Delta College
Santa Rosa Junior College
Sierra College

Section 2 Request for admission to membership requires:

- A. Written application to the Conference Commissioner and notice of such an application to the Conference Assembly thirty-days (30) in advance of the meeting at which time the application is to be considered.
- B. Appearance of an authorized representative of the applicant college at the above meeting.
- C. A College may become a member of an established conference by receiving a majority vote of the college presidents, or his / her designee, of the current member colleges of the conference.
- D. A successful application for admission to the conference shall become effective on July 1 of the following year.

Section 3 Changing conference membership requires the following procedures:

- A. Prior to the first Friday in April, the college president shall make known the college's intent to appeal for a conference membership change in writing and include a completed Form M, Conference Membership Change. The paper work should be sent to the college presidents of the conference it wishes to leave, the college presidents of the conference it wishes to enter, to the State Executive Director and to the two (2) conference commissioners.
- B. The written appeal and the Form M must address but not be limited to the college athletic program philosophy, the financial impact of the change, geographical considerations, sport program offerings for men and women, and the reason for the change.
- C. Prior to the second Friday in May, the conferences affected by the college appeal shall respond in writing to the college president and to the State Executive Director. The conference response should address the issues stated in Section 3.B.
- D. When the affected conferences vote on conference membership there shall be one (1) vote per college cast by each conference president or his / her designee.

- E. The conference responses shall be reported to the State Executive Director using From N.
- F. The State Executive Director will place the item on the CCCAA Management Council agenda for consideration at the fall or spring meeting.
- G. The Management Council shall send forward its recommendation to the CCCAA Board for action at the same or following meeting.
- H. All financial obligations to the college's current conference must be satisfied before becoming eligible to join a new conference.
- I. Any active sanctions of the college shall be carried with them to the new conference.
- J. If approved by the CCCAA Board, the change shall take place July 1 of the following year.

Section 4 Reinstatement of a Suspended College

- A. Member colleges are subject to suspension from the Big 8 Conference
- B. The conference shall have the power to suspend a member college for sufficient cause by a two-thirds (2/3) majority vote of the conference assembly.
- C. The conference assembly shall prescribe the duration, terms and conditions of the suspension.
- D. Any member college that has been suspended from the conference for sufficient cause may be readmitted to membership as provided in Article I, Section 2 of the Bylaws.

Section 5 Dues

- A. Equal assessments (dues) of each member college shall be established at the Spring conference meeting. The dues shall be an amount necessary to conduct the operation of the conference for the ensuing year. This assessment shall be approved by a two-thirds (2/3) affirmative vote of the conference assembly. Members fielding two sports or less per year will be assessed at 50% of the annual dues.

Section 6 Payment of Dues

- A. Annual dues must be paid by October 15 of the current academic year. The postmark on the mailing envelope will be used to determine time of payment. Any college who was a member in good standing the previous year, but whose dues are not paid by October 15 will lose all voting privileges until such time the dues are received by the conference commissioner. Any balance of dues remaining shall be maintained in the conference treasury and will be used as budgetary considerations warrant.

Section 7 Expenses

- A. Expenses incurred by the conference commissioner and / or representatives shall be paid by the conference when presented through the annual proposed budget or approved by the conference assembly at a scheduled meeting.

Section 8 Fiscal Year

- A. The fiscal year for the conference shall be from July 1 through June 30.

Article II - Representation: Powers, Duties & Proxies

- Section 1 Representation
- A. The **conference assembly** shall be made up of twenty-four (24) members. Each member college shall be entitled to three (3) voting representatives named and certified by the chief executive officer of the college.
1. The college chief executive officer or his / her designee, herein after called the **administrative representative**.
 2. A member of the women’s athletic staff who represents the women’s program, herein after called the **women’s representative**.
 3. A member of the men’s athletic staff who represents the men’s program, herein after called the **men’s representative**.
- B. In case an official representative can not attend a scheduled meeting, a substitute representative shall have full power to act on that individuals’ behalf, provided a letter from the chief executive officer is presented to the conference commissioner prior to said meeting.

- Section 2 Powers and Duties
- A. The conference assembly shall have jurisdiction in all matters relating to the purposes of the conference.

- Section 3 Voting
- A. Each member college is entitled to a maximum of three (3) votes, one for each certified representative.

- Section 4 Hosted Colleges
- A. Each hosted college is entitled to all the voting rights of a member college **only** within that sport in which the college is hosted.

- Section 5 CCCAA Input
- A. The CCCAA periodically request input from the member colleges dealing with proposed legislation. Each member college may vote on any item when input has been requested by the CCCAA.

Article III - Meetings, Agendas, Quorum & Legislation

- Section 1 Regular Meetings
- A. Conference meetings will be held prior to the CCCAA meeting in the Fall and Spring.

- Section 2 Special Meetings
- A. Special meetings may be called by the president of the conference and / or commissioner when deemed necessary, or upon the request of a majority of conference colleges.

- Section 3 Conduct of Meetings

- A. All conference meetings shall be conducted under “Roberts Rules of Order, Newly Revised”. The president of the conference and the commissioner shall develop reasonable time limits for all agenda items.
- B. Each of the member college’s three voting representatives is entitled to vote on all issues.

Section 4 Note of Meetings - Agenda

- A. The conference assembly is to be notified well in advance of the conference meeting dates. Agenda items must be forwarded to the commissioner three (3) weeks in advance of each meeting.
- B. Agendas will be emailed to the conference assembly at least one (1) week prior to any scheduled meeting.

Section 5 Quorum

- A. The presence of two-thirds (2/3) of the member colleges (see Article 1, Section 1) shall constitute a quorum for the transaction of official business. Action by such a quorum shall be as valid as action taken with all members of the conference assembly present.

Section 6 Legislation Effective Date

- A. Measures passed by the conference assembly at any meeting shall become effective the following July 1st unless specifically noted.

Article IV - Officers: Term of Office & Duties

Section 1 President

- A. The office of the conference president shall be held for one year. The term of office shall be from July 1 to June 30.
 - 1. The office will be filled on a rotating basis by all Athletic Directors. The rotation will be based on the alphabetic listing of conference members as listed in Bylaw Article 1, Section 1.
- B. The duties of the president shall be to:
 - 1. Preside at conference meetings;
 - 2. Appoint the sport administrative representatives, in conjunction with the commissioner;
 - 3. Appoint the sport chairperson, as elected by the coaches;
 - 4. Appoint committees, in conjunction with the commissioner, and identify chairpersons as necessary;
 - 5. Serve as a member of the executive board of the conference;
 - 6. Shall represent the conference at the CCCAA in the absence of the commissioner;
 - 7. Perform other functions as directed by the conference.

Section 2 Vice-President

- A. This office shall be held for one year. The term of office shall be from July 1 - June 30.
 - 1. This office will be filled on a rotating basis by all Athletic Directors. The rotation will be based on the alphabetic listing of conference members as

listed in Bylaw Article 1, Section 1. The vice-president will become the president in the ensuing year.

- B. The duties of the vice-president shall be to:
 - 1. Preside in the absence of the president;
 - 2. Perform other functions as directed by the conference.
 - 3. Serve as the chair of the conference Appeals Board.

Section 3 Past-President

- A. The out-going president shall hold this office for one year. The term of office shall be from July 1 - June 30.
- B. The duties of the past-president shall be to:
 - 1. Preside in the absence of the president or vice-president;
 - 2. Serve as parliamentarian at the conference meetings;
 - 3. Serve as a member of the executive board;
 - 4. Perform other functions as directed by the conference.

Section 4 Commissioner

- A. Shall be hired for a two-year term by the conference. The term of office shall be from July 1 - June 30.
- B. The duties of the commissioner shall be to:
 - 1. Responsible for the duties as stated in the State Athletic Constitution;
 - 2. Act as the conference secretary;
 - 3. Attend all meetings:
 - a) Conference;
 - b) CCCAA;
 - c) Conference appeals board;
 - d) If the commissioner can not attend said meetings, he / she shall contact the conference president to serve as a representative of the conference.
 - 4. Develop the conference budget in conjunction with the conference executive board:
 - a) A financial statement for the current year (July 1 - June 30) and the proposed budget for the following fiscal year shall be submitted at the spring meeting for conference consideration.
 - 5. Maintain eligibility records:
 - a) Receive and verify eligibility forms (Forms 1 and 3) for accuracy and completeness;
 - b) Maintain files on completed eligibility forms (Forms 1 and 3) as submitted by each colleges registrar or administrative representative;
 - c) Report all eligibility data to the CCCAA upon request;
 - d) Review all forms and work with colleges to make corrections as required;
 - e) Collect final verification of participation lists (Form 3) from each college;
 - f) Distribute forms and process such forms on specified dates as directed by the conference;
 - 6. Provide interpretations of the rules governing athletic contests, including:
 - a) State Athletic Constitution;

- b) Conference Constitution and By-Laws;
- c) CCCAA and Conference Sports Supplements;
- d) Designated rule books;
- 7. Impose disciplinary action, reprimand and / or probation as specified in Article VII, Sections 3 of these bylaws.
- 8. Coordinate contest schedules:
 - a) Coordinate contest schedules with the sport administrative representative;
- 9. Coordinate the appointment of and negotiate contracts with officials' organizations in conjunction with the appropriate sport chairperson and administrative representative.
- 10. Prepare and update:
 - a) The sport offerings list;
 - b) Assembly representatives list;
 - c) Sports administrative representatives list;
 - d) Sport chairperson list;
- 11. Issue conference passes to:
 - a) Each member college shall receive forty (40) passes per year. A different color will be used than the previous year;
- 12. Perform other functions as directed by the conference.
- 13. Annually meet with the executive board to review and summarize evaluation prior to the regular fall meeting.

Article V - Committees & Representatives

- Section 1 Constitution and Conference Procedure Committee
- A. A standing committee of the conference consisting of at least four (4) members shall be appointed. It is recommended that committee appointments take into consideration gender equity concerns.
 - B. Committee and chair will be appointed by the President at the fall meeting.
 - C. For the purpose of implementing any constitutional change necessary as a result of a state or conference ruling.
 - D. Chair will work with the executive board on commissioner's evaluation.
- Section 2 Conference Appeals Board
- A. The procedures and policies of the conference appeals board must adhere to the "Appeals Process – the Conference Appeals Board" outlined in Article 7.4.8 of the State Constitution.
 - B. The conference appeals board is a standing committee of the conference with a representative from each member college. The 8 representatives of this board will be the chief executive officer of each member institution or his / her designee. A minimum of five (5) eligible members must be available to hear a case.
 - C. A member of the board is ineligible to rule on an appeal from his / her own college.
 - D. The chair will be the vice-president of the conference. The chair will administrate procedures and:
 - 1. distribute written appeals to the appeals board;
 - 2. receive votes back from the appeals board;
 - 3. will forward recommendations to the conference commissioner;

4. keep a written record of all communication regarding the appeal;
 5. forward a record of all procedures to the conference commissioner.
- E. The function of the conference appeals board shall be to consider:
1. Written appeals from recommendations of the conference commissioner;
 2. Conference matters referred to it by the conference commissioner;
 3. Appeals from eligible students, supported by the college president, where an administrative or clerical error is involved;
 4. Recommendations of the conference commissioner that modify, extend, waive or disregard any provisions of the State Athletic Constitution.
- F. A member college, a student of the member college, or employees of the member college have the right to appeal decisions and/or recommendations rendered by the conference commissioner. Appeals shall be made to the conference appeals board in which the college, student, or employee of the college is a member. All such appeals must be submitted to the conference commissioner in writing and signed by the college president. Within three (3) working days, the conference commissioner shall inform the conference appeals board of the appeal of the conference commissioner's recommendation.
- G. Appeals directed to the conference appeals board must be made in writing and signed by the college president within **ten (10) working days** of receiving the conference commissioner's recommendation. After receiving an appeal, the conference appeals board shall review the appeal within ten (10) working days. If the conference appeals board deems an open appeals is necessary, the appellant shall have five (5) working days notice of the appeals.
- H. The conference appeals board may, at its discretion, declare a meeting closed, call for testimony from those it deems appropriate, request a conference call, and seek other information as necessary. The conference appeals board has an information exchange time of at least two working days before voting. The conference appeals board shall reach its decisions and/or recommendations by a majority vote conducted by secret ballot. In case of a tie vote, the appeal is denied. The conference appeals board shall deliver its decision and/or recommendation in writing. If the conference appeals board schedules an open appeal, the appellant shall have the right to:
1. Appear and be heard;
 2. Present all relevant information, which may, at the discretion of the conference appeals board, include other persons' statements;
 3. Request the attendance of any person to testify at the hearing.
 4. Question any witnesses. All witnesses are subject to examination by the parties and the members of the conference appeals board.
- I. The college or individual requesting an open appeals will bear all direct costs associated with convening the conference appeals board. An individual may appeal to the State Executive Director for consideration of a waiver of the open appeals costs. The individual must show just cause for the waiver.
- J. The conference appeals board shall have the right to take the following action:
1. Grant or deny the appeal by email;
 2. Modify, reverse or ratify decisions and/or recommendations of the conference commissioner: where he / she has modified, waived, extended or disregarded the State Athletic Constitution;
 3. Invoke penalties for disciplinary action where a conference rule has been violated;

- 4. Invite witnesses to attend the appeals, but the conference appeals board does not have legal recourse to mandate their attendance.
- K. The decision and/or recommendation made by the conference appeals board shall be distributed in writing by the conference commissioner to the appealing party, its athletic director, college president and the State Executive Director.
- L. If the decision and/or recommendation of the conference appeals board is to modify, extend or disregard any provision of the State Athletic Constitution that decision shall be forwarded through the State Executive Director's office to the appropriate Appeals Board for modification, reversal, or ratification.
- M. No additional eligibility shall be granted to a student athlete until the conference appeals board's decision and/or recommendation is modified, reversed or ratified by the appropriate Appeals Board. A student athlete shall not be allowed to participate in intercollegiate competition until the Appeals Board authorizes such participation.
- N. Decisions and/or recommendations of the conference appeals board are final unless appealed to the State Executive Director or the CCCAA appeals Board.

Section 3 Budget Committee

- A. A standing committee of the conference comprised of the executive board.
- B. A financial statement for the current year and the proposed budget for the next fiscal year shall be developed by the commissioner and submitted at the spring meeting for conference consideration and approval.

Section 4 Gender Equity Committee

- A. A standing committee of the conference consisting of at least four (4) members, appointed by the president at the fall meeting. The Gender Equity Committee will ensure that gender equity issues are reviewed and are equitable at the conference level. The goal of the committee is to provide an athletic environment in the conference that is equitable in athletic opportunities, benefits and resources for all student athletes. It is recommended that committee appointments take into consideration gender equity concerns.
- B. The president will appoint the chair at the fall meeting. The committee will meet a when necessary. The objectives for review by the committee shall be:
 - 1. To review components of awards, officiating, competition, game and meet management and sport supplements for areas of inequitable treatment;
 - 2. To be the responsible conference committee for responding to the specific concerns of gender equity as requested by the conference membership and maintain awareness and sensitivity among conference members regarding gender equity issues.
 - 3. To have a general awareness of statewide issues regarding gender.

Section 5 Executive Board

- A. A standing committee of the conference comprised of the conference commissioner, the conference president, the conference vice-president and the past-president of the conference.
- B. The duties of the executive board are to serve as the budget committee, the commissioner's evaluation committee and perform other functions as directed by the conference.

- Section 6 Sport Administrative Representative
- A. Appointed by the president, in consultation with the conference commissioner, from among the conference assembly *athletic directors*.
 - B. The duties of the sports administrative representative shall be to:
 - 1. Set coaches meeting dates in conjunction with the sports chairperson;
 - 2. Attend all such meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, facilitating the development and modification of the sport supplement, report all-conference selections and MVP information to the conference commissioner.
 - C. Present conference contest schedules and sports supplements at the appropriate conference meeting for approval. Fall sport schedules and supplements should be presented at the regular spring meeting. Spring sport schedules and supplements should be presented at the regular fall meeting.
 - D. Maintain records of league standings and all other matters pertaining to each sport.
 - E. Submit a year-end report to the conference commissioner no later than two weeks after the State Championship for that specific sport.

- Section 7 Sport Chairperson
- A. Elected from among the respective coaches of each men's and women's sport for an appropriate term starting July 1st.
 - B. The duties of the sports chairperson shall be to:
 - 1. Establish coaches meeting dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
 - 2. Attend and chair all said coaches meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
 - 3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
 - 4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

Article VI - Eligibility

- Section 1 General Guidelines
- A. Conference colleges will recognize and abide by both the rules established in the State Athletic Constitution and by all decisions of the CCCCAA and the Community College League of California.

- Section 2 Eligibility
- A. To be eligible for participation in all practice and conference contests all student athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and the conference by-laws.

- B. Eligibility Form 1's are to be sent to the conference commissioner's office postmarked, or emailed prior to the first contest. (Adopted & effective 2/24/14)
- C. Eligibility Form 3's, Team Eligibility, are to be submitted electronically via the CCCAA website prior to the first contest.
 - 1. With regard to Student Educational Plans, Big 8 Conference student athletes will comply with the CCCAA Bylaw 1.3.7 or earlier pursuant to institutional policy and/or regulations. (Adopted & effective 2/24/14)
- D. An ineligible player is defined as one who has not completed all the requirements of the State Athletic Constitution and conference by-laws.
 - 1. Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and / or are subject to disciplinary action by the conference commissioner (with the exception of Bylaw 1.4.2.E and 1.15.8.A of the CCCAA Constitution and Bylaws). Such disciplinary action may include sanctions as described in Article 7.3.3 of the State Athletic Constitution.
 - 2. During the season of competition, all member colleges shall check the eligibility status of student athletes at a minimum of once per week. As per CCCAA requirements, each student-athlete must meet eligibility requirements before competing in any contest.

Article VII - General Policies & Regulations

Section 1

Sports Schedules

- A. Conference contest schedules for all sports programs sponsored by the Big 8 Conference shall be officially adopted by an affirmative vote of the conference assembly before the competition is recognized as a Big 8 Conference activity. The sport administrative representative at the spring conference meeting shall present fall semester contest schedules for approval to the conference assembly. The sport administrative representative at the fall conference meeting shall present spring semester conference schedules for approval to the conference assembly.
- B. The sport chairperson is directed to develop master schedules to reflect the date, time, opponents and location of all conference contests. The time of contests should be consistent within a sport from college to college. Criteria for justifying conference contest schedules are:
 - 1. Student athlete class attendance;
 - 2. Availability and use of facilities;
 - 3. Availability of transportation;
 - 4. Availability of officials;
 - 5. Minimizing travel costs
- C. Each college will send one (1) copy of the final published schedule (including practice games and tournaments prior to the first scheduled conference contest) of each sport to the conference commissioner, the athletic director of each conference college that sponsors that sport, the appropriate coach of each conference college that sponsors that sport and the appropriate statistical service.
- D. Procedures for changing scheduled conference contests:
 - 1. The athletic director at each college involved shall be notified and must approve the change, and the coaches involved must be notified of the change by their respective athletic directors;

2. The commissioner must be notified of the change and given the rationale for that change. The commissioner will approve or disapprove the change.
 3. The athletic director at the school requesting the change will then notify the rest of the conference athletic directors who sponsor that sport of the change.
 4. If approval from the commissioner is not obtained for other than **“emergency situations” (see below)** all colleges involved in the change of date will forfeit that game, meet or match.
- E. Procedures for arranging conference contest make-ups:
1. The coach of the host college must obtain approval of the athletic director, or his / her designee, prior to declaring postponement of the contest;
 2. Each sport shall establish specific guidelines for when contests are to be made up (see Sport Supplement);
 3. The athletic director, or his / her designee, should apply the following criteria for an **“emergency situation”** before approving a request for postponement:
 - a) Facility conditions that render a field, courts or area unplayable due to weather or facility shut down issues such as lack of power, heat, water, a leaking roof, etc.
 - b) Transportation involving hazardous travel due to weather, road conditions or vehicle breakdown;
 - c) Other situations, such as but not limited to, a health hazard declared by a local health or pollution agency, failure of officials to appear, and / or an emergency declared by the local Board of Trustees.
- F. Procedure for forfeit of conference contest:
1. Forfeit is defined as the failure of a team or individuals to appear for a scheduled game, meet or match;
 2. The athletic director, or his / her designee, must contact the conference commissioner for approval of the forfeiture of the contest;
 3. If prior approval of the commissioner is not obtained, the forfeiting college may forfeit all games, meets and matches for the season and *may* be placed on probation in that sport the following year;
 4. If a college does not follow the approved procedure for making up a postponed conference contest, that college, or colleges, may forfeit all contests for the season and may be placed on probation in that sport for the following year as determined by the commissioner;
 5. All forfeited games shall count as games played. If a college starts a season of competition and finds it impossible to complete their entire schedule, it must forfeit all contests, those already played and those remaining on the schedule;
 6. Any college represented by a player who has been ruled ineligible shall forfeit all games in which that player participated.
 7. The Athletic Director of the forfeiting school must report a conference forfeit to the Conference Commissioner and Administrative Representative with in 48 hours of the scheduled contest.
- G. Unfinished games (See appropriate Sport Supplement)

- Section 2 Sport Supplements
- A. Supplements shall be prepared according to the format described in the appendix of this document.
 - B. If there are no changes in content, a sport supplement may be used for more than one year.
 - C. Should there be any changes to the sport supplement, then the supplement must be approved at the appropriate conference meeting. The sport administrative representative at the spring conference meeting shall present fall semester sport supplements for approval to the conference assembly. The sport administrative representative at the fall conference meeting shall present spring semester sport supplements for approval to the conference assembly.

- Section 3 Disciplinary Action
- A. The conference *commissioner* shall impose appropriate penalties against any student athlete, administrator, college personnel, agent or coach who violates any section of the State Athletic Constitution or Big 8 Conference Constitution and By-Laws. The falsification of records and / or statements, the withholding of information that affects athletic eligibility, violations of recruiting and other actions contrary to the State Athletic Constitution or Big 8 Conference Constitution and By-Laws, shall be considered as violations and subject to disciplinary action.
 - B. Disciplinary action may take the form of forfeiture of games or contests where ineligible players have competed, suspension of student athletes for *a number of contests*, one (1) semester, one (1) year, or indefinitely and administrative action for personnel who violate the State Athletic Constitution and Big 8 Conference Constitution and By-Laws.
 - C. The conference *commissioner* may place member colleges on probation and make recommendations to ensure further violations do not occur.
 - D. Any college on probation, in a particular sport, may participate in a conference schedule for that sport, but *may* not be eligible for a Big 8 Conference Championship in that sport and *may* not be allowed to participate in conference, regional or state championship play beyond conference competition.

- Section 4 Suspension
- A. *See Page 4 Article I, Section 4 A-D of the conference bylaws.*

- Section 5 Protests
- A. Any protest shall be made verbally to the opposing coach and officials at the time of the protest and then be followed up in writing within two (2) working days.
 - B. The written protest shall be sent to the conference commissioner. The head coach and athletic director of the protesting member college shall sign written protests.
 - C. The conference commissioner will collect all relevant data from the involved parties and rule on the protest.
 - D. The conference commissioner may appoint a committee of no more than (3) three members to rule on the protest with the conference commissioner acting as a chairperson. The committee shall be composed of individuals with expertise in the rules of the sport in question. Committee members shall not be affiliated with the member colleges involved in the protest.

Section 6

Championships and Awards

- A. The conference championship team(s) is (are) to be awarded a banner and a plaque.
- B. Sports may select student athletes for all-conference awards. Refer to individual sport supplements for award criteria. **There will be no conference honorable mention awards.**
- C. Sports may select a most valuable player (MVP). The most valuable player must be part of the all-conference 1st team. **No co-most valuable players are allowed.** Most valuable players will receive a separate plaque.
- D. All-conference certificates will be awarded to first, second and third place finishers in the individual sports of Swimming & Diving and Track & Field. In relay events involving Swimming & Diving and Track & Field, only first place finishers will receive certificates.
- E. The number of all-conference awards per sport (per division when applicable) may be as follows:

Baseball:	30 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 2 MVP (1 player and 1 pitcher)
Basketball (M):	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Basketball (W):	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Cross Country (M):	14 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Cross Country (W):	14 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Golf (M):	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Golf (W):	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP
Soccer (M):	22 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 2 MVPs
Soccer (W):	22 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 2 MVPs
Softball:	30 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 2 MVP (1 player and 1 pitcher)
Swim & Dive (M)	65 all-conference awards, 15 individual, 45 in each division; 5 relay; 20 all-conference awards in each division + 2 MVP (1 swimmer and 1 diver)
Swim & Dive (W)	65 all-conference awards, 15 individual, 45 in each division; 5 relay; 20 all-conference awards in each division + 2 MVP (1 swimmer and 1 diver)
Tennis (M)	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 3 MVPs (1 singles player and 1 doubles team)
Tennis (W)	12 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 3 MVPs (1 singles player and 1 doubles team)
Track & Field (M)	68 all-conference awards to the top 3 places in each

	individual event + the winning relay team members, 2 MVP (1 track and 1 field)
Track & Field (W)	68 all-conference awards to the top 3 places in each individual event + the winning relay team members, 2 MVP (1 track and 1 field)
Volleyball	20 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria , 1 MVP
Water Polo (M)	20 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria 1 MVP
Water Polo (W)	20 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria 1 MVP
Wrestling	20 all-conference awards, coaches to determine 1 st and/or 2 nd team criteria, 1 MVP

- F. Conference academic awards shall be granted to student athletes:
1. Who have completed their second year of participation in the same sport and who have a cumulative 3.0 grade point average from their first participation.
 2. This shall include transfer work done since first participation.
 3. The athletic director from the member college whose student athlete(s) is (are) receiving the award(s) shall submit to the conference commissioner, the administrative representative of that particular sport and the conference webmaster, a list, by sport including GPA, for the fall and spring semester athlete(s) that meet the above criteria. The fall list will include basketball and is to be submitted by the second Friday in April. The spring list is to be submitted by October 15th.
- G. All conference and academic awards will be distributed from a central location under the direction of the conference commissioner. Each sports' administrative representative is responsible to notify the conference commissioner of the all-conference awards immediately following their determination. This list is to include the names of the all-conference athletes, the MVPs, and their institutions.
- H. Big 8 Conference Special Recognition Award:
1. Is open to anyone involved in the Big 8 Conference.
 2. Is not an annual award. The intent of this award is to give special honor for something beyond normal expectations, selfless acts or a situation that is out of the ordinary. It could be given for heroism, courage or any other situation a college may deem meritorious.
 3. There may be one recipient or multiple recipients depending on the situation.
 4. Nominations go to the conference commissioner at any time. (Nomination form is in Appendix O of this constitution).
 5. The nomination will be voted on by the conference commissioner and the 8 College Deans/AD's.
 6. Each college will determine how and when they want the award to be presented to their recipient(s) by the conference commissioner.

(Adopted & effective 2/24/14)

Section 7 Adding and Dropping Sports

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

- A. When a college decides to add and / or drop a sport it must notify in writing the commissioner, sport administrative representative and athletic directors that sponsor the sport in a timely manner. A timely manner is defined for spring sports as providing notification by September 1st and for fall sports providing notification by February 1st. Colleges adding sports after these deadlines may not be guaranteed a full conference schedule and / or participation in the conference championships.
- B. When a college decides to drop a sport, whether it is before or during the season, it is a serious matter. Before the sport is reinstated by the conference, a college administrator must address the conference assembly and explain why the sport was dropped and what circumstances are permitting the college to reinstate the sport.
- C. If a member college drops a sport, they must complete and submit a Form 6 to the conference commissioner and provide a copy to the State Executive Director's office.

Article VIII - Contest Management

Section 1 Supervision

- A. Each host college shall be responsible for providing adequate supervision and security at all athletic events under their jurisdiction. It is recommended that the supervisor not be involved with specific game management jobs (e.g., coach, trainer, announcer, timer, etc.)
- B. The host college administrative designee is charged with monitoring student athlete and public conduct at athletic contests. The administrative designee is to control the contest atmosphere to assure a fair and competitive situation. They should be concerned with disruptive noise making devices, projectiles, belligerent or disruptive comments or inappropriate behavior by individuals in attendance.
- C. It is recommended that the supervisor introduce himself / herself to the game officials and visiting coaches prior to the start of the contest. An attempt should be made to respond to any questions or concerns that may surface. In addition he / she should assist with general game management, crowd control and supervision of teams.

Section 2 Conditions

- A. If the playing conditions are so unsatisfactory that there is a question as to whether or not the contest should be played, home management will make the decision to start the contest in conjunction with limitations in the sport's rule guide. Once the contest is underway, the officials make the decision whether to continue. In the absence of contest officials the site manager will make the decision in consultation with the sport's rule guide.
- B. In the event that a natural disaster occurs during a scheduled contest all teams are expected to follow the host college's emergency plan and evacuation procedures. If the contest can not be continued, it will be re-scheduled as a make-up according to the guidelines of Article VII.1.E and the appropriate sports supplement.

Section 3 Pre-Game / Half-time Activities

- A. The host college's administrative designee must approve pre-game or half-time activities. It will be the host college's responsibility to coordinate these activities with the responsible representatives from both colleges.

Article IX - Decorum

Section 1 General

- A. Proper decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with class and professionalism, is the responsibility of all participants of both the host and visiting colleges. **Decorum at California community college events is the responsibility of all participants.** Decorum rules apply to all conference and non-conference contests. Individual sport supplements may be more strict, but not more lenient, than the decorum rules listed in this section.

Section 2 Definitions

- A. For the purpose of this policy, the following definitions apply:
1. **Participant:** A participant is a player, coach, team member, team attendant, official, and / or college staff member.
 2. **Event:** Is defined as the time a team or participant arrives at the event site, until the time the team or participant leaves the event site.
 3. **Ejection:** Removal from a scrimmage/game/meet/match or a participant for the remainder of the event.
 - a. Sport rulebook infraction. Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
 - b. Decorum violation: Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
 - i. Verbal misconduct or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
 - ii. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.
 - c. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
 - i. A decision that a decorum violation has occurred may be appealed to the conference appeals board.
 - ii. An appeal does not set aside the sanction while the appeal is being deliberated.
 - iii. All decorum violations will result in at least a next event suspension.

- B. Where official playing rules and state decorum rules differ, the most stringent rules shall be enforced.

Section 3 Sanctions for Decorum Violations

The following are minimal sanctions. Other sanctions may be imposed by the college, the conference commissioner, the conference, or the conference appeals board:

- A. FIRST VIOLATION: Suspension from the next event.
- B. SECOND VIOLATION (in the same season): Suspension from all events for the remainder of the sport season, including postconference competition (minimum of three contests). If the season ends prior to the conclusion of the suspension, the penalty will carry over to the next season of the same sport.
- C. LEAVING THE BENCH AREA OR POSITION: Participants entering the field of play, or leaving their position in the field of play, in reaction to a confrontation shall be ejected and sanctioned as outlined in Bylaw 4.4 and Bylaw 4.5.
If, in the judgment of the official(s), a coach entering the field of play was helpful in the effort to control participants; the sanctions against the coach may be waived by the conference commissioner. Otherwise, sanctions are mandatory.
- D. PHYSICALLY ASSAULTING AN OFFICIAL(S): Physically assaulting or attempting to physically assault an official shall result in immediate ejection, and the participant shall be suspended from participation in COA/CCCAA athletic events for a period of sixty (60) months.
- E. TOBACCO AND SUBSTANCE ABUSE: The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during a COA/CCCAA event shall result in an ejection. (See Bylaw 4.4.1.B for when an event begins and ends.)
 - 1. Tobacco or substance abuse violations shall be considered decorum violations.
 - 2. Sanctions shall be applied as in this bylaw.
- F. Ejected participants must leave the confines of the playing site and grandstands immediately.
- G. Suspended participants may not:
 - 1. Be dressed in game uniform.
 - 2. Communicate with any team personnel or officials.
 - 3. Take part in any pregame activities at the site of competition.
 - 4. Be in the confines of the playing site once pregame activities have started.

Section 4 Reporting of removal

Each removal must be reported to the athletic director within 24 hours.

- A. The athletic director shall immediately inform the conference commissioner.

B. Failure by the coach to report within 24 hours shall result in an automatic one (1)-game suspension.

C. Failure to report by the athletic director shall result in disciplinary action against the athletic director or the sports program by the conference commissioner.

D. The conference Decorum Violation Report is available in Appendix N.

Section 5 Appeals of Penalties

A. Institutions following CCCAA “Due Process” procedures may appeal penalties prescribed by Article IX. These appeals will be filed with the conference commissioner within 24 hours. Institutions losing appeals related to decorum policies shall automatically forfeit the next scheduled contest following the notification of the infraction regardless of outcome.

Section 6 Coaches, Team Attendants & College Personnel

A. Coaches, team attendants and / or college personnel penalized by any of the above rules regarding decorum are prohibited from participation during a game only, not from carrying out non-game assignments.

Section 7 Big 8 Coaches Code of Ethics

A. See Appendix J for the Big 8 Coaches Code of Ethics which was passed and accepted as a guideline for the Big 8 Constitution at the Fall 2009 Assembly meeting at Sierra College (10/7/2009).

APPENDIX A
BIG 8 CONFERENCE
PHILOSOPHY AND POLICY STATEMENT

The philosophy and purpose of this conference are to:

1. Sponsor and govern intercollegiate competitive sports among members of this conference and any other institution and any other institution, organization, club or team in accordance with the State Athletic Constitution.
2. Foster broad programs of men's and women's intercollegiate athletics that are consistent with the educational objectives of member schools.
3. Encourage excellence in performance of all participants in intercollegiate athletics as well as stimulate academic achievement through the maintenance of high standards of scholarship.

The conference has the following policies regarding the issues of:

1. **Sport Offerings:** To maintain and increase balanced athletic program offerings for both men and women as student, budget and community interest will allow.
2. **Recruitment of Out-of State Student Athletes:** To not allow the recruitment of out-of-state student-athletes as specified in the State Athletic Constitution.
3. **Use of Out-of-District Student Athletes:** To direct recruiting efforts toward student athletes residing recruiting areas and to support the right of student athletes to attend their school of choice and participate in all activities with in the conditions specified by the State Athletic Constitution.

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

4. **Any Sport Conference:** To include any sports in conference sport offerings if the number of teams or participants is sufficient to provide an acceptable schedule.

APPENDIX B

BIG 8 CONFERENCE

CRITERIA FOR MEMBERSHIP

1. Colleges shall abide by the State Athletic Constitution.
2. Colleges shall maintain and increase, as student, budget and community interest allow, sport program offerings for both men and women.
3. Colleges shall not recruit out-of-state student athletes as found in the State Athletic Constitution.
4. Colleges shall direct recruiting efforts to local and contiguous district student athletes and shall not recruit out-of-district, out-of-state and/or out-of country student athletes.
5. Colleges shall not provide special privileges to student athletes such as free or reduced rate housing, free books or supplies, free or reduced rates for transportation, or any other financial aid, loans, grants or scholarships designated only for student athletes that are not available to the general student population.
6. Colleges shall support an all sports conference, with the exception of football, in the Big 8.

APPENDIX C

BIG 8 CONFERENCE

ASSEMBLY REPRESENTATIVES 2011-2012

American River College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Greg Warzecka
Rick Anderson
Raye Mareo

Cosumnes River College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Liz Belyea
Tony Bloomfield/
James Giacomazzi
Jeanne Calamar

Diablo Valley College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Christine Worsley
Cailin Mullins
Jackie Ponciano-Babb

Modesto Junior College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Bill Kaiser
Paul Aiello
Cheryl Mulder

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

Sacramento City College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Mitch Campbell
Paul Carmazzi

San Joaquin Delta College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Daryl Arroyo
Reed Peters
Mike Maroney

Santa Rosa Junior College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Ron Myers
David Wellman
Lacey Campbell

Sierra College

Administrative Representative:
Men's Athletic Representative:
Women's Athletic Representative:

Roz Goldenberg
Scott Decker
Darci Brownell/Vera Nelson

APPENDIX D

BIG 8 CONFERENCE

GUIDELINES FOR COMMISSIONER'S EVALUATION

Under the direction of the constitution and conference procedures committee chair, the executive board shall evaluate the conference commissioner annually following these guidelines:

1. An evaluation form will be distributed to the conference assembly at the regular spring meeting.
2. The evaluation will be returned to the past – president by June 30th.
3. The executive board will review and summarize the evaluations, as necessary.
4. The executive board will report the results to the conference assembly at the regular fall meeting.

**BIG 8 COMMISSIONER
EVALUATION**

SCHOOL YEAR: _____

RATING SCALE

*(1) = Satisfactory (2) = Needs Improvement (3) = Not applicable
(Please check the box with the corresponding number for the appropriate choice. The comments box at the end of a question deals with that specific question. Additional comments at the end of the form are for an overview. Please attach additional sheets as necessary.)*

#	QUESTIONS	(1)	(2)	(3)	COMMENTS
1	Administer decisions in a fair and equitable manner.				
2	Treats individuals with respect.				
3	Is friendly and courteous.				
4	Shows genuine interest and caring about other peoples concern.				
5	Listens effectively whether in an individual or group setting.				
6	Develops and maintains cooperative working relationships.				
7	Uses clear and understandable oral communications.				
8	Clearly expresses ideas and concepts in writing.				
9	Conducts meetings in an organized manner.				
10	Conveys enthusiasm and a positive leadership style.				
11	Rules on matters of eligibility in a timely manner.				
12	Works with administrative representatives and sport chairpersons to coordinate currency of the sport supplements, official's contracts and conference scheduling.				

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

13	Makes and provides rule interpretations for conference members when appropriate.				
14	Investigates rule infractions and reports findings to the conference.				
15	Promptly returns phone calls or written requests.				
16	Provides administrative service to the conference in the areas of scheduling, eligibility checks, participation lists, protests and appeals.				
17	Attends conference, state and other designated meetings as the conference representative.				
18	Serves as a communication link for conference members with the State Executive Director and COA.				
19	Develops, maintains and proposes annual budget.				
20	Compiles and distributes conference passes and membership lists.				

ADDITIONAL COMMENTS:

Name (Please print): _____

College: _____

APPENDIX E

BIG 8 CONFERENCE

CONSTITUTION AND PROCEDURE COMMITTEE

Jeanne Calamar, Chair Cosumnes River College
Liz Belyea Cosumnes River College
Christine Worsley Diablo Valley College
Mitch Campbell Sacramento City College

APPENDIX F

BIG 8 CONFERENCE

APPEALS BOARD

Greg Warzecka
American River College

Liz Belyea
Cosumnes River College

Christine Worsley
Diablo Valley College

Bill Kaiser
Modesto Junior College

Mitch Campbell
Sacramento City College

Daryl Arroyo
San Joaquin Delta College

Ron Myers
Santa Rosa Junior College

Roz Goldenberg
Sierra College

APPENDIX G

BIG 8 CONFERENCE

EXECUTIVE BOARD & BUDGET COMMITTEE

Mike Liddell Commissioner	Mitch Campbell, Past-President Sacramento City College
Greg Warzecka, President American River College	Liz Belyea, Vice President Cosumnes River College

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

APPENDIX H

BIG 8 CONFERENCE

GENDER EQUITY COMMITTEE

Jeanne Calamar, Chair
Cosumnes River College

Christine Worsley
Diablo Valley College

Mitch Campbell
Sacramento City College

Roz Goldenberg
Sierra College

APPENDIX I

BIG 8 CONFERENCE

ADMINISTRATIVE REPRESENTATIVE & SPORT CHAIRPERSON DIRECTORY

SPORT	AD. REP / COLLEGE
Baseball	Ron Myers / Santa Rosa
Basketball (M)	Christine Worsley / Diablo Valley
Basketball (W)	Jeanne Calamar / Cosumnes River
Cross Country (M)	Rick Anderson / American River
Cross Country (W)	Rick Anderson / American River
Golf (M)	Bill Kaiser / Modesto
Golf (W)	Bill Kaiser / Modesto
Soccer (M)	Liz Belyea/ Cosumnes River
Soccer (W)	Liz Belyea / Cosumnes River
Softball	Greg Warzecka / American River
Swim & Dive (M)	Mike Maroney/ San Joaquin Delta
Swim & Dive (W)	Mike Maroney/ San Joaquin Delta
Tennis (M)	Mitch Campbell / Sacramento City
Tennis (W)	Mitch Campbell / Sacramento City
Track & Field (M)	Rick Anderson / American River
Track & Field (W)	Rick Anderson / American River
Volleyball	Roz Goldenberg / Sierra
Water Polo (M)	Scott Decker/Sierra
Water Polo (W)	Scott Decker/Sierra
Wrestling	Daryl Arroyo / San Joaquin Delta

SPORT	SPORT CHAIR / COLLEGE
Baseball	Tony Bloomfield / Cosumnes River
Basketball (M)	James Giacomazzi/Cosumnes River
Basketball (W)	Lacey Campbell/Santa Rosa
Cross Country (M)	Demitrius Snaer / Modesto
Cross Country (W)	Demitrius Snaer / Modesto
Golf (M)	Michael Thomas / American River
Golf (W)	Raye Maero / American River
Soccer (M)	Paul Hansen / American River
Soccer (W)	Jason Gantt / Sierra
Softball	Kelly Nasrawi/Modesto
Swim & Dive (M)	Rick Millington / Diablo Valley
Swim & Dive (W)	Rick Millington / Diablo Valley
Tennis (M)	Bo Jabery-Madison/American River (N) Shawn Black/Modesto (S)
Tennis (W)	Sarah Jackson/American River (N) Jay Johnson/Sequoias (S)

Track & Field (M)	Rob Dewar / Sacramento City
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Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

Track & Field (W)
Volleyball
Water Polo (M)
Water Polo (W)
Wrestling

Rob Dewar / Sacramento City
Ashlie Frame / American River
Eric Fischer / Modesto
Nathan Varosh / San Joaquin Delta
Max Burch / Shasta

APPENDIX J

BIG 8 CONFERENCE

COACHES CODE OF ETHICS

Statement: The list below exemplifies the behaviors expected of a coach in the Big 8 Conference. In the Big 8 Conference, we strive for the highest standard in coaching excellence.

- A. Any sport is the players' game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players.
- B. Coaches bear responsibility for teaching their players to strive for success while playing fairly, observing the playing rules and the highest levels of sportsmanship.
- C. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
- D. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
- E. In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.
- F. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, schools, sponsoring organizations and sports governing bodies.
- G. Coaches have a responsibility to promote the interests of sport, including treating media with courtesy, honesty and respect.
- H. Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of sport.
- I. Coaches are responsible for taking an active role in education about, and prevention and treatment of, drug, alcohol and tobacco abuse, both in their own lives and in the lives of their players.
- J. Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of their sport.
- K. Coaches shall seek to honor those who uphold the highest standards and principles of their sport and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport - violence, abuse, dishonesty, disrespect and violations of the rules governing competition.
- L. Coaches shall adhere to the same standards of behavior expected of their athletes, as dictated by the Big 8 Conference.

Adapted with permission from the NSCAA (National Soccer Coaches Association) Coaching Code of Ethics.

APPENDIX K

BIG 8 CONFERENCE

SPORT SUPPLEMENT FORMAT

This appendix shall be used by all sports to develop their sport supplements. All parts must follow the guidelines listed below. Each part must be addressed by the sport supplement.

Section 1 Conference Eligibility

A. General Guidelines

1. All conference colleges will recognize and abide by the State Athletic Constitution and the decisions of the California Community College League of California and the Commission on Athletics.

B. Eligibility

1. To be eligible to participate in all non-conference and conference contests all students athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and the BIG 8 CONFERENCE Constitution and By-laws.
2. Eligibility Form 1's are to be sent to the conference commissioner's office postmarked, or emailed prior to the first contest.
3. Eligibility Form 3's, Team Eligibility, are to be submitted electronically via the CCCAA website prior to the first contest.
 - a. With regard to Student Educational Plans, Big 8 Conference student athletes will comply with the CCCAA Bylaw 1.3.7 or earlier pursuant to institutional policy and/or regulations. (Adopted & effective 2/24/14)

Addendums to Form 3 may be submitted at a later date, but the athletes listed on the Addendums are not eligible until the postmarked date.

4. An ineligible player is defined as a player who has not completed or adhered to all the requirements of the State Athletic Constitution and conference bylaws.

a) Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and / or are subject to disciplinary action by the conference commissioner (with the exception of Bylaw 1.4.2.E and 1.15.8.A of the CCCAA Constitution and Bylaws). Such disciplinary action may include sanctions as described in Article 7.3.3 of the State Athletic Constitution.

b) During the season of competition, all members colleges shall check the eligibility status of student athletes at a minimum of once per week. Per CCCAA requirements, each student athletes must meet eligibility requirements before competing in any contest.

Section 2 Sport Chairperson

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

- A. Elected from among the respective coaches of each men's and women's sport for a term of two years starting July 1st.
- B. The duties of the sports chairperson shall be to:
 - 1. Establish coaches' meetings dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
 - 2. Attend and chair all said coaches meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
 - 3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
 - 4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

Section 3 Rules of Competition

- A. Competition rules (guidelines) to be followed (specify NCAA, ASA, USVBA, etc.)
- B. Starting dates
 - 1. Practices
 - 2. Games, Meets or Matches
- C. Starting Times
 - 1. Pre-game activities (batting practice, warm-up time, etc.)
 - 2. Games, Meets or Matches
- D. Competition Schedule
 - 1. Format (Divisions, cross-over play), Formats shall be reviewed annually.
 - 2. Number of games, meets, matches and / or entries
- E. Decorum
 - 1. The State Athletic Constitution and Bylaws, Bylaw 4.4 and the BIG 8 CONFERENCE Bylaws Article IX, Section 1-7 inclusive, establish decorum rules. A sport supplement may establish decorum rules that are stricter, but not less harsh, than the State Athletic Constitution and BIG 8 CONFERENCE Bylaws standards.
- F. Forfeits, suspended games, defaults, rainouts, natural disasters, facility problems and transportation problems.
- G. Make-up of games, meets or matches.
- H. Protests
- I. Equipment
- J. Scoring
- K. Officials (If there is a conference officials contract it must be approved by the conference commissioner.)
- L. Statistics

Section 4 Responsibilities

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
 Effective: 2/24/14

- A. Host School
 - 1. Directions of Campus
 - 2. Map
 - 3. Parking permits and other campus rules
 - 4. Dressing room accommodations
 - 5. Equipment and supplies provided
 - 6. Contest supervision

Section 5 Championships and Awards

- A. Play-off Procedures
 - 1. Ties
 - 2. Home court advantage
 - 3. Costs
 - 4. Publicity
- B. All-conference team selection
- C. Awards
- D. Selection of sport chairperson (when applicable)

Section 6 Sport Supplement Revisions

- A. Any revisions of the sport supplement shall be finalized and mailed or emailed to the administrative representative for that sport two weeks prior to the scheduled assembly meeting.
 - 1. Fall semester sport supplements shall be presented at the spring conference meeting.
 - 2. Spring semester sport supplements shall be presented at the fall conference meeting.
- B. All proposed changes should be provided in revised sport supplement. Deleted items will be lined through, additions will be italicized and all changes will be highlighted. The administrative representative shall mail or email the revised sport supplement to all member or hosted colleges that sponsor that sport, and constitution and gender equity committee chair, one week prior to the scheduled assembly meeting.
- C. The administrative representative will make sure the supplement and schedule are included on the consent agenda at the designated conference meeting.
- D. Once approved by the conference assembly and posted on the Big 8 website, final approved copies of the sport supplement will be available to download.
- E. All sections of the supplement must be dated.

Section 7 Miscellaneous

- A. Anything that pertains to the individual sport supplement only.

APPENDIX L

BIG 8 CONFERENCE

END – OF – SEASON REPORT FORMAT

The administrative representative shall submit an end of season report to the conference commissioner no later than (2) weeks after the State Championship for that specific sport.

The end of season report shall include:

1. Name of sport and season including the date submitted.
2. Conference / Division champion(s)
3. List of final league standings (include conference and overall record)
4. List of all-conference award recipients including name, college, year in school and position (if applicable)
5. Conference academic award recipients if available (including GPA)
6. Conference MVP(s) and Coach of the Year
7. Proposed conference contest schedule and revised sport supplement changes for next year if available
8. Proposed officials contract or agreement if available
9. Conference Championship financial statement, if applicable
10. Other noteworthy data if available

Use the form on the following pages for submitting the End – of – Season Report

BIG 8 CONFERENCE

END OF THE SEASON REPORT

SPORT: _____

SUBMITTED BY: _____ DATE: _____

CONFERENCE CHAMPION: _____

FINAL CONFERENCE STANDINGS: (please include conference and overall record)

ALL BIG 8 CONFERENCE TEAMS: (include at least the following)

<u>Name</u>	<u>Year</u>	<u>Position</u>	<u>School</u>
Mike Liddell	So	Pitcher	Sierra

MOST VALUABLE PLAYER: _____

COACH OF THE YEAR: _____

ALL BIG 8 ACADEMIC TEAM:

<u>Name</u>	<u>GPA</u>	<u>School</u>
Mike Liddell	3.26	Sierra

OTHER PERTINENT INFORMATION: (including ejected participants, all region or state – if known, etc.)

APPENDIX M
BIG 8 CONFERENCE
PROGRAM REVIEW SCHEDULE

The rotation for future Program Reviews is:

Spring 2014	Santa Rosa Junior College
Spring 2014	San Joaquin Delta College
Fall 2014	American River College
Spring 2015	Diablo Valley College
Fall 2015	Sacramento City College
Spring 2016	Sierra College
Fall 2016	Modesto Junior College
Spring 2017	Cosumnes River College
Fall 2017	Santa Rosa Junior College

Program Review Standards

Prior to the visit by the program review team from the Big 8 Conference, please provide answers to all eleven standards:

Program Profile: A narrative statement on the profile of your institution.

Describe your institution in terms of its profile related, but not limited to, the following criteria:

- Demographics
- Geographic Setting
- Number of feeder high schools in your recruiting area
- High school graduates in attendance at your community college
- Four year college in proximity
- Transfer rates from your community college to four year college in proximity
- Other community colleges in proximity
- Other distinguishing characteristics of the institution

Standard One: Adherence to the CCCAA Constitution and Bylaws and other rules and regulations of the state and conference.

1. In what manner is the Form R-1 and R-2 procedures completed on your campus?
2. Do all staff members have a current copy of the CCCAA Constitution and Bylaws?
3. If your college violates the CCCAA Constitution and Bylaws what process is followed? Please outline the process.
4. What additional steps are taken throughout the school year to insure that staff members are up to date with CCCAA and conference Constitution, Bylaws and other regulations?

Standard Two: Adherence to the Big 8 Conference Constitution, Bylaws, rules and regulations.

1. Do the appropriate members of your college have up to date copies of the conference constitution and bylaws?
2. Do they receive agendas and minutes of conference meetings?
3. Do staff members participate in sport specific Big 8 Conference meetings?

Standard Three: Adherence to the Big 8 Conference philosophy statement and proof of activities that support and strengthen its tenants.

1. Please provide your college's athletic philosophy statement.
2. Is your philosophy statement different than it was five years ago?
3. Do the members of your college administration and athletic department have a working knowledge of the conference and college philosophy?

Standard Four: Activities related to processing Athletic Eligibility.

1. List the procedures used to complete Forms 1, 2, 3, and C.
2. Who checks each form for completeness?
3. Who “double-checks” all forms as a method of checks and balances in your eligibility process?
4. Who is the person on campus ultimately responsible for student athletic eligibility?
5. Where are eligibility forms kept? How long are they kept? Are they secured?

Standard Five: Activity showing the athletic staff, counselors and other related personnel have a working knowledge of student-athlete recruiting regulations.

1. Are the recruiting rules explained to members of the college community?
2. How are the recruiting rules explained to student-athletes?
3. Do your feeder high schools understand the recruiting rules?
4. Are coaches and student-athletes aware of the penalties for recruiting violations?
5. What role does your community college play in informing feeder high schools of the CCCAA recruiting and subsidization rules?

Standard Six: Participation in non-competitive activities related to athletic competition.

1. List the individuals at your college who have participated in the following types of activities: Big 8 Conference meetings, CCCAA meetings, workshops, conference committees, sports representatives, etc. Please include offices held and any special assignments within those activities and / or organizations.

Standard Seven: Activities directed toward student-athlete academic support and matriculation.

1. List your college’s activities directed toward student-athlete support and matriculation.
2. Describe services and / or interaction that the athletic department has with the counseling department.
3. Does your college provide a counselor assigned to counsel student-athletes? Is the assignment full-time?
4. Are priority registration, tutoring or study tables available to your students?
5. Do you have a counseling and guidance class for student-athletes? Is the class mandatory?
6. Do all student-athletes have an individual educational plan on file?
7. What process is used to follow-up and ensure that student-athletes, in fact, follow their IEP?
8. Does your department have a policy addressing a student-athlete’s need to miss a practice or contest in order to study or take a test?
9. Is there a college policy related to missing classes by student-athletes when traveling or participating in scheduled contests?
10. Are student-athletes able to add and drop classes without approval?
11. Does the athletic department monitor full-time enrollment status during the term? Is so, how often? How is the monitoring accomplished?
12. Do student-athletes who have completed their athletic eligibility have access to the student-athlete counseling program?

13. Other significant information.

Standard Eight: Programs designed to foster good citizenship.

1. Does your college have a substance abuse program?
2. What is your college's athletic decorum policy?
3. If you have a decorum policy, how are your student-athletes made aware of this policy?
4. Is decorum handled entirely within the athletics program or is campus student services involved?
5. Does your college provide safe and well-maintained athletic facilities?

Standard Nine: Activities that demonstrate a level of commitment to balance men's and women's programs and opportunities.

1. What is your college's level of commitment to balance athletic opportunities for men and women?
2. Please list the sports you offer for men and women.
3. What is the gender balance of your current coaching staff? Please list the name and gender of head coaches and assistant coaches in each sport.
4. Describe how your athletic training facilities are utilized? Do any policies exist regarding the use and operation of athletic training services? Please list the name and gender of the head athletic trainer, assistant trainers and student trainers. Are there separate hours for training room by gender?
5. When teams of both genders compete in a sport (i.e. Basketball) and use the same facility for practices and contests, how is the use of the facility divided? How are practice and competition times determined?
6. What is your college's philosophy for adding and dropping sports? What criteria are used when adding or dropping sports? Please list added and dropped sports over the past five years.
7. If you are a multi-college district, what is the district philosophy about athletic teams for both genders at all colleges in the district?

Standard Ten: Evaluation of the proportionate numbers of out of district and out of state student-athletes.

1. What was the number of participants on each team that your institution sponsors during the last academic year?
2. What was the number of out of recruiting area student-athletes on each team that your institution sponsors during the last academic year?
3. What was the number of out of state student-athletes on each team that your institution sponsors during the last academic year?
4. Compare the percentage of out of recruiting area and out of state student-athletes to the percentage of out of district and out of state students in the general student body?
5. What impact, positive or negative, have out of recruiting area and out of state student-athletes had on your program?

Standard Eleven: Institutional fundraising controls, policies and procedures.

1. What institutional controls are in place to insure proper accounting and distribution of funds raised from foundations, trust accounts, booster clubs and donations?
2. Does the athletic director have institutional control of all revenues and expenses generated from foundations, trust accounts, booster club and donations? If not, who does?
3. Are these accounting procedures in writing and if so, in what document do they appear? Attach documentation to the self-study.
4. Describe how revenue from foundations, trust accounts, booster clubs and donations are distributed to men's and women's athletics.

APPENDIX N

BIG 8 CONFERENCE

GUIDELINES FOR DECORUM VIOLATION

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

Use the form on the Big 8 website for reporting decorum violations as in the Big 8 Conference Bylaws, Article IX, Section 4.

APPENDIX O

BIG 8 CONFERENCE SPECIAL RECOGNITION AWARD NOMINATION

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14

College

Date

Male

Female

Nominee

Sport or affiliation to college

Nominated by

Affiliation to college

Please write a description of what the nominee did or how you feel this situation was out of the ordinary. What was the synopsis of the event?

Name of Athletic Director

Signature of AD

Proposed 10/17/13 to conference assembly, 2/24/14 to conference Presidents
Effective: 2/24/14