

**ORANGE EMPIRE  
CONFERENCE  
CONSTITUTION**

**2006-07**

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# CONSTITUTION

## OF THE ORANGE EMPIRE CONFERENCE

### ARTICLE I

#### **Name - Purpose - Goals - Objectives - Membership Criteria**

1.01 The name of this organization shall be:

#### **ORANGE EMPIRE CONFERENCE**

1.02 The purposes of this Conference shall be:

- A. To coordinate and regulate Conference sports for the member colleges in compliance with the rules and regulations of the Conference Constitution/Bylaws/Supplement and the Commission on Athletics (COA) Athletic Constitution in order to provide an environment which emphasized academic achievement and a positive athletic experience for the student-athletes of the member colleges.
- B. To govern all branches of intercollegiate athletics in which the member institutions compete with any other institution, organization, or team.
- C. To establish and maintain the highest standards of scholarship and integrity; to promote intercollegiate athletics; to supervise and regulate athletic activities so they are the incidental, not the principal, features of collegiate life.

1.03 Conference Goals

- A. To promote, provide, and coordinate an athletic program.
- B. To maintain high standards in athletic competition.
- C. To evaluate and recommend rules, regulations, procedures, and policy to the Commission on Athletics.
- D. To promote better understanding, communication, and cooperation among California Community Colleges.
- E. To promote and be supportive of educational goals and academic or career progress, and to stress academic achievement for the student-athletes of member colleges.

1.04 Gender Equity in intercollegiate describes an environment in which equitable athletic opportunities, benefits and resources are available to all students. In the athletic environment, student athletes and athletic personnel shall experience equitable treatment and fairness. The Conference and the COA shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It is the policy of the Conference and the COA to refrain from discrimination with respect to its governance policies, educational programs, activities and employment policies.

1.05 Conference Objectives

- A. The Conference shall provide a constitution, by-laws, and sports supplement stating its purpose, membership, officers, rules, and regulations.

1.06 Criteria for Membership--The Conference is desirous of providing membership to colleges who subscribe to the following objectives.

- A. Conference members shall commit themselves to a sports program that will best serve the needs and interest of their students and community.
- B. Conference members shall abide by the rules and regulations of the Conference Constitution/By-Laws/Supplement and the COA Constitution.
- C. Colleges shall fully participate in Conference business, assign college staff members to serve and attend meetings, and participate on committees.
- D. Colleges shall consider visiting teams, auxiliary groups, officials, students, and fans as guests and will extend to them every courtesy and consideration one would expect in return.
- E. Conference members shall provide adequate facilities that meet safety, cleanliness and health standards.
- F. Conference members shall fully abide by the current provisions of the COA Constitution, By Law 2, in regard to subsidizing and recruitment of out-of-state/district/country athletes.
- G. The Conference will not consider membership for colleges who wish to use By Law B-2.5.2 of the COA Constitution as a petition for out-of-state recruiting.
- H. Colleges who wish to leave the Conference, in order to seek membership in another Conference, must obtain written approval by the Conference before applying for admission into another Conference. If the Conference denies permission to leave, the college wishing to join another Conference may appeal the Conference decision through the appeal process as listed in COA Constitution, By Law 5.2.
- I. Colleges, with written approval by their Presidents, may seek admission into the Conference. Admission will require a majority vote of the members of the Orange Empire Conference.

1.07 Compliance

- A. Failure to comply with the provisions as listed above will bring about Conference action that may include probation, suspension, or expulsion as listed in COA Constitution, Article 7.

**ARTICLE II**

**Members**

2.01 Present Members

<p>Cypress College Fullerton College Golden West College Irvine Valley College</p>	<p>Orange Coast College Riverside Community College Saddleback College Santa Ana College Santiago Canyon College</p>
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**ARTICLE III**

**Representation--Powers and Duties**

3.01 Representation in the Conference

- A. Each member college of the Conference shall be represented by voting representatives as prescribed in COA Constitution, Article 5.3.3.

3.02 Powers and Duties

- A. The representatives shall have jurisdiction in all matters relating to the purpose of this Conference.

**ARTICLE IV**

**Meetings - Agenda - Quorum - Voting - Legislation**

4.01 Meetings

- A. The Conference shall meet annually in early fall and thereafter during the school year on the dates and at the places to be decided at the first Conference meeting. At its last regular meeting of the year the Conference shall approve officers for the coming year.
- B. Special Meetings: Special meetings shall be called by the president when deemed necessary, upon the written or phoned request of a majority of the representatives, or by a majority vote at any meeting.
- C. Notice of meetings: Representatives are to be notified well in advance of the deadline for submitting agenda items so that they may be included.

4.02 Agenda

- A. The Commissioner will e-mail an agenda to the representatives two weeks prior to the meeting. Agenda items are to be submitted to the Commissioner three weeks prior to the meeting date. Agenda items can be added at the meeting, but any action on additional items must have a three-fourths (3/4) vote of the members to pass.

4.03 Quorum

- A. The presence of two-thirds of the official college representatives shall constitute a quorum for the transaction of the business of the Conference. Action by such a quorum shall be as valid as action taken with all representatives present.

4.04 Voting

- A. Each institution is entitled to three (3) votes; only those representatives present may vote, and a majority vote shall be sufficient to pass any measure except as otherwise specified. A tie vote shall defeat a measure. The conference by 3/4 vote may elect to allow one vote per college on specific issues.

4.05 Legislation--When Effective

- A. Measures passed by the Conference at any meeting shall become effective immediately, unless otherwise specified. Also, a measure passed will not be considered retroactive unless so specified.

**ARTICLE V**

**Officers and Duties**

5.01 President and President Elect

- A. The President shall call and preside over all Conference meetings, and shall serve as the presiding officer of the Executive Committee.

- B. Term of office shall be for **two fiscal years** (July 1 to June 30), and rotated alphabetically among the member colleges with each college to designate the person who will serve as president.
  - C. President Elect
    - 1) Shall preside in the absence of the President.
    - 2) Shall serve on the Executive Committee.
    - 3) This office shall be for **two years** (July 1 to June 30) and rotated alphabetically.
    - 4) Each college will designate the person who will serve as President Elect.
  - D. The President and President Elect shall be inducted at the conclusion of the last regularly scheduled meeting of the fiscal year.
  - E. The Conference may name a designee in the absence of the President or President Elect.
- 5.02 Commissioner:
- A. The Conference shall obtain the services of a Conference Commissioner under the policies as established in Article **5.2** of the COA Constitution.
  - B. The Commissioner or a designee shall act as the Conference Secretary/Treasurer, perform duties and other assignments as prescribed as duties and responsibilities and be responsible for:
    - 1) budget development;
    - 2) compilation of schedules;
    - 3) appointment of game officials;
    - 4) records maintenance;
    - 5) distribution of all approved materials;
    - 6) adherence to guidelines and practices as described in the Conference and the State Athletic Constitution;
    - 7) serve on the Executive Committee;
    - 8) act on injury/illness exceptions submitted by the colleges as empowered by the State Athletic Constitution; and
    - 9) facilitate the implementation of and compliance with the COA Constitution and Conference rules and regulations.
  - C. **The conference will appoint two conference administrative assistants.**
    - 1) **One administrative assistant will take minutes at all conference meetings.**
    - 2) **One administrative assistant will update all constitutional and sports supplement changes.**
- 5.03 Duties and Responsibilities
- A. Meetings: Attend meetings as called by Orange Empire Conference, State Athletic Committee, or other approved Conference agencies.
  - B. Scheduling
    - 1) Cooperate with the Conference Sports Representatives who prepare and recommend schedules for all sports to the Conference for approval.
    - 2) Responsible for the distribution of all approved schedules to Conference athletic directors.
    - 3) Submit conflicts in schedules to the Conference President prior to resolution.
    - 4) In emergencies may approve schedule adjustments. (See Section 11.15)
  - C. Officials

- 1) Direct and supervise the appointment of officials by the Conference Officials Assigning Secretaries for all Conference approved sports and non-conference contests.
- 2) The Assigning Secretary will maintain a master list of qualified officials and ratings as recommended by Conference coaches.

D. Finances: Submit at the May meeting a financial statement for the current year as well as a proposed budget for Conference consideration.

E. Publicity: Direct and supervise the work of the Orange Empire Conference publicist and/or individual sport publicists.

F. Perform other duties as may be assigned.

G. Commissioner shall be elected annually at the year-end meeting.

#### 5.04 Executive Committee

A. Members of this committee shall be:

- 1) President
- 2) Commissioner
- 3) President Elect
- 4) Past President
- 5) One at large member, selected by the Conference

B. Duties

- 1) This committee shall be convened by the President to solve any special or unique problems that cannot be resolved by either the President or Commissioner and cannot wait for the next scheduled Conference meeting.
- 2) It shall have the power to act on behalf of the conference and shall promptly notify all Conference members of decisions made.
- 3) Appeal of its decisions may be made to the Conference as a whole if such appeal is filed with the President within two (2) days of receipt of the executive Committee's decision.
- 4) Decisions reached by the Executive Committee shall be reported to the Conference representatives.

#### 5.05 Conference Sports Representatives--The Conference shall appoint, on an annual basis, Conference representatives of each sport. Duties include:

A. Schedule a meeting of coaches following the last Conference contest at a site in the general proximity of one of the Conference colleges. A pre-season meeting may be held if deemed appropriate. Set the time, date, and place, then notify the coaches.

B. Agenda items for post-season coach's meeting:

- 1) A schedule for the following year.
- 2) Athlete of the year.
- 3) Supplement changes to be submitted to the Conference.
- 4) Selection of all-conference team (if applicable).
- 5) Coach of the Year (no award will be presented and the name will not appear on the award certificate).

C. Prepare a report to be submitted to the Commissioner to include the All-Conference team, final team standings, and the results of the Conference championships.

D. Distribute all conference award certificates in accordance with Section 11.17.

- E. If the Conference approves a supplement code change, the section relating to that sport shall be updated and submitted to the Conference Commissioner.
  - F. Approve the budget, if applicable, for the Conference championships, and submit it to the Conference prior to the event.
- 5.06 Gender Equity Committee--The Conference shall appoint a new gender equity committee composed of one member from each college. An executive committee may be formed by the Committee Members.
- A. Duties and Responsibilities:
    - a. Survey local colleges and high schools to identify individual and team sports being planned.
    - b. Review Conference Colleges yearly Gender Equity Disclosure Act Reports that are signed by the College Presidents.
    - c. Have SID's or PO's assist in image building efforts, publications to show institutions as proactive as related to gender equity.
    - d. Familiarize Athletic Departments with material available to assist the continuing efforts to promote gender equity.
    - e. Review and maintain any necessary updates of the Conference Constitution for compliance with Gender Equity Guidelines.

## ARTICLE VI

### **Rumor/Complaint--Procedure--Penalties--Hearing Boards**

#### **Appeals--Protests**

- 6.01 Definition of Terms
- A. Rumor: An unverified accusation of a rule or violation.
  - B. Complaint: A formal allegation of illegal action.
- 6.02 Procedures
- A. All rumors about rule violations should be referred by staff members to their college athletic administrative representative. The administrative representative should immediately notify, by telephone, the administrative representative of the college involved with the rumor and request that the rumor be investigated. **Within one week**, the college administrator investigating the rumor should report the findings and any actions taken to the person informing him/her of the rumor. An attempt should be made to solve all rumors and complaints at the lowest level.
  - B. If the originating Administrative Representative believes there are facts to support a complaint, either prior to receiving the response to Step #1, or after receiving the response to Step #1, the following procedure shall be followed:
    - 1) The complaint shall be written including all known facts, and sent to the charged college's athletic administrative representative, and a copy to the Conference Commissioner.
    - 2) The charged college shall investigate the complaint and respond in writing within two (2) weeks or less. If the charges are false, the administrative representative shall send the explanation to the originator with a copy to the Commissioner, providing the evidence that explains the charges. If the administrative representative finds the charges are true, he/she shall inform the originator and the

- Commissioner of the disciplinary action(s) taken and the step(s) taken to eliminate such violations in the future.
- 3) If the charging college is not satisfied with the findings and action taken by the charged college, they shall, within one week, notify the charged college of their dissatisfaction and file a "Request for Complaint Investigation Form" [see Appendix A] with the Conference Commissioner. Copies of all materials must be provided. The Conference Commissioner will review and further investigate the case and will make a recommendation to the Conference. The Commissioner may ask the Conference President for a three-person ad hoc committee to aid in the investigation and will make a report to the conference. Neither the charged college or charging college shall be represented on these committees. The Conference will review the case, make further investigations, meet, make a decision, and report the action taken, penalties assessed, and disposition of the case. Rumor/Complaints that cross Conference lines will follow the same procedure except that the Commissioners representing the Conference will become involved.
- C. Allegations from outside the Conference shall be referred to the conference Commissioner who shall initiate the above process.

#### 6.03 Penalties

- A. Penalties will be determined by the Conference in accordance with COA Constitution Article 7.4 & 7.5.13.
- B. The Conference shall have the right to place a member college on probation, to suspend, or recommend expulsion in accordance with COA Constitution Article 7.5 & 14.4.

#### 6.04 Orange Empire Conference Hearing Board

- A. The athletic administrator or a designee of each Conference college shall be the Conference Hearing Board. The presence of five members, but no less than three are necessary to hold an appeals hearing. At the May meeting, the conference will annually select a chair person.
- B. The Board shall hear all appeals.
- C. Meet as appropriate to perform the following functions:
- 1) All appeals shall follow the due process penalties procedures as provided in Article 7 of the State Athletic Constitution.
  - 2) All injury/illness hardship appeals shall be sent directly to the Commissioner.
  - 3) The Conference Commissioner shall report all decisions regarding hardship appeals to this committee.
  - 4) If any member of the Board disagrees with the Commissioner's findings, the matter will be brought before the Hearing Board for discussion and vote.

#### 6.05 Appeals

- A. Appeals from penalties invoked by a College or Conference may be appealed in accordance with COA Athletic Constitution, Article 7.
- B. The Conference Hearing Board may conduct business by: telephone, teleconference, video conference, e-mail, "chat," or in person.
- C. Appeals Process
- 1). See Article 7.5 in COA Constitution

- 6.06 Protests: A protest is in order when there has apparently been a violation of rules and/or procedures for each sport, as designated by the NCAA and/or other sports governing bodies. It shall be the responsibility of the protesting college to determine that all conditions outlined above shall be fulfilled before a protest is submitted. A college who plans to lodge a protest shall call the Commissioner's office of their intent.
- A. Protests shall originate in writing from the coach within one calendar week through the Director of Athletics and the Administrative Representative to the Conference Commissioner, with a copy to the Administrative Representative of the college protested against.
  - B. The Conference Commissioner shall review the protest to determine that all conditions as stated in 6.06 have been met.
  - C. If all conditions as outlined above in 6.06 have not been met, the Conference Commissioner shall notify the colleges concerned, in writing, with a copy to the Conference President.
  - D. For valid protests, the Conference Commissioner, in conjunction with the Conference Sports Representative, will review the protest, consult with rules experts, meet or confer, and render a decision on the protest. The Conference Commissioner shall notify the colleges involved. A copy will be forwarded to the Conference President. If the Sports Representative is from the protesting college, the Conference President will name a substitute.
  - E. If either college is not satisfied with the decision, they may request a review by a full Conference meeting as a final appeals board for all protests.
  - F. This process should be completed within one week after receiving the written report.

## **ARTICLE VII**

### **Dues--Assessments--Expenses--Commissioner's Fee**

- 7.01 Dues shall be set forth annually for Conference operation for the ensuing year.
- 7.02 Special Assessments: On a 3/4 vote of the Conference at any meeting, additional assessments may be required in order to meet the expenses of the Conference.
- 7.03 Expenses: Legitimate expenses incurred by the officers or agents of the Conference shall be paid by the Conference.
- 7.04 Commissioner: The Commissioner's fee to be established annually at the time of budget approval.

## **ARTICLE VIII**

### **Amendments**

- 8.01 A two-thirds vote of Conference members present shall be required to amend this Constitution. Such vote may be taken at any meeting of the Conference when the notice of the meeting includes a statement of the amendment to be voted upon.

## **ARTICLE IX**

### **Non-Profit Status**

- 9.01 I.R.S.
  - A. This non-private association is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

- B. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on:
  - 1) by an association exempt from federal income tax under Section 5021 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or
  - 2) by an association contribution to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).
- C. Upon dissolution or termination of this association, the remaining assets will be distributed equally among the member public colleges. If any assets are not accepted by the member, then those assets will be distributed to another organization described in Section 501 (c) (3) of the Internal Revenue Code.
- D. The IRS identification number for the tax-exempt nonprofit status of the Conference is #33-0208811.

## ARTICLE X

### **Student Eligibility Determination**

- 10.01 The following procedures shall be followed to determine athletic eligibility:
  - A. COA form 3's (Team Eligibility) along with original COA form 1's (Student Eligibility Report) attached will be sent to the Commissioner's office prior to the date of first game, meet, or match. These forms will be kept on file by the Conference commissioner and available to any member college.
  - B. COA form 2 (Tracer Report) will be used for all athletes showing attendance at other post-secondary institutions. These reports will be kept on file and available at the home college.
  - C. Form 3 will be used to report team eligibility. **The coaches' signature is required on Form 3's.** This form becomes the team roster. Each coach must have a copy. Athletes' names will be listed on this report in the following manner:
    - 1. COA Eligibility procedure – By law 1.4.
  - D. [COA Form 3's should be posted on the COA website prior to the first game, meet, or match. The original Form 1's \(Student Eligibility Report\) should be sent to commissioner's office.](#)
- 10.02 Eligibility Screening Committee: If an eligibility screening committee is called by the President, it will be composed of the administrative representatives, or their designees, of the member colleges. All host colleges are expected to attend.

## By LAWS ARTICLE XI

### **Game Management--Game Conduct--General Rules of Participation**

- 11.01 Security
  - A. The host colleges shall provide security personnel in order to maintain adequate crowd control at spectator events.
  - B. Provisions should be made by the home team to provide separate seating sections for home and away students/fans.

11.02 Pre-game and half-time activities

- A. The home college designated administrator has the responsibility for arranging and approving pre-game and half-time activities. Visiting bands and support groups must have approval and clearance by the designated visiting administrator.
- B. Placement of signs, banners, etc., must have approval of the college designated administrator.
- C. No visiting bands for indoor events. No noisemakers.

11.03 Student and athlete conduct at games

- A. Each college shall develop a student and athlete code of conduct that displays courtesy and good sportsmanship towards visiting teams, students, fans, and officials.
- B. Deans and Athletic Directors will insure that all coaches and players understand the Conference Game Conduct Procedure.
- C. All athletic teams must be accompanied by a faculty member or a person delegated by the college to represent the team.

11.04 Game conduct

- A. All conference colleges will adhere to the NCAA rules or other rules as set forth by the COA in regard to unsportsmanlike acts, penalties, ejections, suspensions, etc., as listed in the rulebooks and the COA constitution. NCAA/Sports Governing Rules prevail if they are more severe than the state decorum/conference decorum policy.
- B. All sports will have a section in their supplements addressing unsportsmanlike acts.
- C. Conduct of Student/Athlete, Coaches and/or College Staff [Cited in the COA Decorum Policy ByLaw 4.3.1]

- 1) California Community College COA Decorum Policy:

COA B.4.3.1 Decorum at California community college events is the responsibility of all participants.

For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT - is a player, coach, teach member, team attendant, official, or college staff member.
- B. DISQUALIFICATION - is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc., and is not under the jurisdiction of this policy.
- C. EJECTION - is defined as the immediate removal from further participation in an event as a result of abusive verbal or physical behavior.
- D. VERBAL OR ABUSIVE BEHAVIOR - is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which result in ejection.
- E. PHYSICAL ABUSE - is defined as any physical act that results in ejection.
- F. EVENT - is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site. Where official playing rules and state decorum rules differ, the most stringent rules shall be enforced.

- COA B.4.4 PENALTIES FOR EJECTION:
- COA B.4.4.1 First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following game and will not be in attendance onsite or within site of such contest.
- COA B.4.4.2 Second Offense: (Same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including post conference competition.
- COA B.4.5 PUNISHMENT FOR ATTACKING OFFICIALS
- COA B.4.5.1 Assaulting or Attempting to Assault an Official: shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.
- COA B.4.6 PUNISHMENT FOR LEAVING BENCH AREA
- COA B.4.6.1 Bench Clearing: Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in ByLaw 4.4 above. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.
- COA B.4.7 PUNISHMENT FOR VIOLATION OF THE TOBACCO AND SUBSTANCE ABUSE POLICY
- COA B.4.7.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.
- COA B.4.7.2 Ejection for violation of 4.7 above shall be the same as those outlined in ByLaw 4.4.1 and 4.4.2 above.
- COA B.4.8 REPORTING
- COA B.4.8.1 Within 24 hours after a contest where there has been an ejection of a player or participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in ByLaw 4.4 and 4.5. Failure of an athletic director to report may result in team forfeitures.
- COA B.4.8.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non-game responsibilities
- COA B.4.8.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.
- C. Conduct of Student/Athlete, Coaches and/or College Staff (Cited is the COA Constitution Decorum ByLaw 4.3.
  - 2) The student/athlete, coaches and/or college staff's conduct rules shall serve as a guide for inappropriate behavior occurring at the playing site before and after contests. Colleges involved will investigate and submit a written report of the action taken to the Commissioner and the Conference for review and final disposition.
  - 3) Acts that occur by persons other than players/coaches and staff personnel before, during or after a game shall be investigated by both colleges involved and a separate report of the action from each

college will be reported to the Commissioner. The Commissioner will report to the Conference for final disposition of the event.

- 4) All ejections, resulting from a suspension, will carry over to post season play.
- 5) If game cameras are in use, they shall remain in operation during any altercation until order has been restored.
- 6) A coach suspended from a contest must leave the playing field, court or sideline area. A suspended coach must have no contact with the players before and during the contest. Suspended coaches may continue with their coaching responsibilities during practice sessions while serving their game(s) suspensions. When the coach is suspended/ejected he/she should be off site, out of sight and out of communication.
- 7) Additional Procedure for Conference Reporting:
  - a. Both coaches will notify their respective Athletic Directors of the undesirable conduct on the same or next day of college attendance.
  - b. The Athletic Director of the offending college will contact the Athletic Director or designee of the next conference opponent and the Commissioner, on the same or next college day of the incident, to indicate who has been suspended or reprimanded. The Athletic Director of the offending college shall complete the "Report of Ejection " (see Appendix B) and mail within three days to the Athletic Director of the opposing college(s); the Athletic Director of the contest in which the suspension occurred and the Conference Commissioner.
  - c. Offending team's coach will notify the next Conference opponent's coach of the suspension or reprimand at least one (1) day prior to the contest. It is the sole responsibility of the coach of the ejected student/athlete to adhere to the conference rule. Failure to do so may result in the appropriate disciplinary action.
  - d. Game officials shall file ejection reports to the assignor/commissioner as soon as possible.
- 8) Appeals:
  - a. The Commission on Athletics (COA) and Conference appeals procedure will be followed for individuals suspended for the duration of the season.
  - b. An appeal from a suspension of the next contest shall be made to the Conference Commissioner. The Commissioner may select a committee made up of conference members to review the suspension and determine if the suspension should be upheld.
  - c. Appeals that involve judgment calls by officials will be denied.
9. If a coach is ejected by an official and no other official college representative is present, the game will be forfeited.
10. Athletes and coaches of the participating colleges are not to confer with officials before, during, or after a game on any matter other than those pertaining to rules, special conditions, ground rules, etc.

#### 11.05 Use of tobacco/controlled substances

- A. The use of any form of tobacco, alcohol, or any controlled substance by any participant (athlete, student, faculty, staff, or official) during a California Community College sponsored athletic activity is prohibited. (C.O.A. Decorum ByLaw 4.7)
- B. The Athletic Director of the home college shall notify the Conference Commissioner and the Athletic Director of the visiting college of any violation of C.O.A. Decorum ByLaw 4.7.

#### 11.06 Field Control

- A. The game manager, coach, or individual in charge of the event will be responsible for field control.
- B. No Orange Empire Conference college may photograph (still/motion/video/tape record) any opponent's game, unless their college is one of the competing colleges in that contest.
- C. No still, motion, video, or tape recording photography will be shown during a contest, at half-time, or during time outs.

#### 11.07 Playing Conditions

- A. When playing conditions are so unsatisfactory that it is detrimental to the sports involved, the officials, or if there are no officials, the Athletic Director of the home college shall have the authority at any time to terminate the contest. (If the Athletic Director is unavailable, the coaches may make this determination by mutual consent.)
- B. No team is to leave the field of play with time still remaining in the game, unless the game has been called in the manner described above. The Athletic Director of the home college will submit a report of the incident to the Commissioner and the Conference President postmarked no later than five (5) working days after the date of the incident. Conference action may include reprimands, probation, forfeiture, future contest limitation, and/or action deemed appropriate by the conference.
- C. All athletic teams must be accompanied by a faculty member or a person delegated by the college to represent the team.

#### 11.08 General Rules of Participation

- A. Rules governing all sports will appear in the individual Sports Supplements that are located in the Appendixes of the State Athletic Constitution.
- B. Additional, more specific procedural rules for Conference play are located within this Orange Empire Constitution and supplements.
- C. A game/meet/match is automatically forfeited if either team fails to appear on the playing field ready to play within fifteen (15) minutes after the designated starting time. An exception will be made when the opposing team has been notified of late arrival at least one (1) hour before game/meet/match starting time or when circumstances beyond control, such as an accident, prevent arrival on time. Adjustments to starting times can be made in emergencies. The team arriving late should make every effort to notify the host college.

#### 11.09 Management of Conference Championship Meets/Matches/Contests

- A. Conference colleges acting as hosts for conference championships may collect entry fees from participating colleges to offset the costs of the event including game expenses, officials, supplies directly concerned with the event, and payment of personnel for facility preparation and clean-up. Entry fees are not to be used for the payment of a meet manager, refreshments, coaches' luncheons for dinners, awards, etc. Host colleges are to prepare a financial report to be submitted to the conference.
- B. If fees are to be charged for an Orange Empire Conference championship, a budget must be approved by the Conference representative. These budgets must be submitted by the sports representative at a Conference meeting prior to the event.

#### 11.10 Legal Holiday Scheduling

- A. Conference games/meets/matches should not be scheduled on a legal holiday if at all possible.

#### 11.11 Interconference, Interstate, or National Contests

- A. No college team or individual representing a college shall compete outside the defined season of sport without the expressed consent of the Commission on Athletics.

11.12 Passes:

- A. The Commissioner shall provide 75 Conference passes good for admission to all Conference athletics at each college. Requests for such passes shall be limited to members of the Board of Education, other college officials, and coaches of each member college.
- B. The Commissioner shall provide Conference passes to the press, media, and other individuals as deemed appropriate.
- C. Colleges may issue passes for their own use at home athletic events. No complimentary passes will be issued or exchanged between conference colleges.
- D. Passes issued by Commissioners of other contests in California Association of Community Colleges will be recognized by the member colleges of this Conference.

11.13 Admission Prices

- A. Admission prices for all sports are to be set by the individual colleges.
- B. The college in whose home district the contest is being held shall manage all details of the contest not otherwise provided within including any necessary play-offs.
- C. Home and visiting student body and faculty identified cardholders will be admitted without charge. Sample passes must be mailed to the host college administrative representative prior to the game.

11.14 Radio and Television Rights and Revenues

Radio rights and revenues are delegated to the home college, but require prior approval of the Orange Empire Conference.

11.15 Schedules and Changing of Adopted Athletic Schedules: After adopting the athletic schedules, changes will only be made in extreme emergencies. The following procedures are to be followed:

- A. Athletic Directors and coaches from both colleges must agree to the changes and the home college must submit a fax or a letter to the Commissioner. The letters/faxes must be signed by the home athletic director. The home college will notify the other Conference colleges of the approved change.
- B. Athletic Directors may solve conflicts as to sites and starting times subject to agreement and the Commissioner's approval.
- C. In emergencies such as rain-outs, athletic directors may agree to schedule adjustments and report action to the Conference commissioner and sports representative.

11.16 Season of Sport

- A. The season of sport for all players shall comply with the established season as specified in State Constitution, ByLaw B.3.1.1. Only colleges who have qualified for Regional or State Championships may continue in COA scheduled post conference events beyond the Conference Championships.
- B. Athletes will not be allowed to play on any outside teams during the season of a team sport.

11.17 Awards

- A. The Conference will budget for and purchase all awards for all sports events and will have them available to the recipients at the time of selection or shortly thereafter.  
NO AWARDS OTHER THAN APPROVED AWARDS WILL BE PURCHASED FOR DISTRIBUTION FOR CONFERENCE CHAMPIONSHIPS.
- B. Plaques  
 The Conference will award a championship plaque to the winning college in each of the Conference sports. A plaque will also be awarded for the Athlete of the Year in each of the Conference sports. Co-champions will be awarded duplicate trophies. The Conference will award a female and male swimmer of the year; a female and male diver of the year; a female and male track athlete of the year; and a female and a male field event athlete of the year. In case of Co-MVP's, the Conference will pay for one MVP award except when there is a tie in a sport where points are the determining factor. In this case, the conference will provide for Co-MVP's.
- C. Certificates  
 The Commissioner will be responsible for the ordering and delivering of all All-Conference and individual/team certificate awards.
- 1) Certificates will be awarded for:
    - a. All-Conference teams in all sports.  
 Each of these certificates awarded shall include the names of all athletes chosen for All-Conference teams for all sports.
  - 2) Honorable mention will not be included on award certificates.
  - 3) Printing of All-Conference team certificates will be the responsibility of the Conference Sports Representative.
  - 4) Printing of all conference certificates will be the responsibility of each college.
- D. Coach of the Year Selection Process
- 1) The Conference will make the final selection (fall meeting) for the two coaches of the year.
  - 2) A coach of the year will be selected for the women's sports and the men's sports respectively. The gender of the coach is not the determining factor.
  - 3) The Conference will determine and select the coaches of the year from a nominating slate of selections made by the Conference coaches.
  - 4) The "Coach of the Year Nomination" form (see Appendix C) and supporting information shall be duplicated by the college and distributed at the final Conference meeting of the year.
- E. Criteria for Selection
- 1) Inspiration to athletes
  - 2) Leadership to athletes
  - 3) Integrity
  - 4) Sportsmanship
  - 5) Competency as a coach, not necessarily a winner, but one who best utilizes available material.
  - 6) Coaching in one or more Orange Empire Conference competitive sports.
  - 7) Only current year records will be considered.
  - 8) The Conferences shall present a suitable award to each coach who is selected.
- F. Athlete Supremacy Award
- The Conference shall annually recognize one of its members for athletic supremacy. The selection process and scoring shall be as follows.
- 1) The team's won/loss record in the Conference schedule shall determine the team's place.

- 2) For baseball, basketball, football, golf, soccer, softball, volleyball, and water polo, the number of points is to be based upon the number of competitive teams in each sport multiplied by two. As an example, if there are 9 teams participating, the points will be awarded as follows:

1st place	-	18 points
2nd place	-	16 points
3rd place	-	14 points
4th place	-	12 points
5th place	-	10 points
6th place	-	8 points
7th place	-	6 points
8th place	-	4 points
9th place	-	2 points

- 3) If dual Conference meets and Conference championships are held, and if both determine the overall Conference Champion for swimming and track and field the number of points is based upon the number of competing teams in dual and conference competition. As an example, if there are 9 teams participating, the points will be awarded as follows:

<u>Place</u>	<u>Dual Competition</u>	<u>Conference Championship</u>
1st	9 points	9 points
2nd	8 points	8 points
3rd	7 points	7 points
4th	6 points	6 points
5th	5 points	5 points
6th	4 points	4 points
7th	3 points	3 points
8th	2 points	2 points
9th	1 point	1 point

- 4) In case of ties, the points of the places where the tie occurs shall be added and divided equally between the tied teams.
- 5) The Conference shall provide a perpetual trophy symbolizing the award consisting of male and female uniformed bronze life-like figures.
- 6) Teams that are hosted to another conference will earn points as if they were part of the regular conference competition. The points shall be awarded using the same formula as described above in 2 and 3.

11.18 All Conference Selections:

- A. The head coaches of their sports or their representatives shall meet following the last scheduled Conference game to select an All-Conference Team and an Athlete of the Year. The All-Conference Team will consist of a first and second team and shall receive a suitable certificate. The results shall be forwarded immediately to the Conference Commissioner. Final selections will be made by secret ballots.
- B. Suggestions to aid in selection:
- 1) Coaches should honestly vote for those players whom they think would best represent the Conference even if their one player is omitted.
  - 2) Consideration for an overall season's performance should be given rather than for one or two outstanding games.
  - 3) Athletes should not receive any recognition unless approved by their coach.
  - 4) Pertinent facts and figures should be presented by a coach.

#### 11.19 Championship and Conference

- A. Championship in all sports shall be determined on a percentage basis. Tie games shall be counted as one-half won and one-half game lost, unless a specific rule applies to the sport.
- B. Conference Tie-Breaking Procedure for Play-off berths:
  - 1) No contests, other than COA post season contests, can be played after the conclusion of the conference season. [No contests shall be played to break ties].
  - 2) All sports must have a tie breaking procedure to determine the conference representative for play-offs.
  - 3) In case of a tie, co-champions shall be declared and the conference play-off procedure for each sport shall determine the Conference representative to participate in the regional or state championship contest.
  - 4) Ties shall be broken by the flip of a coin unless otherwise determined within the sport supplements.
- C. Swimming and Track & Field may compete in both a dual competition and Conference championship competitions to determine the Conference champion in the two categories. If the same team wins both, only one set of awards is given.
- D. Championship awards: Each college that is declared a champion shall receive a suitable award from the Conference. (see 11.19) Co-champions will receive duplicate awards.

#### 11.20 Officials - General Rules

- A. The Conference Commissioner shall have overall responsibility for the assignment of officials for Conference sports. The Commissioner may appoint assigning secretaries to assign officials.
- B. Officials will be assigned to all Conference games, meets, matches, Conference tournaments and playoffs.
- C. Colleges may request the assignment of officials for non-conference games, meets, and matches. Scrimmages and college tournaments are the responsibility of the home college.
- D. No member of the faculty of the participating colleges are to confer with the officials before, during, or after a game on any matter other than those prescribed in the rules pertaining to special conditions, ground rules, etc.

#### 11.21 Officials - Specific Rules

- A. The officials Assigning Secretary shall send to the head coaches of all Conference approved sports a list of qualified officials prior to the opening of each season. Coaches will rate the officials as (1) preferred; (2) approved; (3) unknown or (4) non-acceptable and return the list promptly to the Officials Assignment Secretary. Insofar as possible, only officials rated as "preferred" or "approved" will be assigned to contests. The Conference coaches will meet at the end of each season to evaluate and make recommendations regarding lists of officials. All ratings of officials will be considered confidential.
- B. All communications about the assignments are to be with the Conference officer. Officers of the Conference consider not only evaluation but also geographical location of the assignment, time of day of the contest, and willingness of the official to work the assigned contest. To assure the most qualified official for all Conference sports, coaches and others making evaluations must be very conscientious and objective in these ratings, as well, as accepting new officials for non-conference games and contests, so that we can continually increase the number of officials available. Reaction or evaluation based upon emotion or an isolated incident in a contest does not improve the quality of the officials or our relationship with the various officials' association.

- C. The Orange Empire Conference will accept the officials' pay scale as established by the Southern California Commissioners' Association.
  - D. Officials who have been assigned to Conference contests that were canceled and the officials had been notified prior to the contests, will not be paid for the assignment. If the college fails to notify the officials that the game is canceled, the officials should be paid in full.
- 11.22 The Orange Empire Conference Commissioner will be responsible for the appointment of officials for the following sports and events:
- A. Baseball/Softball: The Officials Assigning Secretary shall assign two officials, a plate umpire, and a base umpire to all Conference games. Umpires for non-conference games and scrimmages will be assigned upon request.
  - B. Basketball (Men and Women): The Officials Assigning Secretary shall assign two officials for Women's conference and 3 officials for Men's Conference games. If preliminary games are to be played, it will be the responsibility of the home college to furnish the officials for these games. Officials for non-conference games may be requested.
  - C. Soccer (Men and Women): The Officials Assigning Secretary will assign three (3) officials to all Conference games.
  - D. Swimming (Men and Women): The Officials Assigning Secretary shall assign a starter/referee to all Conference swimming meets. Officials for championship meets will also be assigned. An official may be assigned for non-conference meets upon the request of the host college.
  - E. Track & Field (Men and Women): The Officials Assigning Secretary shall assign a starter/referee to all Conference track meets. Officials will also be assigned to Conference championship preliminaries and finals. A starter/referee for non-conference meets may be assigned upon request of the host college.
  - F. Volleyball (Men and Women): The Officials Assigning Secretary shall assign two (2) officials to all Conference volleyball games. Officials for non-conference games may be requested.
  - G. Water Polo (Men and Women): The Officials Assigning Secretary shall assign two (2) officials to all Conference games. Officials for non-conference games may be requested.
- 11.23 If less than the assigned number of officials show, the contest must be played. Failure to comply will result in loss of contest for one or both teams. Football must have at least three (3) officials and all other sports at least one (1) official.
- 11.24 Conference Recruiting Procedure
- A. COA By Law 2 - Recruiting and Subsidization Athletes is the governing rule for all conferences.
  - B. Once a player competes with a college and then makes a contact with another college for the purpose of transfer, that coach or athletic director should make a courtesy call to the coach or athletic director of that college as soon as he/she is aware of the contact. Failure to Comply can result in Conference action.

## **ARTICLE XII**

### **Orange Empire Conference Program Review**

12.01 Statement of Purpose

- A. Program review is carried out through systematic visitations to conference colleges for the purpose of:

- 1) Maintaining a quality level of operational standards and communications among colleges.
- 2) Creating adherence to conference rules and regulations.
- 3) Guaranteeing compliance with California Community College Commission on Athletics, requirements and stated Conference philosophies.
- 4) To assist member colleges in the examination of their athletic management.
- 5) To maintain self governance within the Conference.
- 6) To foster the highest possible level of intercollegiate programs and competition on behalf of our student athletes.

#### 12.02 Campus Evaluation Guidelines

##### A. Frequency:

- 1) Each member campus shall be evaluated once every five years or when deemed necessary by the Conference.
- 2) Each new college of the Conference may be evaluated during its first membership year.
- 3) A college on probation shall be subject to an evaluation.
- 4) Colleges may request an evaluation at any time.
- 5) Information from any of the various topics may be discussed at Conference meetings.
- 6) The Conference may request a self evaluation from any college.

##### B. Evaluation Team Composition:

- 1) The Conference Commissioner who will serve as chair and team organizer.
- 2) A member of the Conference executive committee.
- 3) An athletic director.
- 4) An administrative liaison.

#### 12.03 Evaluation Process

- A. Colleges shall be notified of the date of the program review two months prior to the visitation. They shall be given a copy of the evaluation standards to prepare the pre-visitation report. It is the responsibility of the college to prepare a pre-visitation report no later than two weeks prior to the visit to address the standards requested by the Conference. On the day of the visitation, the college shall provide a contact person who will represent the college and assist the team in its evaluation. It is not expected that the college will bear undue expenses for meals, travel, etc.
- B. Evaluations will normally be completed in a one day visit to the campus. The team will be organized to address any or all of the program standards.
- C. Following the visitation, team members shall submit written reports in accordance with their assignment to the conference commissioner no later than two weeks following the visitation. No later than two weeks following receipt of the team members' report, the Conference Commissioner shall prepare a final report. Copies shall be sent to the member college evaluated, and to the Conference President.

#### 12.04 Evaluations Standards

Conference colleges are to use the OEC Program Review Procedures (see Appendix D) for the evaluation process.

**ORANGE EMPIRE CONFERENCE**

**REQUEST FOR INVESTIGATION**

1. Please submit this form and all attachments for each member of the investigation team.
2. Member College filing charge \_\_\_\_\_
3. College charged \_\_\_\_\_
4. Attach a complete account of the complaint. Include steps taken by the charging college to investigate the case. Also, if applicable, include the specific C.O.A. Constitution Articles that are alleged to have been violated.
5. We, the undersigned, certify that we have made an attempt to verify or dispel the rumor/complaint, hereon described, and that the attempt was unsatisfactory. We request that the Orange Empire Conference Commissioner initiate the proceedings as outlined in ARTICLE VI, of the Orange Empire Conference Constitution.

\_\_\_\_\_  
Athletic Director Date \_\_\_\_\_

\_\_\_\_\_  
Administrative Representative Date \_\_\_\_\_

\_\_\_\_\_  
President Date \_\_\_\_\_

**ORANGE EMPIRE CONFERENCE**  
REPORT OF EJECTION FROM CONFERENCE CONTEST

DATE: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ ATHLETIC DIRECTOR: \_\_\_\_\_

Date of contest during which a participant was ejected: \_\_\_\_\_

Sport: \_\_\_\_\_

Home College: \_\_\_\_\_ Visiting College: \_\_\_\_\_

Name of ejected participant: \_\_\_\_\_

<p>This is the 1<sup>st</sup> offense _____ 2<sup>nd</sup> offense _____ offense for the above participant and will result in suspension as follows:</p> <p>_____ the next contest      Date: _____      Opposing College: _____</p> <p>_____ for the remainder of contests including postconference competition.</p>
---

Description of the incident(s) that led to the ejection:

Description of any further action your college will take regarding this incident:

**Use one form per participant. This report must be mailed or faxed within 48 hours of incident.**

- Copies must be sent to:
- Athletic Director(s) of opposing colleges listed above.
- Athletic Director of contest in which ejection occurred.
- Conference Commissioners
- College President or Designee

***ORANGE EMPIRE CONFERENCE  
COACH OF THE YEAR NOMINATION***

Name of Nominee:

College:

Sports(s) Coached:

Team Season Record:

College Year:

Team Awards and/or Accomplishments:

Individual Player Award or Accomplishments: (include outstanding academic performance)

Coach's Awards and/or Accomplishments:

Comments regarding integrity, sportsmanship, inspirational leadership, etc.:

**PLEASE TYPE APPLICATION.  
CRITERIA IS BASED SOLELY ON THE CURRENT YEAR'S ACCOMPLISHMENTS.**

**PROGRAM REVIEW PROCEDURES****I. SELF STUDY**

- A. The purpose of self-study is to present an opportunity for member colleges to objectively evaluate their own program and to identify opportunities for improvement in areas of concern as indicated by.
- B. The Athletic Director and Administrative Athletic Representative will be jointly responsible for the collection of data, inclusion of subordinate staff and the writing of the self-study.
- C. The self-study must address all topics as listed in the OEC program review standards.
- D. The completed study must be signed by the College President, Academic Athletic Representative and Athletic Director.
- E. The self-study must be submitted to all Program Review Committee members at least 2 weeks before their scheduled on-site visit.

**II. CAMPUS VISITATION**

- A. The purpose of the visitation is to provide the Program Review Committee with another avenue for information gathering and to give the Program Review Committee an opportunity to verify the accuracy of the self-study.
- B. The OEC Commissioner will provide the host college a proposed agenda and a list of persons to be interviewed four weeks prior to the scheduled visit.
- C. The college will provide:
  - 1. A host to guide the committee to the President's office, a tour of the athletic facilities and/or other areas as deemed appropriate.
  - 2. Meeting room and conference tables appropriate for the size of the committee and interviewees.
  - 3. A copy(s) of documents to serve as support information for items, programs, policies, etc., mentioned in the self-study. These documents are to be located in the room provided for Program Review Committee.
- D. Within six months of the visitation, address your progress and all self-recommendations and committee recommendations. Your progress report should be made to the commissioner and conference president.

**III. PROGRAM REVIEW COMMITTEE REPORT**

- A. The purpose of this written report is to communicate Program Review Committee commendations, suggestions and recommendations back to the college.
- B. After receiving collective input from all Program Review Committee members, the OEC Commissioner will forward copies of the report to the college President, Administrative Athletic Representative, and Athletic Director within one month after the campus visitation.

**Program Review Institutional Profile**

Describe your institution in terms of what profile it represents. Some information, which could be included (but not limited to), is as follows:

1. Geographic Setting (rural, urban, etc.).
2. Four-year institutions in proximity, if any.
3. Other community colleges in proximity.
4. Any other distinguishing characteristics of the institution.
5. Fill out the chart below for the previous year and enclose a SELF-STUDY report.

**Enrollment Data**

Total College Fall Enrollment	
Number of Male Athletes	
Number of Female Athletes	
Total Number of Athletes	
Number of Male Full-time Students (full-time= 12 units or more)	
Number of Female Full-time Students (full-time= 12 units or more)	
Total Number of Full-time Students	
Total Number of Athletes Matriculating to 4-yr Institutions	
Total Number of International Student Athletes	

**PROGRAM REVIEW**  
**STANDARD ONE - CONSTITUTION COMPLIANCE**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. In what manner is COA form R-2 Statement of "In-service Training" accomplished on your campus?  
  
Outline the process step by step. Include the latest COA R-1 "Statement of Compliance" and R-2 "In-service Training" forms in the self-study.
3. If it appears that a team at your institution has violated the State Athletic Constitution, what type of college process is followed?  
  
Outline the process step by step.  
  
Have administrators and athletic staff been made aware of this process in writing?
4. State your method of institutional control over out-of-season competition.
5. Demonstrate the steps to verify institutional control over student athletes in the following areas:
  - A. Payment of enrollment fees, tuition and books
  - B. Room and board
  - C. Transportation costs
6. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment issues.

**PROGRAM REVIEW**  
**STANDARD TWO - ELIGIBILITY PROCESSING**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. List step by step, the procedures used to fill out the following forms, and who is involved in each step.
  - A. COA Form 1 - Student Eligibility Report
  - B. COA Form 2 - Tracer Report
  - C. COA Form 3 - Census/Participation Team Eligibility Report
  - D. COA Form C - Out of District Student Contact Report
3. Where are COA Forms 1 and 3 kept? How long are they kept? Are they secure?
4. How do you keep abreast of eligibility changes made by the Commission on Athletics?
5. Compliance of Student Education Plan (SEP) requirement.
  - A. Describe development process.
  - B. Where are the SEP's stored?

**PROGRAM REVIEW**  
**STANDARD THREE - PHILOSOPHY**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Provide your Statement of Philosophy, which would affirm and support the Orange Empire Conference goals.
3. What is your college gender equity philosophy?
4. Do you have a written statement on athletic gender equity? If so, enclose it.
5. What is your college athletic recruiting philosophy?
6. Do you have a written statement on athletic recruiting philosophy? If so, enclose it.

**PROGRAM REVIEW**  
**STANDARD FOUR - STAFF PROFESSIONALISM**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Using the chart on the next page, list participation by members of your institution in professional activities other than athletic participation.
3. List COA attendance, committee assignments, attendance, etc.
  - A. List COA attendance dates and any committee assignments.
  - B. Include local campus committee and special service accomplishments (i.e. membership on Academic Senate, Budget Committees, etc.).
  - C. List any community service/volunteer participation or achievements by any member of your athletic staff.



**PROGRAM REVIEW**  
**STANDARD FIVE - ACADEMIC ACHIEVEMENT AND SUPPORT**

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border), Right: (No border)

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "consideration" or "recommendations" comments.
2. Describe activities directed toward supporting the concept of student athletic matriculation (from high school to community college and from community college to four-year institution). Attach any documents to substantiate the activities.
3. Attach active student transcripts to this standard. At least one student transcript per intercollegiate athletic team must be included. Second year athletes must be used and their transcript designated by sport. Remove student's name from transcript to be in compliance with student's right to privacy. Transcripts should be selected randomly.
4. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.
5. Describe academic support services offered to athletes.
6. Retention Chart
7. Does your college, on a regular basis, nominate your athletes or teams for conference and state awards? If so, please list all nominations over the last three years.
8. How many Commission on Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

**Retention Chart**  
 Program Review - Standard Five  
 Academic Achievement and Support

<b>Women's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Basketball				
Badminton				
Cross Country				
Golf				
Soccer				
Softball				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
TOTALS				

<b>Men's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Basketball				
Cross Country				
Football				
Golf				
Soccer				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
Wrestling				
TOTALS				

**PROGRAM REVIEW**  
**STANDARD SIX - CITIZENSHIP**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations".
2. Describe the programs designed to foster good citizenship. Attach any documents to substantiate the programs listed.
3. Describe the process by which you communicate the Commission on Athletics Decorum policy.
4. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment, drug free working environment, and diversity issues.
5. List the number of decorum violations for last year, categorized by sport.

**PROGRAM REVIEW  
STANDARD SEVEN - GENDER EQUITY**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations".
2. If you are in a multi-college district what is the philosophy of your district in terms of a full complement of athletic teams?
3. Attach a copy of your gender equity self-study if one has been completed.
4. Attach your Commission on Athletics Gender Equity Report and your Equity in Athletics Disclosure Act Form.

**PROGRAM REVIEW**  
**STANDARD EIGHT - FUNDRAISING**

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 the foundations, trust accounts, booster club and donations? If not, who does?
3. Are the accounting procedures in writing and if so in what document do they appear? Attach to self-study.
4. Describe how revenue from foundations, trust accounts, booster clubs and donations, i.e. are distributed to men and women's athletics.

**OEC PROGRAM REVIEW  
PARTICIPATION PROPORTIONALITY**

NOTE: THE NUMBER OF ATHLETES IS BASED UPON THE BENCHMARK OF THOSE SUBMITTED FOR ELIGIBILITY ON FORM 3.

	2 YRS AGO		LAST YEAR		CURRENT YR.	
	W	M	W	M	W	M
BADMINTON						
BASEBALL						
BASKETBALL						
CROSS COUNTRY						
FOOTBALL						
GOLF						
SOCCER						
SOFTBALL						
SWIMMING						
TENNIS						
TRACK						
VOLLEYBALL						
WATER POLO						
WRESTLING						
TOTAL ATHLETES						
% OF ATHLETES						
* % FT STUDENT						
# OF TEAMS						

\*% OF TOTAL COLLEGE STUDENTS ATTEMPTING 12 UNITS OR MORE.

**PROGRAM REVIEW**  
**STANDARD NINE - DEMOGRAPHICS**

1. After referring to your previous OEC Program Review list the areas and describe the actions taken on program review team "considerations" or "recommendations" comments.
2. Fill in chart and attach to self-study:
  - A. Beginning number of participants (total number)
  - B. Of (A), amount of out-of-district athletes in both numbers and percentages
  - C. Of (A), amount of out-of-state athletes in both number and percentages
  - D. Of those out-of-district athletes, state how first contact was made
  - E. Of those out-of-state athletes, state how first contact was made
3. Of all the athletic teams, indicate which teams had more that 10% of the athletes from out-of-district, out-of-state, and out-of-country:
  - A. Compare the percentage of out-of-district, out-of-state and out-of-country with the general student body population.

\*Definition of out-of-district students: Students who have not graduated from district's high schools or have not lived in the district for one year after graduation from your district's high school before entering your college.

**PROGRAM REVIEW  
STANDARD 9**

**Men's Sports**

	<b>Total Number of Participants</b>	<b>Number and Percentage of out-of-district</b>	<b>Number and Percentage of out-of-state</b>	<b>Out -of-District State How First Contact was made</b>	<b>Out-of-State State How First Contact was Made</b>
Baseball					
Basketball					
Cross Country					
Football					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					

### WOMEN'S SPORTS

	Total Number of Participants	Number and Percentage of out-of-district	Number and Percentage of out-of-state	Out-of-District State How First Contact was made	Out-of-State State How First Contact was Made
Badminton					
Basketball					
Cross Country					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					

These medical guidelines will be followed during athletic contests between colleges that are both members of the Orange Empire Conference (OEC). For contests between OEC colleges and colleges that are not part of the OEC, any questions regarding medical coverage will be deferred to the COA Medical Guidelines.

I. Athletic Trainer

An Athletic Trainer is defined as an individual who is recognized by Commission on Accreditation of Allied Health Education Program (CAAHEP); the American Medical Association and certified by the National Athletic Trainer's Association Board of Certification (NATA-BOC). The Certified Athletic Trainer is readily accessible to intervene in the care of an injury or illness to a student - athlete during practice or competition.

II. Home College

The home college will provide a Certified Athletic Trainer on site or to be available during home contests with the following exception; if the practice of teams at the home facility presents a higher risk of injury than the home contest, then the priority will be given to the sports with the higher risk. If there are two or more contests at the home team's facility at the same time, the Certified Athletic Trainer and Athletic Director / Division Dean of the home college will determine the coverage. Priority will be given to cover those contests with a higher risk of injury.

The home Certified Athletic Trainer will be available for the following:

- To make himself/herself known to the visiting Athletic Trainer or coach and to be available one hour prior to the contest.
- To make available outside communication by telephone or other means at all times.
- To provide taping services if necessary to the visiting team.
- In the event of an injury to a member of the visiting team, to evaluate the injury and provide acute care/treatment.
- Consultation for emergency transportation of the injured athlete to an appropriate medical center.
- To provide information regarding physicians, hospitals/urgent care centers with address/ directions in case of an emergency.

The following will be provided to the visiting team:

- Injury ice at the contest site (including bags and wrapping material)
- Water, drinking cups or water bottles on the bench or sidelines. The water will be provided one hour prior to the contest.

The following will be provided as needed:

- Emergency medical supplies

- Immobilization/splinting supplies
- Taping facility/table
- Crutches

### III. Competition at multiple sites

- If there are events at two or more sites within close proximity to each other, it would be recommended to have a Certified Athletic Trainer at each site, but it would be acceptable for the Certified Athletic Trainer to be available to each site. If there are multiple events at a greater distance, (more than 4 minutes from the Certified Athletic Trainer's location) then a Certified Athletic Trainer will be at each site.
- During an OEC tournament, the Tournament Director or Athletic Director/Division Dean will be responsible for providing proper medical coverage at all tournament sites.

### IV. Visiting team's responsibilities

- The visiting team is responsible for providing its own medical supplies. In case of emergency, the home Certified Athletic Trainer will provide supplies on a pay back basis.
- Arrangements must be made in advance for the visiting team to receive therapeutic treatments by the home/host Certified Athletic Trainer (Electrical modalities will not be provided).
- The head coach of the visiting team will have in his/her possession documentation of parental permission for evaluation and/or treatment for any athletes who are under 18 years of age.

### V. Game Injury Management

- The home Certified Athletic Trainer has the authority to determine the return of an injured athlete (home or visiting team) to competition in the absence of the licensed team physician or visiting Certified Athletic Trainer. The home Certified Athletic Trainer will use sound judgment and established medical practices in this decision.
- The home Certified Athletic Trainer will be available to the home and visiting team for medical services for twenty minutes (20) following the completion of the contest.
- The home Certified Athletic Trainer will communicate with the visiting team's Certified Athletic Trainer as soon as possible of any significant injury sustained by a visiting team's athlete during the contest.

### VI. Exposure to blood:

#### 1. Colleges should :

- Comply with Occupational Safety and Health Administration (OSHA) regulations.

- Have available OSHA approved protective and disposal equipment.
  - Treat all blood and bodily fluids as if they are infectious.
2. If a student athlete suffers a bleeding injury, he/she should be removed from participation until the appropriate treatment has been administered.

#### VII. Pharmaceutical

The home Certified Athletic Trainer will not distribute any pharmaceutical medications (prescription and/or over the counter) to any member of the visiting team.

#### VIII. Catastrophic Injury management

1. Family members – As soon as possible following the injury, the Certified Athletic Trainer or Team Physician should contact the injured athlete’s family and provide them with information and any assistance that is needed. This contact will occur provided the proper Health Insurance Portability and Accountability Act (HIPAA) forms are on file.
2. School Officials – The Certified Athletic Trainer or Team Physician will meet with the Athletic Director/Division Dean to discuss the injury. The Athletic Director /Division Dean will notify the appropriate college officials about the injury. A college plan will be developed to allow the orderly dissemination of information regarding the injury.
3. News Media – No information will be given to the press concerning the student athlete’s medical condition until permission is given by the proper parties. All requests for medical information about the injured student athlete will be referred to an individual designated by the athletic department; preferably the Certified Athletic Trainer, Team Physician or the presiding licensed physician.
4. Insurance Carriers – The Athletic Director/Division Dean and/or Certified Athletic Trainer will notify the appropriate insurance carriers of the injury as soon as possible following the injury. These include the athletic insurance carrier(s), the catastrophic injury insurance carrier(s) and the insurance for the college district.
5. Team Members – At the earliest opportunity, team members should be notified of the injury and about the condition of their teammate. During this meeting, the team should be advised how to communicate with the press and cautioned about the release of unfounded medical information.
6. Counseling of team members – A college counselor/advisor will be notified and made available to team members.

7. Record Keeping – Athletic department staff involved with the injured athlete including coaches, athletic trainers, equipment attendants and game officials shall write down their versions of the incident, to be retained in a safe location. This document will include all records concerning the athlete's participation at the college, a description in the injured athlete's own words of the incident, how it occurred, observations, witness statements, conversations concerning the injury and any other relevant information.