

# **NORTHERN CALIFORNIA FOOTBALL CONFERENCE**

## **BYLAWS**

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**NORTHERN CALIFORNIA FOOTBALL ASSOCIATION  
Known as the  
NORTHERN CALIFORNIA FOOTBALL CONFERENCE  
  
BYLAWS**

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# NORTHERN CALIFORNIA FOOTBALL ASSOCIATION BY-LAWS

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Revised December 21, 2013

## BYLAW I

### MEMBERSHIP

#### A. Members

Members of the Northern California Football Association (NCFC) are:

#### A. *Members of the Northern California Football Association (NCFC)*

*American River College*

*Butte College*

*Cabrillo College*

*Chabot College*

*Contra Costa College*

*De Anza College*

*Diablo Valley College*

*Feather River*

*Foothill College*

*Fresno City College*

*Gavilan College*

*Hartnell College*

*Laney College*

*Los Médanos College*

*Mendocino College*

*Merced College*

*Modesto Junior College*

*(Revised Spring 2013)*

*\*See appendix A of Supplement for a list of colleges by Divisions and Leagues.*

*Monterey Peninsula College*

*College of the Redwoods*

*Reedley College*

*Sacramento City College*

*City College of San Francisco*

*San Joaquin Delta College*

*San Jose City College*

*College of San Mateo*

*Santa Rosa Junior College*

*College of the Sequoias*

*Shasta College*

*Sierra College*

*College of the Siskiyous*

*West Hills College*

*Yuba College*

#### B. New Members

New members will be admitted as follows:

1. Notice of application must be received by the Football Conference Commissioner and forwarded to the Executive Committee 30 days in advance of the spring meeting at which time the application is considered. The Superintendent and/or President of the college must make this request. Upon approval of the Executive Committee the application will be forwarded to the General Assembly for ratification.
2. New member colleges shall make full payment to the Football Conference of the annual dues and any assessments prior to the first contest of the season.

**C. Withdrawal of Members**

1. Any member college wishing to withdraw from the Football Conference shall give written intention to the Football Conference Commissioner one year prior to the next CCCAA open period. The Superintendent and/or President of the member college must make this request.
2. No member may rightfully withdraw until all indebtedness to the Football Conference has been discharged.
3. A member college rightfully withdrawing from the Football Conference shall be entitled to their financial share of the Football Conference's administrative and reserve funds based on the fund balances as of June 30th of the year they are withdrawing.

**D. Suspended or Expelled Colleges**

A college shall be suspended/expelled from conference competition for willful failure to abide by CCCAA, Football Conference, or Division or League rules and regulations in accordance with Bylaw 5.7 of the California Community College Athletic Association's Constitution and Bylaws.

**E. Reinstatement of a Member**

Any member who has been suspended for sufficient cause may be removed from suspension by:

1. Formal request for removal from suspension by the President of the suspended college; and, two-thirds (2/3) vote of the Executive Committee.
2. Further restrictions, or probation, may be stated as conditions for renewed membership.

**BYLAW II**

**OFFICERS**

**A. Football Conference Commissioner**

1. Procedures for Selection/Term of Office

The chief executive officer of the Football Conference shall be known as the Commissioner.

- a. The Commissioner shall initially be selected by the CCCAA for a term of two years.
- b. Thereafter, the selection of the Commissioner shall be the responsibility of *Ad Hoc* Screening and Selection Committee of the Executive Committee.

The *Ad Hoc* Screening and Selection Committee shall be composed of three members of the Executive Committee who are League Presidents and three members of the Executive Committee who are League Representatives. Members of the *Ad Hoc* Committee shall come from different Leagues. Screening of applicants shall be conducted according to criteria developed from the list of requisite attributes outlined in the job description.

- c. The NCFC Commissioner shall serve a term as designated by the Executive Committee.

2. Duties and Responsibilities

- a. As required by the CCCAA Constitution, Article 2 the Commissioner's duties shall include the following:
  1. Responsible to the membership, the CCCAA Commissioner for the implementation of and compliance with the CCCAA Constitution and the Football Conference rules and regulations.
  2. Administer the rules and procedures of the Football Conference as authorized by CCCAA Constitution.
  3. Make and provide rule interpretations for Football Conference members when appropriate.
  4. Meet regularly with the Executive Director of the CCCAA on Football Conference and CCCAA matters.
  5. Serve as a communication link for Football Conference members with the Executive Director and the CCCAA.
  6. Provide general administrative services for the Football Conference including contest scheduling, sanctioning eligibility, participation lists, protests, and facilitating the appeals process.
  7. Develop a proposed budget for the Football Conference to include all estimated income from all sources and all estimated expenses of the Football Conference for the ensuing year. Maintain financial records and deliver such records for periodic audit.
  8. Investigate alleged rule infractions, receiving and processing report findings to the Football Conference Executive Board for appropriate action. Results shall be forwarded to the CCCAA Executive Director.
  9. Provide information to the CCCAA Executive Director and/or the CCCAA when requested.
- b. As required by the Football Conference Constitution, the Commissioner shall:
  1. Be responsible for the day-to-day administration of the Football Conference.
  2. Be responsible for the day-to-day finances of the Football Conference subject to audit by the Executive Committee or other auditor as selected by the Executive Committee.
  3. Act as an official representative to the CCCAA, as well as attending all meetings pertaining to football.
  4. Prepare financial reports for the year-end for Football Conference Executive Board and Football Conference General Assembly meetings.



5. Recommend Administrative Assistant and needed committees to Football Conference Executive Committee.
  6. Recommend a Director of Football Operations to the Executive Committee for approval by a majority vote.
  7. Interpret and enforce the Football Conference Constitution, By-Laws and Supplement.
  8. Interview and recommend Officials Association to the Executive Committee.
  9. Rule on all cases of eligibility.
  10. Maintain files of all Football Conference rulings.
  11. Suggest changes and modifications in the Constitution, By-Laws, and Supplement.
  12. Develop a master football schedule for Football Conference members.
  13. Assign colleges to divisions (which may be referred to as Leagues). The commissioner shall rely on the Competition Committee to offer recommendations relative to division assignment. The commissioner has the final authority to assign colleges to divisions.
  14. Liaison between Football Conference member colleges and the Officials Association selected:
    - aa. Keep records of all student-athlete ejections and or suspensions and providing Football Conference college members with this information on a weekly basis.
    - bb. Review complaints regarding officials received from member colleges with Commissioner of Officials Association.
  15. Coordinate the activities of Oversight Committee.
  16. Prepare and distribute Football Conference passes among member colleges.
  17. Perform other administrative duties as may be required by the Football Conference Executive Board or the CCCAA Executive Director or the CCCAA Committee.
- c. Supervise and direct the work of the Administrative Assistant.
  - d. Supervise and direct the work of the Director of Football Operations.
  - e. Work with the Conference Appeals Committee in:
    1. Providing the necessary back-up materials one week in advance of the Conference Appeals Committee meeting.
    2. Setting up time, date and place of meeting.
    3. Facilitate selection of the Conference Appeals Board.

3. Compensation

Compensation for the Commissioner, both salary and expenses, shall be approved annually by majority vote of the Executive Board present at the spring meeting.

4. Evaluation

The Commissioner shall be evaluated on a yearly basis in the first term of service and then every two years. An unsatisfactory evaluation may result in:

1. A prescribed course of correction and further evaluation or,
2. Termination.

**B. League Presidents**

1. Qualifications/Procedures for Selection/Term of Office

- a. Shall be a President, Athletic Director or appointed designee college administrator to the Conference.
- b. Shall be selected to serve a two-year term of office by the League members. Election shall be held at spring meeting prior to the beginning of their two-year term.

2. Duties and Responsibilities

- a. Preside over all conference meetings.
- b. Prepare agendas for League meetings for distribution to League members.
- c. Serve as League administrative representative to Football Conference Executive Committee.
- d. Report actions of Football Conference Executive Committee to League members. Provide any necessary follow up between League members.

**C. League Representatives**

1. Procedures for Selection/Term of Office

League Representatives shall be a League member President or Athletic Director or their college designee. They shall be selected to serve a two-year term of office. Election shall be held at the spring meeting prior to the beginning of their two-year term.

2. Duties and Responsibilities

- a. Serve as liaison between Leagues and Commissioner.
- b. Carry forth Leagues issues/concerns to the Executive Committee or Commissioner and report back to Leagues.

**NCFC ADMINISTRATIVE ASSISTANT**

**A. Procedures for Selection/Term of Office**

1. Serves at the discretion of the Commissioner.
2. Shall be recommended by the Commissioner to the Executive Committee for approval.
3. Is a non-voting member of the Football Conference.
4. Term of office shall coincide with that of Commissioner unless otherwise terminated by Executive Committee.

**B. Duties and Responsibilities**

Under direction of Commissioner:

1. Receives all required Football Conference forms and dues.
2. Maintains files of NCFC Football Conference in relation to:
  - a. Forms;
  - b. Dues;
  - c. Schedules;
  - d. Minutes;
  - e. Correspondence;
  - f. League standings; and,
  - g. Decisions made on eligibility disputes or protests during the season.
3. Assists with financial procedures and maintains financial records.
4. Maintains updated mailing lists.
5. Distributes copies of the final master schedule of contests to all member colleges when approved by the Executive Board.
6. Keeps correspondence up to date.
7. Prepares and distributes agendas in a timely manner.

**C. Compensation**

Compensation fee for the NCFC Administrative Assistant, both salary and expenses, shall be approved annually by vote of the Executive Committee.

**D. Evaluation**

The Commissioner shall evaluate the Administrative Assistant and report his/her recommendations/findings to the Executive Committee. Additional comments from the Executive Committee and/or General Assembly will be considered.

## BYLAW IV

### NCFC DIRECTOR OF FOOTBALL OPERATIONS

#### A. Procedures for Selection/Term of Office

1. Serves at the discretion of the Commissioner.
2. Shall be recommended by the Commissioner to the Executive Committee for approval.
3. Is a non-voting member of the Football Conference.
4. Term of office shall coincide with that of Commissioner unless otherwise terminated by Executive Committee.

#### B. Duties and Responsibilities

1. Under direction of Commissioner:
2. The General Assembly will be notified by the Commissioner of the duties and responsibilities of the Director of Football Operations.
3. Work with the Game Observers in:
  - a. The development of a game evaluation schedule for Football Conference games.
  - b. Providing forms for reporting evaluation of game officials, game management and decorum.
  - c. Disseminating Game Observers evaluations to the Athletic Director, and officials involved in the game being observed in a timely fashion.

#### C. Compensation

Compensation fee for the NCFC Director of Football Operations, both salary and expenses, shall be approved annually by vote of the Executive Committee.

#### D. Evaluation

The Commissioner shall evaluate the NCFC Director of Football Operations and report his/her recommendations/findings to the Executive Committee. Additional comments from the Executive Committee and/or General Assembly will be considered.

## BYLAW V

### NCFC SPORTS INFORMATION DIRECTOR

#### A. Procedures for Selection/Term of Office

1. Serves at the discretion of the Commissioner.
2. Shall be recommended by the Commissioner to the Executive Committee for approval.
3. is a non-voting member of the Football Conference.
4. Term of office shall coincide with that of Commissioner unless otherwise terminated by Executive Committee.

**B. Duties and Responsibilities**

1. Under direction of Commissioner:
2. The General Assembly will be notified by the Commissioner of the duties and responsibilities of the Sports Information Director.
3. Coordinate the gathering of game statistics and Conference records
4. Keep statistical records for the Conference
5. Keep statistical records for the Conference
6. Providing weekly Conference statistical reports to association members, press and the CCCAA office
7. Develop and maintain a Conference website for the purpose of promotion and fundraising.

**C. Compensation**

Compensation for the Conference Sports Information Director, both salary and expenses, shall be approved annually by vote of the Executive Committee.

**D. Evaluation**

The Commissioner shall evaluate the Conference Sports Information Director and report his/her recommendations/findings to the Executive Committee. Additional comments from the Executive Committee and/or General Assembly will be considered.

**BYLAW VI**

**COMMITTEES**

**A. General Assembly**

The General Assembly consists of the Commissioner, Football Conference Presidents, Football Conference Athletic Directors or their designees

**B. Executive Committee**

1. Duties/Responsibilities
  - a. The Executive Committee is the governing body and shall oversee the administration of Football Conference.
  - b. The Executive Committee shall have jurisdiction in all matters pertaining to the purposes of the Football Conference
  - c. The Executive Committee shall receive from the Commissioner each spring the financial report and proposed budget. The Executive Committee shall evaluate and amend the proposed budget and forward it to the General Assembly for adoption. In the event that the proposed budget is not adopted by the General Assembly, the Football Conference shall continue to operate with the last adopted budget.

2. Composition of the Executive Committee

The Executive Committee shall consist of the six League Presidents (one from each League) and the six-football League Representatives (one from each League as selected by each League) and the Commissioner.

3. Term of Office

Members of the Executive Committee shall be elected to serve for two years. Terms of office shall be staggered in order to provide continuity to Committee.

4. President/Executive Committee

a. The Football Conference President shall be a member of the Executive Committee and elected by the members of the General Assembly by a majority vote. Election of Football Conference President shall be held at the annual meeting of the General Assembly. The term of office shall be one year.

b. Duties of the President

1. Assume duties of Commissioner in his/her absence;
2. In conjunction with the Commissioner develop Executive Board and Assembly meeting agendas;
3. Preside at all Executive Board and Assembly meetings;
4. Appoint committees and identify chairpersons as necessary; and,
5. Perform other duties as directed by the Executive Committee and/or General Assembly membership.

5. Voting

Each member of the Executive Committee shall have one vote with the exception of the NCFC Commissioner. A majority vote of the quorum present at any meeting shall be sufficient to pass any measure except as otherwise specified. In the event of a tie vote the NCFC Commissioner shall cast the deciding vote.

6. Proxies (Proxy voting is not allowed)

7. Meetings

Meetings of the Executive Committee are open. Guests may participate in discussion when recognized by the chair. Only Executive Committee members may vote. The Executive Committee may meet in closed session for litigation, personnel or confidential issues.

8. Membership Review

Continued membership on the Executive Committee will be reviewed annually by the Leagues. Lack of participation or attendance may lead to dismissal.

**C. Standing Committees**

1. Appeals Board

a. Membership

Shall be a standing committee of all five (5) League Presidents. If the college of one of the Appeals Board members is involved in the case, the NCFC Commissioner will select another athletic administrator from a college in that Division. The Appeals Board will select its own chairperson. Any members of the Conference Appeals Board, who has been involved in the decision being challenged, must disqualify themselves from the hearing.

b. The operation of the Appeals Board is described in the CCCAA Constitution, Article 7.5.

2. Evaluation Committee

a. Membership

Shall be a standing committee of three (3) Executive Committee members selected by the Executive Committee. The Chair shall be elected by the members of those selected to the Evaluation Committee.

b. Purpose

The purpose of this Committee is to implement the evaluation process for the Commissioner and Administrative Assistant, and Director of Football Operations on a two-year basis and report to the Executive Committee. The evaluation process for the Administrative Assistant and Director of Football Operations will be in conjunction with the Commissioner's evaluation.

3. Constitution Committee

a. Membership

Shall be a standing committee of three (3) Executive Committee members selected by the Executive Committee. The Chair shall be selected by those selected to the Constitution Committee.

b. Purpose

This Committee shall examine the Constitution and By Laws of the Football Conference each year. It shall propose amendments, which it deems desirable and shall review, proposed amendments, which may have been submitted by other Football Conference Members. The Committee also shall draft proposed rules under which the Football Conference will operate, and the Chairperson shall act as the Parliamentarian at Executive Committee meetings. In the event of Chairperson's absence, the Commissioner shall designate another member of the Committee to so act.

4. Competition Committee

a. Membership

Shall be a standing committee composed of two representatives (President and Athletic Director or their designees) from each League (not from the

same college). The Competition Committee members shall elect one of its members to serve as committee chair. The Commissioner in consultation with the committee chair shall establish the meeting schedule. The Chair shall preside at committee meetings, and select a member to take minutes. The term of office shall be 2 years with staggered terms of office. The Association Commissioner shall maintain the membership rotation schedule.

b. Purpose

The purpose of the Competition Committee is to conduct an ongoing "competition study" based on criteria that measure the competitive strength of a football program. Division/League membership changes may be made in order to promote uniformity, strength and parity to Northern California community college football. The Competition Committee, using the continuing competition study based on criteria that measure the competitive strength of a football program including competition profiles, shall recommend to the Commissioner any changes in League membership. The Commissioner has final authority in making League assignments and reassignments.

c. Changes in Division/ League membership may be made in two (2) ways:

- i. Through the successful petition for change by a member college demonstrating a compelling need to change Leagues.
- ii. Through the action of the Conference Commissioner upon consultation with the Competition Committee.

**BYLAW VII**

**OFFICIALS**

**A. Selection**

1. The Commissioner shall interview Officials' Associations and make a recommendation for an Officials' Association to Executive Committee.
2. The Executive Committee shall make the final selection of which officials association is to be hired.

**B. Duties and Responsibilities of Selected Association**

1. Provide the NCFC Commissioner a schedule of officials to be used at Football Conference games and scrimmages.
2. Work with NCFC Commissioner to schedule a clinic each year for Football Conference coaches.
3. Report to Commissioner and Athletic Directors of teams involved in any ejections occurring at a Football Conference game.
4. Work with Commissioner in reviewing game video regarding concerns/complaints/protests on official calls and rulings.

**BYLAW VIII**

**GAME OBSERVERS**



## Statement of Purpose

The purpose of Observation is to monitor various aspects of Football Conference games to help ensure quality officiating, fair competition, good sportsmanship, player and team decorum and appropriate game management. The program shall be implemented throughout Northern California in an equitable manner so that all colleges and contests are observed fairly. To achieve the purposes of the program, the following provisions shall be followed.

### **A. Selection**

1. Qualifications
  - a. Former college football coaches with significant years of experience at the community college level in California.
  - b. Former California community college football officials who have the recommendation of the Director of the Official's Association.
  - c. Former California community college conference commissioners or athletic administrators with experience in football as a coach or athletic administrator.
  - d. Observers shall be selected from various areas of Northern California in order to ensure regional balance in the Observer pool.
2. Selection Process and Evaluation
  - a. The Commissioner submits candidates for the position of Observer to the Executive Committee for approval. A 2/3 vote of the members of the Executive Committee is required to approve the selection.
  - b. The Conference Commissioner shall develop an evaluation instrument that shall be distributed to all football coaches at the conclusion of the season to assemble input to be used in the evaluation of the Observers. Observers shall be allowed to continue service to the Association as long as evaluations are satisfactory. The Commissioner shall present the results of the evaluation to the Executive Committee for approval. A majority vote of the Executive Committee is required to approve the evaluation finding of the Commissioner.

### **Duties of Observers**

3. To observe and evaluate the performance of the officials.
4. To observe the enforcement of any special areas of emphasis for the current year and note deficiencies.
5. To observe the general conduct of the teams during the pregame period, during the game, at half time and after the game. This section is concerned with behavior that is directed toward one's opponent.

Examples of misconduct that will be reported are:

- a. Taunting of opponents
  - b. Disruption of opponent's entrance to the field, pre-game warm-up, half-time exit from the field and post-game exit from the field.
  - c. Foul language that is not penalized by the game officials.
6. To observe the general conduct along each sideline and report on behavior that is inappropriate in an educational/intercollegiate setting.

Examples of inappropriate behavior that are to be reported are:

- a. Physical abuse of players on the sideline
  - b. Verbal abuse that is identified by vulgar language that can be heard in the public areas of the stadium.
  - c. Demonstrations by players or coaches that are intended to draw the attention of the spectators to dramatize negative or emotional states. Such acts might be throwing water coolers, kicking chairs, throwing helmets, making vulgar comments to opponent's cheerleaders or to spectators and other such acts.
7. The observer shall inspect the facility and report deficiencies in such areas as field marking, sideline safety, accommodations for officials and other facility and safety related issues.

#### **Observers on Location**

8. The Observer shall report to each head coach upon his arrival at the stadium. The Observer shall arrive no later than 30 minutes before the scheduled kick-off if possible. The Observer shall meet with the crew of officials before the game and may attend their pre-game meeting.
9. The Observer shall take a position in the stands and shall change sides at the half. The Observer may stand on the sideline to the 20-yard line or in the end zone.
10. The Observer may not speak to the officials during half time; he may not attend the half-time meeting of the officials.

#### **The Report of the Observer**

11. The Commissioner shall develop an Observer's Report form that shall be used by Observers. The Report shall be presented to the Executive Committee for approval. The Report shall contain criteria to evaluate game officials, general conduct of the teams prior to, during and after the game, sideline decorum and facility issues.
12. The completed report is submitted to the Director of Football Operations prior to noon on the Monday following the game. In the event of a negative observation regarding officials, the report shall be forwarded to the Director of the Official's Association. In the event of a negative observation of a participating team or team member, the report shall be forwarded by the Commissioner to the athletic director of the college. The athletic director shall exercise his/her discretion in investigating the content of that report. The athletic director may report back to the Commissioner any action taken.
13. The Observation Report is not part of a personnel evaluation process which is solely within the jurisdiction of the college.
14. In the event an athletic director is also the head football coach, the observation report shall also be sent to the college administrative representative.
15. Commendations may be filed with the Commissioner to record exemplary findings regarding sportsmanship, facility preparation, sideline decorum or other subjects of observation.

## BYLAW IX

### FINANCIAL OPERATIONS

#### A. Fiscal Year

The fiscal year for the Football Conference shall be from July 1st through June 30th.

#### B. Budget

A proposed annual budget for the ensuing year shall be prepared by the Commissioner in accordance with Bylaw II, A., 2. a. 7.

#### C. Dues and Assessments

Equal assessments (dues) of each member college shall be established by the Executive Committee, based on budget needs. The amount of such assessment must be ratified by a majority affirmative vote of the quorum present at the Spring General Assembly.

#### D. Payment of Dues

Annual dues must be paid by October 15 of the current school 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 conference-voting privileges until such time as the dues are received by the Commissioner.

#### E. Expenses

Expenses incurred by the Commissioner and/or representatives shall be paid by the Football Conference when included in the approved budget or approved by the Executive Committee.

#### F. Emergency Expenses

Emergency expenses, other than those included in the budget, may be reimbursed only upon a majority vote by the Executive Committee and may be paid only from the contingency and/or discretionary portions of the budget. The budget will include a reserve fund to be applied to unusual circumstances.

#### G. Signatures on Checks

All Football Conference checks require two signatures. Authorized to sign checks are: the Commissioner, the Administrative Assistant, and the President of the Executive Committee. A check may not be signed by the same person to whom the check is made payable.

On Line banking account services may be used in record keeping and expenditures. On line expenditures must be authorized by two of the following; the Commissioner, the Administrative Assistant, and the President of the Executive Committee.

## BYLAW X

### MEETINGS, QUORUM, EFFECTIVE DATE ON APPROVED ITEMS

#### A. Executive Committee

1. Meetings

The Executive Committee shall hold at least two meetings a year, one during the fall and one during the spring. The sites for the meetings shall be selected by the Conference President. No other meetings shall be held except those called by the Conference President or upon the written request of the Commissioner or one-third of the members of the Executive Committee. Special meetings shall be accompanied by an agenda of the business to be transacted at said special meeting. The President shall preside over all meetings. In the President's absence, the Commissioner shall select another member of the Executive Committee to preside at that meeting.

2. Conduct of the Meetings

All Executive Committee meetings shall be conducted using "Roberts Rules of Order, latest edition."

3. Notice of Meetings

- a. The Executive Committee shall be notified two weeks in advance of meeting dates. Agenda items must be forwarded to the Administrative Assistant at least two weeks in advance of each meeting for review by Commissioner and Executive Committee President.
- b. Agendas shall be mailed to the Executive Committee members at least one week prior to the scheduled meeting date.

4. Quorum

A quorum requires that two-thirds of the members of the Executive Committee be present at the beginning of a meeting.

5. Effective Date of Approved Items

Measures passed by the Executive Committee at any meeting shall become effective the following July 1st unless otherwise specified, but shall not be retroactively in effect unless specifically noted.

**B. Leagues**

1. Meetings

Each League shall hold at least two meetings a year, one prior to the start of the season and the other at the conclusion of the season. Sites for the meetings shall be selected by the League President. Special meetings may be called by the League President, as needed.

2. Conduct of the Meetings

Meetings shall be conducted using "Roberts Rules of Order, latest edition."

3. Notice of Meetings

- a. The League President shall notify League members at least two weeks in advance of meeting times, dates and location of meeting. Agenda items must be forwarded to Conference President at least two weeks in advance of each meeting.

- b. Agendas shall be mailed to League members at least one week prior to the scheduled meeting date.

4. Quorum

A quorum requires that two-thirds of the members of the League be present at the beginning of a meeting.

**C. General Assembly**

1. Meetings

The General Assembly shall hold at least one meeting a year. The site for the meeting shall be selected by the Executive Committee President. Special meetings may be called by the NCFC Executive Committee as needed.

2. Conduct of the Meeting

All General Assembly meetings shall be conducted using "Roberts Rules of Order, latest edition."

3. Notice of Meeting

- a. The General Assembly will determine their next meeting date at the conclusion of the current General Assembly meeting. Agenda items must be forwarded to the President and/or Commissioner at least two weeks in advance of meeting.

- b. Agendas shall be mailed to the General Assembly members at least one week prior to the scheduled meeting date.

4. Quorum

A quorum requires that two-thirds of the members of the NCFC General Assembly be present at the beginning of a meeting.

**BYLAW XI**

**STUDENT ELIGIBILITY**

- A. All conference colleges will recognize and abide by the California Community College Athletic Association (CCCAA) Constitution and the decisions of the CCCAA Executive Director.
- B. To be eligible to participate in all practices and contests all student athletes must be registered in school according to the requirements set forth in the CCCAA and Football Conference Constitution and By Laws. In all cases of questionable eligibility, the athlete will be considered ineligible until his case has been reviewed and ruled upon by the Commissioner. Eligibility Form 1 is due in the Commissioner's Office submitted as per CCCAA Constitution "Deadline" prior to the first contest. The deadline refers to the date by which the electronic version must be received or the hard copy postmarked. An electronic submission means a fax or an email with document attached. A deadline that falls on a Saturday or Sunday is automatically extended to Monday. A deadline that falls on a legally recognized holiday will be extended until the next working day. *The Form 3 is required to be completed and updated on the CCCAA website.*

- C. A student who has become ineligible may become eligible provided he meets the provisions of the CCCAA Constitution. However, participation by the athlete during the time of ineligibility shall result in forfeiture of those games.

## BYLAW XII

### **GENERAL POLICIES AND REGULATIONS**

#### **A. Sports Supplement**

1. Each college shall abide by the Football Conference Supplement.
2. Supplement policy must not be in conflict with the Football Conference Constitution and Bylaws or CCCAA Constitution.
3. The supplement shall be adopted by the Executive Committee and ratified by the General Assembly.

#### **B. Schedules**

##### 1. Scheduling of Contests

The Commissioner will develop a master schedule to reflect date, time, opponents, and location of all Football Conference contests.

- a. Football Conference game start times will be 1:00 p.m. for day contests and 7:00 p.m. for night contests. If games are to be played on Friday afternoons, game time will be 3:00 p.m. during daylight savings and 2:30 p.m. when daylight savings time ends. The above times may be changed due to extenuating circumstances and must have mutual consent (agreement) from the colleges involved and be submitted to the commissioner prior to the event.
- b. Each college will send one copy of the final published schedule (including practice games and scrimmages prior to the first scheduled contest) to each of the following:
  1. The Commissioner and Administrative Assistant.
  2. The Athletic Director at each opponent college
  3. The appropriate football coach of each opponent college.
  4. The appropriate statistical service

##### 2. Procedures for Changing Conference Scheduled Contests

- a. The Commissioner must be notified of the change and must be given the rationale for that change. The Commissioner will approve or disapprove.
- b. Athletic Directors at each college involved shall be notified and must approve the change. The respective Athletic Directors must notify the coaches involved of the change.
- c. The Commissioner will then notify the rest of the Conference Athletic Directors.

- d. If prior approval from the Commissioner is not obtained, all colleges involved in the change will forfeit that game in question.

3. Procedures for Arranging Conference Contest Make Ups:

- a. The coach of the host college must obtain approval of his Athletic Director, or his designee, prior to declaring postponement of the event.
- b. The Athletic Director, or designee, should apply the following "criteria for emergency make ups" before approving request for postponement.
  - 1. Facility conditions--rendering facilities unplay-able:
    - i. Weather
    - ii. Facility shut down (power, hazardous field conditions, etc.)
  - 2. Transportation involving hazardous travel:
    - i. Road conditions.
    - ii. Vehicle breakdown resulting in other than contest delay.
  - 3. Other
    - i. Health hazard as declared by local health or pollution agency.
    - ii. Failure of officials to appear.
    - iii. Emergency as declared by local Board of Trustees.

4. Procedure for Forfeit of Conference Contest

- a. Any College represented by a player who has been ruled ineligible shall forfeit all games in which that player participated.

5. Rules for Forfeit of Conference/Non-Conference Contests

- a. Each college shall honor its schedule by playing each opponent. A college that chooses not to honor its schedule shall incur the following sanctions:
- b. Conference games not played shall be counted as a forfeit by the offending college and the offending college will not be eligible for post-conference play in the current year and the succeeding year.
- c. Non-conference games that are assigned by the office of the commissioner and not played shall be counted as a forfeit by the offending college and the offending college will not be eligible for post-season play in the current year.
- d. Games scheduled by the college itself shall be played unless sufficient notice is given to the opponent that the playing agreement shall not be honored. Sufficient notice shall be April 1 prior to the fall season. Games not honored after April 1 shall be considered forfeits on the record of the offending college and the offending college shall not be eligible for post-conference play in the current season.
- e. The conference commissioner has the authority to make the final decision and assignments regarding scheduling.

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- f. Games scheduled by the college itself shall be played unless sufficient notice is given to the opponent that the playing agreement shall not be honored. Sufficient notice shall be April 1 prior to the fall season. Games not honored after April 1 shall be considered forfeits on the record of the offending college and the offending college shall not be eligible for post-conference play in the current season.
- g. The conference commissioner has the authority to make the final decision and assignments regarding scheduling.

16. No Contest Rule (Forfeit Rule General Amended)

- a. If, for some reason, there is a natural disaster, facility or transportation problem on the day of the scheduled game, the game will be played the very next day that either one of the colleges' football fields and required game management/staff are available. The game date and time will be determined by mutual agreement of both athletic directors and the Commissioner. If a mutual date and time cannot be agree upon the Commissioner will determine the new date and time. If the same bye week is still available for both teams that will be the date of the game .
- b. Every effort must be made to play the game no matter what circumstances caused the game to be canceled. The immediacy of the make up is critical to the integrity of the schedule.
- c. Only in the rarest cases would the game become a no contest and not rescheduled. If the incident occurs on a Friday or Saturday, the make-up game would be attempted on the next day or any day through Tuesday of the following week. If a mutual date and time cannot be agreed upon after that Tuesday, the Commissioner will determine the new date and time.
- d. If every effort is made to reschedule the game prior to the end of the regular season and cannot be scheduled, and it has championship or bowl selection implications, the affected team(s) must make an appeal to the Commissioner utilizing the Appeals Process. In addition, the affected team(s) will also need to file an appeal to the Appeals Committee. Failure to file an appeal will result in forfeiture by the affected team.
- e. If the cancelled contest occurs as the last regular game and it has postseason implications, the same appeal process identified in (6.d)



must be utilized. If the game has no bearing on a League championship or the bowl selection process, the game will be ruled a no contest and not be rescheduled. (Cost containment)

**C. Champions**

1. A champion shall be determined for each League. The championship team will be awarded a trophy/plaque to signify the championship. Duplicate awards will be provided in case of team championship ties.
2. The supplement includes the method of determining the championship team.
3. All members of championship teams will be awarded a certificate signifying their participation on the championship team. Each college is responsible for lettering and awarding of the individual certificates.
4. All League Teams, MVP, etc. are provided for in Football Conference Supplement.

**D. Passes**

1. Football Conference passes will be distributed to each college by the Commissioner at the beginning of the school year.
2. Association lifetime passes shall be given to retired college or NCFC representatives who have served in some sports capacity for a minimum of five (5) years. Lifetime passes shall be presented only after nomination by a member of the NCFC Executive Committee and with the approval of the Executive Committee. These passes shall only be awarded to persons who have made special contributions to the NCFC colleges or to community college athletics.

**E. Conferencing**

1. Football Conference member colleges shall be assigned to a League. The process to determine the assignment of each college to a League shall be done in such a manner to reflect the purpose of the Association: to bring uniformity, strength and parity to Northern California community college football.

**BYLAW XIII DECORUM POLICY (See CCCAA Bylaw 4.40)**

**BYLAW XIV PROTESTS**

**A. Rules Protests**

1. Protest(s) shall be made verbally to the opposing coach and officials at the time of protest and then be followed up in writing within two working days.  
  
The written protest shall be faxed to the Commissioner. Written protests shall be signed by the coach and Athletic Director.
2. The Commissioner will collect relevant data pertaining to the protest from both coaches and official(s).
3. The Commissioner may appoint a committee of no more than three members to rule on the protest, with the Commissioner acting as chairperson. The committee

shall be composed of individuals with expertise in the rules of football. Committee members shall not be affiliated with the college involved with the protest.

**B. Policy/Procedure/Sport Supplement Protests**

1. The protest shall be made in writing, signed by the protesting party and his athletic director and then sent to the Commissioner.
2. After collecting relevant data from involved parties, the Commissioner shall rule on the protest.

**ADDENDUM A**

**NCFC INSTITUTIONAL ACCOUNTABILITY CONTRACT  
FOOTBALL HOME GAME MANAGEMENT COMPLIANCE**

Must be signed by college Athletic Director and faxed to NCFC Commissioner prior to commencement of regular season (Fall 2008).

1. Athletic Administrator on-site (Introduce himself/herself to officials) at least one hour prior to start of game, responsible for sideline and crowd control.
2. Field Microphone for Referee (Optional)
3. Ensure security of opponent's locker room. See NCFC Supplement 8.A.3.
4. Ensure security of officials' dressing room and will provide officials with halftime liquids. Room to be available to officials at least two hours prior to kickoff. See NCFC Supplement 5. D.
5. Ambulance stand-by service on-site prior to kickoff. See NCFC Supplement 8.A.2
6. Team physician on-site during the game. See NCFC Supplement 8.S.2.
7. A minimum of one uniformed P.O.S.T. Certified officer be visible at each college's home game. See NCFC Supplement 8.A.6.
8. Field passes available for non-team personnel on sidelines. Only Observer and media to be outside the team box. See NCFC Supplement 8.A.4.
9. NCAA college goal post compliance.
10. Stat-Crew employee on-site/spotter required by visiting team for team's statistician.
11. Public Address Announcer (REQUIRED announcing items 1, 2, 3, & 9 as listed in NCFC/ PA announcer script.
12. Sideline Ball Person must be at least 18 years of age or sign a waiver.
13. Chain Crew (Minimum of four required and at least 18 years old) and must wear identifying vest. The Crew will report to Linesman opposite from Press box no later than 20 minutes prior to kickoff.
14. 25/40 Second Clock Operator (Report to Field Judge 30 minutes prior to kickoff.)
15. Game Clock Operator (Report to line Judge 30 minutes prior to kickoff.)

\_\_\_\_\_ (Athletic Director)  
College (Print) Name (Print)

Hereby guarantee that the above home football game NCFC requirements will be complied with at all home football games. I understand that failure to comply will result in penalties to be determined and imposed by the Conference Commissioner.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

## **ADDENDUM B**

### **NCFC ALL LEAGUE TEAM NOMINATIONS**

1. Nominations for positions on All- League Teams

**Offense (22)**

10 Linemen  
6 Receivers  
(wide, tight ends)  
4 Running Backs  
2 Quarterbacks

**1 Place Kicker  
1 Return Specialist**

**Defense (22)**

8 linemen  
7 Linebackers  
7 Backs or any  
combination to  
define strength of the  
League

**1 All Purpose**

**1 Punter**

1. Each college will nominate three (3) offensive and three (3) defensive players = six (6) PLUS one (1) additional player for each League win.
2. Each college will ASSUME they will win their last game and nominate a candidate. A loss will eliminate that nominated player at the All-League meeting.
3. List your top nominations in priority - #1 being first nominee, etc. This will assist in indicating your choice for All League.
4. At the Coaches' meeting, each coach will have 30 seconds to comment on each of their nominees.
5. Each All-League Team, Offense and Defense will have 22 All League Team members – no first or second team.
6. If there are not enough nominations to complete each position, each college is allowed one (1) additional nomination from the floor to be placed on the ballot for that position.
7. Once the comments for each position are completed, voting will take place. Each position is voted upon separately. Coaches WILL NOT vote for their players. Ten (10) points are awarded for the top nominee at each position, and five (5) points for the second choice. If ties occur at a position, a revote will be in order.
8. All players nominated who are not selected All League will be “All League Honorable Mention.”
9. Nominations will be accepted from the floor for All League Place kicker, Return Specialist, and punter based on season statistics.
10. Once all positions have been filled, the results will be announced. All League certificates will be awarded to each College for their All League Players.
11. There will be individual Special League Awards for: MVP Offense – MVP Defense – Coach of the Year. Nominations will be accepted from the floor for each award. Each College will have one (1) vote and may vote for their nominee. Sixty (60) seconds is allowed for coaches to speak for their nominations.
12. Note: Any additional awards by a League will be the financial responsibility of that League.
13. Individual all League Special awards will have precedent over other All League players to determine Regional/All State nominations. Total vote points will be used to select the additional Regional/All State nominations.
14. It may be an important concern when to release All League teams in respect to teams participating in post-season competition. Once this has been determined by the League, each Conference President should forward the following information on their All League team to: **All League Colleges, the NCFC Commissioner, and the Conference Sports Information Director.**

a. **Information should include:**

- |                      |                                   |
|----------------------|-----------------------------------|
| i. <b>Name</b>       | vi. <b>Weight</b>                 |
| ii. <b>College</b>   | vii. <b>Year ( Frosh/Soph)</b>    |
| iii. <b>Jersey #</b> | viii. <b>High School Attended</b> |
| iv. <b>Position</b>  | v. <b>Height</b>                  |

