

# **NORTHERN CALIFORNIA FOOTBALL CONFERENCE**

## **SUPPLEMENT**

**ADOPTED April 13, 1998  
Revised August 7, 2000  
Revised March 23, 2001  
Revised April 22, 2002  
Revised February 23, 2004  
Revised August 31, 2007  
Revised August 29, 2008  
Revised March 1, 2010  
Revised March 2, 2011  
Revised December 6, 2013  
Revised March 11, 2014  
Revised August 1, 2014**

# Table of Contents

<b>I.</b>	<b>FORMS</b>	
	Form 1 and Form 3	4
<b>2.</b>	<b>MEETINGS</b>	
	A. League Meetings	4
	B. Coaches/Officials Clinics	4
	C. College Organizational Meeting	4
<b>3.</b>	<b>RULES OF COMPETITION</b>	
	A. Rules	5
	B. Football Conference Tie Breaker	5
	C. Pre-Games Procedures	5
	D. Decorum Policy	5
	E. "No" Tolerance Officiating	5
	F. Zero "0" Tolerance of Officiating of Teams	5
<b>4.</b>	<b>TIMELINES</b>	
	A. Starting Dates	5
	B. Practices	6
	C. Games	6
	D. Number of Games	6
	E. Scrimmages	6
	F. Half-Time	6
	<b>G. Bowl Games</b>	<b>6</b>
<b>5.</b>	<b>OFFICIALS</b>	
	A. Officials	6
	B. Game Assignments	6
	C. Number of Officials	6
	D. Facilities for Officials at Games	6
	E. Contacting Officials	6
	F. Officials Rating Reports	7
	G. Evaluation of Officials	7
<b>6.</b>	<b>UNIFORMS</b>	
	A. Football Conference Rules	7
	B. Team Jerseys	7
<b>7.</b>	<b>EQUIPMENT</b>	
	A. Footballs	7
<b>8.</b>	<b>HOME TEAM RESPONSIBILITIES</b>	

	A.	Athletic Director's Responsibilities	7
		1. Directions to Campus	7
		2. Game Staffing	7
		a. Chain Crew	7
		b. Doctor/Ambulance	7
		c. Ball Person	8
		d. Time Clock	8
		3. Equipment	8
		4. Field Passes	8
		5. Food and Drinks	8
		6. Security	8
		7. Statistical Reporting	8
	B.	Athletic Director and/or Head Coach	8
	C.	Minimum Facility Requirement to Host Game	8
<b>9.</b>		<b>HOSTED TEAM'S RESPONSIBILITIES</b>	
	A.	Roster	9
	B.	Phones	9
	C.	Towels	9
<b>10.</b>		<b>GAME VIDEOS</b>	
	A.	Exchange Procedures	9
	B.	Video Quality	9
	C.	Sharing of Video	10
<b>11.</b>		<b>AWARDS</b>	
	A.	Conference	11
	B.	Scholar/Athlete	11
<b>12.</b>		<b>ALL STAR GAME POLICY</b>	11-12
<b>13.</b>		<b>POST CONFERENCE COMPETITION</b>	12

**NORTHERN CALIFORNIA  
FOOTBALL CONFERENCE  
SUPPLEMENT**

All rules involving the playing of a game shall be contained in the Supplement and the Supplement shall have the same force and effect as if fully incorporated into the By-Laws and Constitution. Changes to the Supplement may be adopted at any scheduled or special meeting of the Executive Committee and shall take effect upon approval at that meeting unless otherwise specified. The Commissioner shall be authorized to make immediate changes to the Supplement without the necessity of calling a meeting upon receiving an affirmative vote of no less than two-thirds vote of the total number of members of the Executive Committee.

**1. FORMS**

**Eligibility Certification:** Form 1's and Form 3's shall be submitted in compliance with CCCAA Constitution and Bylaw 1.4 and submitted as per CCCAA Deadlines.

- A. Only upon written request by a NCFC college will copies of another NCFC college's Form 3 be sent. This same procedure will be used for additional names added after the original submission of Form 3's.

**2. MEETINGS**

A. League Meetings

Defined in the By-Laws — one in fall and one in spring unless a special meeting is called.

- 1. The Fall meeting shall be held prior to the beginning of the season of practice to review new rule changes, Football Conference responsibilities as well as taking care of routine business actions.
- 2. The Spring meeting shall be held the Tuesday following the final season game to determine All League teams and determine nominations for All State consideration as well as taking care of routine business actions.

B. Coaches/Officials Clinics

Regional Clinics will be scheduled prior to each season for all Football Conference coaches with the Officials Association's representatives.

C. College Organizational Meeting

- 1. A college may schedule an organizational meeting at the start of the sport season date. Meeting guidelines are found in the CCCAA Constitution and By Laws 3.3 Organizational Meetings.

**3. RULES OF COMPETITION**

A. Rules

NCAA Rules will be used along with any modifications approved by the CCCAA Bylaw 4.

B. Football Conference Tie Breaker

For purposes of determining League championships, the following tie-breaking procedure will be utilized in the order presented until broken.

1. Head to head or, if three or more ties.
2. Head to head - Compare total Power Points in the Power Rankings Formula:
  - a. 35% Winning Percentage.
  - b. 40% Opponents Winning Percentage.
  - c. 25% Opponents Opponents' Winning Percentage.
  - d. Bonus of ½ game for playing up (Loss is ½ a win, Win is worth 1.5 wins). Penalty of ½ for a win below (Loss is 0, Win is worth .5) For Opponents' and Opponents Opponents' the full regular value is to be used for a crossover game.
3. Coin toss.

C. Pre-Game Procedure

It is recommended that Head Coaches accompany team captains for the coin flip and hand shakes to illustrate a combined effort for officials, team captains and coaches to work together for the betterment of football.

D. Decorum Policy

Applies from the time teams arrive at the site of a game until both teams leave the game site.

E. "No" Tolerance Officiating

The Association "No Tolerance" Policy is directed toward unsportsmanlike actions by players/coaches/participants. Berating officials, continual sideline negative demeanor/complaining during the game; verbal abuse; profane/vulgar language; taunting, ridiculing; or, demonstration of baiting opponents all come under the "No Tolerance" policy rule. "NO" means don't do it again but an official has the authority to eject a player/coach/participant in severe first unsportsmanlike actions. Common sense should prevail.

F. Zero "0" Tolerance of Officiating of Teams

Staff members, players, participants who have demonstrated unsportsmanlike actions in prior games may be identified as potential serious program teams and Zero "0" Tolerance officiating may be applied under the direction of the Commissioner and the Officials Management. This competition would result in the immediate ejection when unsportsmanlike/personal foul actions occur.

**4. TIMELINES**

A. Starting Dates See CCCAA Constitution Bylaw 3.11

B. Practices See CCCAA Constitution Bylaw 3.12

C. Games

1. May commence as scheduled on the CCCAA Constitution Sports Chart Bylaw 3.11.
2. Football Conference colleges shall make every effort to accommodate opposing teams for game times to enable travel time and costs to be in the best interest of the travel team.

D.

Number of Games

Conference games and crossover opponents are scheduled for two years (home and away) Crossover games will rotate every two years.

E. Scrimmages (Inter-Squad Scrimmages suspended indefinitely by CCCAA)

All scrimmages shall be open to the public. Colleges will notify the Officials Assignee and the Commissioner of time, date and location of scrimmage. Administrative Assistant will provide each NCFC College with a master schedule of scrimmages.

F. Half Time

Time between halves shall be as determined by the NCAA Football Rule Book, 20 minutes.

G. **Bowl Games**

**There will be a minimum of two bowl games provided to the American Division. (March 11, 2014)**

**5. OFFICIALS**

A. Officials

Selection is outlined in By-Laws.

B. Game Assignments

Prior to the opening of the season the Officials' Association assigning official will send out to Football Conference colleges a list of officials assigned to their games. Each NCFC college member will grade the officials in the following manner: (1) Preferred, (2) Not Satisfactory, and return to the assigning officials. Colleges naming any official, as Not Satisfactory will not have those officials assigned to their games.

C. Number of Officials

Seven (7) officials shall be used in all NCFC scheduled games (our contract states six officials for the price of five). No mileage costs are involved.

D. Facilities for Officials at Games

Private dressing/shower facilities and an area where officials can meet for pre-game, half time, and post game review and report writing must be provided by Host College. When and if a facility conflict may arise the athletic administration must ensure for their safety and privacy and provide the necessary dressing/show facility and meeting room for the officials. In the event this is impossible the Executive Committee requires the rental of a room at a close by hotel/motel to ensure the officials the benefit of a private and secure facility to review pre-game strategy, a dressing/shower facility, and a place to complete their post game report.

E. Contacting Officials

No Head Coach or Assistant Coach may contact any member of the Officials' Association to discuss game situations and no member of the Officials' Association shall view game tapes during the season with coaches without the approval of the Commissioner.

All contact with the Officials Association should be made through each college's Athletic Director to the Commissioner. The Commissioner will review, with the

Officials' Association Commissioner, complaints received. Game video will be reviewed by the regional officials' assignee, the Commissioner, League Presidents and two neutral officials.

F. Officials Rating Reports

All Head Coaches are responsible for filing their officials rating report with the Officials' Association as soon as possible after each game. If game rating sheets are not filed in a timely fashion after each contest, then that college will not be able to delete any officials from the approved officials list.

G. Evaluation of Officials

Official Game Observers shall attend games to evaluate officials' performances -- knowledge of rules, control of game and the enforcement of the State Decorum Policy. These reports will be shared with the officials, Commissioner, Director of Operations, and the member College's Athletic Director and Coach.

**6. UNIFORMS**

A. NCAA Rule 1. As specified in the NCAA Rule Book

B. Team Jerseys

Home team shall wear jerseys as specified in the NCAA Rule Book.

**7. EQUIPMENT**

A. Footballs

A football with as outlined in the current NCAA Football Rule Book shall be the legal ball for all Conference games. Both teams shall provide three NCAA approved game balls to the approved official. Officials shall take charge of the game balls following the game and return them to each college.

**8. HOME TEAM RESPONSIBILITIES**

A. Athletic Director's Responsibilities:

1. Directions to Campus

Provide each opposing team's Athletic Director with a map of the college, directions to get to college and all pertinent parking rules and regulations.

2. Game Staffing

Chain Crew

- a. Provide staff for chain crew.
- b. The chain crew serve as an integral function in game play, work as a unit with game officials. They should be knowledgeable in their role related to the placement of chains and down box. A minimum of three chain crewmembers and a maximum of four chain crewmembers are required at all Football Conference contests.
- c. Determine the sideline placement of the chains and box.
- d. Shall wear uniforms for official reference points.

### Doctor/Ambulance

- a. Provide for a doctor to be present at all home games, and an ambulance must be readily available or on a stand-by basis at the site.
- b. Develop and rehearse a plan for catastrophic injury or illness.
- c. The visiting coach or trainer shall supply the home team's Athletic Director with the name of their insurance carrier and the policy number.

### Ball Person

- a. Provide a competent ball person to make the ball exchanges.

### 3. Equipment

- a. Provide visiting teams with chalkboard, chalk and eraser or any other similar and appropriate visual aid or equipment.
- b. Provide ice to the visiting team when requested.
- c. Marked playing field per NCAA rules.
- d. Field phones. Each college must provide their own field phones.

### 4. Field Passes

- a. When possible, provide field passes and staff to oversee that only persons with field passes are allowed on the field.

### 5. Food and Drinks

- a. Supervise food and drinks brought into game.

### 6. Security

- a. A minimum of one uniformed P.O.S.T. certified Officer be visible at each college's home game

### 7. Statistical Reporting

- a. The home team's game statistics will be the official record as per the NCAA Rule Book. The home team is responsible to submit the statistics using the approved computer software program.

## B. Athletic Director and/or Head Coach

1. Provide opposing team area for pre-game warm up.
2. Provide opposing team with procedures for entering and leaving field.
3. Management of sideline control, personnel assigned for security.
4. Advise officials, opposing team coaches with pre-game and half time activities schedules.
5. Provide the visiting team with comparable video recording capabilities (i.e., height of platform, distance from field, etc. If comparable video capabilities cannot be arranged then a copy of the home team's game video must be made available following the contest.

## C. Minimum Facility Requirements for Hosting Football Games

1. A game clock shall be located at the field and shall be visible from each sideline.
2. The Play clock, as required by the NCFC Rulebook, shall be required.



3. A scoreboard shall be located at the field and shall be visible from each sideline.
4. Areas shall be designated for the use of home and visiting coaches for game observation, film personnel, team statisticians, and the press. Tables and chairs shall be provided for coaches, statisticians.
5. The Goals will comply with the NCAA Football Rules. Appeals shall be submitted to the Commissioner
6. Colleges with fields not in compliance with facilities will be scheduled as away games.
7. The NCFC Football Conference Institutional Accountability Contract Football Game Management Compliance must be signed by the college athletic director and supplied to the Commissioner prior to commencement of regular season.

**9. HOSTED TEAM'S RESPONSIBILITIES**

A. Team Rosters

1. Football team rosters are official documents of the Football Conference. They must include Name, Jersey, Number, Position, Height, Weight, Eligibility Year (Fr. or So.), High School, City and State. (**See Form C for sample roster format**)
2. Official team rosters must be sent to the Football Conference Statistician in the proper format, (Stat Crew format to Football Conference Statistician), every opponent, and the Commissioner by Monday preceding the first Football Game of the Season. Weekly updates are to be sent to all opponents, the Commissioner, and Conference Statistician by Monday of the week.
3. Wearing a jersey number in a game by any player, which is not accurately reflected on the roster, is a violation punishable by forfeiture.
4. In circumstances where a player wears a jersey with a number that is not on the roster for that game, forfeiture will occur unless the name of the player is announced at the game and the opposing team, other opponents, and the NCFC Commissioner are notified by the Monday following the game

B. Phones

Provide own field phones.

C. Towels

Provide team members their own towels.

**10. GAME VIDEO (VIDEO INTERNET SERVICE REQUIRED FORMAT FOR EXCHANGE.)**

A. Exchange Procedure

1. Coaches are mandated to provide good quality video of all games played (both offense and defense). Pre-season scrimmage video is not required to be exchanged. Each recent game video will be uploaded to the internet service as determined by the CCCFCA agreement by 2 pm Sunday following the game. 3-2-2011.
2. All videos must be originals (unedited).

B. VIDEO Quality

1. College must use "broadcast" quality video for their games.
2. Camera operators must take a "middle of the road" picture rather than close-ups or expanded views. Note: "middle of the road" is defined as the deepest offensive running back to the deepest defensive back.
3. Should a question arise as to the quality of the video, etc., the opposing coach may request another video be made immediately available.
4. Violations of not providing "quality" video with complete plays, scoring, official's signals, etc. will place a college on video probation. A second violation will result in a block of any video exchange for 10 full games which could lead into the next season of play.

C. Sharing of Video

- 1.. No member of the Association may take video, still or motion pictures of any opponent's games in which that member college is not participating. (No scouting with a video.)
2. No still/motion/recording tape, video photography will be shown during contest, at half time or during time outs.
3. End Zone cameras allowed if located in a safe area. The Head Coach of the team using the end zone camera must provide the opponents, if requested, a copy.
4. Penalties. Chronic abuse of non-compliance with the video exchange policy will result in a blocking to any opponents' video for 10 full games this could lead into the next season of play

11. **AWARDS** (See Addendum All-League\_Nomination Form). Shall be provided by Football Conference

A. Leagues

1. Championship Team - Trophy/Plaque  
Duplicate awards will be provided in case of ties.
2. Team Members - Certificates  
47 certificates will be provided — 22 offensive players, 22 defensive players, 1 punter, 1-place kickers, and 1 specialist.  
Each college is responsible for lettering and awarding the individual certificates.
3. Most Valuable Player (Offense and Defense) - Trophy/Plaque  
Must be a member of All-League team. No ties will be allowed and no duplicate awards will be made.  
Each college is responsible for engraving the winning athlete's name on the trophy/plaque provided by the Conference and for the awarding of the trophy plaque.
4. Coach of the Year  
Coach of the Year shall be voted on by the League coaches. These names will be forwarded to the CCCFCA.

B. Scholar/Athlete - Certificates

Each college administration is to provide the Commissioner with the name(s) and transcript(s) of their student/ athletes who have completed the second sport season and be listed as a final participant on the Form 3. Successful completion of a minimum of 36 units, 27 of which must be in the academic (non-PE or Sport activity) courses. They must have excelled academically with at total GPA of 3.0 or above on a 4.0 scale, from the first participation. This shall include transfer work done since the first participation.

Each League President will develop a final Scholar/Athlete list for their respective conferences and report to this information to the Commissioner's Office.

**12. 2.9 All-Star Contests and Competition**

2.9.1 No college employee or representative shall participate directly in the organization, management, coaching, supervision, promotion, or player selection for any all-star team or contest involving players who have started classes in the ninth grade or above at a school located outside the college's recruiting area.

2.9.2 California community college facilities may be used for high school all-star contests providing the sponsoring agency follows the normal facility use procedures of the college. Colleges are expected to be involved in the normal administration and management of their facilities and to do so in a manner that does not lead to a recruiting advantage for their programs.

2.9.3 If a person has made a verbal or written contractual commitment to be involved in any of the activities listed in Bylaw 2.9.1 or 2.9.4.1 for a high school all-star game and subsequently makes a verbal or written contractual commitment to be an employee or representative of the college prior to the game or contest being held, that person shall immediately disassociate himself/herself from that game or contest.

2.9.4 Football Only: *(Amended and effective: October 19, 2007)*

2.9.4.1 No employee of a college and/or any other individual acting on behalf of a college shall be involved in the sponsorship, game management, coaching, supervision, promotion, or player selection of any high school football all-star team or contests which include players who have started classes in the ninth grade or above.

2.9.4.2 High school all-star football teams may not hold practices on any community college field.

Exceptions:

Shasta and Yuba Colleges: College coaches or staff may not participate, watch practices, or communicate with all-star athletes. The athletic director of these colleges will hold their staff responsible and accountable to see that this rule is followed.

2.9.4.3 Football Only: California community college football coaches may not attend any all-star practices.

2.9.4.4 Coaches/staff members may attend football all-star games but cannot, be on the sidelines, or talk with any students participating in the game.

2.9.4.5 Coaches may only attend out-of-state football all-star games if any of the participants in the game are legal student athletes from their district playing in the game.

Exceptions:

Sierra College may attend the Reno All-Star Game where students from the Sierra Joint Community College District are competing.

### 13. POST CONFERENCE COMPETITION

- A. Post conference completion is governed by the CCCAA Bylaw 3.9. The following guidelines have been approved by the NCFC Executive Committee.

**Seeding/Hosting for 4-team playoff:**

1. The three league champions will be seeded #1, #2, and #3 according to their NCFC Power Ranking Index.
2. The team selected as the 4<sup>th</sup> playoff team will automatically be seeded #4.
3. The first round of the playoffs will take place as follows:
  - A. #1 vs #4, with #1 being the host site
  - B. #2 vs #3, with #2 being the host site
4. If the #4 seed is from the same League as the #1 seed, the first round of the playoffs would be as follows:
  - A. #1 vs #3, with #1 being the host site
  - B. #2 vs #4, with #2 being the host site
5. Seeds will remain the same throughout the playoffs.
6. The higher seeds will host.