

**OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE
POLICY HANDBOOK 11-2011**

Table of Contents

CONSTITUTION

BY-LAWS

CODE OF CONDUCT

COMPLAINT PROCEDURES

OCCAC RESPONSIBILITIES

CONTRACTED SERVICES

FORFEIT POLICY

SPORT GUIDELINES

Baseball

Men's Basketball

Women's Basketball

Golf

Soccer

Softball

Volleyball

Meeting Attendance Regulation

OCCAC Awards

APPENDAGES

OCCAC Financial Report

OCCAC Tournament Bid Form

OCCAC Sportsmanship Statement

OCCAC Sport committee Report Form

**OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE
CONSTITUTION**

ARTICLE I

NAME

Section 1.

The name of this non-profit organization shall be the Ohio Community College Athletic Conference.

ARTICLE II

PURPOSE

Section 1.

The purpose of this organization shall be to promote and foster community college intercollegiate athletics for men and women on the state level. It is expected that the conference program will be consistent with the values of its member institutions and that the results will be consistent with the total educational program of its member institutions.

ARTICLE III

MEMBERSHIP

Section 1.

ELIGIBILITY FOR MEMBERSHIP Only colleges having received state and regional accreditation and having been approved for membership in the NJCAA shall be eligible for membership in the Ohio Community College Athletic Conference.

Section 2.

CONDITIONS OF MEMBERSHIP

- I. The members of this organization agree to: Manage and supervise intercollegiate athletics sponsored in accordance with the constitution and by-laws of the Ohio Community College Athletic Conference.
- II. Establish and maintain high standards of ethics and fair play.
- III. Pay annual dues as prescribed and adopted by the member colleges of the Ohio Community College Athletic Conference.

ARTICLE IV

OFFICERS

Section 1.

The elected officers of this organization shall be a Conference Commissioner, Assistant Commissioner, Secretary, Treasurer, and Sport Chairpersons.

Section 2.

The Directors of Athletics at each OCCAC member institution, or a designee(s), shall comprise the membership of the Board of Directors. The Conference Commissioner shall serve as the Chairperson of the Board of Directors.

Section 3.

The Board of Directors shall fill vacancies among the elected officers of this organization through a recommendation from the Chairperson and a majority vote.

Section 4.

The elected officers of this organization shall be elected at the annual spring meeting in accordance with procedures set forth in the by-laws.

Section 5.

The elected and appointed officers of this organization shall consist of such officers as deemed necessary and approved by the Board of Directors.

Section 6.

The Board of Directors may adopt a seal and by-laws and change the same by a majority vote any time.

ARTICLE V

MEETINGS

Section 1.

This organization shall hold three formal meetings annually during the fall, spring and summer months. The Commissioner shall designate the time and place of said meetings and shall send notice to all officers and directors at least 15 days prior the time set for such meetings.

Section 2.

The Commissioner at any time may call special meetings in order to consider special situations that may arise.

Section 3.

Each dues paying institution shall have one vote.

ARTICLE VI

GOVERNING COUNCIL

Section 1.

The governing council shall be made up of the Board of Directors.

ARTICLE VII

AMENDMENTS

Section 1.

This constitution may be amended at any formal annual meeting by two-thirds affirmative vote of the Board of Directors present and voting, providing that the proposed amendment shall have been submitted in writing to the secretary of the organization at least three weeks prior to the formal annual meeting.

**OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE
BY-LAWS**

ARTICLE I

MEMBERSHIP DUES

Section 1.

The determination of annual dues for membership in the Ohio Community College Athletic Conference is as follows:

The annual dues of each member shall be payable on or before October 1 of each calendar year in order to participate in any activity sponsored by the Ohio Community College Athletic Conference. The annual dues shall be used to support conference related activities. Annual dues are:

2011-2012

\$1050 Institutional Membership

\$150 Men's Basketball

\$150 Women's Basketball

\$150 Volleyball

\$50 Each additional sport

ARTICLE II

MEMBERSHIP APPROVAL, PARTICIPATION, AND RESPONSIBILITY

Section 1.

A new member may be approved after due consideration and evaluation of application by the Board of Directors and two-thirds affirmative vote.

Section 2.

The Board of Directors and two-thirds affirmative vote of the Board of Directors at the annual spring meeting may revoke a membership in the conference after due consideration and evaluation.

Section 3.

As a condition of membership, all members shall make every effort to participate in all conference sponsored activities.

Section 4.

The Board of Directors shall determine actions of members deemed inappropriate to the conference and corresponding sanctions by the Ethics Committee shall be issued.

Section 5.

All new members must serve a one-season, sport specific probation before becoming a conference member. All members are encouraged to schedule new members in the probation year, but records will not count in the OCCAC standings.

ARTICLE III

ADMINISTRATIVE

Section 1.

The elective officers and their duties:

- I. The Commissioner shall:
 - A. Preside at all Board of Director meetings and all special meetings.
 - B. Be authorized as the signatory of all checks drawn on the treasury of the conference.
 - C. Make decisions on all points not covered by the constitution and by-laws.
 - D. Delegate responsibility for handling all duties not provided for in the constitution and by-laws.
 - E. Represent or delegate someone to represent the conference when necessary.
 - F. Cast the deciding votes in all meetings in the event of a tie, but shall not vote in the election of conference officers.
 - G. Appoint if necessary, with the approval of the Board of Directors, a financial advisor or an attorney-at-law.
- II. Assistant Commissioner
 - A. Chair the Ethics Committee.
 - B. Assist the Commissioner in handling special projects.
 - C. Oversee the mentoring of new members.
 - D. Fill in for the Commissioner as needed.
 - E. Other duties as assigned.
- III. The Secretary shall:
 - A. Maintain a record of membership in the conference.
 - B. Keep on file the official correspondence to which she/he is a party.
 - C. Keep a record of all minutes of meetings of the Board of Directors, and distribute the minutes in a timely manner.
 - D. Keep the Commissioner informed of all matters of correspondence relative to the affairs of the conference.
 - E. Maintain and update the Handbook and distribute electronic revisions after each meeting of the Board of Directors.
- IV. The Treasurer shall:
 - A. Keep a complete record of all finances of the conference.
 - B. Be authorized as a signatory of all checks drawn on the treasury of the conference.
 - C. Compile and submit a financial report at each Board of Director's meeting for the period of the current year.
 - D. Deposit or cause to be deposited any and all moneys received in the name of the conference.
 - E. Pay or cause to be paid all authorized expenses.
 - F. Ensure that the conference will pay for services rendered only upon completion of said services and invoice.

G.

ARTICLE IV

**ELECTION OF OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE
ELECTIVE OFFICERS AND TERM OF OFFICE**

Section 1.

The Ohio Community College Athletic Conference elective officers shall be elected at the annual spring meeting as follows:

- I. The Commissioner, Assistant Commissioner, Secretary, and Treasurer shall be elected in the odd numbered years.
- II. The election of officers shall occur through a majority vote of the members comprising the Board of Directors.

Section 2.

The term of office of each of the OCCAC elective officers shall be for a period of two years upon election.

ARTICLE V

PLAYER ELIGIBILITY

Section 1.

Eligibility of players' participation in the Ohio Community College Athletic Conference shall be governed by the eligibility rules of participation by the National Junior College Athletic Association in any current year.

OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE CODE OF CONDUCT

Athletes participating on intercollegiate teams in the OCCAC represent their institution, the conference and collegiate athletics in general. It is expected that all team representatives must display sportsmanlike conduct at all times. This is to include, but not be limited to, showing respect and courtesy for players, coaches, officials, fans, as well as the personnel and property of other institutions. At no time will verbal or physical abuse of either persons or property be condoned by the OCCAC or its representative institutions.

NOTE: Generalized statements and definitions pertain to all OCCAC sports. The OCCAC recognizes two types of unsportsmanlike behavior for all sports sanctioned by the conference. They are:

Excessive verbal or other non-contact abuse: Defined by the reigning official for the particular contest/sport.

Physical Altercation: Defined as any physical contact not associated with the normal playing of any athletic contest.

Offenses in either of these situations will be dealt with in the following manner by the conference institutions involved and the OCCAC Ethics Committee.

PRE AND POST GAME VERBAL OR NON-CONTACT ABUSE

- I. Coaches and school officials are responsible for the curtailing of any recognizable verbal or other non-contact abuse.
 - A. See Complaint Procedure.

PHYSICAL ABUSE

- I. The host institution's Director of Athletics must contact the Ethics Committee Chairperson by Noon of the next business day and advise said chairperson of the incident.
- II. Any physical abuse involving a member OCCAC institution shall result in a minimum two game/date suspension. Further sanctions may be imposed upon review of the Ethics Committee.
- III. The Ethics Committee Chairperson should receive the written officials' account no later than 48 hours following the incident, and both coaches must submit letters of support to the committee chair within the 48 hour time frame.
- IV. The host institution is responsible (at own expense) for videotaping each home contest of OCCAC league basketball. It is also up to each member institution to acquire a responsible individual to handle this task. Taping will begin at the commencement of the warm-up sessions for both teams and end when both teams have left the playing floor.
- V. If an altercation develops during a league basketball contest, the videotape is to be mailed to the Ethics Committee Chairperson for review by him/her and the committee members. This tape must be forwarded within the 48-hour time frame.

- VI. The Ethics Committee Chairperson and committee members have 24 hours upon receipt of information to pass down a decision on the athlete(s) in questions. The decision of the Ethics Committee is final. Results of the hearing will be provided to all OCCAC Directors of Athletics and coaches involved. A report will also be provided to the Assignor of Officials.
 - A. If the incident involves any player or the institution of a committee-standing member, an alternate for the committee will sit in on the hearing. Those alternates will be selected if possible from member institutions not participating in that sport.
 - B. If a coach suspends an involved player for the next league contest before the Ethics Committee makes a decision, that contest will serve as the suspension required by OCCAC rules for a first-time offender.
- VII. A second offense by any athlete during his/her eligibility with the OCCAC will result in an automatic suspension from all OCCAC regular and post-season tournament play for the remainder of that season. Further sanctions may be imposed upon review of the Ethics Committee.

APPEALS/REVIEWS

A student-athlete may appeal suspensions that involve more than one game. If the student chooses to appeal, he/she will make a formal request to the Commissioner of the OCCAC to address the Board of Directors. At this time, they may present their reasoning for appeal and any extenuating circumstances. The Board of Directors of the OCCAC will have the final vote on the appeal of the student. The Directors of Athletics of the institution(s) involved must abstain from the voting during the appeal process.

OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE COMPLAINT PROCEDURE

Section 1.

Complainant Director of Athletics informs defendant Director of Athletics either verbally or in writing of charge.

Section 2.

If complainant is not satisfied with explanation and wishes to pursue the matter further then complainant Director of Athletics files a written letter of protest with the Commissioner with a copy to defendant Director of Athletics.

Section 3.

Commissioner then investigates the matter, utilizing any means he deems necessary (consult the involved Directors of Athletics, coaches, officials, sport committee, etc.). Commissioner then makes a ruling. If the Commissioner's institution is involved then the Commissioner will select a Board member to replace him.

Section 4.

If either party is not satisfied with the ruling and desires to appeal, the appeal is made to the Ethics Committee. Possible rulings by the Commissioner or Ethics Committee are:

- I. No fault decision
- II. Letter of reprimand sent to Coach, Director of Athletics, President, and other conference schools
- III. Coach or player suspension
- IV. Forfeiture of the game/contest
- V. Sport put on OCCAC probation
- VI. College expulsion from the OCCAC and or OCCAC tournament

Probation:

In the case of league probation and expulsion matters a quorum of the conference schools will be required to make a decision on the matter at an emergency meeting called by the Commissioner.

Examples of probation are, but not limited to:

- I. Suspension from regular season conference play
- II. No OCCAC tournament play
- III. Ineligibility for conference team honors

OCCAC RESPONSIBILITIES

Officers:

Commissioner – Scott Barlow – Lakeland CC
Assistant Commissioner – Jack Giambrone – Sinclair CC
Secretary – Mark Rodriguez – Cuyahoga CC
Treasurer – Scott Nichols – Columbus State CC

Sport Chairpersons:

Baseball – Mark Rodriguez – Cuyahoga CC
Men’s Basketball – Chip Hare – Edison CC
Women’s Basketball – Chip Hare – Edison CC
Golf – Tom Szabo – Lorain CC
Soccer – Mark Rodriguez – Cuyahoga CC
Softball – Mark Rodriguez – Cuyahoga CC
Volleyball – Scott Nichols – Columbus State CC

Ethics Committee:

Jack Giambrone – Sinclair CC - Chair
Theresa Check – Cincinnati State CC
Erika Bell – Cuyahoga CC

Sport Chairpersons Responsibilities:

The Sport Chairpersons:

- I. Shall be aware of, and coordinate all activities, actions and events occurring in the particular sport.
- II. Shall assist coaches in making the sport as strong as possible within the OCCAC and the NJCAA.
- III. Shall be responsible for assuring communications and control between the sport’s coaches, the coaches, directors of athletics and commissioner.
- IV. Shall coordinate with tournament directors all coaches meetings, will conduct coaches meeting to select or help coordinate all – conference teams, coach of the year, and to discuss the sport in general.
- V. Shall be responsible for developing the league schedule for the sport.
- VI. Shall be responsible for presenting the needs, requests and recommendations of the coaches to the directors of athletics for appropriate action.
- VII. Shall be asked to report to the directors of athletics at the fall and spring meetings.

CONTRACTED SERVICES AND THEIR DUTIES

Section 1.

- I. The Coordinator of Sports Information/Web Administrator shall:
 - A. Compile, record, and publish statistics, scores, and all conference voting relative to conference standings and achievements on a regular basis in season.
 - B. Compile and distribute a media release relative to conference standings and achievements on a regular basis in season.
 - C. Establish procedures for information and news reporting of the member institutions.
 - D. Maintain a historical record of conference results, standings, and achievements.
 - E. Receive a stipend of \$2175 per year.
- II. The Assignor(s) of Game Officials shall:
 - A. Prepare a roster of game officials recommended to work in the conference and distribute said roster with individual assignments to member institutions on or before the official NJCAA start date of practice annually.
 - B. Establish and maintain an official evaluation of game officials procedure to be used by conference coaches and distribute said procedure to member institutions.
 - C. Establish and maintain a rating system, based upon the evaluation of game officials data, for each game official working in the conference.
 - D. Make decisions of changing game officials and/or removing game officials from a game assignment.
 - E. Notify the participating directors of athletics of the names of any changes of the working officials prior to the date of the game.
 - F. Keep the Commissioner apprised of any concerns relative to game officials.
 - G. Remind contracted game officials as to the date and time of the conference game to which they are assigned at least 5 days prior to the contest.
 - H. Advise each member institution to provide for conference game officials an adequate place to dress, towels, and the securing of valuables.
 - I. Recommend the Board of Directors as to fees to be paid for conference officials.
 - J. Director of Officials fees:
 - 1. Men's Basketball: \$2000 per season
 - 2. Women's Basketball: \$2000 per season
 - 3. Volleyball: \$1000 per season

FORFEIT POLICY

Section 1.

CANCELED GAMES/MATCHES

- I. Definition - a competition scheduled, but not played (or started) due to situations beyond control.
- II. Possible reasons for canceling event:
 - A. Program dropped or suspended by the institution's administration for the remainder of the year.
 - B. Inability to field a regulation number of eligible players due to sickness or eligibility problems.
 - C. Act of God (weather, accident, etc.).
- III. It will be deemed as a game not played. It will not count as a forfeit and does count on the record.
- IV. Consequences/Penalties
 - A. Every effort should be made to play scheduled games/matches season by the Administration. The re-scheduling of any game/match that had to be canceled should be done within 48 hours
 - B. Conference games/matches should take priority over other games/matches if qualification standards are needed for seeding or entering Region Tournaments.
 - C. If a team canceled their season, or is suspended in mid season,
 1. That team is not eligible for conference championship play.
 2. The team is not eligible for Region Tournament play or honors.
 - D. Games played prior to the suspension of the season would count in overall won/lost records involved. However, they would not count in conference records for any team.
 - E. Teams must receive notice of at least 48 hours for canceled games due to suspended seasons.
 1. If notice is not received within 48 hours, the offending team will pay any costs incurred due to the cancellation.
 2. Copies of letters of cancellation should be sent to the respective Conference Commissioner and Region Director of the sport involved.

Section 2.

DEFAULTED GAME/MATCH

The following policy includes all games schools play (conference or non-conference).

- I. Definition - inability to complete a game or match in progress.
- II. Possible reasons for defaulted contest:
 - A. Injuries which reduce the number of available players below the minimum to continue according to the rules of the respective sport.
 - B. Game sanctions which reduce the required number of players or coaches below the minimum to continue play.
- II. Consequences/Penalties
 - A. A loss is sustained and a win is awarded to the opponent. The score would be determined by the rules of play of the respective sport.

Section 3.

FORFEITED GAME/MATCH

- I. Definition - occurs when a team could play but refuses to play or continue to play a scheduled contest.
- II. Forfeits may be regulated by rules governing each sport.
- III. Consequences/Penalties
 - A. The respective Region Director and Conference Commissioner shall be notified immediately. The incident would be immediately put under review by the Ethics Committees of both the Conference and the Region. Further sanctions may be determined by either or both Ethics Committees.
 - B. A forfeit assessed for refusing to begin play would not count as game played, therefore no win or loss would be granted.
 - C. Pending review, if a team forfeits a contest, that team is immediately suspended from conference competition and is not eligible for conference championship play, nor is the team eligible for Region Tournament play or honors. (All future games are simply counted as regular season, non-conference games).
 - D. Games played with the offending team would count in overall won/lost records of all teams involved. However, they would not count in conference records for any team.
 - E. The offending team would be assessed a \$100 fine which would be payable to the OCCAC Conference. The offending team would also be responsible for additional costs incurred due to the cancellation if they failed to notify their opponent of their intent not to play within 48 hours.