

SWIMMING AND DIVING SUPPLEMENT-2007/08

Article 1

GENERAL INFORMATION

Section 1

Conference Eligibility

A. General Guideline

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

B. Eligibility

1. To be eligible to participate in all non-conference and conference contests all student athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and By-Laws and the Big 8 Conference Constitution and By-Laws.
2. Conferences shall require each college to certify athletic eligibility by submitting Form 1, Student Eligibility, and Form 3, Team Eligibility, to the conference commissioner's office postmarked or emailed prior to the first game, meet, or match. Addendums to Form 3 may be submitted at a later date, but the athletes listed on the addendums are not eligible until the postmarked date.
3. An ineligible player is defined as a player who has not completed or adhered to all the requirements of the State Athletic Constitution and Conference By-Laws.
 - a. Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and/or are subject to disciplinary action by the conference commissioner. Such disciplinary action may include sanctions as described in Article 7.4.3 of the State Athletic Constitution.
 - b. During the season of competition, all member colleges shall check the eligibility status of student athletes at a minimum of once per week. Per CCCAA requirements, each student athlete must meet eligibility requirements before competing in any contest.

Section 2

Sport Chairperson

- A. Elected from among the respective coaches of each men's and women's sport for a term of two years starting July 1.

- B. The duties of the sports chairperson shall be to:

1. Establish coaches meeting dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
2. Attend and chair all said coaches' meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

Section 3

Sport Administrative Representative

- A. Appointed by the president, in consultation with the conference commissioner, from among the conference assembly athletic directors.

- B. The duties of the sports administrative representative shall be to:

1. Set coaches' meeting dates in conjunction with the sports chairperson;
2. Attend all such meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, facilitating the development and modification of the sport guide, report all-conference selections and MVP information to the conference commissioner.

- C. Present conference contest schedules and sports supplements at the appropriate conference meeting for approval. Fall sport schedules and supplements should be presented at the regular spring meeting. Spring sport schedules and supplements should be presented at the regular fall meeting.
- D. Maintain records of league standings and all other matters pertaining to each sport.
- E. Submit a year-end report to the conference commissioner no later than two weeks after the State Championship for that specific sport.

Section 4

Meetings

- A. Coaches will meet a minimum of two times each year.
 - 1. Post-conference-at the completion of conference competition
 - 2. Off-season-at least 3 weeks prior to the Big 8 Assembly meeting
- B. Meeting times and locations should facilitate attendance by all coaches of the Big 8, including hosted colleges.
- C. Hosted college will be invited to send representation to the coaches' meetings.
- D. The post-conference meeting shall address the following issues:
 - 1. All-conference awards, MVP, etc.
 - 2. Post conference information
 - 3. Completion of statistics
 - 4. Recommendations for substantive Big 8 Sport Supplement changes
 - 5. Input for CCCAA/Big 8 legislative issues
 - 6. Election of next Sport Chair
- E. The off-season meeting shall address the following issues:
 - 1. Competitive schedule (complete with dates and times)
 - 2. Specific amendments to the sport supplement
 - 3. Input for CCCAA/Big 8 legislative issues
- F. Meeting Logistics
 - 1. One week prior to any meeting, the administrative representative will remind all coaches regarding date, time and place.
 - 2. A quorum for any meeting will be 50% plus one.
 - 3. Coaches must be present to vote.
 - 4. It is the responsibility of the administrative representative to forward any pertinent information from the state coaches association to division coaches whenever appropriate.
 - 5. If a college coach cannot attend a meeting, the coach can get someone else from that college to be present.

Section 5

Sport Supplement Revisions

- A. Recommended revisions of the sport supplement shall be finalized and distributed to the administrative representative for that sport two weeks prior to the scheduled assembly meeting.
 - 1. Fall semester sport supplements shall be presented at the spring conference meeting.
 - 2. Spring semester sport supplements shall be presented at the fall conference meeting.
 - 3. Proposed changes to the sport supplement that affect the competition format and scheduling be presented 1 full year prior to their proposed implementation.
 - 4. If conference or CCCAA hosting problems occur-must have emergency consent of commissioner.
- B. All proposed changes should be provided on a cover sheet attached to the revised sport supplement. The administrative representative shall distribute the cover sheet and revised sport supplement to all member or hosted colleges that sponsor that sport one week prior to the scheduled assembly meeting.
- C. The administrative representative will make sure the supplement and schedule are included on the consent agenda at the designated conference meeting.
- D. Once approved by the conference assembly, final approved copies of the sport supplement shall be distributed to all member or hosted colleges that sponsor that sport.
- E. All sections of the supplement and cover sheet must be dated and identified as draft/approved in the upper right hand corner.

Section 6

College/Competition Venue Information

- A. It is the responsibility of the host college athletic director to distribute/competition venue information to all conference and hosted colleges.
- B. The following items should be addressed:
 - 1. directions to campus/competitive venue
 - 2. map
 - 3. parking regulations/permits or other campus site regulations

4. dressing room accommodations
5. equipment and supplies provided
6. contest supervision specifics
7. athletic training services
8. emergency contact information

Section 7

Decorum

- A. General decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with “class” and professionalism, is the responsibility of all participants of both the host and visiting colleges. Decorum at California community college events is the responsibility of all participants. Decorum rules apply to all conference and non-conference contests. Individual sport supplements may be more strict, but not more lenient, than the decorum rules listed in Article IX of the Big 8 Constitution/By-Laws.
- B. The responsibility for the on-site enforcement of decorum shall be specifically addressed within each sport’s supplement.

Article 2

SWIMMING AND DIVING

Section 1

Personnel and Dates for Upcoming Season

- A. Sports Chair-***Rick Millington, Diablo Valley College***
- B. Fall Meeting-TBD
- C. Spring Meeting-***Friday at conference championships during break***
- D. Season Start Dates
 1. Practice may begin-***January 15***
 2. Competition may begin-***February 2***
 3. Number of contests-11 maximum

Section 2

Schedule/Competition Format

- A. Format
 1. Each team is responsible for their dual meet schedule.
 2. The season shall be limited to 11 meets, including relay meets and conference championships. A double dual counts as one (1) meet, as per CCCAA Code.
- B. Dates/Times
 1. Conference meets shall start at 2:30 p.m. start time and/or dates may be changed by mutual consent of the coaches, agreement of the athletic directors and with the approval of the conference commissioner.
- C. Pre-Game Activity
 1. The pool facility will be available one hour prior to the scheduled start of the meet for warm-ups, unless unusual circumstances prevail.

Section 3

Rules of Competition

- A. NCAA Rules: The current NCAA Rules will govern dual and championship competition with the following exceptions:
 1. Order of Events: Dual meets will be conducted according to either the 13 or 15 event format schedule in the NCAA book.
 2. Dual, double dual, tri and quad meet will be scored according to NCAA Rule Book.
 3. Three (3) meter diving may be the first event and a 15-minute break shall be allowed before the final relays.
 4. Dual meet format and/or changes in events should be mutually acceptable. The host team will notify the visitor of the proposed format one (1) week in advance. In event of a disagreement: NCAA guidelines for default programs and events will be followed.
 5. NCAA rules shall be followed concerning maximum number of scoring participants in a championship meet. However, any participant above that limit shall be permitted to swim exhibition.
 6. Individual events in the championships may be swum as timed finals by a unanimous vote of all coaches.
 7. The conference championships will be scored to 16 places following NCAA guidelines for point distribution.
- B. Forfeits, Suspended Games, Defaults and Game Delays

1. Suspended Meet: If hazardous weather, or other conditions or circumstances prevent the competition of a meet, the coaches involved shall reschedule as soon as possible, starting the rescheduled meet with the event immediately following the last completed event in the regular schedule of events by mutual agreement.
 2. In all other situations, refer to the Big 8 Conference Constitution.
 3. Appeal may be made to the Big 8 Commissioner for a decision of “emergency” which could warrant a make-up date. The make-up meet should be rescheduled for the earliest open date of the two (2) colleges by mutual agreement.
- C. Protests
1. Refer to the Big 8 Conference Constitution. Protests should be limited to matters of safety, fairness, and proper ethical meet conduct not covered in the rules.
- D. Equipment
1. The current NCAA rules shall govern equipment.
- E. Scoring
1. The home team shall provide the official scorer. Score sheets must be signed by the referee. The names of the official entries, including relay swimmers, must be announced, when possible, and written on the score sheet.

Section 4 Decorum

Section 5 Championship/Tournament/Playoff Procedures

- A. Play-off Procedures
1. Play-off procedures (if necessary)- Not Applicable
 2. Ties (Rules)-See Section A above
 3. Home Court Advantage-Not Applicable
 4. Costs-Not Applicable
 5. Officials- Not Applicable
 6. Publicity- Not Applicable
- B. Championship Meet: *April 24-26, 2008 at San Joaquin Delta College*

	Preliminaries	Finals
Thursday	10:00 a.m.	4:00 p.m.
Friday	10:00 a.m.	4:00 p.m.
Saturday	10:00 a.m.	4:00 p.m.

1. The Big 8 Championship meet shall be conducted in accordance with current NCAA rules pertaining to three day trials and finals format.
 2. The site shall be mutually agreed to by the coaches and approved by the Big 8.
 3. Entry fees will be **\$300 per school.**
 4. There will be 20 minutes between women’s events for finals. There will be 20 minutes between women’s events in preliminaries if requested.
 5. Coaches have the option not to swim the preliminaries of the men’s 400 IM, 200 Butterfly and all men’s and women’s relay. If any coach opts not to swim in the preliminaries the event will become a timed final.
- C. Conference Champion
1. The conference champion shall be the team with the highest number of points at the championship meet. Two championship plaques will be required.

Section 6 Officials

- A. Host school shall provide meet officials, with the exception of one diving judge (not a team member) for each board to be provided by the visiting school.
- B. For disqualifications, the coach or swimmer MUST be notified in writing with a DQ slip form an official.**

Section 7 Statistics

- A. Host school shall provide a copy of meet results, with all official entry names, times, or scores to the coach(s) of the participating team. Please note that each school is responsible for their own schedule.

Section 8 Awards

- A. Conference award winners will be announced prior to relays Saturday-Honor recipients!**
1. Nominations-The Most Valuable Swimmer and Most Valuable Diver (male and female) shall be determined by male and female swimmer and diver earning the most points.
 - a. In case of a tie, the following criteria will be enacted:

- (1) One (1) point shall be awarded for each first place finish.
 - (2) Consideration shall be given to the 2nd year swimmer/diver.
 - (3) Coaches vote. The award for MVP shall be a plaque presented by the Big 8 Conference. Four (4) plaques will be required.
 - (4) The Big 8 Conference shall select by *an open* vote of the coaches, Men's and Women's Coach of the Year. Nominees should be on deck coaches, responsible for the coaching of the school's athletes *during the season. The Coach of the Year should be the coach who did the most outstanding job of coaching in the conference.*
2. Number of Awards
 - a. First, second and third place certificates shall be awarded in individual events for men and women. Only first place relay teams shall receive certificates. 130 certificates will be required.
 - (1) Men-65 Awards Total-15 individual; 45 all-conference awards each division; 5 relays; 20 all-conference awards each division.
 - (2) Women-65 Awards Total-15 individual; 45 all-conference awards each division; 5 relays; 20 all-conference awards each division.
 3. Voting
 - a. Each school is allowed two (2) votes, one (1) each for the men's head coach and the women's head coach. One (1) individual, if he/she has dual responsibility, is allowed two (2) votes.
- B. Championship Trophy/Plaques
1. Men's champion and women's champion-two (2) total
 2. Most valuable swimmer and diver; male and female-four (4) total
 3. The most valuable swimmer and diver (male and female) must be a member of the all-conference team.