



## **California Community College Soccer Coaches Association Constitution**

### **ARTICLE I - NAME OF THE ORGANIZATION**

The name of the organization shall be the California Community College Soccer Coaches Association (hereafter referred to as CCCSCA). The CCCSCA shall be a non-profit organization.

### **ARTICLE II - PURPOSES AND OBJECTIVES**

- Section I** To develop within the coaches of our organization a deep sense of responsibility for maintaining and conducting athletics at the highest possible standards.
- Section II** To provide the opportunity for coaches of soccer at community colleges throughout the state to join in a common effort for the improvement of programs for our athletes and to develop a unified voice for communicating our needs.
- Section III** To advocate fair competition and sportsmanship in our soccer players, on and off the court.
- Section IV** To improve the level of play and to work toward the improvement of techniques and playing conditions.
- Section V** To honor players and coaches who are members of the CCCSCA by awarding them for their accomplishments in soccer.

**Section VI** To work closely with the California Association of Community Colleges - Commission on Athletics for the achievement of these objectives.

### **ARTICLE III - MEMBERSHIP OF THE ASSOCIATION**

**Section I** Composition: There shall be one type of membership: Active.

A: ACTIVE: Any member of the soccer coaching staff of any accredited California community college may become an Active member of the Association upon payment of the annual dues. Active members will be the voting members of the Association. Active members will be entitled to free admission to regional and state soccer tournaments. Active members will be entitled to nominating and voting privileges for the all-region and all-state teams. Active members will be entitled to nominating privileges for CCCSCA academic awards and the sophomore showcase game. Active members are entitled to be nominated for CCCSCA coaching awards.

### **ARTICLE IV - ORGANIZATION**

The CCCSCA will be representative of all the athletic conferences in the state. There shall be elected: (1) Officers of the Executive Board, (2) Conference/Division Representatives and (3) a CCCAA Representative for soccer.

**Section I** State Officers shall be made of the following: (1) Past-President, (2) President, (3) President-Elect, (4) Regional Presidents, (5) Secretary, (6) Treasurer, (7) Showcase Coordinator, (8) Awards Coordinator.

**Section II** Conference/Division Representatives shall be CCCSCA members who will be elected by their conference/division to be a representative and spokesperson for their conference/division.

**Section III** A CCCAA Representative shall be appointed by the CCCAA Management Council with input from the CCCSCA President.

**Section IV** The Executive Board of the CCCSCA shall be:

- 1) State Officers
- 2) Regional Presidents
- 3) Conference/Division Representatives
- 4) CCCAA Representative

**Section V** In the case of a vacancy in the office of President, the President-Elect will move up. In the case of a vacancy in other offices, the President will appoint a successor with approval by polling the Executive Board.

**Section VI** In the case of a vacancy of president the past president shall move up immediately and assume the presidency. The region where the vacant president came from has sixty days to nominate a replacement president. A statewide election shall be held within thirty days. If a president has not been elected by this time it goes to the president-elect.

#### **ARTICLE V: COMMITTEES**

**Section I** Seeding Committees  
Members (and alternates) of the North and South Regional Seeding Committees for post-conference play will be head coaches who are Active members of the CCCSCA elected by their conference/division to serve a one-year term so long as each conference/division has a representative.

#### **ARTICLE VI: MEETINGS**

The Executive Board will also meet two times per year 1) at the State Tournament; 2) in the spring (2nd Wednesday in May). Special meetings may be called at the discretion of the President.

There shall be one meeting of all members of the CCCSCA, the General Assembly meeting, at the State Soccer Tournament each year.

Each conference/division representative shall call an organizational meeting for his/her conference each pre-season and post-season. Each conference representative shall send an updated conference directory to the CCCSCA Secretary.

All agenda items must be submitted to the president and regional president one (1) week prior to the scheduled meeting.

#### **ARTICLE VII: QUORUM**

The active members attending the General Assembly meeting shall constitute a quorum for the transaction of business. Executive Board meetings shall require a majority of the Executive Board for the transaction of business.

**ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

Amendments to the CCCAA Constitution and Bylaws, soccer championship handbook or the CCCSCA Constitution and Bylaws may be accomplished using the following procedure:

1. Proposed changes shall be discussed and voted on at the conference level.
  - a. Only items approved by the conference shall be forwarded to the Regional President by the conference representative as agenda items at the regional meeting
  
2. Proposed changes must be introduced as an action item at the regional meeting
  - a. Items that receive a vote of the majority of the active members present shall be put on the agenda for the state meeting as action items
  - b. Only items approved by the regional body shall be introduced as agenda items at the state meeting



## California Community College Soccer Coaches Association Bylaws

### **ARTICLE I - DUES**

**Section I** Head Coach Active members shall pay dues of \$75.

**Section II** New fiscal year for the CCCSCA shall start on August 1.

### **ARTICLE II - ORGANIZATION**

**Section I** The General Assembly meeting shall be made up of all CCCSCA members of the Association. Voting shall be on the basis of one vote per Active member. The Active membership shall elect officers and establish policies of the Association.

**Section II** Officers of the Association: The officers of the Association shall be elected from the Active membership list of the Association.

- A. The President shall alternate between the Northern and Southern regions of the state.
- B. The President-Elect shall be from the opposite region as the President. This officer will serve two years as the President-Elect, followed by two years as the President, and two years as Past-President.
- C. The Regional Presidents shall be elected from the Active membership.
- D. The Showcase Coordinator shall be elected from the Active membership.
- E. The Awards Coordinator shall be elected from the Active membership.
- F. The Secretary shall be elected from the Active membership.
- G. The Treasurer shall be elected from the Active membership.

- Section III** Term of office shall be two years for all elected positions.
- Section IV** Nomination of Officers: Any Active member of the Association has the right to place their name on the nomination ballot for any officer's position.
- Section V** Election of Officers: The election of officers shall be conducted at the Executive Board meeting held at the State Tournament.
- Section VI** Committees shall be established at the General Assembly meeting held at the State Championships. Committees shall be comprised of Active members of the CCCSCA.

### **ARTICLE III - DUTIES OF THE OFFICERS**

- Section I** President
- A. Notify the membership, the CCCAA Commissioner's Office, the CCCAA Sports Management Council Representative, the State Publicist, State Tournament Director and Site Director of the times and places of meetings held at the State Tournament.
  - B. Organize and preside at the General Assembly meeting held at the State Tournament.
  - C. Organize, preside over, and distribute agendas for all Executive Board meetings.
  - D. Supervise the work of the Association.
  - E. Oversee the CCSoccernews website.
  - F. Appoint all committees not otherwise provided for.
  - G. Represent the Association at CCCAA meetings.
  - H. Notify the membership of any special meetings called by the President.
  - I. Represent the Association at the NSCAA convention (the association will pick up cost.)
- Section II** President-Elect
- A. Preside in the temporary absence of the President.
  - B. Perform any duties as assigned by the President.
  - C. Update and maintain a history of the State Championships.
  - D. Represent the Association at the NSCAA convention (the association will pick up cost.)
- Section III** Past-President
- A. Participate as a member of the Executive Board.
  - B. Perform any duties assigned by the President.
  - C. In the event of a permanent vacancy of the president; assume responsibilities until an election is held.

**Section IV** Secretary

- A. Keep a permanent record of the proceeding of all meetings.
- B. Prepare a resume of the minutes and email to the membership
- C. Email ballots for a vote by the association after the General Assembly meeting in December.

**Section V** Treasurer

- A. Compile and distribute an official roster of the active membership to conference representatives, state president, president-elect, regional presidents prior to conference, regional and state meetings.
- B. Establish a checking account for the Association
- C. Receive and record all funds for the Association.
- D. Make all disbursements approved by the Executive Board.
- E. Order the 3<sup>rd</sup> place trophies (4 total) for the state championships.
- F. Render a full and accurate financial statement at the meetings held at General Assembly meeting at the state tournament and the Executive Board meeting in the spring.
- G. Submit budget for previous year and proposed budget for the following year to Executive Board at the May meeting.
- H. Expenses to be paid within two weeks of the end of the State Tournament include CCCSCA Executive Board travel expenses associated with representing the CCCSCA at CCCAA meetings and travel expenses to the State Tournament.

**Section VI** Showcase Coordinator

- A. Communicate showcase process and deadlines with constituency
- B. Communicate with regional showcase coordinators in regards to nominations and selections
- C. Communicate finalized rosters with coaches and players
- D. Organize volunteer coaches for the teams
- E. Prepare game rosters for 4-year coaches at the event
- F. Order game jerseys with numbers for the event participants
- G. Provide post event web story and team pictures for the CCSoccernews website
- H. Compile a list of suggestions/changes to improve the event, if any to present to the Executive Board at the May meeting

**Section VII** Awards Coordinator

- A. Communicate awards process and deadlines with constituency
- B. Work with Treasurer to order certificates and awards as needed
- C. Disburse awards to recipients or their coaches
- D. Issue press releases to CCCAA and CCSoccernews regarding awards

**Section VIII** Regional Presidents

- A. Preside over the regional playoff seeding and business meetings in November
- B. Coordinate Hall of fame nominations from constituency
- C. Organize the vote on the Hall of Fame nominations with the Executive board
- D. Present Hall of Fame recipients at the state championship banquet
- E. Contact recipients after the vote is finalized

**Section IX** Conference Representative

- A. Be the liaison between the Executive Board and the conference coaches and help in disbursement of information.
- B. Provide new coaches within their conference information regarding the Coaches Association, the CCCAA soccer supplement, the Soccer Championship Handbook and all relevant conference information.
- C. Compile conference results and bring the playoff power point and official rosters for any teams from the conference that have a possibility of making the playoffs to the playoff seeding meeting.
- D. Represent his/her conference/division at all Executive Board meetings. Notify conference/division coaches of all items under consideration on each Executive Board Meeting Agenda.
- E. Organize and preside over a conference coaches meeting to be held each pre-season and post-season.
- F. Notify the Executive Board with the new conference representatives name after his/her one-year term is over.
- G. Encourage CCCSCA membership of their conference coaches.

**Section X** General Duties: All officers shall transfer all correspondence, records, funds, and all other materials pertaining to the office to the successor within a period of 30 days' after the General Assembly meeting at the State Tournament

**ARTICLE IV - ORDER OF BUSINESS FOR EXECUTIVE BOARD MEETINGS AND GENERAL MEETING:**

- 1. Introductions
- 2. Review and Approve Minutes
- 3. Report of Officers
- 4. Committee Reports
- 5. Management Council Representative Report
- 6. Action Items
  - a. Election and Installation of Officers
  - b. Items from Regional Meetings
- 7. Discussion Items
- 8. Good of the Order



**ARTICLE V - PARLIAMENTARY AUTHORITY:**

The Parliamentary Authority for this Association shall be Roberts Rules of Order - Revised.

**ARTICLE VI - AMENDMENTS**

Amendments to the By-Laws may be made by a majority vote of the members of any regular Executive Board meeting provided that the proposed amendment has been made known to the Executive Board and to all Active members prior to any Executive Board meeting.

**ARTICLE VII - COMMITTEES**

Committees shall be comprised of Active members of the CCCSCA. Committee membership shall be established at the General Assembly meeting at the State Tournament of the previous year. Committee membership shall be by volunteer or nomination process.

**Section I      Seeding Committee**

Seeding representatives (or the designated alternate) shall attend the seeding meeting designated by their region. Seeding reps shall remind all conference head coaches of their responsibilities regarding their opportunity for post-conference competition and the necessary forms to complete. Seeding reps shall receive all power rating forms from teams in their conference/division. Seeding reps shall be responsible for updating their conference/division team's necessary seeding forms at the seeding meeting. Seeding reps shall report to their conference head coaches following the seeding meeting.

**ARTICLE VIII - SPECIAL INTERESTS AND EVENTS**

**Section I      Policy Changes**

A. Only head coaches with an ACTIVE membership can propose policy changes.

B. Proposal process:

1. Proposals are to be first be presented at the conference level for revision and a vote to move the proposal forward to the regional level.
2. If the conference votes to move a proposal forward, it is presented by the conference representative at regional business meeting in November.
3. If the proposal is moved forward at the regional meeting, it is placed on the State Business meeting agenda for discussion and vote by the general Assembly.
4. If approved, the president moves forward notifying the constituency and preparing the needed paperwork and or Form V to submit to the CCCAA.

## **Section II All-Region & State Selections**

- A. Only head coaches with an Active membership may nominate players for consideration for the All-Region and All-State team. Each conference/division shall have one elected representative (the conference representative) on the All-Region and All-State Selection Committee that shall submit nominations to the regional president from his/her conference/division to be included in the vote.
  
- B. The All-Region and State Selection Committee shall meet at the winter business meetings.
  - 1. Each gender shall have 48 All-Region selections, 24 from the north and 24 from the south. Each region shall place 6 forwards, 8 midfielders, 8 defenders and two goalkeepers on the all-region team.
  - 2. Each gender shall have 24 All-State selections, 12 from the north and 12 from the south. Each region shall have 3 forward, 4 midfielders, 4 defenders and 1 goalkeeper on the all-state team representing their region (north or south).
  - 3. The All-State recipients will also be members of the All-Region teams.
  
- C. All-Region and All-State selection procedure:
  - 1. Each conference or division can nominate as many players as they have teams in their conference or division.
  - 2. Each conference All-State Selection Committee representative (conference representative) will bring copies of the player order and individual player statistics for the other voting members at the regional business meeting.
  - 3. Conference representatives shall present the nominees for All-State in rank order from their respective conference or division. After discussion of all candidates, the all ACTIVE head coaches present at the regional meeting may vote for the All-State team without being bound to the conference rank.
  - 4. No proxies for head coaches may be sent to the meeting to vote. Only ACTIVE head coaches present at the meeting may vote.
  - 5. Coaches can vote for their own players.
  
- D. All-Region and All-State voting procedure:
  - 1. Conference Representatives will provide information on the players from their conference and or divisions.
    - a. Representatives can vote for players in their conference/division.
    - b. All ballots will be collected together.
    - c. If there are an even number of conferences/divisions, the President's and President-Elect's vote will break ties for their respective regions if needed. The President will cast his/her vote at the same time as the other members.

**Section III Regional Coach of the Year Selection**

- A. Only head coaches with an ACTIVE membership can be nominated for this award.
- B. Each Conference or Divisions can submit one name for Coach of the year at the regional business meeting
- C. If coaches are on the nomination list and have a vote, they cannot vote for themselves.
- D. No proxies are allowed for the Coach of the Year voting. Only ACTIVE head coaches present at the meeting may vote.

**Section IV State Coach of the Year Selection**

- A. Both the men and women's side will have State Coach of the year recipients.
- B. The State Coaches of the Year shall be the coaches that win the State Championship in any given year.

**Section V Scholar-Athlete Selection**

- A. Only head coaches with an Active membership may nominate their players for the CCCSCA Scholar-Athlete teams.
- B. Nomination forms are located on the CCSoccerNews website and must be emailed to the Awards Coordinator (or Association President if there is no Awards Coordinator in office at that time) by February 15 each year.
- C. All athletes who meet the awards criteria and have the correct forms completely filled out and submitted by the deadline shall make the team.

**Section VI Sophomore Showcase**

- A. Only players whose head coaches are Active members of this association may participate in the Sophomore Showcase.
- B. The purpose of the Sophomore Showcase is to allow players the chance to play in 11 v 11 scrimmages with four-year college and university coaches on hand to evaluate their skills.
- C. A goalkeeper session will be held as well, and any goalkeeper not selected to the showcase team can participate.
- D. It is held annually during the State Tournament in a facility near the tournament.
- E. The entry fee is \$20 per player. Players must bring with them a copy of their medical card that is currently on file with their institution and must sign a waiver to participate.
- F. Participating sophomores are responsible for all their expenses (registration, lodging, meals, etc.).
- G. The Sophomore Showcase is open to sophomores (who have completed their community college eligibility) who were nominated by their coach and are academically ready to transfer. They must be in good standing with their coaches, teams and college at the time of the showcase. Players who have already accepted a scholarship, signed a letter of intent or verbally committed to a college are NOT eligible to participate.

- H. Coaches are responsible for submitting a profile for each player they are nominating from their team on CCSoccerNews by the deadline and contacting the regional showcase coordinator for their region about their nominations as soon as the end of the year conference meetings have been completed.

**Section VIII Hall of Fame Selection**

- A. Hall of Fame nominations are open from January 1 to September 30 every year.
- B. The Regional Presidents will call for nominations on January 1 each year
- C. The Regional Presidents will email nominees and voting directions to the Executive Board on October 1.
- D. The Executive Board will send their votes to the Regional Presidents via email by October 15.
- E. The Regional Presidents will notify the CCCSCA of the nominations and recipients.
- F. The Regional Presidents will notify the recipients and invite them to receive their award at the State Championship banquet.

Revised - December 3, 2016