

MARICOPA COMMUNITY COLLEGES

District Athletics Council

HANDBOOK

2017-18



PURPOSE AND STRUCTURE

1.1 Mission

The District Athletics Council (DAC) provides collaborative governance to MCCCCD intercollegiate athletics programs by the development, implementation, evaluation, and enforcement of policies, procedures, and programs to ensure comprehensive, broad-based, student-centered, equitable, and competitive programs.

1.2 Membership

The District Athletics Council shall be comprised of:

- 3 representatives from each MCCCCD College sponsoring an athletic program
- One College President for a college sponsoring an athletics program
- One representative of District Legal Services
- One representative of the Faculty Executive Council

District Athletics Council voting process

- One vote from each MCCCCD College sponsoring an athletics program
- The Presidential representative to the District Athletics Council shall have one vote.
- 2/3 of the voting membership shall constitute a quorum

Additional resource people/members may be invited at the discretion of the DAC chair.

1.3 Chair

The DAC shall be chaired by a college Director of Athletics with no less than 3 years experience as a member of DAC.

The DAC Chair shall be elected for a 2 year term. The Chair shall be elected by a majority vote of the council in the May meeting (a quorum of the council must be present).

Nominations shall be made during the April meeting.

- Elections will be held during the May meeting of odd numbered years.

1.3.1 Vice Chair

- The Vice Chair shall serve as needed/directed by the chair to assist and support the Chair and Council. The Vice Chair shall be elected for a 2 year term. The Vice Chair shall be elected by a majority vote of the council in the May meeting (a quorum of the council must be present). Nominations shall be made during the April meeting.

- Only candidates that have a minimum of 1 year of DAC experience are eligible to be elected as Vice Chair.
- Elections will be held during the May meeting of odd numbered years.

1.4 Meetings

The District Athletics Council will meet monthly during the fall and spring semesters. Agenda items are to be presented to the chairperson one week prior to a scheduled meeting.

PROCEDURES

1.5 Governing Bodies

The rules and procedures of the National Junior College Athletic Association (NJCAA), NJCAA Region 1, and the Arizona Community College Athletic Conference (ACCAC), shall be adhered to by the Maricopa Community College District and each of its Colleges in the administration of athletics programs.

1.6 Sports Procedures

- Length of season, start date, game date and ending date, number of contests and scrimmages and signing date shall be in accordance with ACCAC, Region 1, and NJCAA sports procedure dates.
- Official absences for members of an athletic team shall be allowed only during a season of competition in which complete team eligibility rosters are submitted to the NJCAA.

1.7 Coaching

- Any person acting in any manner of coaching duties must be under contract to the College and/or District.
- No coaching contact with students is allowed until the contract is complete and approved.
- An athletics staff member or other representative of the institution's athletic interest shall not make contact during the academic year for the purpose of hiring a member of another MCCCDC athletics staff without first getting written or verbal approval from said institution.
- The number of coaches allowed per team is to be determined by each member institution.

1.8 Recruitment

- All recruitment must comply with NJCAA rules.
- Athletics personnel may respond to communications from out-of-Arizona by telephone, mail, and email only.
- A college employee or designee may not provide meals, transportation, or lodging for the purpose of recruiting an individual student-athlete. College Athletics Departments may host on campus, group recruiting events and may use District/campus funds to provide food/refreshments for student athletes at these events. A District “Official Function Form” must be submitted to justify all expenses incurred at each event, and all receipts or other transactions must be processed through the host college’s Fiscal Office.
- The recruitment of any athlete attending another NJCAA member college is prohibited. Refer to the NJCAA “Contact Rule”.
- For students who are Maricopa residents the NJCAA transfer rule 10B.1.b (4) does not apply.

1.9 Travel

- All in-state travel during regular season competition , will follow MCCCCD travel administrative regulations with a maximum per diem of \$23.00 per day:
Breakfast \$6.00 Lunch \$7.00 Dinner \$10.00
 - **Note: teams traveling outside of Maricopa County one one-day trips which require more than 8 hours total travel time shall be allowed full in-state per diem. (May 2016)**
- Teams traveling outside of Arizona, including post-season competitions , will follow MCCCCD travel administrative regulations and be allowed the per diem as published by the MCCCCD Business Service website:
<http://www.maricopa.edu/business/ap/travel>
- **Travel to all District and National competition will take place no earlier than two days prior to the first day of competition.**
 - **Note: In unusual cases, travel may be modified with PRIOR approval from DAC. (May 2016)**

1.10 Scholarships

- All athletic based scholarships must not exceed the scholarship amount defined as Division II by the NJCAA.
- Any recipient of athletic aid must be designated a resident of Arizona and/or an Arizona High School graduate by the college's admissions office.
- A student-athlete may receive multiple MCCCDC talent awards, but the combined amount may not exceed full tuition and fees.
- A list of all externally funded athletic scholarships available to student-athletes must be on file with the appropriate college Athletics Director or Vice-President of Student Affairs.

The number of letters of Intent and Scholarships shall be as follows:

Sport	# LOI'S allowed	# District funded scholarships	# Scholarships allowed
Baseball	24	15	20
Women's Basketball	15	12	15
Men's Basketball	15	12	15
Men's Cross Country	10	10	10
Women's Cross Country	10	10	10
Football	85	60	60
Women's Golf	8	6	8
Men's Golf	8	6	8
Women's Soccer	18	15	18
Men's Soccer	18	15	18
Softball	24	15	20
Women's Tennis	9	9	9
Men's Tennis	9	9	9
Women's Track	20	15	18
Men's Track	20	15	18
Volleyball	14	12	14

1.11 Post-Season Play

- MCCCCD colleges shall utilize ACCAC and NJCAA qualifying procedures for regional and national competition.
- The District Tournament Account Funds may be used to meet normal travel expenses of any athletic team which qualifies for NJCAA regional or national competition. (See District Tournament Account Procedures.)
- **Travel to all district and national competition will take place no earlier than two days prior to the first day of competition. (May 2016)**
 - **Note: In unusual cases, travel may be modified with PRIOR approval from DAC. (May 2016)**
- **Cross Country National Qualification (for Invitational Meet) (May 2016)**
 - **The Maricopa District team (men and women) that finishes the highest in the Region I Cross Country Meet qualifies for the NJCAA National Meet.**
 - **Any Maricopa District team (men and women) in the Region I Cross Country meet qualifies for the NJCAA National meet if it is ranked in the top 20 in the NJCAA Cross Country poll which immediately precedes the Region I meet.**
 - **Any individual, not on a qualifying team, finishing in the top 15 at the Region I Cross Country meet qualifies for the NJCAA National meet. Individual qualifiers, including multiple individual qualifiers from the same college, may be accompanied to the national meet by one coach. If individual qualifiers of different genders from the same college are coached by different head coaches, one coach may then accompany the qualifier(s) of each gender.**
- **Women's Golf National Qualification – Individual (May 2016)**
 - **For a women's golfer from Maricopa Country to qualify as an individual for the NJCAA National tournament, she must have a current season scoring average of under 100.**

- **Indoor Track & Field National Qualification (May 2016)**
 - Individuals must meet the below qualification standards in order to qualify for the NJCAA national indoor meet. If current year's standards set by the NJCAA are more stringent than any of those listed below, individuals must qualify using the more stringent standards.

Indoor Track and Field Qualifying Standards			
Women		Men	
60m	7.85	60m	6.87
200m	25.51	200m	21.86
400m	58.62	400m	49.16
600m	01:40.13	600m	01:22.57
800m	02:25.79	800m	01:57.83
1,000m	03:13.14	1,000m	02:35.70
Mile	05:25.61	Mile	04:22.91
3,000m	11:02.24	3,000m	08:54.17
5,000m	19:20.24	5,000m	15:36.94
60m	9.17	60m	8.31
4x400m	04:04.57	4x400m	03:20.27
4x800m	10:14.24	4x800m	08:01.07
Distance Medley	13:29.17	Distance Medley	10:37.77
High	1.61	High	2.00
Pole	3.05	Pole	4.35
Long	5.43	Long	7.05
Triple	11.1	Triple	14.34
Shot	12.31	Shot Put	14.93
Weight	14.48	Weight	15.25
Pentathlon	Top 16 Marks	Heptathlon	Top 16 Marks

- **Outdoor Track & Field National Qualification (May 2016)**
 - Individuals must meet the below qualification standards in order to qualify for the NJCAA national outdoor meet. If current year's standards set by the NJCAA are more stringent than any of those listed below, individuals must qualify using the more stringent standards.

Outdoor Track and Field Qualifying Standards			
Women		Men	
100m dash	12.08	100m dash	10.51
200m dash	24.58	200m dash	21.32
400m dash	56.46	400m dash	48.16
800m run	02:21.77	800m run	01:55.35
1,500m run	05:00.40	1,500m run	04:02.66
5,000m run	19:18.75	5,000m run	15:29.16
10,000m run	41:21.94	10,000m run	33:08.52
100m hurdles	14.81	110m hurdles	14.62
400m hurdles	01:07.48	400m hurdles	55:49
3,000m steeple	12:32.71	3,000m steeple	09:56.22
4x100m relay	48.73	4x100m relay	41.08
4x400m relay	04:00.01	4x400m relay	03:16.21
4x800m relay	10:00.97	4x800m relay	07:55.90
High Jump	1.61	High Jump	2.03
Pole Vault	3.20	Pole Vault	4.45
Long Jump	5.58	Long Jump	7.26
Triple Jump	11.48	Triple Jump	14.58
Discus	40.24	Discus	45.64
Hammer Throw	43.94	Hammer Throw	48.29
Javelin	36.43	Javelin	53.27
Shot Put	12.67	Shot Put	15.18
Heptathlon	Top 16 Marks	Decathlon	Top 16 Marks

The Maricopa District team (men and women) that finishes the highest in the Region I Cross Country Meet qualifies for the NJCAA National Meet.

Any Maricopa District team (men and women) in the Region I Cross Country meet qualifies for the NJCAA National meet if it is ranked in the top 20 in the NJCAA Cross Country poll which immediately precedes the Region I meet.

Any individual, not on a qualifying team, finishing in the top 15 at the Region I Cross Country meet qualifies for the NJCAA National meet. Individual qualifiers, including multiple individual qualifiers from the same college, may be accompanied to the national meet by one coach. If individual qualifiers of different genders from the same college are coached by different head coaches, one coach may then accompany the qualifier(s) of each gender.

Women's Golf National Qualification – Individual

For a women's golfer from Maricopa Country to qualify as an individual for the NJCAA National meet, she must have a current season scoring average of under 100.

1.12 **District Tournament Account Procedures**

- Follow District financial Services/Controller Procedure Manual.
- Criteria for use of the District Tournament Fund by the athletic teams will be recommended by the District Athletics Committee.
- The criteria will be reviewed as needed by the appropriate committee with recommendations approved by the college presidents or designee. All requests for utilization of the District Tournament Fund must be approved by the College President or designee.
- The District Tournament Account Funds may be used to meet normal travel of an athletic team which qualifies for NJCAA Regional or National competition.
- All District Tournament Account expenses related to travel to Regional and National competition must be approved by the College President or designee.
- District Tournament Account Funds are not intended to be used to cover expenses related to Valley of the Sun Tournaments with the exception of the Valley of the Sun Football Bowl.
- District Tournament Accounts Funds may be used for the Valley of the Sun Football Bowl Game expenses.

1.13 **Hosting of National Championships**

- MCCCCD Colleges are encouraged to bid for NJCAA National Championships. District Tournament Account Funds may be used to cover all deficits up to \$10,000 related to MCCCCD Colleges hosting National Junior College Athletic Association National Championships.
- Use of District Tournament Account Funds in excess of \$10,000 per event must be approved by the District Athletics Council.
- All revenue generated directly by the national Championships shall be deposited and all expenses incurred shall be drawn from a designated agency account established for the event.

1.14 **Valley of the Sun Tournament Procedures**

- All revenue and expenses related to Valley of the Sun Tournaments shall be accounted in the designated Valley of the Sun Tournament accounts. (Appendix C)
- After conclusion of any Valley of the Sun Tournament, including the Valley of the Sun Football Bowl Game, a final accounting will be presented to the DAC for review.
- Any deficits created in the operation of the Valley of the Sun Tournament shall be the responsibility of the host college with the exception of the Valley of the Sun Football Bowl game.
- A proposed budget for the Valley of the Sun Football Bowl game will be presented to the DAC by the Bowl Director prior to hosting the game for approval.
- Expenses incurred greater than income produced related to the hosting of the Valley of the Sun Football game will be covered by the District Tournament Account.

1.15 **Admission to Contests**

- All MCCCCD Colleges may charge admission for regular season competitions Arizona Interscholastic Association passes shall be honored at all colleges, excluding post-season play.
- Maricopa Community Colleges' employees shall be admitted free to all regularly scheduled MCCCCD events excluding post-season play.

ADDITION AND DELETION OF ATHLETICS PROGRAMS

Addition of a sport to an existing athletic program or addition of a new athletics program to a Maricopa College requires DAC approval.

1.16 Process for Submission of Proposal of New Sport or New Program

- All proposals are to be submitted by February 1st two years prior to the fiscal year for which funds are requested. (Example to begin play in 2007-2008 proposal must be received by the DAC chair by February 1, 2005)
- Proposal must be in compliance with Appendix A of this handbook
- The proposal will be placed on the DAC agenda as an information item for the March meeting.
- The proposal will be placed on the agenda of the April DAC meeting for evaluation, discussion, and revision.
- The DAC will vote for approval, denial, or modification of the proposal at the May meeting.
- A simple majority of the voting membership is required to approve any amendment. (Example: If 7 schools sponsor an athletics program 4 votes would be needed for approval).
- A college starting a new program must sit on DAC as a non-voting member for one academic year prior to the start of competition. Voting status will be granted the academic year in which the college first competes.
- The proposal will then be forwarded, with the DAC recommendation to approve, deny, or revise, to the District Student Affairs Council, The Chancellor's Executive Council (CEC) and the Chancellor's Financial Advisory Council (CFAC) for their review and approval.

VIOLATIONS AND SANCTIONS

1.17 Level 1

- All complaints regarding alleged violations must be submitted in writing (including appropriate documentation) by a member of DAC to the Chair of the DAC.
- The DAC chair will notify the President, Vice President, and Athletics Director of the accused College in writing within 48 hours of the receipt of the complaint. The chair of the DAC will also notify the chair of the VPSA council.
- The accused College will, within 30 days of the receipt of complaint, investigate and report the findings of the investigation. If necessary documentation including additional information or records from other sources such as the District Auditors office, or District business Services shall be included in the report. The report will be submitted to VPSA Council and include a statement of findings, a resolution and/or self imposed sanction (see below) is appropriate.

1.18 Sanctions

- **Warning:** shall be invoked when a violation has occurred but is not considered serious enough in and of itself to warrant more than a formal notification to the offender that it not be repeated.
- The penalty for receiving a warning will be a formal letter by the DAC Chair, co-signed by the Presidential DAC representative to the President and Athletics Director of the sanctioned institution.
- **Probation:** shall be invoked when a violation has occurred that, in the judgment of the College is serious enough to justify probation, or is an example of a continued series of violations.
- The penalty for receiving probation will be the loss of opportunity to participate in the post-season competition in the sport in which the violation occurred.
- **Suspension:** shall be invoked when a violation has occurred that in the judgment of the College is serious enough to justify suspension, when a institution commits a serious violation while on probation, or for a continued series of violations.
- The penalty for receiving suspension will be the loss of the right to participate in that sport for the next full season.
- **Loss of Membership:** shall be invoked when, in the judgment of the College, the offending institution has demonstrated a continued unwillingness to abide by the rules and regulations of the DAC, or has declined to join or renew membership in the NJCAA and Region I.
- **Loss of Membership** shall revoke the right to operate and athletics program at the school.

AMENDMENTS

Amendments to the *DAC Handbook* may be made according to the following procedure:

- A member of the DAC must submit any proposed amendments/changes to the DAC Handbook to the DAC Chair no later than February 1st.
- The amendment will be presented by the chair as an information item at the March DAC meeting.
- The proposed amendment will be on the agenda of the April DAC meeting for discussion.
- The DAC will vote for approval, denial, or modification at the May meeting.
- A simple majority of the voting membership is required to approve any amendment. (Example: If 7 schools sponsor an athletics program 5 votes would be needed for approval.)
- All approved DAC Handbook changes will become effective on July 1.
- **An amendment to the DAC Handbook can be considered for immediate addition or subtraction by a simple majority of the voting membership. New amendment form is submitted with the proposed amendment at any DAC meeting. The DAC has 30 days to review the proposed amendment after the submission. The new amendment is voted on at the next possible DAC meeting. If approved the new amendment will go into effect 30 days after the vote. (May 2016)**

APPENDIX A –REQUIRED DOCUMENTATION FOR NEW PROGRAM PROPOSALS

- A. Letter from the President
 - a. Intent to Participate
 - b. Initial season of completion
- B. Accompanying Documentation
 - a. Implementation Plan
 - i. Facilities
 - 1. Location/Funding
 - 2. Construction plans/timelines
 - ii. Staffing (see Appendix B)
 - 1. May include request for coach/specialist
 - 2. Not to exceed:
- C. Proposed sport numbers
- D. Average of existing overall percentage
 - a. Specialists/sports at MCCCCD colleges
 - b. Budget (average of existing budgets)
 - c. Annual-to include?
 - i. Scholarships
 - ii. Supplies
 - iii. Dues/aid
 - iv. Officials
 - v. Travel
 - vi. Bus/per diem
 - vii. Assistant coach
 - viii. Benefits
 - ix. Game management
 - x. Other/none
 - xi. Initial start up
 - xii. Equipment
 - xiii. Uniforms
 - xiv. Other

APPENDIX B – ATHLETICS STAFFING REQUESTS GUIDELINES FOR NEW PROGRAMS

SPORT	FULL TIME POSITIONS	# ATHLETES/CONTESTS	ASSISTANT STIPENDS
FOOTBALL	4	85/10	3 @ TBD
SOCCER	1	20/20	1.5 @ TBD
VOLLEYBALL	1	12/28	1 @ TBD
BASKETBALL	1	15/30	1 @ TBD
SOFTBALL	1	20/60	1.5 @TBD
TRACK/FIELD	1	25/20	2 @ TBD
BASEBALL	1	25/56	2 @ TBD
CROSS COUNTRY	.5	8-10/10	
GOLF	.5	8-10/16	
TENNIS	.5	8-10/16	

GENERAL ADMINISTRATIVE SUPPORTS? Based on total positions?

DISTRICT FUNDED TRAINER POSITION MAY BE REQUESTED AT:

STIPEND (TBD by sports)

1-3 positions

PSA/ATHLETIC SPECIALIST

3.5-8 positions

MAT OR PSA/ATHLETIC SPECIALIST + STIPEND

8.5-9.5

MAT + STIPEND

10-11.5

MAT + PSA/ATHLETIC SPECIALIST

12-13.5

MAT + MAT

14+

POSSIBLE POSITIONS:

FACULTY

MARKETING/PR

ATHLETICS DIRECTOR

ATHLETIC SPECIALIST

PSA STAFF

PROGRAM ADVISOR

EQUIPMENT CLERK

SPORTS INFORMATION DIR.

ELIGIBILITY

ACADEMIC SUPPORT

ASST. ATHLETIC DIRECTOR

OTHERS

**APPENDIX C – VALLEY OF THE SUN TOURNAMENT
ACCOUNTS**

Baseball	910-700-916950
Football	910-700-911870
Men's Basketball	910-700-915690
Softball	910-700-915600
Track & Field	910-700-914930
Volleyball	910-700-916310
Women's Basketball	910-700-916160