

SOUTHERN CALIFORNIA FOOTBALL ASSOCIATION

SCFA

SUPPLEMENT

FIRST DRAFT
Submitted to
General Membership
February 2008
Revision: 2/4/08
4/22/08
Final Draft: 5/6/08
Adopted: 5/6/2008
Updated: 5/5/2009
Updated: 5/4/2010
amended: 5/3/2011

Table of Contents

1.0	FORMS	4
	1.1 Form 1 and Form 3	4
2.0	MEETINGS	4
	2.1 Conference Meetings	4
	2.2 Coaches/Officials Clinics	4
	2.3 College Organizational Meeting	5
3.0	RULES OF COMPETITION	5
	3.1 Playing Rules	
	3.2 Game Dates and Times	5
	3.3 Decorum Policy	5
	3.4 "No" Tolerance Officiating	6
	3.5 Zero "0" Tolerance of Officiating	6
4.0	SEASON DATES	6
	4.1 Football Season Dates	6
	4.2 Practices	6
	4.3 Games	6
	4.4 Number of Games	6
	4.5 Scrimmages	6
5.0	OFFICIALS	6
	5.1 Selection of Football Officials	6
	5.2 Game Assignments	7
	5.3 Number of Officials	7
	5.4 Facilities for Officials at Games	7
	5.5 Contacting Officials	7
	5.6 Officials Rating Reports	7
	5.7 Evaluation of Officials	7
6.0	UNIFORMS	
	6.1 NCAA Rule 1	7
	6.2 Team Jerseys	7
7.0	EQUIPMENT	8
	7.1. Footballs	8

8.0	HOME TEAM RESPONSIBILITIES	8
8.1	Directions of Campus	8
8.2	Game Staffing	8
8.2.1	Chain Crew	8
8.2.2	Doctor/Ambulance	8
8.2.3	Ball Person	8
8.3	Game Facilities	9
8.3.1	Provisions for Visiting Team	9
8.3.2	Minimum Facility requirement for Hosting Football Games	9
8.4	Field Phones	9
8.5	Security and Game Management	9
8.5.1	Crowd Control	9
8.5.2	Field Control	10
8.6	Statistical Reporting	10
9.0	VISITING TEAM RESPONSIBILITIES	10
9.1	Roster	10
9.2	Field Phones	10
9.3	Towels	10
10.0	GAME REPRODUCTIONS	10
10.1	Exchange Procedures	10
10.2	Video Tape/Filming Restrictions	11
11.0	AWARDS	11
11.1	Conference	11
11.2	Scholar/Athlete- Certificates	12
12.0	ALL STAR GAME POLICY	12
12.1	SCFA policy	12
Addendum A	SCFA Power Ranking Index (PRI)	14

**SOUTHERN CALIFORNIA
FOOTBALL ASSOCIATION
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 SCFA 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 fewer than two-thirds vote of the total number of members of the Executive Committee.

I.0 FORMS

1.1 FORM 1 AND FORM 3

- A. Each college's Form 1s must be mailed and postmarked to the SCFA Commissioner's Office, and the Form 3's must be posted on the COA website prior to their first game. 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. Form C's should be attached to Form 1's.
- B. The SCFA may require each SCFA College to send only one copy of their Form 3's to the SCFA Commissioner's Office. Only upon written request by a SCFA college will copies of another SCFA college's Form 3 be sent. This same procedure will be used for additional names added after the original submission of Form 3's.

2.0 MEETINGS

2.1 Conference Meetings

Defined in the By-Laws — one **prior to the start of the season** and one in the spring **at the end of the season** unless a special meeting is called. **(10/13/08)**

- A. The Fall meeting shall be held prior to the beginning of the season of practice to review new rule changes, SCFA responsibilities as well as taking care of routine business actions.
- B. The **end-of-the-season** meeting shall be held the Tuesday following the final season game to determine All Conference teams will be selected and nominations for All State consideration will be determined, as well as taking care of routine business actions. **(10/13/08)**

2.2 Coaches/Officials Clinics

Regional Clinics will be scheduled prior to each season for all SCFA coaches with the Officials Association's representatives. This meeting will be scheduled by the SCFA Director of Operations, in consultation with the Officials Association and the SCFA Commissioner.

2.3

College Organizational Meeting

- A. A college may schedule an organizational team meeting preceding the start of the sport season. Meeting guidelines are:
 - 1. There shall be only one meeting per sport season.
 - 2. The meeting shall be set prior to the start of practice.
 - 3. The meeting shall be for administrative and education advisement purposes only. The meeting may care for completion of Form 1 athletic eligibility forms, orientation to the college, clarification of practice times and locations, explanation of training rules, securing student insurance information, setting physical exam and/or academic advising appointment schedules. No practice or competition may be held or uniforms and/or supplies issued.
 - 4. There shall be no sport skill instruction or physical activity by meeting participants.
 - 5. This meeting shall be exempt from COA/CCCAA Constitution Bylaw 3.5.

3.0

RULES OF COMPETITION

3.1

Playing Rules

NCAA Rules will be used along with any modifications approved by the SCFA or the COA/CCCAA.

3.2

Game Dates and Times (*also see SCFA Bylaw 3.2.1*)

- A. Games will be played on Friday or Saturday
- B. Home team will determine game time according to the following regulations:

1. Day Games

Day games will begin at 1:00 pm, with the following restriction:

If visiting team travels over 100 one-way miles, the home team must play at night if they have lights or unless the visiting team agrees to play at 1 pm.

2. Night Games

Night games will begin at either 6:00 pm or 7:00 pm

- C. Half Time

Time between halves shall be 20 minutes. An additional 5 minutes may be allowed when special events such as homecoming ceremonies are scheduled. Head coaches of both teams and the game officials must be notified of the 5 minute extension before the game starts.

3.3

Decorum Policy

All SCFA and COA/CCCAA decorum policies apply from the time teams arrive at the site of a game until both teams leave the game site.

3.4 "No" Tolerance Officiating

The SCFA "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.

A. All SCFA scrimmages and games will be played under the "No Tolerance" Policy.

3.5 Zero "0" Tolerance Officiating

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 SCFA Commissioner and the Official's Association. This competition would result in the immediate ejection when unsportsmanlike/personal foul actions occur.

A. If a game is to be played under "Zero Tolerance Officiating", the SCFA Commissioner will notify each head coach and the officials assigned to the game by the Wednesday preceding the game.

4.0 SEASON DATES

4.1 Football Season Dates -See COA/CCCAA Constitution Bylaw 3.11

4.2 Practices - See COA/CCCAA Constitution Bylaw 3.12

4.3 Games

May commence as scheduled on the COA/CCCAA Constitution Sports Chart (See COA/CCCAA Constitution Season Chart, Bylaw 3.11)

4.4 Number of Games

All SCFA members will be scheduled to play 10 games (5 home and 5 away, when possible). Conference games and crossover opponents are scheduled for two years (home and away)

4.5 Scrimmages

All scrimmages shall be open to the public.

5.0 OFFICIALS

5.1 Selection of Football Officials

The selection of officials and the assignment process for all games is covered SCFA By-Laws.

5.2 Game Assignments

Prior to the opening of the season the Officials' Association assigning official will send out to SCFA colleges a master list of officials to be used in SCFA games. Each SCFA college member will grade the officials in the following manner: (1) Preferred, (2) Not Satisfactory, and return to the assigning official. Each season coaches will be allowed to signify no more than 5 officials as "Not Satisfactory". Colleges naming any official as Not Satisfactory will not have those officials assigned to their games.

5.3 Number of Officials

Seven (7) officials shall be used in all SCFA scheduled games.

5.4 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 facility and meeting room for the officials.

5.5 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 SCFA Commissioner.

All contact with the Officials Association should be made through each college's Athletic Director to the SCFA Commissioner. The SCFA Commissioner will review, with the Officials' Association Assigner, complaints received. Game tapes will be reviewed by the regional officials' assigner, the SCFA Commissioner, Conference Presidents and two neutral officials.

5.6 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.

5.7 Evaluation of Officials

Official Game Observers may 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, SCFA Commissioner, **Director of Operations**, and the member SCFA College's Athletic Director and Coach.

6.0 UNIFORMS

6.1 NCAA Rule 1

The NCAA Football Rule Book, which governs uniforms and equipment will be enforced. (See Rule 1, Section 4 of the NCAA Football Rule Book)

6.2 Team Jerseys

Home team shall wear dark colored jerseys; away team shall wear white jerseys. Jerseys must be numbered according to the recommended NCAA rules. Any exception must be made by the home team, at least one week in advance of game.

7.0 EQUIPMENT

7.1 Footballs

A football with two one-inch stripes on two panels per subscribed weight, size and inflation as outlined in the current NCAA Football Rule Book shall be the legal ball for all SCFA 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.

8.0 HOME TEAM RESPONSIBILITIES

The home team will have a college administrator present at all home football games. This administrator shall not be a football coach. (10/13/08)

8.1 Directions to Campus

The home team shall provide each opposing team's Athletic Director with a map of the college, directions to get to college, directions to visiting team locker room and all pertinent parking rules and regulations.

8.1.1 Locker Room for visiting team

A. The home team will provide a locker room/dressing facility to their opponent, which will be a separate private area with adequate security. (5/6/10)

8.2 Game Staffing

8.2.1 Chain Crew

The home team will:

- A. Provide staff for chain crew.
- B. The chain crew serves as an integral function in game play and works 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 crew members are required at all SCFA contests.
- C. Determine the sideline placement of the chains and box.
- D. Shall wear uniforms for official reference points.

8.2.2 Doctor/Ambulance

The home team will:

- A. Provide for a **licensed physician** to be present at all home games
- B. **An ambulance must be readily available from off-site or on a stand-by basis at the site.**

- C.. In conjunction with the Athletic Trainer, develop and rehearse a plan for catastrophic injury or illness. **(adopted 10/13/08)**

8.2.3 Ball Person

Each team will provide their own ball person to make the ball exchange and work under the direction of the game officials.

8.3 Game Facilities and Equipment

8.3.1 Provisions for visiting team

The home team has the following responsibilities:

- 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. Provide the visiting team with comparable video taping capabilities (i.e., height of taping platform, distance from field, etc). If comparable video taping capabilities cannot be arranged then a copy of the home team's game tape must be made available following the contest.
- D. provide a locker room/ dressing facility to the visiting team and to additionally require that the visiting team locker room be a separate private area, with adequate security.

8.3.2 Minimum Facility Requirements for Hosting Football Game

- A. A game clock shall be located at the field and shall be visible from each sideline.
- B. A delay-of-game clock, as required by the NCAA Rulebook, shall be used. In situations where the home team must play at a high school that does not have delay-of-game clocks and no other portables are available, appeals shall be submitted to the SCFA Commissioner.
- C. A scoreboard shall be located at the field and shall be visible from each sideline.
- D. 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.
- E. The Goals will comply with the NCAA Football Rules. Appeals shall be submitted to the SCFA Commissioner.
- F. An equal number of sideline team-benches will be provided for each team.
- G. Colleges with fields not in compliance with the above facility requirements will be scheduled as away games.

8.4 Field Phones

The home team does **not** have the responsibility to provide field phones or any other communication devices to the visiting team. Each team will provide their own field phones.

8.5 Security and Game Management

The home team management has complete control over the venue and is responsible for developing and executing a comprehensive plan for crowd control and the security of all participants and fans. All policies and plans must be provided to both teams prior to the arrival of the teams at the venue and when appropriate be announced to the fans prior to the game.

8.5.1 Crowd Control - home team management

- A. The host college shall provide security personnel, in adequate numbers by police standards, in order to maintain adequate crowd control
- B. Provisions shall be made by the home team to provide separate seating sections for home and visiting students/fans.

8.5.2 Field Control

- A. Head coaches are responsible for the control, behavior, and discipline of their own players, assistant coaches and other team personnel on the bench and sidelines, and that good decorum be in evidence at all time.
- B. All persons on the sideline during the football game must be approved and provided a field pass by the home college.
- C. Game administration must develop a defined procedure for teams to separately enter and leave the field of play for pre-game warm-up, start of the game, half-time and the end of the game. Both teams must abide by these procedures.

8.6 Statistical Reporting

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 to the SCFA Sports Information Director in a timely manner after the game.

9.0 VISITING TEAM'S RESPONSIBILITIES

9.1. Roster

The visiting team must provide their roster to the home team one week before the game and announce to the game announcer any changes in that roster on game day.
(see SCFA Bylaw: 8.1.3)

9.2 Phones

The visiting team will provide their own field phones.

9.3. Towels

The visiting team will provide team members their own towels.

9.4 Locker Room

- 1. Coach of visiting team must be present in their team's locker room to provide proper supervision. Head Coach is responsible.

2. Visiting team is required to leave the locker room like they found it. In other words, clean up after yourselves. Put tape, cups, trash, etc. into trash cans, before leaving the campus.
3. Coach to inspect locker room before teams leaves campus and must report any damage to home team game manager. (5/4/10).

10.0 GAME REPRODUCTIONS

The word video(s) includes all forms of video reproductions including VHS tapes, digital tapes or reproductions, Internet downloads or any other form of game reproductions.

10.1 Exchange Procedure (5/10)

- 10.1.1 It will be the responsibility of the head football coach at each SCFA member college to arrange for all their football games to be video taped.
- A. Opposing coaches must communicate TWO WEEKS PRIOR to the week that they play their game to make video requests and arrange for exchange procedures.
 - B. Videos must be **available for internet download** by no later than 5:00 pm, 10 DAYS (preceding Wednesday) prior to the scheduled contest. **The most recent game played must be available by Sunday (12 noon) preceding the next contest**
 - C. An up-to-date numerical roster must be provided at the time videos are exchanged.

- 10.1.2 Each head football coach will exchange game video tapes with his next opponent for scouting purposes. The SCFA exchange policy requires coaches to **make available via internet download all games played**

- A. If a BYE occurs in either team's schedule, it will not affect the exchange rules.

- 10.1.2 All exchanged videos will be unedited game masters

10.1.3 **Game videos will be exchanged via internet download**

- 10.1.4 If the condition of a requested game/scrimmage video is bad (see 10.1.6), the opposing coach must be notified of the condition of the video quality, and make arrangements to get that game video from the opponent and deliver it to the next week opponent by Monday, 12 noon, of the week of the game.

10.1.5 Video Quality

- A. College must use "broadcast" quality video for their games.
- B. 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.
- C. Should a question arise as to the quality of the video, etc., the opposing coach may request another tape be made immediately available.
- D. Video camera operators should be instructed to start the camera as the offense breaks the huddle, continue filming until the entire play is over, and stop the camera between plays. The total offensive and defensive formation must be visible before the play starts.**

10.2 Video Taping/Filming restrictions

- A. No member of the SCFA may take video reproductions, still or motion pictures of any opponent's games in which that member college is not participating. (No scouting with a video or camera of any type.)
- B. No still/motion/recording tape video photography will be shown during a contest, at half time or during time outs.
- C. The SCFA Commissioner will determine penalties for non-compliance with the videotape exchange policy.

11.0 AWARDS

Shall be provided by SCFA

11.1 Conference

- A. Championship Team - Trophy/Plaque

The Championship team of each conference, as defined in the SCFA ByLaws, will be awarded a championship trophy/plaque. Duplicate awards will be provided in case of conference co-champions.

- B. All Conference Team Selection.

Each conference will meet, under the direction of the Conference President, to select an All-Conference team and select one MVP player for both offense and defense.

Certificates will be provided for 1st and 2nd team All-Conference Selections.

Each college is responsible for lettering and awarding the individual certificates.

- C. Conference Most Valuable Player (Offense and Defense) - Trophy/Plaque

Must be a member of All Conference 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 SCFA and for the awarding of the trophy/plaque.

- D. Conference Coach of the Year

Coach of the Year shall be voted on by the conference coaches. These names will be forwarded to the CCCFCA. Plaque/trophy will be provided by the SCFA for the Coach of the Year in each conference.

11.2 Scholar/Athlete - Certificates

Each SCFA college administration is to provide the SCFA Commissioner with the name(s) and transcript(s) of their student/ athletes who have completed the second sport season and is listed as a final participant on the Form 3. 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 Conference President will develop a final Scholar/Athlete list for their respective conferences and report to this information to the SCFA Commissioner's Office.

12.0

ALL STAR GAME POLICY (CCCAA Bylaw 2.9)

12.1

All SCFA members must follow all COA/CCCAA policies concerning All Star games:

- A. No employee of a college and/or any other individual acting on behalf of a college shall be involved in the sponsorship, 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.
- B. All Star teams may not hold any practices on any Southern California Football Association junior/community college field.
- C. California community college facilities may be used for 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 facility and to do so in a manner that does not lead to a recruiting advantage for their program(s).

Coaches/staff members may attend All Star games but cannot ~~wear school colors or logos~~, be on the sidelines or talk with any students participating in the game.(amended April 2011)

Coaches may only attend out-of-state All Star games if any of the participants in the game are legal student/athletes from their district playing in the game.

- D. If a person has made a verbal or written arrangement to be involved in an All Star games: See COA/CCCAA Football Guide All-Star Contests and Competition, and COA Bylaw 2.95.
- E. No employee of the college and/or other individual acting on behalf of the college shall be involved in the sponsorship, management, coaching, supervision, promotion, or player selection of any high school All-Star team: See COA /CCCAA All Star Contests Bylaw 2.9.2

F.SCFA coaches may not attend ANY ALL STAR PRACTICES.

SCFA Power Ranking Index (PRI)

1. Champions of the National Northern and National Southern Conference will qualify for the Southern California Regional Football Playoffs. They will not receive a PRI ranking.
 - In cases of ties for the championship - the tie-breaking sections of the SCFA Bylaw 8.1.5 shall apply. The team that loses the tie breaking procedure will be power ranked to see if they qualify for the 3rd or 4th spot.
2. A Power Ranking Index (PRI) will be used to determine the 3rd and 4th qualifiers to the Southern California football Regional Playoff. The two teams with the highest PRI ranking will qualify to the playoffs.
3. In keeping with existing precedence and the Post Conference goals and mission of the CCCAA/COA, only teams with winning records will receive a PRI ranking.

(Note: a 5 win and 5 loss overall record is not considered a winning record)
4. For purposes of determining the 3rd and 4th qualifiers to the playoffs, the following tie-breaking steps will be used:
 1. Head to head competition
 2. Number of conference wins
 3. Number of overall season wins
 4. Compare wins of tied teams against the top-ranked con-conference teams in the CCCAA/COA poll in descending order, i.e. compare the tied teams with the team ranked #1 in the poll, then with the team ranked #2 in the poll, then with the team ranked #3 in the poll, etc.
 5. Highest ranked team in the Final CCCC/COA poll.
 - Note: the tie breaking steps listed above, will be applied in order, 1 -through 6, until tie is broken
5. Qualifying teams to the playoffs will be placed in the 4-team bracket according to the provisions of the Football Championship Handbook.

6. PRI points:

<u>Conference placement Points</u>	<u>Win Points</u>	<u>Finish Points</u>
Teams in National receive 21 pts Teams in Central receive 15 points Teams in American receive 10 points	A win over National team = 25 pts A win over Central team = 10 pts A win over American team = 5 pts.	<p>In the National Division:</p> 1st place conference finish = 70 pts 2nd place conference finish = 56 pts 3rd place conference finish = 35 pts 4th place conference finish = 10 pts 5th place conference finish = 5 pts 6th place conference finish = 0 pts 7th place conference finish = 0 pts
		<p>In the Central Division</p> 1st place conference finish = 10 pts 2nd place conference finish = 8 pts 3rd place conference finish = 7 pts 4th place conference finish = 6 pts 5th place conference finish = 4 pts 6th place conference finish = 2 pts 7th place conference finish = 1 pts
		<p>In the American Division</p> 1st place conference finish = 5 pts 2nd place conference finish = 4 pts 3rd place conference finish = 3 pts 4th place conference finish = 2 pts 5th place conference finish = 1 pts 6th place conference finish = 0 pts 7th place conference finish = 0 pts