

# STANDING RULES

Updated January 31, 2015

For the

## PACIFIC COAST COLLEGIATE SAILING CONFERENCE

---

### **1. Area Associations:**

- 1.1 The PCCSC shall be comprised of two area associations geographically separated. The Northern Area shall consist of colleges located north of latitude 36 north. The southern area shall consist of colleges located south of latitude 35 north. Members located between latitude 35 and 36 shall declare each year the area with which they desire to affiliate.
- 1.2 For the 2014-2015 season the teams are divided as follows:
  - a. North: CAL, CMA, CSUMB, SCU, STAN, UCD, UCSC
  - b. South: ASU, SLO, CSUCI, CSULB, UCLA, UCI, UCSB, UCSD, USC, WEST

### **2. Dues:**

- 2.1 The PCCSC Graduate Treasurer will bill each member college according to the schedule outlined in Appendix B: PCCSC Billing Policy.

### **3. Fiscal Year:**

- 3.1 The fiscal year of the PCCSC shall begin January 1st and end December 31st.

### **4. Entry Fees:**

- 4.1 Individual hosting colleges may charge fees for regattas to defray special administrative expenses incurred, such as meals, lodging, transportation, trophies, gifts, special equipment and regatta specific operation costs. Any fees, entry or otherwise, and the benefits of the fees must be included in the Notice of Race. Entry fees may not exceed \$10.00 per day of event plus direct benefit cost (i.e. meals, parking fees, lodging, etc.). All entry fees must be paid to the host school before the entry is accepted.
- 4.2 Spring Championships shall have the following entry fees, payable to PCCSC (outlined in Appendix B: PCCSC Billing Policy)
  - a. Coed Conference Championship: \$100
  - b. Women's Conference Championship: \$100
  - c. Team Race Conference Championship: \$150
- 4.3 The host school will not pay the entry fee and \$25 of each entry will go back to the host school for hosting expenses. The remainder will go into the PCCSC Travel Fund to assist teams traveling outside of the conference for post season events.

### **5. Charter Fees:**

- 5.1 All charter fees (for boat use) must be paid to the chartering school or the borrowing school may not be scored in the regatta. Charter fees shall not exceed the following scale:
  - a. Keelboats over 20' LOA: \$50.00 per day; sails included.
  - b. Dinghies under 20' LOA: \$50.00 per day; sails and/or delivery not included.

### **6. Collection of Debts**

- 6.1 PCCSC member organizations, having demonstrated difficulty in collecting outstanding debts from other member organizations, may petition the Conference Commissioner for immediate payment from PCCSC

funds. The Executive Committee shall then hold hearings to determine judgment and take disciplinary action as necessary.

**7. Representation on the Executive Committee:**

7.1 The Northern and Southern Area Associations shall independently elect three representatives to serve an annual term on the PCCSC Executive Committee. Should a vacancy develop, the area association, which lost the representative, shall appoint a substitute. The members of the Executive Committee shall be announced and will take office at the Annual Meeting of the PCCSC.

7.2 The Undergraduate President position shall rotate between the Northern and Southern Areas with the Northern Area holding the role in odd numbered years and the Southern Area in even numbered years.

**8. Proxies:**

8.1 A valid proxy shall be held only by a person not regularly a member of the PCCSC Executive Committee. Graduate positions must be filled by Graduate proxies and Undergraduate positions by undergraduate proxies. Proxies shall be submitted in writing to the secretary not later than the call to order of any meeting.

8.2 No proxy votes are allowed for other committee meetings.

**9. Delegates:**

9.1 Each member school of the PCCSC is allowed one voting delegate to Annual or special meetings of the Conference. The delegate must be a full-time undergraduate of the college represented. Each delegate must register with the Conference Commissioner prior to the commencement of the meeting. Delegates who are late in arriving may register immediately after the action, which is on the floor, is completed.

**10. Official PCCSC Business Meetings:**

10.1 PCCSC Annual Meeting

- a. The PCCSC Annual Meeting is to be held in January/February at a date, time and location to be announced, information to be available by the PCCSC Fall Dinghy Championship Regatta.
- b. This meeting is to be alternated yearly between the Southern Area and the Northern Area and to correspond to the area of the Conference President.

10.2 PCCSC Executive Committee Meetings

- a. A fall meeting is to be held in conjunction with the PCCSC Fall Dinghy Championship, with a time to be announced.
- b. A winter meeting is to be held in conjunction with the Annual Meeting, with a time to be announced.
- c. A spring meeting is to be held in conjunction with the Pacific Coast Dinghy Championships, with a time to be announced.
- d. Monthly conference calls may be scheduled during the competition year to discuss any pertinent or time sensitive business. All schools shall be invited to the conference calls and a notice of time and call in information shall be published 1 week prior.

10.3 PCCSC Scheduling Meetings

- a. The PCCSC Racing Schedule shall be prepared 1 year out and be presented at the time of the PCCSC Dinghy Pacific Coast Championships. Minor edits for the following fall/spring may be made no later than the PCCSC Annual Meeting.

**11. Conduct of Participants**

11.1 The PCCSC is dependent upon the individual college teams and local yachting organizations to assist in conducting competitive and social events by providing facilities, equipment and personnel. It is imperative that the relationships with these organizations are maintained at the highest level to protect the future of intercollegiate competition. For this reason, the Executive Committee must be responsible for the regulation of schools or individuals whose actions are detrimental to this concept. Any school team, coach or other individual may bring charges against a participating team or individual by written request to the Graduate Executive Vice-President who will investigate the situation and report to the Executive Committee with recommended action. The team or individual accused may be represented at such a hearing. It is the duty of the Executive Committee, when situations warrant, suspending individuals or teams from further participation for a specified period of time. If any financial obligations are involved, the Executive Committee shall determine the amount and method of remittance.

**12. PCCSC Championship Events:**

12.1 All PCCSC Championships events that qualify a team or teams for an ICSA Championship shall be sailed in conditions as close to the nationals conditions as feasible. This includes venue location, course configuration, and conditions. Schools should submit bids to host PCCSC Championships to the Executive Committee prior to the PCCSC Annual Meeting.

12.2 The Conference Commissioner of the PCCSC is the Conference official responsible for the proper conduct of championship events. The Undergraduate President or appropriate Executive Officer shall submit written proposals for hosting Conference Championships at the Annual Meeting.

**13. PCCSC Match Racing Conference Championship – Richard B. Sweet Trophy**

13.1 PCCSC Regular or Provisional member schools in good standing may enter.

13.2 The top Regular or Provisional member school is eligible for the ICSA Match Race National Championship.

13.3 This event is to be alternated yearly between the Southern Area and the Northern Area unless, due the unavailability of boats, it is necessary to sail the Sweet Series in a particular area. It may also be sailed in Hawaii when a majority of the members agree.

13.4 The date of the Match Racing Conference Championship, host school, boats, fleet size and site are to be established at the time of the spring meeting of the Executive Committee.

13.5 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time racing shall continue until sunset. If the minimum number of races still has not been met there shall be no Conference Champion. To determine which team will represent the Conference at the Nationals all of the participating teams shall be invited to submit a resume for review by an outside panel comprised of the Conference Commissioner and 2 others with preference given to knowledgeable match racers. The resume shall conform to the template on the PCCSC website.

**14. PCCSC Men's Singlehanded Conference Championship**

14.1 PCCSC Regular or Provisional member schools in good standing may enter a maximum of 4 sailors each

14.2 The top finishers are eligible for the ICSA Men's Singlehanded National Championship.

14.3 This event is to be alternated yearly between the Southern Area and the Northern Area or Hawaii when the majority of the members agree.

14.4 The date of the Championship, host school and site, and number of entries are to be established at the time of the spring meeting of the Executive Committee.

14.5 Sailors must register for the Conference Championship and prove eligibility no later than 5pm on the Thursday before the event.

14.6 There shall be a maximum of 18 races sailed.

14.7 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time racing shall continue until sunset. If the minimum number of races still has not been met there shall be no Conference Champion. To determine which sailors shall represent the Conference at the Nationals all of the participating sailors shall be invited to submit a resume for review by an outside panel comprised of the Conference Commissioner and 2 others. The resume shall confirm to the template on the PCCSC website.

**15. PCCSC Women's Singlehanded Conference Championship**

15.1 PCCSC Regular or Provisional member schools in good standing may enter a maximum of 4 sailors each

15.2 The top finishers are eligible for the ICSA Women's Singlehanded National Championship.

15.3 This event is to be alternated yearly between the Southern Area and the Northern Area or in Hawaii when a majority of the members agree.

15.4 The date of the Championship, host school and site, and number of entries are to be established at the time of the spring meeting of the Executive Committee.

15.5 Sailors must register for the Conference Championship and prove eligibility no later than 5pm on the Thursday before the event.

15.6 When the PCCSC Women's Singlehanded Championship is sailed the Friday before the PCCSC Men's Singlehanded Championship a minimum of five races shall be completed by the end of racing on Friday. If less than five races are completed the event shall continue until five races have been completed or 1300, whichever is later. There shall be a maximum of 18 races sailed.

15.7 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time there shall be no Conference Champion. To determine which sailors shall represent the Conference at the Nationals all of the participating sailors shall be invited to submit a resume for review by an outside panel comprised of the Conference Commissioner and 2 others. The resume shall confirm to the template on the PCCSC website.

**16. PCCSC Women's Conference Championship – Charley Dole Memorial Trophy**

16.1 All PCCSC member schools in good standing may enter.

16.2 The top Regular or Provisional member finishers are eligible for the ICSA Women's National Championship Semifinals.

16.3 This event is to be alternated yearly between the Southern Area and the Northern Area or in Hawaii when a majority of the members agree.

16.4 This event is to be sailed in the month of April or May with special regard to the National Championships.

16.5 The date of the Championship, host school and site are to be established by the time of the Annual meeting.

16.6 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time racing shall continue until sunset. If the minimum number of races has not been met the event shall be rescheduled (if possible). If it is not possible to reschedule or at the rescheduled event the minimum number of races still has not been met there shall be no Conference Champion. To determine which teams shall represent the Conference at the Nationals the Conference Commissioner shall average the scores of the Women's Pacific Coast Championship and one other women's regatta where the majority of the teams participated (preference given to the most recent event).

**17. PCCSC Coed Conference Championship – Mark Healy Trophy**

17.1 Qualifying PCCSC Regular or Provisional member schools in good standing may enter.

17.2 The top finishers are eligible for the ICSA Coed National Championship Semifinals.

- 17.3 This event is to be alternated yearly between the Southern Area and the Northern Area or Hawaii when a majority of the members agree.
- 17.4 This event is to be sailed in the month of April with special regard to the National Championship Semifinals.
- 17.5 The date of the Championship, host school and site are to be established at the time of the Annual meeting.
- 17.6 The minimum fleet size is eleven (11) berths. In the event that the host is able to accommodate more they must declare so at the time of the PCCSC Annual Meeting.
- 17.7 Teams shall qualify for participation in Coed Conference Championship based on their combined score at the St. Francis Invite and the South Designate. A team's event score shall be their finishing place relative to other eligible teams. The University of Hawaii shall be exempt from this process provided they place in the top 10 school at the Fall Pacific Coast Championship and attend the St. Francis Invite.
- 17.8 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time racing shall continue until sunset. If the minimum number of races has not been met the event shall be rescheduled (if possible). If it is not possible to reschedule or at the rescheduled event the minimum number of races still has not been met there shall be no Conference Champion. To determine which teams shall represent the Conference at the Nationals the Conference Commissioner shall average the scores of the Pacific Coast Championship, the St. Francis Invite and the South Designate.

**18. PCCSC Team Racing Championship – Carter Ford Trophy**

- 18.1 Qualifying PCCSC Regular or Provisional member schools in good standing may enter.
- 18.2 The top finishers are eligible for the ICSA Team Race National Championship.
- 18.3 This event is to be alternated yearly between the Southern Area and the Northern Area or in Hawaii when a majority of the members agree.
- 18.4 This event is to be sailed with special regard to the Team Race National Championship.
- 18.5 The date of the Championship, host school and site are to be established by the time of the Annual meeting.
- 18.6 If the event is held the same weekend as the Coed Conference Championship the fleet size shall be limited to seven (8) berths. The top seven finishers from the California State Team Racing Championship shall advance to the PCCSC Team Racing Championship. If the University of Hawaii chooses to sail the California State Team Racing Championship the top eight finishers shall advance to the PCCSC Team Racing Championship.
- 18.7 If the minimum number of races (as prescribed by the ICSA Procedural Rules) to declare a champion have not been completed by the cutoff time racing shall continue until sunset. If the minimum number of races has not been met the event shall be rescheduled (if possible). If it is not possible to reschedule or at the rescheduled event the minimum number of races still has not been met there shall be no Conference Champion. To determine which team will represent the Conference at the Nationals all of the participating teams shall be invited to submit a resume for review by an outside panel comprised of the Conference Commissioner and 2 others with preference given to knowledgeable team racers. The resume shall conform to the template on the PCCSC website.

**19. Team Uniforms**

- 19.1 All PCCSC Competitors shall wear a uniform designating their school. The uniform should be a lightweight jersey or pinnie worn over the lifejacket or identical colored lifejackets. The college's name, nickname, mascot or other identifying image shall be present on the back of the uniform to designate the college

and shall be the same for all team members. Teams must sign off on the RP form and failure to comply will result in a 20 point per team penalty being added at the conclusion of the regatta.

**20. Varsity and Junior Varsity:**

- 20.1 In any PCCSC regatta, there may be a Junior Varsity division scored separately from the Varsity Division. In non-interconference regattas the Varsity and Junior Varsity fleets may be combined. If the fleets are not combined, in non- interconference regattas, each team may enter two teams in the Varsity Division provided one team is an all-women's team. There is no restriction on substitution between Varsity and JV. Within Varsity and JV all ICSA substitution rules must be followed.
- 20.2 At Interconference Regattas if a second team from a school is allowed (in Varsity) the second team must be all women.

**21. Breakdowns for Bring Your Own Boat Events:**

- 21.1 Break down points will be awarded for boats that breakdown during "non-rotational events", provided that it is deemed by the jury that the breakdown was not caused by a poorly maintained boat or a un-seaman-like action.

**22. Racing Time Limit:**

- 22.1 Regardless of the status of the rotation, racing in any PCCSC scheduled fall dinghy fleet race regatta shall continue until 1530 hours on the last day of competition, for spring dinghy fleet racing events racing shall continue until 1600 hours on the last day of competition unless there is an unanimous decision to do otherwise.

**23. Interconference Events:**

- 23.1 The Interconference Regatta Coordinator of the PCCSC shall administer Interconference Regatta Selections according to the Conference Interconference Regatta Guidelines. (Appendix A) For teams traveling to Interconference events outside of the PCCSC a \$50 Interconference fee will be charged with \$20 going to the PCCSC. Before a team may compete in any Interconference they must have an Interconference Deposit of \$100 on file with the PCCSC Treasurer.
- 23.2 Teams failing to show at an Interconference Regatta for which they are scheduled, will forfeit their Interconference Deposit and must replace it before they can be eligible to compete again.

**24. Responsibilities of Schools**

- 24.1 In fairness to all participants involved teams entering round-robin events are obligated to fully complete the series unless there is valid extenuating circumstances and permission from the Race Committee is granted prior to departure.
- 24.2 Teams scheduled to host events are obligated to fulfill these assignments. Should situations occur in which a hosting school is not able to fulfill their assignment, they are responsible to obtain a suitable host and give reasonable notice to the Conference Commissioner and Conference member schools.
- 24.3 For entry into championship events where each entrant is required to provide his or her own equipment, the entrant may not bring equipment that is inferior to that with which they qualified.
- 24.4 A host school must provide and have available Record of Participation Forms (RP Forms), in accordance with ICSA Procedural Rules. The host school shall send the final results and RP Forms to the Conference Commissioner within one week or the host school will be subject to a last place finish for the regatta.
- 24.5 Teams failing to fulfill obligations are subject to penalties under the Interconference Selection Guidelines, as well as subject to disciplinary action by the PCCSC Executive Committee.

## **25. Procedures for PCCSC Events**

- 25.1 PCCSC is geographically very large, requiring an impressive financial commitment by the membership in traveling to various events. It is important that the membership be informed well in advance of the particular details of Conference sailing events so that proper planning can be accomplished. The following procedures are rules to guide Conference officers and member schools through their responsibilities in properly conducting Conference events. The Executive Vice President is directly responsible to see that these procedures are followed. Failure to follow these procedures shall lead to penalties under the Interconference Selection Guidelines as well as possible additional sanctions by the Executive Committee.
- 25.2 One Month in Advance:
- a. Host school notifies all eligible members and Conference officers with a Notice of Race (NOR). This notice may be mailed to all schools or sent to the PCCSC internet list (PCCSC@lists.collegesailing.org) and shall include the date of event, schedule, location, boats to be used and a contact person. Other specific information may be included. If the Notice of Race is sent out later than 14 days prior to the event, penalties shall be imposed under the Interconference Regatta Selection Procedures.
- 25.3 Day of the Event:
- a. Host school provides to all eligible schools a set of Sailing Instructions.
  - b. Host school provides Record of Participation Forms (RP Forms) and directs completion of the forms by all participating schools.
  - c. Host school provides appropriate equipment and qualified personnel to manage the event. Key suggested items include (but are not limited to) Scoring forms, Protest Forms, Whistles, 'X' flag (or designate), Loudhailers, Appropriate race marks with adequate ground tackle and appropriate race committee and safety vessels.
- 25.4 One week after the Event:
- a. Host school sends to the Conference Commissioner a Regatta Report. This report shall be consistent with ICSA Procedural Rules.
  - b. If the Regatta Report sent out later than 7 days after the event, penalties shall be imposed under the Interconference Selection Procedures.
  - c. Results should also be sent to the PCCSC internet list (pccsc@lists.collegesailing.org) for Conference regattas and to the ICSA Internet list (ICSA@lists.collegesailing.org) for Interconference or qualifying regattas.