



*Championship Handbook for*  
**BADMINTON**

*Edition:*  
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## MISSION STATEMENT

*Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.1:*

### **6.1 Mission Statement**

The purpose of postconference competition (PC) is to reward excellence in individual and team sports through regional and state championship competition.

The goals of PC are:

- A. To provide an opportunity for outstanding teams and individuals to compete in championship events.
- B. To enable individuals and teams to display the values of sportsmanship, dedication, desire, discipline, and tenacity at a high level of competition.
- C. To conduct quality and cost-effective events that ensure optimal athletic performance with minimal disruption of academic programs.
- D. To provide a meaningful athletic experience that will create a positive lifelong impression on student athletes.
- E. To assure equal athletic opportunities and resources for PC events for athletes of each gender.
- F. To provide opportunities for positive educational experiences for participants of each event.
- G. To provide formats and facilities which ensure the health, safety, and welfare of participants.
- H. To provide formats which consider the unique qualities of each sport.

#### **6.1.1 Mission Statement Guidelines**

##### **6.1.1.1 Regional Competition**

- A. A team sport's regional format (north and south combined) shall allow participation of up to 40 percent of the total number of teams competing statewide.
- B. An individual sport's regional format (north and south combined) shall allow participation of up to 40 percent of the total number of individuals competing statewide.

##### **6.1.1.2 State Championships**

- A. A team sport's state championship format shall allow participation of up to 10 percent of the total number of teams competing statewide.
- B. An individual sport's state championship format shall allow participation of up to 15 percent of the total number of individuals competing statewide.

##### **6.1.1.3 The following exceptions to the above guidelines may be approved through the normal legislative process:**

- A. Emerging sports that are expected to grow annually.
- B. Challenged sports that have been in existence for more than five (5) years and have limited numbers and static or declining growth.

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## INTRODUCTION

The following document is designed to provide participants, institutions, and event managers with the necessary information to qualify for, participate in, and/or, host a California Community College Athletic Association (CCCAA) postconference competition event. Please review the document carefully and thoroughly and contact the CCCAA Director of Championships with any questions.

All rules and regulations set forth in this handbook are subject to review and modification by the California Community College Athletic Association (CCCAA).

## 1. GENERAL ADMINISTRATION

### 1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

The official name of all CCCAA-sponsored events shall include the following:

First, “California Community College Athletic Association” (or its acronym “CCCAA”) followed by the sport, then the event designation: ({Northern or Southern} Regional {Round 1, 2, or 3; or Quarterfinals, Semifinals or Final Championship[s]}, or State Championship[s]).

#### 1.1.1 REQUIRED USAGE

The complete and accurate name must appear on all correspondence, advertisements, promotions, and apparel associated with the event.

Examples:

#### **BASEBALL**

Regional: **CCCAA Baseball (Northern or Southern) (Regional or Super Regional) Championship**

or

**California Community College Athletic Association Baseball (Northern or Southern) (Regional or Super Regional) Championship**

State: **CCCAA Baseball State Championship**

or

**California Community College Athletic Association Baseball State Championship**

#### **TRACK AND FIELD**

Regional: **CCCAA Track and Field (Northern or Southern) Regional Championships**

or

State: **California Community College Athletic Association Track and Field State Championships**

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## 1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

### CCCAA BADMINTON STATE CHAMPIONSHIP:

- **Team: May 10 and Individual: May 11-12, 2012**  
**Site: San Diego Mesa College**  
**Event Manager: Frank Bagongahasa, San Diego Mesa College**

Conference dual matches must be completed by the weekend preceding the end of conference competition. (See CCCAA Bylaw 3.11.)

Conference competition, including the final individual tournament, shall be completed by the date set in CCCAA Bylaw 3.11.

### 1.2.1 INDIVIDUAL

The CCCAA Badminton Individual State Championship Tournament shall be held on the third (3<sup>rd</sup>) Friday and Saturday prior to Memorial Day.

### 1.2.2 TEAM

The CCCAA Badminton Team State Championship Tournament shall be held on Thursday of the week of the State Individual Tournament.

## 1.3 START TIMES

See Appendix A, Brackets.

## 1.4 CHAMPIONSHIP FORMAT

### 1.4.1 INDIVIDUAL

A single-elimination with consolation tournament shall be used with 24 entries in singles and 18 entries in doubles. See brackets for singles event and doubles events, Appendix A.

### 1.4.2 TEAM

A. General rules for team competition.

1. The format for a team match shall be:

Round 1 Singles	Round 2 Doubles	Round 3 Singles	Round 4 Doubles
2 – 1	2 – 1	1 – 1	1 – 1
1 – 2	1 – 2	2 – 2	2 – 2
3 – 4	3 – 3	3 – 3	xxxxx
4 – 3	xxxxx	4 – 4	xxxxx
5 – 6	xxxxx	5 – 5	xxxxx
6 – 5	xxxxx	6 – 6	xxxxx

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## **1.5 HOST AND SITE SELECTION**

### **1.5.1 ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE COMPETITION EVENTS**

(See CCCAA Bylaw 6.12.)

### **1.5.2 EVENT SITE (See CCCAA Bylaws 6.8.6 and 6.14.3.)**

1.5.2.1 The postconference competition event site should have adequate campus security and suitable parking with minimal cost to the event budget. The competition area shall be draped to stage this prestigious event. Secure appropriate banners from the CCCAA Office and corporate sponsors. Individual school posters are permissible but will withstand scrutiny of the CCCAA. Additional facility needs include adequate locker rooms, spectator seating, athletic training area, practice area, officials' dressing room, concessions area, space for ticket and program sales, and coaches/media hospitality room.

1.5.2.2 The official event scorekeeper/announcer's table should provide adequate seating for the following individuals: scorekeeper, announcer, scoreboard operator, statistics crew, CCCAA sport representative, and alternate official.

#### **1.5.2.3 INDIVIDUAL**

A. The site of the state tournament shall alternate between the conferences in the north and the conferences in the south. If one (1) region (north/south) has only one (1) conference, the single conference shall host a championship one (1) year and then travel to championships hosted by each of the other region's conferences in succeeding years. When each conference in the state has hosted a championship, the rotation will repeat.

B. The host college shall have access to six (6) championship-level courts, free of overhead obstructions as recommended in USA Badminton guidelines. If available, a facility built primarily for Badminton should be used.

C. The site shall have areas designated for spectator and player seating.

#### **1.5.2.4 TEAM**

The team championships shall be at the same site as the state individual championships or a site within close proximity.

## **1.6 SPORTS COMMITTEE**

### **1.6.1 INDIVIDUAL**

The state individual tournament committee shall be composed of:

A. The event manager.

1. For two (2) years prior to the tournament, the event manager shall oversee the planning of the tournament.

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2. During the tournament the event manager shall determine the order in which matches are to be played and call players to commence play as courts become available. A second member of the Tournament Committee shall be in charge of match control, including tracking court availability and scheduling and take over these duties when the event manager has other responsibilities.
  3. Prior to the commencement of the play, the event manager shall arrange for the following:
    - Numbering of courts,
    - Courtside score sheets,
    - Posting of master draw sheets,
    - Distribution of draw sheets to coaches, and
    - Clipboards and score sheets for each court.
- B. A tournament referee appointed by the USA Badminton Regional Court Officials Chair at the request of the event manager.
1. Prior to the tournament the tournament referee shall be responsible for providing the officiating staff for the tournament, overseeing the development of the draws, and enforcing the USA Badminton draw rules.
  2. During the tournament the tournament referee shall be the head referee. Duties shall include assigning officials to matches, interpreting rules, testing shuttles, and officiating.
  3. At the discretion of the Tournament Referee, Friday's matches may be played earlier. Matches played earlier are subject to mutual consent of participants.
- C. Four (4) additional community college coaches, administrators or staff from the host conference appointed by the event manager and/or the CCCWBCA.

## 1.6.2 TEAM

The state team championship committee shall consist of:

- A. An event manager.
- B. A tournament referee appointed by the USA Badminton Regional Court Officials Chair at the request of the event manager. At the discretion of the tournament referee, matches may be played earlier subject to mutual consent of participants.
- C. Four (4) additional community college coaches, administrators or staff from the host conference appointed by the event manager and/or the CCCWBCA.
- D. Members of the State Individual Team Tournament Committee may fill any of the above positions.

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## 1.7 ANNUAL FORMS

The following forms are available at <http://www.cccaasports.org/forms.asp>:

- Event Contract
- Badminton Proposed Budget
- Badminton Final Financial Statement
- Badminton Participating Team Expense
- Event Manager Checklist

## 2 DETERMINATION OF COMPETING INSTITUTIONS

### 2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. Conferences shall elect one (1) Badminton coach to represent them by February 1 of each year.
- B. The conference representatives' names shall be sent to the CCCWBCA President and the CCCAA Badminton Representative by February 1.
- C. Duties of conference representatives:
  1. Represent their conference in the state individual and team tournament seeding process.
  2. Represent their conference at the state coaches' meeting.
  3. Act as liaison between conference coaches and the coaches association.
- B. Bracket for team. (See Appendix A.)

### 2.2 CHAMPIONSHIP SELECTION

#### 2.2.1 INDIVIDUAL

- A. Conference event managers shall fax the names of conference qualifiers to the state event manager no later than 10:00AM on the Sunday following the conference tournament.
- B. Coaches of individuals and doubles teams qualifying for the state tournament shall fax an entry form for each individual and team from their college to the state event manager by 10:00AM on the Sunday following the conference tournament.

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## 2.2.2 TEAM

If a region has two (2) conferences, the winners of each conference shall play a dual match on the Wednesday preceding the end of conference competition to determine the region's one (1) representative to the state team championship.

## 2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

A. The seeding committee members shall be the event manager, the tournament referee and the conference coaches representatives.

B. Conference tournament quarterfinalists (eight [8] singles and six [6] doubles teams) shall qualify for the state tournament. Conference tournaments shall be played to completion and results will determine the ranking of players qualifying for the state tournament.

1. If a qualifier in the state tournament is unable to compete, the player who was defeated in the qualifying round shall be allowed to play.
2. A college may change only one (1) player of its doubles combination due to injury, illness, or personal reasons. The substitute player may be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, then the team they eliminated in the qualifying round will take their place. The tournament referee shall notify the coach of the first alternate prior to the draw. Once the doubles event has begun, no substitutions are allowed.

C. Procedures for seeding and making the draw.

1. On Monday following the conference individual championships the event manager shall fax or otherwise distribute the names of all entrants and their respective ranking in their conference (1-8 singles and 1-6 doubles) to the seeding committee. The event manager shall also set up a conference call for the seeding committee for the following morning (Tuesday).
2. On Tuesday following the conference individual championships, the seeding committee shall use rankings from each conference to determine the placement of the players in the draws. (See brackets for specific placement; e.g., A1, A2, B1, B2, etc.)
3. Criteria to be used in determining conference ranking (i.e., A, B, or C) will include:
  - Head-to-head results in inter-conference team and tournament matches.
  - Common opponents in inter-conference team and tournament matches.
  - Overall record in team competitions.

The conference receiving the highest ranking based on the above criteria shall be the "A" conference. The second highest ranking conference shall be designated the "B" conference, and the remaining conference shall be the "C" conference.

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If a lack of consensus occurs, a coin toss will determine which conference shall be identified as A, B, or C, with the stipulation that the Northern California Conference will be guaranteed an A or B identification.

4. The event manager and the tournament referee shall make the schedule and fax the draw and schedule to all participating colleges by 6:00PM that Tuesday.

Match #	Time	Events
<b>Friday</b>		
# 1–6	12:00PM	1st round Singles
# 7–12	12:20PM	1st round and 2nd round Singles
# 13–16	12:40PM	2nd round Singles
# 17–18	1:00PM	1st round Doubles
# 19–24	1:20PM	2nd round Doubles
# 25–26	1:40PM	2nd round Doubles
# 27–30	2:00PM	1st round Cons. Singles
# 31–34	2:20PM	1st round Cons. Singles
# 35–36	2:40PM	1st round Cons. Doubles
# 37–40	3:00PM	Q.F. Singles
# 41–44	3:20PM	Cons. Q.F. Singles
# 45–48	3:40PM	Q.F. Doubles
# 49–52	4:00PM	Cons. Q.F. Doubles
<b>Saturday</b>		
# 53–55	12:00 PM	Singles Semi., Cons. Singles Semi.
# 57–60	12:30 PM	Doubles Semi., Cons. Doubles Semi.
# 61–62	1:00 PM	Singles Finals, Cons. Singles Finals
# 63–64	1:30 PM	Doubles Finals, Cons. Doubles Finals

## 2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

Only student athletes certified eligible under CCCAA Bylaw 1.4 may compete in CCCAA Championships.

## 3 INSTRUCTIONS TO PARTICIPANTS

### 3.1 AWARDS

(See CCCAA Bylaw 7.2.)

#### 3.1.1 AWARDS VENDOR

The CCCAA Awards Committee has selected a vendor (**Josten's**) to supply awards for a five-year period, ending with the 2009-10 academic year. **Josten's** will provide medals and trophies which meet specifications provided by the CCCAA Awards Committee.

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## 3.1.2 CCCAA AWARDS—Ordered by the CCCAA Director of Championships:

The California Community College Athletic Association (CCCAA) has authorized a specific number of individual and team awards to be presented at each sport championship. This activity is to honor those who have reached the highest levels of achievement in CCCAA-sanctioned activities:

### CCCAA BADMINTON STATE CHAMPIONSHIP AWARDS

#### Individual

- 1 medal: Singles Champion
- 1 medal: Singles Finalist
- 2 medals: Singles Semi-Finalist
- 2 medals: Doubles Champions
- 2 medals: Doubles Finalists
- 4 medals: Doubles Semi-Finalists

#### Dual Team

- 2 trophies: 1<sup>st</sup> and 2<sup>nd</sup> place teams
- 8 medals: 1<sup>st</sup> place team
- 8 medals: 2<sup>nd</sup> place team

## 3.1.3 SHIPMENT

As directed by the CCCAA Awards Committee, the CCCAA Office shall submit specific information to the awards vendor to include the event site, date, and manager.

## 3.1.4 PAYMENT OF AWARDS

The cost of awards is part of the event budget. The regional invoice will be paid by the event budget through the CCCAA Office. The state championship awards invoice shall be paid through CCCAA sponsorship. For additional clarification of awards administration, call the CCCAA Office. The CCCAA Board has authorized payment for specific awards. Additional awards (MVP, All-Tournament, etc.) not listed shall not be paid through the CCCAA-approved budget.

## 3.1.5 AWARDS DISPLAY

The event manager is encouraged to establish a secure situation to view awards at a banquet or in an awards case on site of the championship event.

## 3.1.6 AWARDS CEREMONY PROCEDURES

**AWARDS CEREMONY**—The awards ceremony is planned to honor athletes who have reached the highest levels of achievement in CCCAA-sponsored events. The event manager shall organize an appropriate ceremony utilizing the CCCAA sport representative and CCCAA Executive in conjunction with the host institution designee; i.e., district chancellor or college president, dean, athletic director, or event manager. If the event is cosponsored, the sponsor’s representative shall be included.

### 3.1.6.1 AWARDS PRESENTATIONS

- The CCCAA sport representative, event manager, and sport coaches association representative will organize an awards table and ceremony.
- Individual and/or team awards should be presented by an official from the CCCAA and/or the host college and include a representative from the sponsoring organization.
- The event manager will coordinate presentation of awards by sponsor representative as per directions from on-site CCCAA representative or CCCAA Office of the Executive, where applicable.
- Be sure to properly introduce (example):  
  
“Now presenting is (Name, Title) representing (CCCAA corporate partner name) and (local name of local sponsors), located at/in (location).”
- Order of Presentation—Awards and team awards shall be presented in the order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (If provided by the Coaches Associations).

The announcer will recognize the names of the individual all-tournament team members. Each member will individually approach the awards table to be visually recognized, receive an award, and walk to the center of the facility.

## 3.2 BANQUET

A banquet may be held in conjunction with the postconference competition. The sport coaches association will administer all banquet functions; however, the event manager may facilitate room availability with the hotel arrangements. The event budget **shall not** reflect any costs for coaches association activities.

Communication with the sport coaches association representative and CCCAA sport representative will facilitate the banquet scheduling.

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## 3.3 COACHES ASSOCIATIONS

(See CCCAA Bylaw 6.6.)

### 3.3.1 CCCWBCA

The badminton coaches are represented by the California Community College Women's Badminton Coaches Association (CCCWBCA).

### 3.3.2 CCCWBCA Business Meeting

A business meeting of the coaches shall be held during the tournament. The officers of the CCCWBCA shall set the agenda for and chair the state coaches' meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college Badminton and to finalize state tournament sites for the next two (2) years.

## 3.4 UNIFORMS

**BADMINTON ATTIRE:** Proper Badminton attire shall be worn during all competition. It is recommended that all teams have official team uniforms, or at least team Badminton shirts. Appropriate, clean T-shirts are acceptable.

## 3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See CCCAA Bylaw 8.1.3.8 through 8.1.3.11.)

## 4 INSTRUCTIONS TO EVENT MANAGERS

### 4.1 EQUIPMENT

The HL Deluxe feather shuttle shall be used as long as the CCCAA sponsorship agreement with HL Corporation is in effect.

### 4.2 EVENT CONTRACTS

The event contract must be signed by the host college president, athletic director, and designated event manager and received by the CCCAA Office no later than February 1, 10/6/09.

An event contract is available at <http://www.cccaasports.org/forms.asp>.

### 4.3 EVENT MANAGER

(See CCCAA Bylaw 6.8.)

A. In order to ensure the highest possible standards in community college athletics for men and women, it is imperative to have careful, committed oversight of postconference competition. This managerial and supervisory responsibility rests with the host site athletic administration.

- B. The president of the host site institution shall designate the athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, who will be responsible for the administration and supervision of all aspects of the postconference competition event held on their campus. The designee must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines.
- C. Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, then an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.
- E. The event manager shall be a community college coach or administrator appointed by the CCCWBCA no later than October 1 of the academic year preceding the year in which the tournament is to be held (i.e., two [2] years prior to the tournament). The state individual event manager *may* also serve as the state team event manager.

### 4.3.1 PERSONNEL

(See CCCAA Bylaw 6.8.14.)

The event manager is responsible for enlisting personnel to assist postconference competition event administration. A pre-planning committee, its timeline, and staff responsibilities should be completed to identify key people and utilize their best efforts. Depending on the postconference competition event, the number of people will vary. Besides the positions designated by the event manager, it is best to have additional individuals who can fill in at a variety of the following places:

- Scoreboard operator
- Scorekeeper
- Statisticians
- Ticket sellers
- Ticket takers
- Concession workers
- Campus security
- Hospitality room hosts
- Locker room attendants
- Custodians/groundskeepers as appropriate
- Program and t-shirt sales

➤ Announcer:

The announcer is a key ingredient to a successful championship event. The announcer should have experience in the specific sport. The event manager and CCCAA sports information director should assist the announcer prior to the competition with typed information on statistics, interesting notes about participating teams or individuals, and announcements; i.e., schedule of next day's competition, promotional materials, sponsor appreciation, etc.

It is very important that the announcer:

- ◇ Prepare all information 24 hours before competition begins.
- ◇ Learn accurate name pronunciation of all individuals involved.
- ◇ Have statistical information and postconference competition records available for filler spots.
- ◇ Be unbiased.
- ◇ Work in advance with CCCAA Office on required scripts to be read during event.

#### Instruction Protocol

Whenever possible, utilize the abilities of an announcer experienced in the sport you're planning. Check with the host college for an announcer experienced with their equipment and facility.

Provide these guidelines to all announcers:

A. Welcome

B. Introduction of Teams

1. Affiliation (Conference and how teams advanced to finals)
2. Win/loss record
3. Number of times in CCCAA championship events

C. Introduction of Team Personnel

1. Starters in numerical order
2. In alternating order when appropriate
3. Coaching staff
4. Support staff

D. Introduction of Officials

E. National Anthem

- F. Immediately prior to start of every game, meet, or match: read CCCAA decorum statement.
- G. Time Out Announcements
  - 1. Use this time to share insightful information about individual players. SID should provide CCCAA, team, and individual information prior to the event.
  - 2. Sponsors
  - 3. Program and t-shirt sales
  - 4. Concessions
  - 5. Other CCCAA events when available
- H. End of Competition Announcements
  - 1. Summary of event's activities, next day's activities, or awards ceremony
  - 2. Thank audience for their attendance

**PUBLIC ADDRESS ANNOUNCEMENTS (AT EVENTS)**—Verify that the public address announcer is reading the sponsorship message according to the script.

Additional message scripts for state events will be provided by CCCAA.

Ensure that the messages are being read with enthusiasm!

**Guidelines for Public Address Announcers:**

*Excerpted from the NCAA Media Guide August 1995 & Adopted by the CCCAA April 1997:*

The primary duty of the public address announcer is to fairly and accurately communicate the necessary information to enhance the enjoyment of the contest for both the home and visiting fans. The following are recommended procedures for public address announcers.

- A. Be FAIR and IMPARTIAL.
- B. Do not attempt to be a cheerleader or the home team's super fan.
- C. Use language that is in good taste, inoffensive, and reflects the high standards of an institution of higher education. Remember that this is a collegiate game not a professional game.
- D. Do not use language or an approach that could inflame or adversely influence a crowd.
- E. Do not anticipate plays or official rulings aloud.

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- F. Give only necessary information. Excessive talk is soon “tuned out” by the crowd.
- G. Familiarize yourself with the layout of the stadium or arena so that accurate directions can be given in the event of an emergency. You should be furnished with a drawing of the area and a listing of any emergency procedures. (If not furnished, ask for one.) Announce convenient routes for leaving the stadium or arena and caution the crowd to drive carefully.
- H. Do not allow anyone, except those authorized by the event manager, to use the microphone. The announcer is responsible for whatever is said over the public address system.
- I. Do not criticize officials’ decisions directly or indirectly.
- J. Remember, it is still possible to be enthusiastic and yet be fair and impartial. You are there to assist in running the championship event not root on the home team. Always be accurate, fair, and enthusiastic.

## **4.3.2 OFFICIALS**

(See CCCAA Bylaws 6.8.4 and 6.8.5.)

### **4.3.2.1 INDIVIDUAL**

- A. At least one (1) month prior to the tournament, the USA Badminton regional court officials chair shall select a tournament referee who shall serve as the officials’ coordinator for the tournament. Coaches may submit a list of preferred umpires to the State Individual Tournament Committee by March 1.
  - 1. The tournament referee will select the umpires and other tournament officials.
  - 2. Six (6) umpires shall be provided each day.
- B. Fees for tournament officials (see CCCAA Bylaw 6.8.5).
- C. Assignment of officials:
  - 1. For rounds of 24, 16, and quarterfinals; service judges and lines judges will be provided upon request once play has started.
    - a. During a game, the request must be made by a player.
    - b. Between games, the request may made by a player or a coach.
    - c. Each team shall provide one lines person if requested.
  - 2. All quarterfinal, semifinal, final championship, and consolation matches shall be officiated by an umpire. Formal introductions shall be given prior to the start of each of these matches. Service and lines judges will be provided for semifinal and final matches only.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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## 4.3.2.2 TEAM

- A. At least one (1) month prior to the tournament, the USA Badminton regional court officials chair shall select a tournament referee who shall serve as the officials' coordinator for the tournament. Coaches may submit a list of preferred officials (umpires) to the State Team Tournament Committee by March 1. The tournament referee shall select the umpires and other officials.
- B. A maximum of six (6) officials shall be requested for the event.
- C. Whenever possible, all matches shall be officiated by an umpire and two (2) lines judges.
- D. Fees for tournament officials (See CCCAA Bylaw 6.8.5.)

## 4.3.3 SECURITY 11/2/10

The event manager must consider the security needs for postconference competition events. Develop communication with campus security and community police regarding the postconference competition event schedule. It is important to budget correctly for the cost of security and crowd control. Utilize student personnel for crowd control.

## 4.4 EVENT SPONSORSHIP

When postconference competition is cosponsored by a corporate or voluntary agency, it is important that consideration be given to that group. In order for the sponsorship to be effective, there shall be a letter of agreement written by the CCCAA Office. The event manager shall be provided with a summary of the agreement. The agreement shall be followed with respect for the investment made by the outside agency(ies).

### 4.4.1 LOCAL SPONSORS

Event managers are advised to seek local sponsorship from sources not competitive with other CCCAA sponsors. It is important that the CCCAA Office be informed of all funding options.

### 4.4.2 SPONSORSHIP MATERIALS

In order to properly support the corporations sponsorship the CCCAA, site directors, tournament directors, event coordinators and all volunteers for all regional and state championship events are asked to be aware and verify the following sponsorship obligations are delivered throughout the entire competition. The material listed below will be supplied to you by the CCCAA Office.

- P.A. Announcements: An official roster of authorized announcements will be provided to event managers approximately six weeks prior to the state championship. The CCCAA requires that any additional announcements being considered receive prior approval of the CCCAA Executive Director. Airing unauthorized announcements is prohibited at CCCAA sanctioned events.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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- Banners: Hang CCCAA partner banners visible to spectators and/or television cameras in prime locations with priority over other sports specific sponsor banners. The CCCAA will forward the authorized banners approximately six weeks prior to the state championship event.
- Media Releases: All sport specific media releases to include event name in title. The CCCAA will provide the full and accurate championship name to each event manager in advance of postconference competition.
- Results Sheets, Media Reports, Stat Sheets, Score Sheets, Signage, Score Logs: *All* to include CCCAA corporate partner logos where feasible.
- Radio and TV Media: Request copies of all coverage be sent to the CCCAA Office.
- LOGOS & PROGRAM ADVERTISEMENTS—*To be provided within sixty (60) days of your championship by CCCAA Office.*
- Please use all logos and camera-ready program advertisements supplied by CCCAA. If you have production deadlines, please contact the CCCAA with ample time to transmit material to you.
- Please provide the CCCAA on-site designate with twelve (12) copies of the official souvenir program upon adjournment of the event and samples of all other promotional material, T-shirts, etc.

## PRODUCT DISPLAY/SALES/SAMPLES/COUPONS (AT EVENT SITE)—

- The CCCAA may be asked to provide space or assist in displays, sales, sampling or coupon distribution opportunities for sponsors with those attending the event.
- Coordinate product display with sponsor representative through CCCAA as per instructions received from the CCCAA Office, where appropriate. This may include but not be limited to product display tables, car displays, hospitality area, etc.
- Verify that product samples and coupons are distributed as per instructions received from the CCCAA Office, where applicable.

### 4.4.3 SPONSOR REPRESENTATIVE

Please provide your best efforts in assisting with the following arrangements for sponsor representatives attending regional and state championship events.

PARKING PASSES—Provide parking passes to sponsor representatives per direction from CCCAA Office of the Executive, where appropriate. If it is not possible to provide parking passes, please provide reserved space and notify the CCCAA Office of the Executive or CCCAA's on-site designate.

## PROPERLY WELCOME ANY SPONSOR REPRESENTATIVES WHO ARE IN ATTENDANCE—

- Provide them with a souvenir program and any other reasonable courtesy (e.g. merchandise sample, meal voucher, free of charge)
- Tickets, if no courtesy CCCAA pass available
- Show them to their special seating area
- Offer refreshments free of charge

## 4.4.4 COLLATERAL ELEMENT, SAMPLE COLLECTION, AND PHOTOGRAPHS

Please collect samples of collateral elements showing sponsor logos such as:

- T-shirts
- Sweatshirts
- Caps
- Souvenir Programs
- Awards
- Tickets
- Score Sheets, Stat Sheets, Logs
- Tickets
- Correspondence

Please direct the official photographer to take photographs at events showing the following:

- Crowds
- Staff wearing sponsor logo jackets
- Sponsor banners
- Sponsor representatives in attendance
- Collateral elements showing sponsor logos

Please send three (3) samples of each to the CCCAA Office of the Executive at finish of each sport season. Your assistance with these items is greatly appreciated and will help in the process of documenting visibility in order to secure sponsorship renewals, as well as additional new sponsors.

## 4.5 FINANCIAL CONSIDERATIONS

(See CCCAA Bylaws 6.8.3, 6.14.1, 6.15, and 8.1.3.1–8.1.3.7.)

### 4.5.1 BUDGET INFORMATION

Colleges hosting the postconference competition events shall provide a proposed budget to their CCCAA [Badminton](#) Representative and the CCCAA Office by [February 1](#). Proposed budget forms are available at [www.cccaasports.org/forms.asp](http://www.cccaasports.org/forms.asp)

A proposed budget is developed through a combination of gate receipts and corporate or voluntary contributions. All postconference competition events are designed to be “cost free” to host colleges; however, without sponsorships, entry fees may be used to defray event administration costs.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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- A. The CCCAA authorizes expenditures as specified in CCCAA Bylaws 6 and 8 and the approved proposed budget. Any additional expenditures shall not be reimbursed through event funds. For authorized game expenses, please see CCCAA Bylaws 6.8.3, 6.15, and 8.1.3.
1. The proposed budget shall not include expenditures for the production and/or sale of items such as T-shirts, souvenir programs, concessions, or the purchase of meals for coaches or students as part of coaches association activities.
  2. When budgeting for an athletic trainer, be advised that there will be no cost to the event budget during the employee's regular work hours. The event budget will include the cost of an athletic trainer when the athletic trainer completes the regularly assigned college work time (See CCCAA Bylaw 6.16, Medical Guidelines for Postconference Competition.)
- B. How Entry Fees Are Determined:

When entry fees must be utilized to defray event administrative costs, use the following formula:

1. Develop a proposed event budget according to the appropriate guidelines of CCCAA Bylaw 6.8.3, Budget Preparation and Participating College Reimbursement.
2. To arrive at the entry fee, divide the proposed budget's total expenses by the number of participants (teams and/or individuals); i.e., proposed budget expenses @ \$2,000 divided by the number of participants @ 40 = individual entry fee of \$50.
3. If the entry fee is insufficient, then the proposed budget expenses must be adjusted to balance with the available entry fees.
4. All entry fees are to be paid, or official college verification that payment is being processed shall be provided prior to the competition. If the appropriate fees are not paid or official college verification that payment is being processed is not provided, the competitor/team will not be allowed to compete. The host college will be responsible for any money due from allowing teams or individuals to participate without paying entry fees first. 4/1/08

## 4.5.2 TICKETS AND PASSES

(See CCCAA Bylaws 6.8.16.)

An individual from your business office should be identified to work with the budget and ticket administration process. This individual will be responsible for overseeing the fiscal process and signing financial forms.

***Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.8.16:***

6.8.16—Ticket Administration: The administration of the sale of event tickets is crucial to the financial success of the event in order to reduce costs to participating colleges. As a general rule, the following ticket practices have been successful:

- A. All tickets shall be numbered.
- B. Ticket sellers shall be assigned tickets by number.
- C. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- D. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:
  - 1. \$8.00 for all seats, except
  - 2. \$5.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (Amended: April 6, 2007; Effective July 1, 2007)
  - 3. Complimentary
    - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
    - b. Coaches with up-to-date sport coaches association membership cards.
    - c. CCCAA Board and CCCAA MC members and conference commissioners.
    - d. CCCAA Lifetime Pass holders.
    - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
  - 4. No conference, staff, or parent booster passes shall be honored.

### 4.5.3 FINAL FINANCIAL STATEMENT

*Excerpted from the CCCAA Constitution and Bylaws, Bylaw 8.1.3:*

8.1.3.6—Upon completion of the CCCAA Badminton State Championship Tournament, a final financial statement shall be sent to the CCCAA Badminton Representative, the CCCAA Executive, CCCWBCA President, and to the athletic director and badminton coach of all competing colleges within 30 days. Final expenses shall not exceed the approved proposed budget. Expenses not covered by income shall be the responsibility of the host college.

8.1.3.7—If the final financial statement is not received within 30 days of the event, a letter will be sent to the college president explaining that if the statement is not received within the next 30 days, a \$25.00 per day late charge will be assessed for each day after the 60-day deadline. A chief business officer and athletic director's signature will be required on all expense forms. Final Financial Statement forms are available online: [www.cccaasports.org/forms.asp](http://www.cccaasports.org/forms.asp).

It is understood that it takes time for some institutions to obtain checks from offices outside of the athletic department. If this is the case at your institution, you must anticipate your financial needs and begin the process sooner.

For those who may be host sites, it would be effective to begin developing your event management procedures well in advance. Plan ahead!

Please feel free to request additional information or to address any problems to your conference commissioner, CCCAA representative, or the CCCAA Office of the Executive.

## 4.6 INSURANCE

*Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.2.3:*

6.2.3—Host institutions and sponsoring agencies of postconference competition events shall have in place primary comprehensive general public liability insurance coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage and shall provide the CCCAA Office with the appropriate insurance certificate upon request.

## 4.7 LODGING

(See CCCAA Bylaws 8.1.3.11.3.)

As feasible, coordinate event housing with the CCCAA's official hotel partner, Choice Hotels. Visit <http://www.cccaasports.org/choicehotels.html> for more information.

Check the availability of hotels or motels in your area when you submit your event contract. A team rate should be secured at two (2) or three (3) properties as a comparison of the best possible rates.

When working with the hotel/motel, try to block individual team rooms in the same vicinity or at least on the same floor. The most appropriate arrangement would be to house opposing teams in different areas; i.e., each team on a different floor or wing of the hotel/motel.

Prepare a guide to available hotels/motels in the area along with pricing to be sent to participating colleges as soon as they are determined. The financial limits of CCCAA Bylaw 8 shall be considered when securing hotel/motel accommodations.

## 4.8 MEDIA ARRANGEMENTS

### 4.8.1 SPORTS INFORMATION

Where event funds are available, it is permissible to arrange for sports information personnel for postconference competition. For further information, contact the CCCAA Director of Communications/Media Relations. Sports information personnel should plan press releases, brochures, statistical summaries, and human interest items about the event. A successful media conference can be planned to enhance the sale of tickets to the event. All publications should include information outlining the role of the CCCAA and include sponsors when applicable. All event results must be reported to the CCCAA Office of the Executive immediately after each day's events.

One (1) member of the tournament committee shall be in charge of publicity and media relations.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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The CCCAA Badminton State Championship Tournament shall be publicized in the local media, including the campus that hosts the tournament, prior to the event.

Members of the local press shall be invited to attend the event.

Press personnel shall be provided with e-mail access if requested and feasible.

During the event scores shall be submitted to the press and the CCCAA Office of the Executive.

## **4.8.2 MEDIA**

The sports information director should announce the selection of the college as the host institution as soon as the host site has been selected. Individual contact with media personnel to generate a feature article or column prior to competition is important. Don't forget the local or campus paper! Accommodate the media whenever possible. Make space available to them near the playing surface or near the scorekeeper's table. Statistics should be distributed as quickly as possible. A formal process to deal with results and information services for media should be developed. Fax and modem services should be made available. Telephone use with credit card-only access is important to the success of the event.

Agencies wishing to sponsor television or radio broadcasts of games shall make arrangements with the tournament director. There may be a cost for these productions. The Executive Director shall establish such costs. Radio broadcasting facilities will be available at the game site. To broadcast, stations must request credentials and make their own arrangements for installation of lines from the telephone company.

## **4.8.3 MEDIA PASSES**

The only media passes honored shall be regular press passes according to host college policies or the CCCAA Media Pass, which can be obtained from the CCCAA Office of the Executive. Media credentials for the event should be available through a will-call system at the ticket booth.

## **4.8.4 MEDIA ROOM/PRESS BOX**

Establish a room for media personnel to encourage a working environment. Have telephone, fax and computer lines available. The media room should also function as a hospitality room where refreshments should be available throughout the event.

## **4.8.5 STATISTICS**

Keeping statistics is an integral part of the success of the postconference competition event. Every effort should be made to develop an efficient and knowledgeable staff. The best location of statistics personnel is at the scorekeeper's table. Members of each crew should be seated next to one another.

The event manager shall assign a person, typically a sports information director, to organize the statistics crew and to be responsible for working with the crew in completing all final statistical forms. All statistics should be completed within 30 minutes following the end of each competition and sent to the CCCAA Office of the Executive at the end of each day's competition. Copies of all statistics are to be distributed to event manager, media, coaches and game staff.

## 4.8.6 PROMOTIONS

To assist the event manager in promoting the event, develop a plan to deal with all issues regarding public relations. Promotions and public relations are vital to the enhancement of an event of this caliber. Suggestions for promoting the postconference competition event follow:

- Distribute fliers on campus and in a variety of local businesses.
- Advertise in local and campus newspapers.
- Provide public service announcements for radio and television.
- List the event in the calendar of events of local businesses and newspapers.
- Place notification on bank or community electronic boards.
- Provide all publicity information to the CCCAA Office of the Executive website electronically.

## 4.9 MEDICAL COVERAGE

(See CCCAA Bylaw 6.16 and Bylaw 9.)

## 4.10 MEETINGS

Sport coaches associations meet annually in conjunction with the state championship. The event manager should secure a meeting room in the tournament headquarters hotel. The event manager may be asked to arrange meals and/or hospitality room arrangements. Request all meeting rooms, banquet space, and room accommodations at the same time to secure the best possible rates.

The costs of the coaches association meeting rooms, meals, and/or hospitality rooms shall not be a part of the event budget. Establish communication with the sport coaches association liaison for meeting room needs.

*Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.8.18:*

6.8.18—Coaches Meetings: Event managers should be prepared to provide time and space for Sport Coaches Association meetings, meals, or hospitality rooms during the event. The costs of these activities shall not be a part of the event budget. Costs for coaches meetings, meals, and hospitality rooms shall be paid by the respective coaches association.

## 4.11 PRACTICE

Not addressed for this sport.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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## 4.12 PREGAME SCHEDULE

### 4.12.1 INDIVIDUAL

- A. A meeting of coaches and the tournament referee shall be held courtside at 9:00AM of the first day of the tournament (Friday).
- B. Each day the gym shall be available to all competitors for warm ups one (1) hour prior to the start of competition.
- C. Prior to the start of each match, the public address announcer shall call:
  1. The name of the event.
  2. The court number.
  3. The names of all players and the colleges they represent.

### 4.12.2 TEAM

- A. Warm-up courts must be available one (1) hour prior to start of team match.
- B. A meeting of coaches and the tournament referee shall be held courtside at 12:00PM the day of the tournament.
- C. Formal team introductions shall be given prior to the start of competition. Introductions shall also precede each of the matches.

## 4.13 PROGRAMS/T-SHIRTS/CONCESSIONS

(See CCCAA Bylaw 6.8.17.)

The production and sale of souvenir programs and t-shirt sales are the responsibility of the sport coaches association or the host college. Providing these items is an option of first, the coaches association, and then the host college. Neither the costs nor profits shall be part of the proposed event budget or final financial statement. However, contractual agreements with cosponsoring agencies may require special advertisement as directed by the CCCAA Office of the Executive.

The event manager should check with campus/venue personnel to determine appropriate product distribution for concession needs. The same procedures used with souvenir programs and t-shirts should be considered for concessions.

## 4.14 SCORING

Team match scoring.

- One (1) team point is earned for each singles match won and the #3 doubles match.
- Two (2) team points are earned for each #1 or #2 match won.
- There are 21 total team points in a team match.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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- The first team to win 11 points wins the match. However, all remaining matches must be played.

## 4.15 RULES

(See CCCAA Bylaw 4.)

All California community college regional and state championship Badminton competition will follow this handbook. USAB rules apply to all Badminton situations not covered in this section.

- A. Team line ups are to be exchanged 15 minutes prior to team introductions.
  - 1. All singles and doubles are to be listed in order of ability as determined by team ladder competition.
  - 2. A player not entered in the same event may substitute for another player. However, once the event has started, no substitutions are allowed.
  - 3. Two copies of the line up are required. One is to be exchanged with the opposing team and the second is for the tournament committee and/or media.
- B. SHUTTLE CHANGES:
  - 1. In matches played without an umpire, shuttles may be changed whenever requested by a player. If only one player requests a change, she must go to the official referee for a ruling.
  - 2. If an umpire is assigned to the court, the umpire shall make the determination.
- C. TIME BETWEEN MATCHES: Participants are allowed a maximum of 12 minutes between matches.
- D. TIME OUTS
  - 1. Injury time outs. Play may be suspended one (1) time during a match at the discretion of the umpire, but may not exceed five (5) minutes. A second injury time out during the same individual match will result in an immediate default.
  - 2. Uniform/Equipment time outs. Time outs to repair or replace uniforms or equipment shall be at the discretion of the umpire and shall not exceed five (5) minutes.
- E. DEFAULTS: Defaults shall be declared by the event manager 15 minutes after the match has been announced. The event manager has the option to change posted match times upon notification of players and coaches involved.
- F. MISCONDUCT:
  - 1. When there is no official assigned to the match, misconduct penalties shall be ruled on by the tournament referee.
  - 2. **INDIVIDUAL:** USA Badminton rules for misconduct shall be followed.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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**TEAM:** When an official is calling a match, USA Badminton rules shall be followed.

## G. COACHING:

**INDIVIDUAL:** On court coaching is allowed only during the 90-second break between games 1 and 2. A maximum of two (2) coaches are allowed on the court. Off-court coaching is allowed during the five (5)-minute break between games 2 and 3.

**TEAM:** Coaching is allowed between games 2 and 3 only.

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## *Excerpted from CCCAA Constitution and Bylaws, Bylaw 4:*

### **CCCAA BYLAW 4.4—DECORUM**

- 4.4.1 DECORUM—Is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:
- A. PARTICIPANT—is a player, coach, team member, team attendant, official or college staff member.
  - B. EVENT—is defined as the time a team or participant arrives at the event site, until the time the team or participant leaves the event site.
  - C. EJECTION—Removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
    - 1. Sport rulebook infraction. Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
    - 2. Decorum violation: Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
      - a. Verbal misconduct or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
      - b. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.

3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
  - a. A decision that a decorum violation has occurred may be appealed to the conference appeals board.
  - b. An appeal does not set aside the sanction while the appeal is being deliberated.
  - c. All decorum violations will result in at least a next event suspension.

*(Adopted April 3, 2009; Effective July 1, 2009)*

- 4.4.2 Where official rule books (see Bylaw 4.1.1) and the CCCAA decorum rules differ, the most stringent rules shall apply. *(Adopted April 3, 2009; Effective July 1, 2009)*

## **CCCAA BYLAW 4.5—SANCTIONS FOR DECORUM VIOLATIONS**

- 4.5.1 The following are minimal sanctions. Other sanctions may be imposed by the college, the conference commissioner, the conference, or the conference appeals board:

- A. **FIRST VIOLATION:** Suspension from the next event.
- B. **SECOND VIOLATION (in the same season):** Suspension from all events for the remainder of the sport season, including postconference competition.
- C. **LEAVING THE BENCH AREA OR POSITION:** Participants entering the field of play, or leaving their position in the field of play, in reaction to a confrontation shall be ejected and sanctioned as outlined in Bylaw 4.3.

If, in the judgment of the official(s), a coach entering the field of play was helpful in the effort to control participants, the sanctions against the coach may be waived by the conference commissioner. Otherwise, sanctions are mandatory.

- D. **PHYSICALLY ASSAULTING AN OFFICIAL(S):** Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the participant shall be suspended from participation in CCCAA athletic events for a period of sixty (60) months.
- E. **TOBACCO AND SUBSTANCE ABUSE:** The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during a CCCAA event shall result in an ejection. (See Bylaw 4.3.1 for when an event begins and ends.)
  1. Tobacco or substance abuse violations shall be considered decorum violations.
  2. Sanctions shall be applied as in Bylaw 4.4.

F. Ejected participants must leave the confines of the playing site and grandstands immediately. *(Adopted & effective June 13, 2011)*

G. Suspended participants may not: *(Adopted & effective June 13, 2011)*

1. Be dressed in game uniform.

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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2. Communicate with any team personnel or officials.
3. Take part in any pregame activities at the site of the competition.
4. Be in the confines of the playing site once pregame activities have started.

**H.** Coaches or team attendants sanctioned by any of the above bylaws are prohibited from participation in the event only, not from carrying out assigned non-event responsibilities.

*(Adopted April 3, 2009; effective July 1, 2009.)*

## CCCAA BYLAW 4.6—REPORTING OF REMOVALS

- 4.6.1 Each removal must be reported to the athletic director within 24 hours.
- A. The athletic director shall immediately inform the conference commissioner.
  - B. Failure by the coach to report within 24 hours shall result in an automatic one (1)-game suspension.
  - C. Failure to report by the athletic director shall result in disciplinary action against the athletic director or the sports program by the conference commissioner.

*(Adopted April 3, 2009; Effective July 1, 2009)*

## CCCAA BYLAW 4.7—DECORUM UNDERSTANDING

- 4.7.1 Each person participating in a CCCAA event shall receive a copy of the decorum policy, and provide written acknowledgment of understanding the rules contained therein.
- 4.7.2 Failure of the institution to conduct decorum training for all coaches shall result in the entire sports program being placed on probation.

*(Adopted April 3, 2009; Effective July 1, 2009)*

## CCCAA BYLAW 4.8—PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.12.

*(Renumbered April 3, 2009; Effective July 1, 2009)*



APPENDIX A

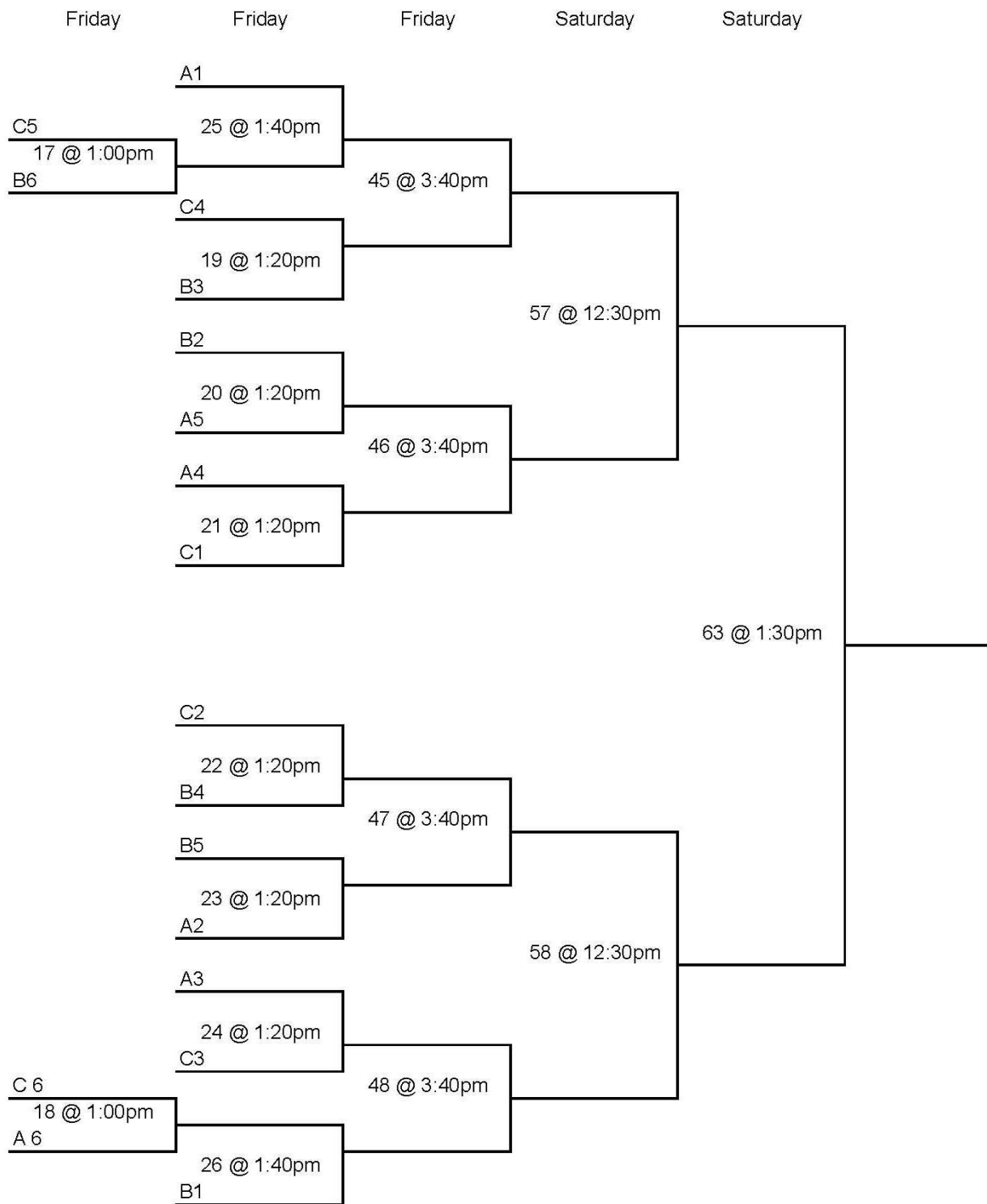
**Badminton State Championship  
Team**

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Northern California Team Champion	
Thursday, 3:00 PM	Champion
Southern California Team Champion	

## APPENDIX B

### Badminton State Championships Individual Doubles



## APPENDIX C

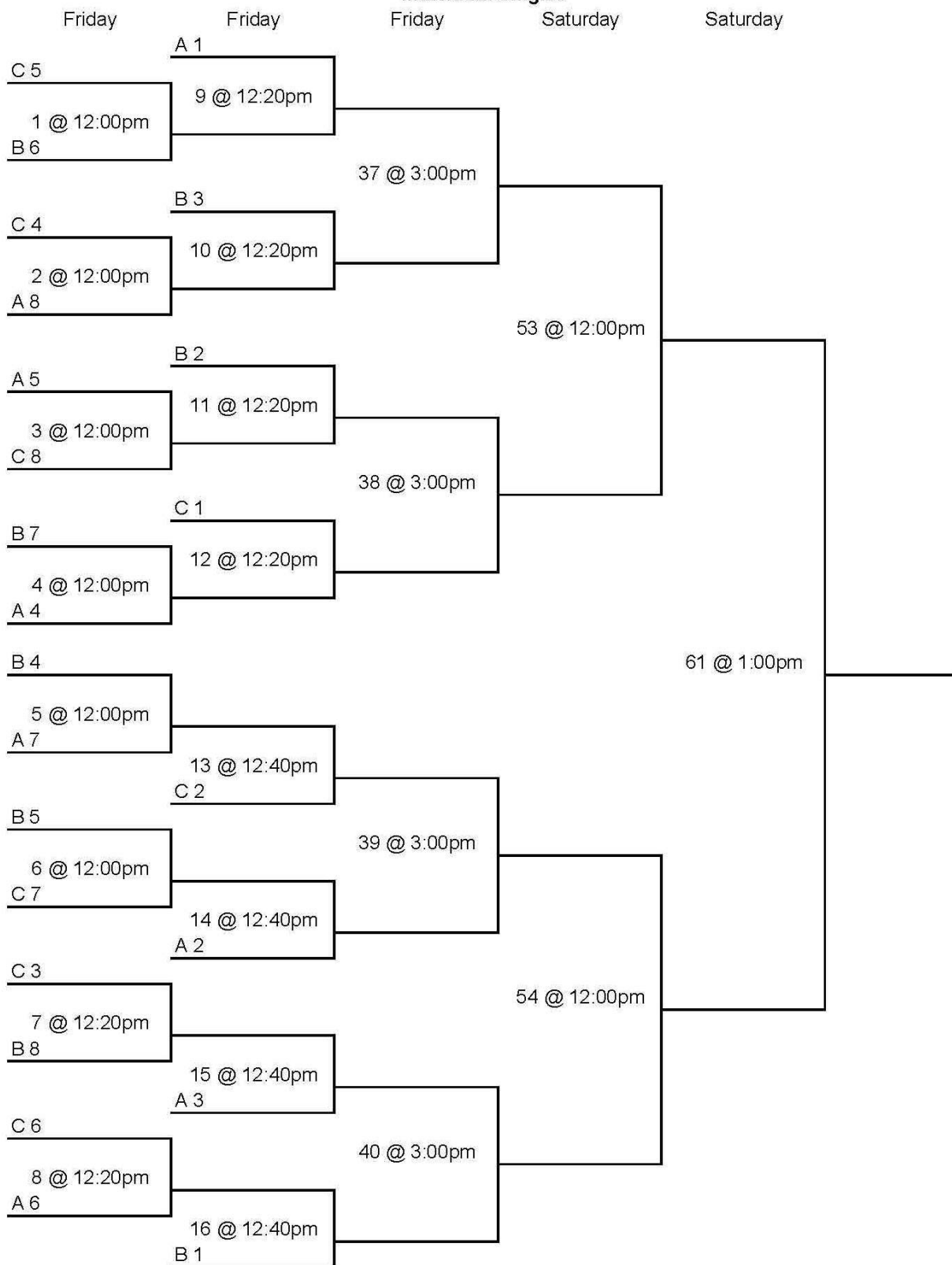
### Badminton State Championships Individual Doubles Consolation



6/10/2010

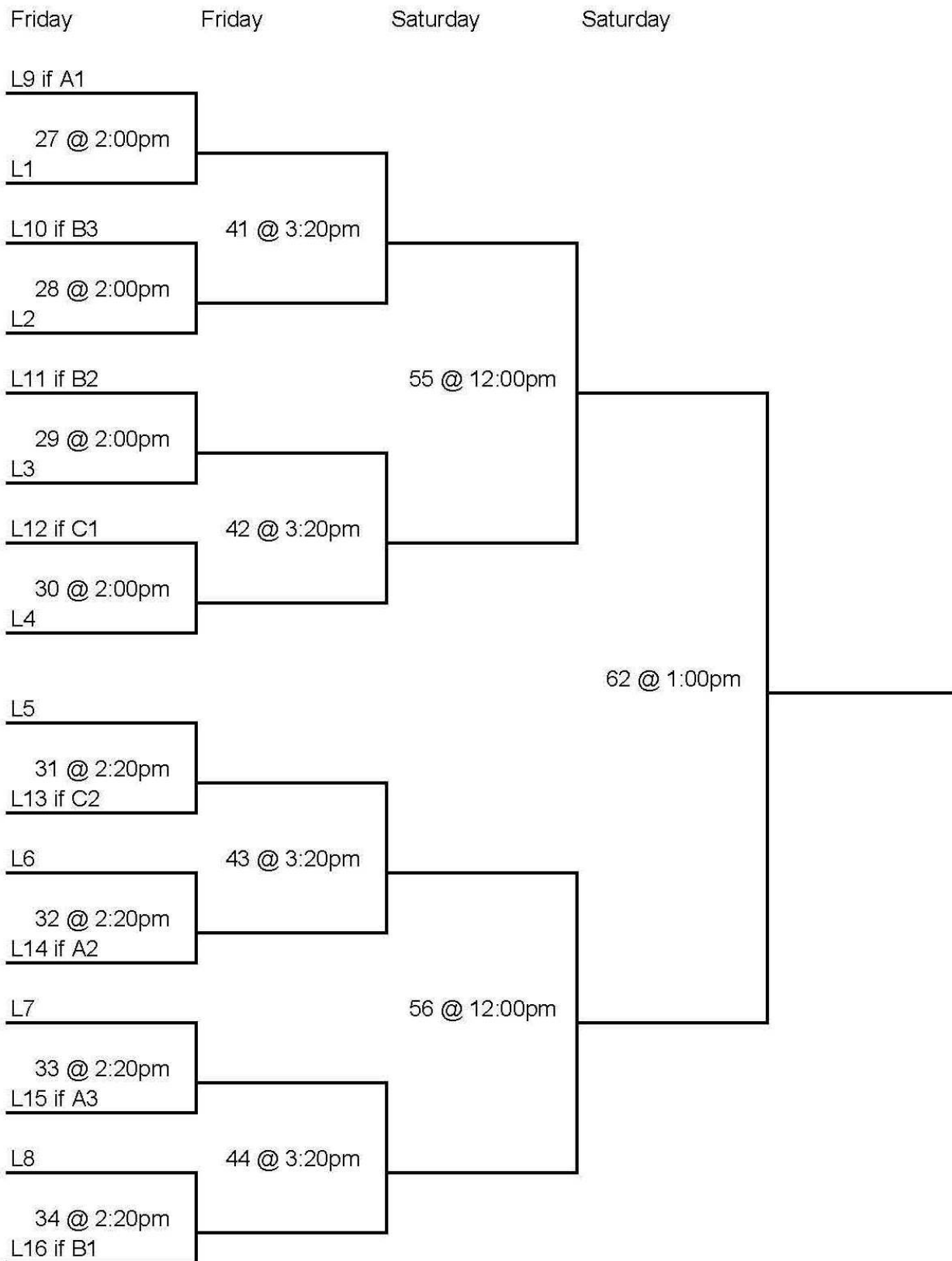
## APPENDIX D

### Badminton State Championships Individual Singles



## APPENDIX E

### Badminton State Championships Individual Singles Consolation





## APPENDIX F



### EVENT ADMINISTRATION CALENDAR

The following is a calendar that provides deadlines for the smooth administration of the CCCAA Badminton State Championship:

**EVENT AGREEMENT CHECKLIST**

Reviewed prior to agreeing to host a CCCAA Badminton State Championship.

**EVENT CONTRACT**

Completed and submitted to the CCCAA Director of Championships prior to February 1.

**PROPOSED BUDGET**

Submitted to the CCCAA Badminton Representative for review and signature and forwarded to/received by the CCCAA Director of Championships prior to February 1.

**ADVANCE PLANNING CHECKLIST**

All tasks on advance planning checklist should be completed eight (8) weeks prior to event.

**AWARDS CHECKLIST**

Completed two (2) weeks prior to event.

**WEEK PRIOR TO EVENT CHECKLIST**

Completed one (1) week prior to event.

**MEDIA CHECKLIST**

Completed one (1) week prior to event.

**SPONSOR CHECKLIST**

Completed one (1) day prior to, during, and immediately following event.

**FINAL RESPONSIBILITIES CHECKLIST**

Begin completion immediately following event.





## ADVANCE PLANNING CHECKLIST

Complete this checklist eight (8) weeks prior to the CCCAA Badminton State Championship:

### FACILITY

Confirm dates for use of facility and arrange preparation of competition surfaces and practice times for athletes. Consider the facility's appearance—determine if additional items are needed to “dress up” the facility or championship competition.

### LODGING ACCOMMODATIONS

Secure hotel/motel team rates (negotiable) and reserve an adequate number of sleeping and meeting rooms for the event.

### PERSONNEL

Make preliminary arrangements for all necessary personnel.

### SCHEDULE

Prepare a tentative schedule for competition, meeting(s), banquet, and other event activities.

### CONCESSIONS/T-SHIRTS/PROGRAMS

Identify costs and sales potential for programs, T-shirts, and concessions. Contact the CCC Badminton Coaches Association President regarding arrangements for t-shirts. Make arrangements for the publication of souvenir programs with consideration given to content, advertising, CCCAA sponsor representation and production.

### MEDIA

Develop a promotional publicity plan for the event. Define how media credentials are to be obtained.

### SPONSORSHIP

Work in advance with CCCAA to prospect sponsors for the event and to secure funds and/or product for the event. Check with the CCCAA Office of the Executive to ensure prospects are not in conflict with current sponsors.

### TICKET PRICES

Admission shall be charged. Determine ticket prices for the event (see Badminton Handbook) and develop a marketing plan for ticket sales. All ticket prices should be publicized well in advance of the event.

### MEDICAL COVERAGE

Contact Athletic Trainer regarding coverage of the event.





### TWO WEEKS PRIOR TO EVENT CHECKLIST

Complete this checklist two (2) weeks prior to the CCCAA Badminton State Championship:

#### COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Badminton Coaches Association president with any questions and thoughts.

#### PERSONNEL

Review staff assignments with key college personnel:

- Security
- Ticket taker/seller
- Concession workers
- Locker room Attendants
- Public Address Announcer
- Statistician
- Athletic Trainers
- Onsite Host Administrator
- Awards Ceremony: Presenters

#### ATHLETIC TRAINER

Confirm training room arrangements, expendable items, and arrangements for a physician.

#### TICKET ADMINISTRATION

Define ticket taker/seller schedule, provide media credentials for admission, arrange for passes for participants and officials.

#### AWARDS

Confirm arrangements for awards presentation. Check accuracy of awards shipment, assemble trophies if needed, arrange to have photographer at awards ceremony.

*Continued on other side/next page*

#### TOURNAMENT INFORMATION PACKET/FACT SHEET

# CCCAA BADMINTON CHAMPIONSHIP HANDBOOK

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Prepare and distribute tournament information to participating teams, media, CCCAA Badminton Representative and CCCAA Director of Championships. Packet/Fact Sheet should include:

- Schedule of events
- Practice site/times
- Schedule of meetings for coaches and for officials
- Order forms for team members for t-shirts and souvenir programs
- Awards program
- Medical guidelines, training supplies, emergency medical care information (local hospitals, assigned doctor, etc.)
- List of local restaurants,
- Local area map, directions to playing site, parking instructions

## SOCIAL ACTIVITIES

Confirm arrangements for social activities; i.e., meal functions, hospitality suite, coaches meeting(s).

## SPORTS INFORMATION DIRECTOR

Discuss publicity, media, souvenir program, statistics, and the awards ceremony with the Sports Information Director.

## SPORTS INFORMATION

Make arrangements for final results to be immediately reported and emailed to:

- CCCAA Office of the Executive: [info@cccaasports.org](mailto:info@cccaasports.org).
- Participating Colleges
- Media
- Coaches Association Designees



## AWARDS CHECKLIST

Complete this checklist one (a) week prior to the CCCAA Badminton State Championship. See CCCAA Constitution Bylaw 7.2.5 Authorized awards for CCCAA-sponsored state championships.

### BUDGET

The cost of state championship awards is included as its own item in the proposed event budget. Awards will be ordered by the CCCAA Director of Championships and paid for by the CCCAA Office of the Executive. Therefore, the expense for the awards should also be listed under income, “sponsorship” (CCCAA awards).

### CEREMONY

An awards ceremony should be planned to utilize the CCCAA Badminton Representative, CCCAA staff, college VIP’s, representatives of sponsoring agencies, community leaders, etc.

### RECEIVED COPY OF ORDER

Spring sport event managers should receive a copy of the awards order by March 1.

### DELIVERY

Awards should be received no later than one (1) week prior to the event (\*trophies may be shipped unassembled). **Carefully check delivery** against order giving specific attention to quality, engraving accuracy, and quantity. Any damaged or missing items should be immediately reported to the CCCAA Director of Championships.

### DISPLAY

Designate and set up an appropriate place to showcase the awards at banquet and/or event sites.

### PAYMENT

State championship awards are paid for by the CCCAA.

### DUPLICATES

In case of ties where duplicate awards are needed, submit a written request by fax or email for additional awards to the CCCAA Director of Championships immediately following the event.





## MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Badminton State Championship:

### PRE-EVENT PUBLICITY

Ticket information (prices, where to purchase, all-event pass), press release on event, key contact names of CCCAA-assigned media relations director and event manager.

### EVENT COMMUNICATIONS

Telephone, electrical outlets, facsimile units.

### MEDIA ACCOMMODATIONS

Seating, working press room, results/statistics compilation, media credentials, hospitality.

### PARTICIPANT INTERVIEW

Press conference quotes, feature procedures, locker room policy.

### MEDIA PERSONNEL

Statistics crew, copy machine operators, record keeper, media room security.

### PUBLICATIONS

Souvenir programs, team media guides/up-to-date statistics, press packets, sponsor advertisements (check with CCCAA Office of the Executive).

### PHOTOGRAPHER





### SPONSOR CHECKLIST

Please do all that is possible to support our sponsors!

*Important Note: All sponsors must be preapproved by the CCCAA.*

#### Souvenir Program:

- Include all advertisements received from the CCCAA.

#### One day prior to contest:

- Hang banners according to instructions received from the CCCAA.

#### Prior to and during each contest:

- Welcome any sponsor or sponsor's representatives who are in attendance.
- Verify that the P.A. announcer is reading the sponsor's announcements.
- Maintain security of banners.

#### At the conclusion of the event:

- Collect and secure all banners. After they have been collected do not leave them in an unsecured area.
- Return all banners to the CCCAA Office or the onsite designee.
- Complete the accountability report and return it to the CCCAA Office of the Executive within seven days of the completions of the event.





### FINAL RESPONSIBILITIES

The event manager's responsibilities are completed after the following details have been finalized:

#### LETTERS

Send letters of appreciation to sponsors, VIP's, banquet speakers, etc. Copy the CCCAA Executive and CCCAA Badminton Representative in all correspondence.

#### FINAL RESULTS

Email final results to [info@cccaasports.org](mailto:info@cccaasports.org).

#### EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Badminton Representative and CCCAA Director of Championships.

#### FINAL FINANCIAL STATEMENT

Send the final financial statement, along with net profit, to the CCCAA Director of Championships no later than 30 days after the event. If the report is not received by the deadline, a letter will be sent to the college president, explaining that if the report is not received within the next 30 days, a \$25 late fee will be assessed for each day after the 60th day following the event. Send to:

CCCAA DIRECTOR OF CHAMPIONSHIPS  
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION  
2017 O ST  
SACRAMENTO CA 95811-5211

QUESTIONS? Please contact the CCCAA Director of Championships: 916-444-1600.

*Thank you and your staff for all of your efforts in hosting this event!*

