



*Championship Handbook for*  
**BASEBALL**

*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.

# CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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TABLE OF CONTENTS

Mission Statement .....1

Table of Contents.....3

Introduction.....5

**1. General Administration .....5**

    1.1 CCCAA Postconference Competition Event Naming Rights ..... 5

    1.2 Dates and Sites ..... 6

    1.3 Start Times ..... 6

    1.4 Postconference Competition Format..... 7

    1.5 Host and Site Selection ..... 8

    1.6 Sports Committee..... 11

    1.7 Annual Forms..... 12

**2. Determination of Competing Institutions .....12**

    2.1 Conference Competition and Representation..... 12

    2.2 Seeding Committee and Qualifying Procedures ..... 12

    2.3 Certification of Eligibility/Availability ..... 15

**3. Instructions to Participants .....15**

    3.1 Awards ..... 15

    3.2 Banquet ..... 17

    3.3 Coaches Associations..... 17

    3.4 Uniforms (not addressed for this sport)..... 17

    3.5 Participating Team Reimbursement..... 17

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

---

|  |           |
|--|-----------|
| <b>4. Instructions to Event Managers .....</b>                             | <b>18</b> |
| 4.1 Equipment.....   | 18        |
| 4.2 Event Contracts.....   | 18        |
| 4.3 Event Manager.....   | 18        |
| 4.4 Event Sponsorship .....  | 23        |
| 4.5 Financial Considerations .....   | 26        |
| 4.6 Insurance.....   | 28        |
| 4.7 Lodging.....   | 28        |
| 4.8 Media Arrangements .....   | 29        |
| 4.9 Medical Coverage.....  | 30        |
| 4.10 Meetings .....  | 30        |
| 4.11 Practice .....  | 31        |
| 4.12 Pregame Schedule.....   | 31        |
| 4.13 Programs/T-shirts/Concessions .....                                   | 32        |
| 4.14 Scoring.....  | 33        |
| 4.15 Rules .....   | 33        |
| <br>   |           |
| <b>Decorum Rule (CCCAA Bylaws 4.4—4.8).....</b>                            | <b>34</b> |
| <br>   |           |
| <b>Appendices .....</b>  | <b>37</b> |
| Appendix A: Brackets, CCCAA Baseball Regional and State Championship ..... | 37        |
| Appendix B: Event Managers' Checklists .....                               | 41        |

## 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**

# CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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## 1.1.2 SEEDING MEETINGS:

- **April 29, 2012** 8/29/09

## 1.1.3 CCCAA BASEBALL REGIONAL GAMES—SEEDS 15-18:

- **May 1, 2012** 8/29/09  
Site of Higher Seed  
Event Manager: Host College Athletic Director

## 1.1.4 CCCAA BASEBALL REGIONAL GAMES—SEEDS 1-14:

- **May 5-6, 2012** 8/29/09  
Site of Higher Seed  
Event Manager: Host College Athletic Director

## 1.1.5 CCCAA BASEBALL SUPER REGIONAL GAMES:

- **May 11-13, 2012** 8/29/09  
Site of Higher Seed  
Event Manager: Host College Athletic Director

## 1.1.6 CCCAA BASEBALL STATE CHAMPIONSHIP:

- **May 18-20, 2012** 8/29/09  
Site: TBD  
Event Manager: Jerry White, Western State Conference

## 1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

## 1.3 START TIMES

(See Brackets, Appendix A.)

### 1.3.1 CCCAA BASEBALL SINGLE-ELIMINATION GAMES

Single-elimination games shall begin at 2:00PM.

### 1.3.2 CCCAA BASEBALL REGIONAL COMPETITION

- A. Game times for Saturday will be 1:00PM. The first game on Sunday will be played at 11:00AM. If a second game is necessary, it will start 30 minutes after the conclusion of the 11:00AM game.

If it is Mother's Day weekend, then the first game will be at 2:00PM on Friday with games being played on Saturday at 11:00AM and 30 minutes after the conclusion of that game if necessary. 10/13/06, 10/16/08

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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- B. If lighting is approved by the CCCBCA President or designee and participating team athletic directors, game times shall be at 7:00PM on day one (1) and 2:00PM on day two (2) with a possible third game 30 minutes after the conclusion of game two (2). 10/16/08
- C. Game times may be altered with consultation of the coaches, event managers, CCCBCA President, CCCAA Baseball Representative, and the CCCAA Office for the potential of saving money for traveling teams. 8/28/09

### 1.3.3. CCCAA BASEBALL SUPER-REGIONAL COMPETITION

- A. Friday—Host Site: First game shall begin at 11:00AM, and the second game shall begin at 3:00PM. 10/16/08, 3/31/11
- B. Saturday—Host Site: First game shall begin at 11:00AM, and the second game shall begin at 3:00PM. Off Site: The off site game shall begin at 10:00AM. 10/16/08, 3/31/11
- C. Sunday—Host Site: Game shall begin at 11:00AM with a seventh game 30 minutes following the completion of the 11:00AM game, if needed. 10/16/08, 3/31/11
- D. If lighting is approved by the CCCBCA President or designee, the CCCAA Baseball State Championship game schedule for lighted games shall be followed with games being played on Friday, Saturday, and Sunday. 10/16/08
- E. Game times may be altered with consultation of the coaches, event managers, CCCBCA President, CCCAA Baseball Representative, and the CCCAA Office for the potential of saving money for traveling teams. 8/28/09

## 1.4 POSTCONFERENCE COMPETITION FORMAT

After conference/division representatives have been identified, there shall be a series of CCCAA baseball regional contests to determine the four baseball teams which shall participate in a CCCAA double-elimination tournament to decide the CCCAA Baseball State Championship college. Within this handbook, postconference competition shall include: "Single-elimination Games" and "Regionals" as round 1, "Super Regionals" as round 2, and the "State Championship."

There shall be a 36-team postconference competition format including 18 teams from the north and 18 teams from the south.

### 1.4.1 TOURNAMENT DETAILS

#### ALL POSTCONFERENCE COMPETITION GAMES:

All games will be played to completion following the original tournament format. 10/13/06

- A. Rained-out/postponed games will be completed on the same day (field conditions permitting) or the following day.
- B. The following two (2) scenarios are designed to clarify a team having to play more than two (2) games in one (1) day and refers only to the number of games played in one (1) day. (See NCAA Rulebook, Rule 5, Section 8, items a and b.)

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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1. A game halted *prior* to five (5) innings that is later completed shall be considered a full game for completion purposes and *will* count as part of the two (2) games on the day of completion.
  2. A game halted *after* five (5) innings will *not* count as part of a team's two (2) games on the day of completion.
- C. If either team is not in agreement with the rescheduling of a rained out or halted game, either team may ask the event manager to consult with the CCCBCA President, his designee, or the CCCAA Management Council representative. 10/16/08

### 1.4.1.1 CCCAA BASEBALL SINGLE-ELIMINATION GAMES

Single-elimination games shall be hosted by the higher seeded colleges on the Tuesday following the Sunday seeding meeting, after the end of conference play. The games shall include onsite batting practice. Seed 18 shall play at seed 15, and seed 17 shall play at seed 16.

### 1.4.1.2 CCCAA BASEBALL REGIONAL COMPETITION

Regional competition shall be best two-out-of-three games. Host sites shall be offered to the highest seeded colleges which meet the criteria established in this handbook.

- A. There shall be onsite batting practice during the regional tournaments. If onsite is not available, there shall be offsite batting practice.
- B. Home team: The home team shall be the host college for games 1 and 3.

### 1.4.1.3 CCCAA BASEBALL SUPER-REGIONAL COMPETITION

After the completion of the regional tournaments, super-regional host sites shall be offered to the highest seeded colleges which meet the facility criteria established in this handbook in section 1.5.2.3.

All super-regional tournaments shall be double-elimination, three (3)-day tournaments placed at designated sites of participating colleges.

The host team will have the choice of which game they will play on Friday after consultation with the CCCBCA President or his designee. All participating schools will be notified by Monday at 12:00PM. 10/18/07

## 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

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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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 Sites will be set by the CCCAA Baseball Representative with input from the CCCBCA President, CCCAA State Championship Event Manager, CCCBCA North and South Directors, and the CCCAA Office of the Executive.

- A. Each college may apply to be a host site for a regional/super-regional tournament by fulfilling the criteria in this section.
- B. Assuming that all of the criteria of this section are met, regional/super-regional sites shall be awarded to the conference or college of the highest remaining seeded teams.
- C. Athletic directors of potential regional/super-regional sites shall submit proposed budgets by the seeding meeting (use the Proposed Budget Form from <http://www.cccaasports.org/forms.asp>). The form must be approved by the athletic director and submitted prior to or at the seeding meeting. Send both north and south forms to the CCCAA Baseball Representative; as well as north forms to the CCCBCA President; and south forms to the CCCBCA Southern California Director. Failure to do so will preclude those schools from hosting regional/super-regional tournaments. 10/13/06
- D. Final super-regional site selection shall occur no later than 4:30PM on the Monday following the completion of regional games.
- E. The seeding committees shall discuss potential regional/super-regional sites as a part of the seeding meeting agenda.
- F. The highest seeded teams will have the first opportunity to host. Site director/athletic director must be involved. Proposals **must** state in explicit terms the ability to meet all of the following criteria:

Failure to meet the following criteria may preclude the college from being a host site at its next opportunity to host a regional/super-regional event. The college may appeal the decision to the CCCBCA Executive Committee. The CCCBCA Executive Committee will notify the CCCAA Competition Committee of colleges not allowed to host.

1. Sites shall be planned to provide maximum income and minimum costs to host and participating colleges. This should include hotel availability, reduced rates (when possible), contact person, and all necessary phone numbers.
2. Where non-community college sites are selected, the cost of added administration, including needed insurance coverage, must be considered and included in the proposal.
3. There shall be the ability to establish a gate and control ticket sales.

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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4. There shall be adequate seating. Adequate seating means a minimum of 300 seats for spectators.
5. Grounds shall be maintained to ensure optimal playing conditions. Fields must be prepared prior to each game.
6. Seating and fences shall provide spectator control, including outfield fence.
7. There shall be a visible working scoreboard and working public address system operated at each game.
8. There shall be restroom facilities immediately adjacent to the field.
9. Bull pens will be of the same quality for both teams in regional, super-regional, and state championship rounds. A minimum of two (2) maintained mounds, pitching rubbers and home plates will be available for both teams. Bull pens will be in close proximity to the respective dug outs and/or side of the field. 3/31/11
10. Availability of lights. This is not mandatory but it would eliminate the need for an alternate site and could increase revenue.
11. Dugouts must be able to accommodate a minimum of twenty-eight (28) people.
12. Availability of an alternate site that meets all of the above criteria including a site director. What is the distance from your college? Would there be a rental fee and, if so, how much? 11/2/10
13. All game administration personnel as listed on the CCCAA preliminary budget must be included for both playing sites.
14. A college should indicate if it is able to host a regional tournament, but is unable to host a super-regional tournament.
15. The host college must provide for each game:
  - a. An official scorekeeper who shall submit box scores for each game to the state statistician.
  - b. Ball shagger(s).
  - c. A scoreboard operator.
  - d. Public address announcer.
- J. The following arrangements will be provided at the host site and must not involve additional charges against the tournament fund:
  1. Access to water and ice.
  2. Facilities for media personnel and scorekeepers (press box or designated area).
  3. Grounds maintenance equipment.
  4. Ability to contact and obtain emergency medical assistance.

## 1.6 SPORTS COMMITTEES

### 1.6.1 CCCAA BASEBALL STATE CHAMPIONSHIP TOURNAMENT COMMITTEE

- A. The CCCAA Baseball State Championship Tournament Committee shall include:
1. State Championship Event Manager
  2. CCCBCA President
  3. CCCAA Baseball Representative
  4. CCCBCA Conference Representatives
  5. Site Director to assist CCCA Baseball State Championship Event Manager
  6. T-shirt Sales Director and Sellers
  7. Tournament Public Information Director
  8. Batting Practice Supervisor
  9. Umpires Assignor
- B. The CCCAA Baseball State Championship Tournament Committee shall be responsible for assisting in tournament planning, arranging details, and helping to administer the tournament.
- C. PRE-TOURNAMENT MEETING—The CCCAA Baseball State Championship Event Manager shall set and administer a pre-tournament meeting of all coaches, assistant coaches, umpires-in-chief, and any other persons important to tournament play administration. The pre-tournament meeting shall cover the following topics:
1. The tournament format, i.e., game times, sites, home/visitor format, etc.
  2. Conduct of teams and coaches during the games.
  3. Availability of reimbursement for travel and food costs.
  4. Availability of athletic trainer and medical personnel.
  5. Admittance to games.
  6. Failure to attend this meeting may result in financial penalty with regard to tournament reimbursement.
  7. Failure to comply with the agreements of the pre-tournament meeting shall result in disciplinary action.

## 1.7 ANNUAL FORMS

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

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

## 2 DETERMINATION OF COMPETING INSTITUTIONS

### 2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. All conference competition, including any season-ending tournament, play-off, or tie-breaker, shall be completed no later than 12:00 midnight on the Saturday before the seeding meeting.
- B. It is the responsibility of the conference/division to determine its representatives to postconference competition.
- C. Games rained out during the last week of the regular season can be made up. The seeding meeting will not be delayed. For seeding purposes, conference/division college placement will be identified by number (i.e., Golden Valley #1 and Golden Valley #2) until conference/division placement is defined. 1/21/10
- D. Conferences/divisions shall develop methods to break ties without additional contests.
- E. Each conference/division shall designate a head coach or other designee as its representative to all postconference competition seeding and planning meetings.

### 2.2 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

#### 2.2.1 QUALIFIERS

All first-place conference/division teams and second-place finishers with a .500 or better record in conference/division and overall play, plus six (6) at-large teams from each region, shall be designated as participants. Second-place finishers with a record under .500 in either conference/division or overall play will only be considered as an at-large team. 10/21/05

#### 2.2.2 SEEDING

- 2.2.2.1 On the Sunday following the completion of conference competition, there shall be scheduled meetings in the north and south for the purposes of seeding conference/division representatives to regional and state championship events. When possible, the CCCAA Baseball Representative and the Executive's representative shall attend the seeding meetings as resource people. 10/21/05

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

2.2.2.2 Each conference/division shall provide one (1) elected voting representative at the appropriate seeding meeting. A representative who is in his last year may be accompanied by the representative elect, who will serve as an observer. Attendance at the seeding meeting shall be limited to only the elected conference/division representatives. The CCCBCA president and CCCAA Baseball State Championship Event Manager or their designees shall chair their appropriate seeding meetings. Other executive committee members may assist in the running of the meeting to ensure that all guidelines are being followed. It is the responsibility of each representative to be familiar with the teams to be seeded from the entire region, to include non-conference results with emphasis on his conference/division.

2.2.2.3 As a first order of business, each conference/division shall present its conference/division teams in order of conference/division finish. The Seeding Committee shall not in any way change the order of colleges as they are presented. The order shall be noted and kept by the meeting chair. Conference/division seeding representatives shall follow their conference's/division's team placement. 10/21/05

All seeding votes shall be by written, open ballot. Representatives may vote for their own conference's/division's colleges. Ballots shall then be presented by each conference/division representative and totaled on a chalkboard or overhead projector in order to complete the correct seeding order.

Each Seeding Committee shall seed its region's top 18 teams (teams 1 through 18). The top seeded team shall be number 1, the lowest seeded team shall be number 18. All seeding votes shall be identified by conferences/divisions on a written ballot using a "1=high/18=low" scale. Each conference/division ballot shall be totaled at the meeting on a chalkboard or an overhead projector.

To facilitate the seeding process, the following criteria shall be considered first: 10/21/05, 10/13/06, 10/18/07

- Rating Percentage Index (RPI) with formula of 35% winning percentage, 40% opponent's winning percentage, and 25% opponent's opponents' winning percentage. 10/16/08, 10/6/09
- With bonus points for nonconference games: 10/6/09
  - + 0.0024 for beating RPI # 1 – 15 on the road or neutral site
  - + 0.0018 for beating RPI # 16 – 30 on the road or neutral site
  - + 0.0012 for beating RPI # 31 – 45 on the road or neutral site
  - 0.0012 for losing to RPI # 1 – 15 at home
  - 0.0018 for losing to RPI # 16 – 30 at home
  - 0.0024 for losing to RPI # 31 – 45 at home

Other criteria to consider that may change a team's eventual seeding order are:

- Overall winning percentage
- Team's accomplishments throughout the season
- Head-to-head competition (two [2] or more meetings except in conference/division play)

2.2.2.4. Using the procedures described in item 2.2.2.3, the Seeding Committee will proceed in the order provided below:

- A. Select the at-large teams utilizing seeding procedures as follows:

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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1. Representatives shall nominate their conference's/division's third-ranked team or second-ranked team with a sub .500 conference/division record. Discussion may follow the nomination.
2. After nominations, there shall be a written, open ballot to select one (1) at-large team.
3. After the first at-large team is selected, the conference/division whose team is selected may nominate its next highest ranked team.
4. This process shall be repeated until all at-large berths are filled.

B. In each region, seed the 18 teams as follows: 10/21/05

1. Conference champions shall be seeded no lower than the top eight (8). 10/13/06
2. Select the two (2) non-conference champions to be seeded in the top eight (8) using the same process in which the at-large teams are selected. 10/13/06
3. Seed teams, by considering the same criteria used in the selection process, in the following order: 10/13/06, 10/18/07
  - Seed teams 1-8
  - Seed teams 9-18

C. Where ties occur in the seeding process, the following tie-breaking procedures shall be used in the order listed below until the tie is broken. The Seeding Committee shall:

1. Vote again considering only those teams which are tied.
2. Compare the tied teams' results of head-to-head competition.
3. Compare the results of the tied teams' competition with non conference common opponents. 10/13/06, 10/18/07
4. Seed the college with the higher final conference/division standing.
5. Seed the college with the higher conference/division winning percentage. 10/18/07
6. Seed the college with the higher overall winning percentage. 10/18/07
7. Administer a coin toss to break the tie.

2.2.2.4. The Seeding Committee shall establish single-elimination/regional games according to the following guidelines: 10/21/05, 9/6/07

- A. Whenever possible, colleges from the same conference shall not play each other in the single-elimination/regional games (round 1). Only seeds 15 through 18 shall be adjusted for the single-elimination games. 9/6/07

- B. Seeds will be adjusted up or down by no more than one spot until colleges from the same conference/division do not play each other in the first game of the regional tournament.
- C. In order to reduce expense, travel, lodging, and to enhance competition, the Seeding Committee may adjust the first round games by moving seeding match-ups not more than one (1) spot up or down.
- D. All colleges will maintain their seeded order when advancing to the regional, super-regional, and state championship rounds. The lowest remaining seed will be the eighth (8<sup>th</sup>) seed. The highest remaining seed will be the first (1<sup>st</sup>) seed and the others filling the seed positions in similar fashion.

Results of the seeding process shall be available for press release at the conclusion of the seeding meeting.

### 2.3 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 2010-11 academic year. **Josten's** will provide medals and trophies which meet specifications provided by the CCCAA Awards Committee.

#### 3.1.2 CCCAA AWARDS — Ordered by the CCCAA Office of the Executive:

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 Baseball Regional Championship Awards**

- 4 Trophies: 1<sup>st</sup> place team for each region

*Regions: North, North Central, South, South Central*

#### **CCCAA Baseball State Championship Awards**

- 2 Trophies: 1<sup>st</sup> and 2<sup>nd</sup> place teams
- 28 Medals: 1<sup>st</sup> place team

- 28 Medals: 2<sup>nd</sup> place team

### 3.1.3 SHIPMENT

As directed by the CCCAA Awards Committee, the CCCAA Office of the Executive 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 of the Executive. The state championship awards invoice shall be paid through CCCAA sponsorship. For additional clarification of awards administration, call the CCCAA Office of the Executive. 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 ADDITIONAL AWARDS

Any additional awards may be ordered by the Tournament Committee at its expense and shall not be charged to the tournament budget. An MVP shall be chosen at the CCCAA Baseball State Championship tournament by the Tournament Committee. The CCCBCA shall administer and pay for these awards.

CCCBCA Postseason Recognition Awards:

All CCCBCA postseason recognition awards, such as the CCCBCA's All Northern and All Southern California Teams and All American teams along with all of the awards granted by the ABCA such as Gold Glove, All American, etc., shall be selected from only those players whose statistics have properly been reported through the use of Stat Crew. 10/16/08

### 3.1.6 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.

### 3.1.7 AWARDS CEREMONY PROCEDURES

#### 3.1.7.1 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.

#### 3.1.7.2 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.

### 3.3 COACHES ASSOCIATIONS

(See CCCAA Bylaw 6.6.)

The coaches are represented by the California Community College Baseball Coaches Association (CCCBCA).

### 3.4 UNIFORMS

(Not addressed in this Handbook.)

### 3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See CCCAA Bylaws 8.1.3.8 through 8.1.3.11.)

## 4 INSTRUCTIONS TO THE EVENT MANAGER

(See CCCAA Bylaw 6.8.)

### 4.1 EQUIPMENT

The Rawlings R-100-CCC baseball shall be the official game ball for all CCCAA regional and state championship games.

### 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 of the Executive no later than [February 1, 10/6/09](#)

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

### 4.3 EVENT MANAGER

- 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.

#### 4.3.0.1. SINGLE-ELIMINATION GAME/REGIONAL/SUPER-REGIONAL EVENT MANAGERS 9/6/07

- A. The home site college athletic director or his/her designee shall be the event manager.
- B. Event managers shall follow the guidelines listed in this handbook. They will be assisted by the CCCAA Baseball State Championship Event Manager, CCCBCA President, and the CCCAA Office of the Executive.

- C. See Appendix B of this handbook for directions on administration and preparation of budgets.

### 4.3.0.2 CCCAA BASEBALL STATE CHAMPIONSHIP EVENT MANAGER

- A. There shall be an event manager designated by the CCCBCA.
- B. Event manager responsibilities:
  - 1. Serve as chairperson of the State Championship Tournament Committee which shall meet immediately following the super-regional tournaments.
  - 2. Arrange for all details relevant to the tournament site and assign CCCBCA members to assist in the completion of tournament administration.
  - 3. Be responsible for all arrangements for the tournament in accordance with this handbook.
  - 4. Submit a proposed budget (<http://www.cccaasports.org/forms.asp>) by February 1 and a final financial statement no later than 30 days following the event as required by the CCCAA Constitution and Bylaws.

### 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
- Announcer
- Statisticians
- Ticket sellers
- Ticket takers
- Concession workers
- Campus security
- Hospitality room hosts
- Locker room attendants
- Custodians
- 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 of the Executive 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.
- 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 CCCAA BASEBALL REGIONAL AND SUPER-REGIONAL EVENTS**

- A. Umpire pool assignments will be made by the CCCBCA President for his region and the CCCBCA Executive Committee member designee for the other region in consultation with the regional area umpire assignors. 10/21/05
- B. Participating colleges shall be informed of the officials pool at least 48 hours prior to the game. Once informed, participating colleges shall have 24 hours to request a change in the officials pool. Coaches can only "ding" one (1) official from the pool.
- C. There shall be three (3) officials assigned to single-elimination, regional, and super-regional games. The cost of tournament officials shall be paid for by the tournament budget. Host colleges or officials associations may provide additional officials at **no** cost to the tournament. 10/21/05

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

- A. The state championship event manager shall administer the assignment of and payment for officials.
- B. State championship umpires shall be paid the base rate of umpires of the host conference plus \$10.00 per umpire per game.

### **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.

### 4.3.4 Protest of Championship Handbook procedures or NCAA Rules Interpretations 3/31/11

A. For postconference competition, the host college athletic director, or on site administrator, or his/her designee shall be the event manager. The event manager for each postconference competition event shall use the Championship Handbook to resolve disagreements over its application. The event manager may confer with coaches or others who are familiar with the Championship Handbook.

#### B. Protest of NCAA Baseball rules interpretation or application

In the event of a legal protest of an umpire's interpretation or application of an NCAA Baseball rule, then the event manager, the coaches and the umpires shall consult the NCAA Baseball rulebook, find the appropriate rule and resolve the protest before the game may proceed.

#### C. Ejection Procedures:

The ejected person(s) shall be escorted from the facility by the event manager or the event manager's designee(s). Those ejected shall be informed that by NCAA rulebook limitations they are not to be within "sight or sound of the umpires."

#### D. Appeal of a Decision:

1. A written request to appeal the event manager's decision must be made to the event manager within 24 hours. The appeal must be written by the coach with approval of the coach's athletic administrator.
2. The appeal will be heard by the MC Sport Rep. and two others from a pool of the Southern California Director, Northern California Director, President, and/or Past-President of the CCCBCA.

The CCCBCA Executive Committee members shall serve in an advisory capacity to the event manager for baseball-related issues.

## 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 of the Executive. 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 of the Executive 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 of the Executive.

- 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 Associate Director. Airing unauthorized announcements is prohibited at CCCAA sanctioned events.
- 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 and 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 of the Executive.
- 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 of the Executive, 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 of the Executive, 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 MC Baseball Representative](#) and the CCCAA Office of the Executive 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.

For authorized game expenses, please see [CCCAA Bylaws 6.8.3, 6.15, and 8.1.3](#).

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

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.

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.

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.)

## 4.5.1.1 TICKETS AND PASSES

(See CCCAA Bylaw 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.

Single-elimination, regional, super regional, and state championship games are all CCCAA postconference competition. Colleges are expected to do all within their power to derive income during postconference competition. Home colleges may use this income to defray costs of game administration. In addition, such income will be used to defray traveling team expenses in postconference competition. The following ticket information shall be used:

10/21/05

All tickets shall be numbered.

- A. Ticket sellers shall be assigned tickets by number.
- B. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- C. 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. All-tournament tickets shall be sold at a minimum of \$12.00. Purchase of an all-tournament ticket entitles the bearer to see all games during that tournament.
  4. 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. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
    - d. CCCAA Board and CCCAA MC members and conference commissioners.
    - e. CCCAA Lifetime Pass holders.
  5. No conference, staff, or parent booster passes shall be honored.

### 4.5.3 FINAL FINANCIAL STATEMENT

Upon completion of the postconference competition event, an actual revenue-expense (final financial) statement shall be prepared and submitted to the CCCAA sport representative and the CCCAA Office 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.

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 of the Executive with the appropriate insurance certificate upon request.

### 4.7 LODGING

(See CCCAA Bylaw 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.

#### **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.

Official statistics will be distributed to the press following each game.

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 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 Tournament 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. Event managers 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

*From Baseball Handbook Section 5.1.2.3.F.9: 3/31/11*

A. In regional and super-regional competitions, teams traveling 150 miles and staying overnight are to be given one (1) hour of workout time the day before the tournament begins at the game site. 3/31/11

B. Adequate batting practice facilities must be available for all teams. For regional tournaments, both teams will have on-the-field batting practice. For the super-regional round, the first game: both teams will hit on the field. The second game batting practice will be at an off site, unless it is a night game. On the second day, on-the-field batting practice will be available for the 10:00AM and 11:00AM games. On-the-field batting practice will be available for both teams on the third day of the super regional. If at any time during the super regional, a team chooses not to take batting practice, the team must inform the event manager in a timely manner. Batting practice is not permitted in the cages during a game.

### 4.12 PREGAME SCHEDULE

A. The following time schedule shall be followed at all postconference competition games. The designated times for batting practice are to be used only if there are facilities and agreements by both colleges that this activity may take place.

1. 30 minutes: Home team batting practice
2. 30 minutes: Visiting team batting practice
3. 10 minutes: Home team pre-game infield and outfield
4. 10 minutes: Visiting team pre-game infield and outfield
5. 20 minutes: Field preparation
6. 10 minutes: Announcement of teams (single games and first and last day of tournament only)
7. 4 minutes: Home plate meeting of coaches and umpires
8. 1 minute: Home team takes field
9. 4 minutes: National Anthem
10. 1 minute: First pitch of the game

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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The following is an example of a pre-game time schedule for a 2:00PM game.

|                |  |
|----------------|--|
| 12:15 - 12:45: | Home team batting practice   |
| 12:45 - 1:15:  | Visiting team batting practice   |
| 1:20 - 1:30:   | Home team pre-game infield and outfield  |
| 1:30 - 1:40:   | Visiting team pre-game infield and outfield                                    |
| 1:40 - 1:55:   | Field preparation  |
| 1:45 - 1:53:   | Announcement of teams (single games and first and last day of tournament only) |
| 1:53 - 1:55:   | Home plate meeting of coaches and umpires                                      |
| 1:55:          | Home team takes field  |
| 1:56:          | National Anthem  |
| 2:00:          | First pitch of the game  |

Note: The home team and visiting team designations above apply only when both teams are traveling teams. Anytime the host college is involved, the host will hit in the “home” team time slot and the traveling team will hit in the “visiting” team time slot regardless as to who is the “home” team for the game. 10/16/08

- B. During the team announcement, players shall line up on the baseline nearest their dugout. Once both teams have been announced, both teams will return to their dugouts, and the home team shall immediately take the field. The National Anthem shall be played as soon as the home team players are on the field. Players in both dugouts shall stand in front of their dugout during the playing of the National Anthem. Hats shall not be worn during the National Anthem.

### 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 CCCBCA will provide t-shirts to be sold at regional/super-regional tournaments. It is the responsibility of the host college to make available the sales of t-shirts to the general public and participating colleges. Profits from t-shirt sales shall be returned to the CCCBCA President.

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.

For regional and super-regional tournaments: concessions and souvenir program preparation, inventory, and sales are the responsibility of the host college. Any costs or profits that occur due to the administration of concessions and souvenir programs shall be that of the host college.

### 4.14 SCORING

Addressed by playing rules.

### 4.15 RULES

(See CCCAA Bylaw 4.)

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

- A. All postconference competition shall be played under NCAA rules, unless otherwise amended with the approval of conferences, the CCCAA Office of the Executive, and the CCCAA.
- B. If a postconference competition game is halted prior to completion, Rule 5, Section 8b, of the NCAA rule book shall apply. 11/2/10

#### 4.15.1 CODE OF CONDUCT FOR GAMES

- A. In the regional tournament, host teams shall have their choice of dugouts. In the super-regional tournament and state championship tournament, home teams shall have their choice of dugouts. 10/6/09
- B. Only uniformed players and coaches, assigned athletic trainer(s), scorekeeper, and bat boys/ girls shall be allowed in the dugout and bullpen areas.
- C. Players must remain in the dugout at all times, except when on deck or assigned to the bullpen area.
- D. All baseball gear (bats, gloves, balls, etc.) will be housed in the dugout and will not appear on the steps or any area surrounding the dugout.
- E. Players shall not argue with an umpire's decision. Only *one* coach may discuss a disputed play with an umpire.
- F. Players and coaches shall refrain from abusive language towards opposing players, umpires, or fans. Excessive verbal abuse by any player or coach will be cause for ejection from the game. (See CCCAA Decorum Policy, Bylaw 4.)

#### 4.15.2 GAME PROCEDURES 10/13/06

- A. At the start of the game, pitchers shall be allowed ten (10) warm-up pitches. This rule shall also be in effect for relief pitchers entering games.
- B. Between innings, pitchers shall be allowed six (6) warm-up pitches.
- C. Teams shall be encouraged to hustle on and off the field.

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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### 4.15.3 HOME TEAM/VISITING TEAM DESIGNATION DURING THE CCCAA BASEBALL REGIONAL AND STATE CHAMPIONSHIP TOURNAMENTS.

- A. For games #1 and #2, the home team shall be the highest seeded team.
- B. The home team shall have its choice of dugouts. 10/6/09
- C. For games #3 and #4, teams shall reverse their home/visitor role from the previous day. If both teams were home or visitors, then the team with the highest seed shall be the home team.
- D. For games #5 and #6, the following criteria shall apply in rank order:
  - 1. If the game is a rematch of the two (2) teams, the home team/visiting team designation shall be the reverse of the first game they played.
  - 2. If a team has not yet been a home or visiting team, it shall assume the role that applies.
  - 3. If "b" does not apply, the team with the fewest home/visiting team games between the two (2) teams will be home or visitor.
  - 4. If a, b, or c does not apply, then the team with the highest seed shall be the home team.
- E. For game #7, reverse from game #6, but dugouts remain the same. 10/6/09

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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.)

## CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

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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.
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  
BRACKETS

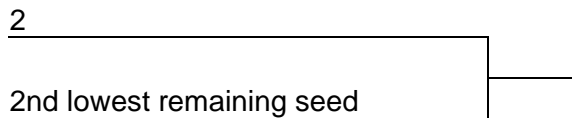
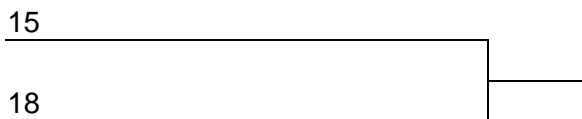
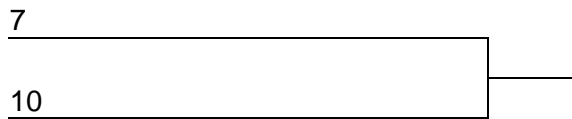
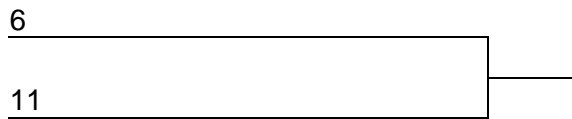
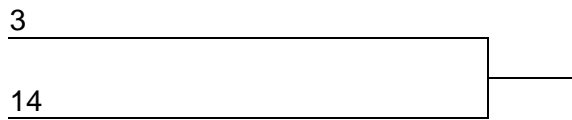
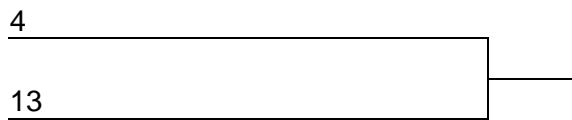
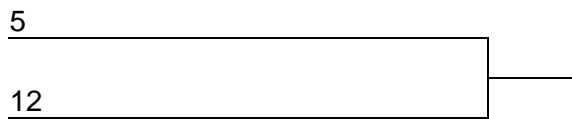
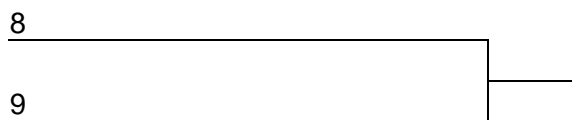
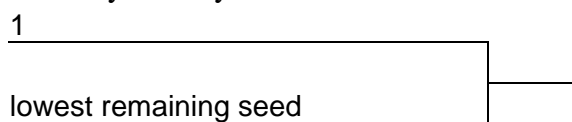
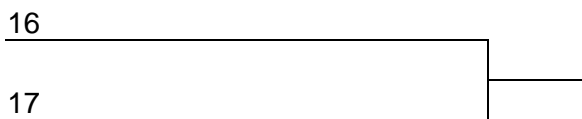
CCCAA Baseball Regional Tournaments

*(Single elimination)*

*(Best two-out-of-three games)*

Tuesday

Saturday-Sunday



## CCCAA Baseball Super Regional Tournaments

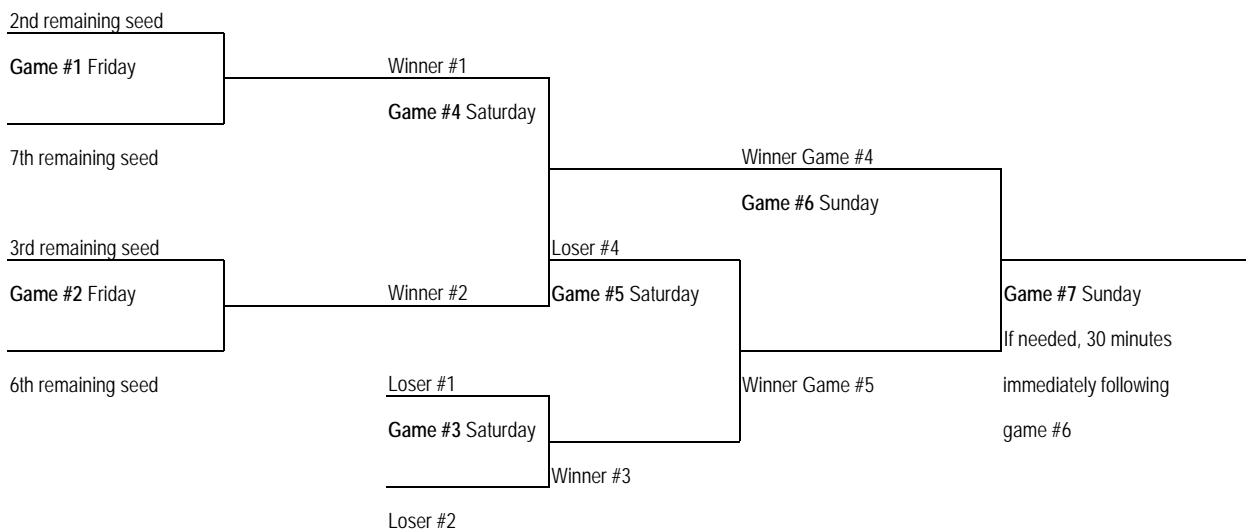
Double Elimination

Two sites (A, and B) in each region (north and south)

SITE A:



SITE B:



# CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

## CCCAA Baseball State Championship Tournament (with lights)

### Double Elimination

**Friday, Saturday, and Sunday weekend prior to Memorial Day Weekend**

On even-numbered years, the South's number 1 seed plays the first game.\*

On odd-numbered years, the North's number 1 seed plays the first game.\*



\*Exception: If host conference is involved in the tournament, it will play the later game on Saturday.



\*Exception: If host conference is involved in the tournament, it will play the later game on Saturday.

Cost Containment: 1/10-6/12

# CCCAA BASEBALL CHAMPIONSHIP HANDBOOK

## CCCAA Baseball State Championship Tournament (without lights)

### Double Elimination

#### Friday, Saturday, and Sunday weekend prior to Memorial Day Weekend

On even-numbered years, the South's number 1 seed plays the first game.\*

On odd-numbered years, the North's number 1 seed plays the first game.\*

### Without Lights:

Even-numbered Years



\*Exception: If host conference is involved in the tournament, it will play the later game on Saturday.

### Without Lights

Odd-numbered years:



\*Exception: If host conference is involved in the tournament, it will play the later game on Saturday.

Cost Containment: 1/10-6/12

## APPENDIX B



### EVENT ADMINISTRATION CALENDAR

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

- EVENT AGREEMENT CHECKLIST**  
Reviewed prior to agreeing to host a CCCAA Baseball State Championship.
- EVENT CONTRACT**  
Completed and submitted to the CCCAA Director of Championships prior to February 1.
- PROPOSED BUDGET**  
Submitted to the CCCAA Baseball 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 Baseball 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 Baseball 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 Baseball 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 Baseball State Championship:

#### COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Baseball 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

Prepare and distribute tournament information to participating teams, media, CCCAA Baseball 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 Baseball 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 Baseball 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 Baseball 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 of the Executive 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 Baseball Representative in all correspondence.

**FINAL RESULTS**

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

**EVAULATION:**

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Baseball 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!***

