



Championship Handbook for
CROSS COUNTRY

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**California Community College Cross Country
Coaches Association President**

Gary Bluth

Fresno City College
1101 East University Avenue
Fresno CA 93741-0001
Phone: (559) 442-4600 x8440
Fax: 559.265.5740
gary.bluth@fresnocitycollege.edu
Term expires: May 2013

**CCCAA Management Council
Cross Country Representative**

Kulwant Singh

De Anza College
21250 Stevens Creek Boulevard
Cupertino CA 95014-5793
Phone: (408) 864-8745
Fax: 408.864.5493
singhkulwant@deanza.edu
Term expires: 2nd—6/30/14

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

2017 "O" Street
Sacramento CA 95811-5211

Phone: (916) 444-1600
CCCAA Championships Fax: 916.492.0877

URL: www.cccaasports.org

CCCAA Staff:

Carlyle Carter

CCCAA CEO/President and Executive Director
email: ccarter@coasports.org

George Mategakis

Director of Championships
email: gmategakis@coasports.org

Jason Boggs

Assistant Director of Communications/Sports Information
email: jboggs@coasports.org

Debra Wheeler

Director of Membership Services
email: dwheeler@coasports.org

Rina Kasim

Business Operations Specialist
email: rkasim@coasports.org

Rima Trotter

Staff Assistant
email: rtrotter@coasports.org

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.)

1.2.1 CCCAA CROSS COUNTRY NORTHERN CALIFORNIA REGIONAL CHAMPIONSHIP:

- Site: West Valley High School, November 4, 2011
Event Manager: Pete Giachetti, Shasta College

1.2.2 CCCAA CROSS COUNTRY SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP:

- Site: Guasti Regional Park, Ontario, November 5, 2011
Event Managers: Mark Covert, Antelope Valley College; Kevin Vidana-Barda, Victor Valley College

1.2.3 CCCAA CROSS COUNTRY STATE CHAMPIONSHIP:

- Woodward Park, Fresno, November 19, 2011
Event Manager: Gary Bluth, Fresno City College

1.2.4 REGIONALS

Regional meets will be held on either the Friday or Saturday two (2) weeks prior to the state championship meet. The women's race will start at 10:00AM and the men's race will start at 11:00AM, or the women's race will start at 2:00PM and the men's race will start at 3:00PM, depending on the availability of the site. Alternate times may be used if determined by a majority vote of the regional rules committee.

1.2.5 STATE CHAMPIONSHIP

The state championship meet will be conducted on the Saturday preceding Thanksgiving.

1.3 START TIME

The women's race will start at 10:00AM and the men's race will start at 11:00AM, or the women's race will start at 2:00PM and the men's race will start at 3:00PM, depending on the availability of the site. Alternate times may be used as determined by the 5CTCA Executive Board.

1.4 CHAMPIONSHIP FORMAT

The cross country team state champions and individual champions for both men and women shall be determined in a single meet, including teams and individuals advancing through regional competition.

RACE DISTANCES

The race distances shall be as close as possible to four (4) miles for men and 5,000 meters for women. Minor variations may be made to care for safe and equitable start and finish procedures.

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1.5 HOST AND SITE SELECTION

1.5.1 EVENT SITE (See CCCAA Bylaws 6.8.6 and 6.14.3.)

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 of the Executive 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.

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.

1.5.1.1 CCCAA CROSS COUNTRY REGIONAL SITES 10/16/08

- A. North: The CCCAA Cross Country Northern California regional site and host college will be determined by a majority vote of the NorCal Committee at the fall business meeting at least two (2) years prior to the event. 4/1/08
- B. South: The CCCAA Cross Country Southern California Regional shall be conference-hosted, with the site being approved by the rules committee. The determination of the host conference for the regional meet is based on a rotation. Once the rotation has been completed, the order will remain the same for subsequent years: 10/16/08
 - 2010 Pacific Coast Conference
 - 2011 Foothill Conference
 - 2012 Orange Empire Conference 10/16/08
 - 2013 Western State Conference 10/16/08
 - 2014 South Coast Conference 10/16/08

1.5.1.2 CCCAA CROSS COUNTRY STATE CHAMPIONSHIP SITES

- A. Colleges wishing to host a men's and women's state meet shall submit a written application (two years prior to the meet) directly to the CCCCTCA President no later than the Monday prior to the CCCCTCA December meeting. 4/5/07
- B. The CCCAA Cross Country State Championships will be held in Fresno. 4/1/08 4/2/09
- C. Site applications shall include the following:
 - 1. A description of the course to be used at the championship.
 - 2. The name of the event manager and/or the meet director.
 - 3. A description of the courses in case of inclement weather.

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4. Methods to be used for event scoring, i.e., computer, film/tape, and backup systems to guarantee accurate finish placement and scoring.
 5. The availability of transportation to the site.
 6. The availability of appropriate inexpensive lodging, meals, and transportation for participants.
 7. The availability of meeting rooms for various 5CTCA meetings, i.e. the 5CTCA Board of Directors will require a meeting room for 15 persons, and a meeting room will be needed to accommodate a minimum of 50 coaches, plus exhibits.
 8. The availability of the course for an early season invitational.
- D. The awarding of a CCCAA Cross Country State Championship meet will be done by the selection committee of the 5CTCA Board of Directors. The Board of Directors shall determine procedures to follow in situations when meet directors and/or meet sites change substantially from the time the meet is awarded to the actual time of competition.

1.6 SPORTS COMMITTEE

There shall be a Games Committee appointed by the 5CTCA president with input from each of the regional chairpersons, including two (2) persons from the north, two (2) persons from the south, plus one (1) recommended by the host college. A Games Committee member shall be appointed by the 5CTCA president to chair the Games Committee. In addition to its other duties (as defined in the NCAA Rulebook), the Games Committee shall select the outstanding male and female athletes of the meet.

1.7 ANNUAL FORMS

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

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

Conference competition shall end as specified in CCCAA Bylaw 3.11. Advancement to the CCCAA State Championship will be in accordance with Section 2.3 of this handbook.

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2.2 CHAMPIONSHIP SELECTION (See Qualifying Procedures, 2.3.)

2.3 QUALIFYING PROCEDURES

2.3.1 CCCAA CROSS COUNTRY REGIONAL QUALIFYING—NORTH 7/1/10

- A. The top half of the teams competing in a conference meet, plus one (1) additional team from that conference, shall advance to the CCCAA Northern California Regional Cross Country Championship. A conference with an odd number of teams shall round up to determine the total number of qualifiers. For example: A seven (7)-team conference will advance five (5) teams. A team is comprised of a minimum of five (5) and a maximum of seven (7) runners.
- B. If fewer than 18 teams qualify utilizing the procedure described in 2.3.1.A, above, then the following criteria shall be used by the Northern California Cross Country At-large Seeding Committee to fill the field to a possible total of 18 teams:
 1. Placement in the conference championship meet.
 2. Overall evaluation of invitational meet results with a weighted emphasis on the most current results.
- C. The Northern California Cross Country At-large Seeding Committee shall consist of one (1) representative from each conference plus the Northern California Cross Country Chairperson or his/her designee.

2.3.2 CCCAA CROSS COUNTRY REGIONAL QUALIFYING—SOUTH

2.3.2.1 TEAMS

Each conference will be allowed one-half plus one, the number of teams in their conference to advance to the Southern California Regional. There will be a maximum of 28 teams running in the regional. At-large teams will be selected by a committee consisting of the Southern California Rules Committee chair and one representative from each of the conferences.

2.3.2.2 INDIVIDUALS

There will be the same number of individuals qualifying to the Southern California Regional from each conference as there are teams that qualify from their conference, as long as those individuals finish in the top 50 percent of the field. No school can have more than four (4) individuals qualify.

Each conference may send individuals not on a qualifying team to the CCCAA Cross Country Southern California Regional providing each finishes in the top 50 percent of all runners completing the conference championship race. 10/16/08

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2.3.2.3 ENTRIES 10/16/08

Entries to the CCCAA Cross Country Southern California Regional are the responsibility of each coach. Entries are to be submitted to Direct Athletics by noon, Tuesday, prior to the CCCAA Cross Country Southern California Regional. No team shall have more than ten (10) entries, and no team will be allowed to compete with more than seven (7).

2.3.3 CCCAA CROSS COUNTRY STATE CHAMPIONSHIP QUALIFYING

A minimum of ten (10) teams shall qualify from each region (north and south), with the possibility of four (4) additional teams from each region also being added, based on the following qualifying procedure: At the regional championships, 50 percent of the scoring teams will qualify to the state meet, with a guarantee of a minimum of 10 and a maximum of 14 teams per region, rounding up if an uneven number. The top 25 individuals placing in the top 50 percent of the finishers in the race would also qualify from each region to the state championships, if not a member of a qualifying team.

In the case of one (1) region not being able to fill its maximum number, the other region will be allowed to fill those vacant team spots, up to the allowable state total of 28 teams. 4/2/09

The entry deadline for the state championships will be at 5:00PM on the Wednesday prior to the week of the state championships (10 days). This information will be included in the meet information and posted on regional websites. 4/1/08

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.)

3.1.2 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.

3.1.3 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:

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3.1.3.1 CCCAA CROSS COUNTRY REGIONAL CHAMPIONSHIP AWARDS

Four sets: two for men and two for women (1 north, 1 south)

- 3 trophies: 1st, 2nd, and 3rd place teams
- 7 medals: 1st place team
- 7 medals: 2nd place team
- 14 medals: 1st through 14th place individuals

3.1.3.2 CCCAA CROSS COUNTRY STATE CHAMPIONSHIP AWARDS

Four sets: two for men and two for women (1 north, 1 south)

- 3 trophies: 1st, 2nd, and 3rd place teams
- 7 medals: 1st place team
- 7 medals: 2nd place team
- 14 medals: 1st through 14th place individuals

3.1.4 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.

3.1.5 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.

3.1.5.1 Medals will be given to third-place teams with the cost of awards paid by the 5CTCA.

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.

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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.

3.1.5.2 AWARDS PRESENTATIONS

- A. The CCCAA sport representative, event manager, and sport coaches association Representative will organize an awards table and ceremony.
- B. 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.
- C. 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.

- D. 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).”

- E. Order of Presentation—Awards and team awards shall be presented in the following order of finish, with first-place presented last.

- G. 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 5CTCA

The cross country coaches are represented by the California Community College Cross Country/Track and Field Coaches Association (5CTCA)

3.4 UNIFORMS

Uniform tops shall have one of the following forms of identification placed on the front of the school-issued uniform: college initials, college name, college mascot name, college logo or symbol.

3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See CCCAA Bylaws 8.1.3.8–8.1.3.11.)

At this time there are no sponsorship or net profit funds available for the reimbursement of participating team travel expenses.

4 INSTRUCTIONS TO EVENT MANAGERS

4.1 EQUIPMENT

(No equipment language at this time.)

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 October 1. 10/6/09

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

4.3 EVENT MANAGER

On-Site Host Administrators for Postconference Competition Events (See CCCAA Bylaw 6.12 and 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.

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

Summary of event's activities, next day's activities, or awards ceremony.
- I. 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.)

4.3.3 PROTESTS

Protests relating to matters that develop during the conduct of the state meet shall be made at once and no later than 30 minutes after the final result has been officially announced. Such protests shall be directed in writing to the meet referee. 4/1/08, 11/2/10

4.3.4 SECURITY

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 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 Executive. 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 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 of the Executive.*

- 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 Cross Country Representative and the CCCAA Office of the Executive by **October 1**. Proposed budget forms are available at 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:

- A. Develop a proposed event budget according to the appropriate guidelines of CCCAA Bylaw 6.8.3, Budget Preparation and Participating College Reimbursement.
- B. 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.
 1. For the CCCAA Cross Country Southern Regional: 10/16/08
 - a. Individual entries should be figured as 1/5 that of a team entry.
 - b. The event manager shall set the entry fees prior to competition. In the event of an emergency the event manager, may bill an additional fee after the competition, if sufficient entry fees are not collected to conduct the meet.
- C. If the entry fee is insufficient, then the proposed budget expenses must be adjusted to balance with the available entry fees.
- D. 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 participate. 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

For cross country: For both regional and state championships, any entry fee received after the entry deadline will be considered late. The late fee of \$100 per athlete (\$300 maximum) will be assessed up to 48 hours prior to the scheduled start time of the first event of each competition. After the 48-hour cutoff, no further entries will be accepted. Every attempt must be made by the meet manager to contact coaches of teams that qualified, but have not entered. 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).

4.5.2 TICKET INFORMATION

The administration of ticket sales is not required for cross country postconference competition events

4.5.3 FINAL FINANCIAL STATEMENT

Excerpted from the CCCAA Constitution and Bylaws, Bylaws 6.8 and 8.1.3:

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 of the Executive 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.

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.

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 CCCAA 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

Not addressed for this sport.

4.12 PRE-MEET SCHEDULE

Not addressed for this sport.

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.

CCCAA CROSS COUNTRY CHAMPIONSHIP HANDBOOK

4.14 SCORING

- A. The CCCAA Cross Country Regional and State Championships shall be scored in accordance with the rules set forth in the current NCAA Guide.
- B. The mechanics of scoring the state meet shall include a system to ensure the accuracy of the results. The system shall utilize a computer system, filming, and a planned system of backup.
- C. A scoring team will consist of no less than five (5) individuals and no more than seven (7) individuals from the same college.

4.15 RULES

(See CCCAA Bylaw 4.)

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

The meet shall be conducted in accordance with the rules set forth in the current NCAA Track and Field/Cross Country Rules and the Division I Cross Country Championship Handbook with exceptions as stated in this handbook.

4.15.1 CCCAA CROSS COUNTRY SOUTHERN CALIFORNIA REGIONAL EXCEPTIONS 7/1/09

- A. Each athlete has the option of wearing flat or spiked shoes in competition, following NCAA code. However, the meet manager, for the safety of the runners, may designate that spiked shoes may not be worn.
- B. Athletes leaving the finish chute without having their finish tag or label pulled or handed a finish card will be disqualified and not added back into the team scoring.
- C. The rules for CCCAA Cross Country Southern California Regional shall follow the NCAA rules except in the tie-breaking rule when qualifying for the CCCAA Cross Country State Championship.
- D. All guidelines for the conduct of the meet shall be supervised by the Southern California Track and Field Rules Committee.

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.
- 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.)

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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 EVENT MANAGERS' CHECKLISTS



EVENT ADMINISTRATION CALENDAR

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

EVENT AGREEMENT CHECKLIST

Reviewed prior to agreeing to host a CCCAA Cross Country State Championship.

EVENT CONTRACT

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

PROPOSED BUDGET

Submitted to the CCCAA Cross Country Representative for review and signature and forwarded to/received by the CCCAA Director of Championships prior to October 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 Cross Country 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 Cross Country 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.

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 Cross Country State Championship:

COMMUNICATE

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

PERSONNEL

Review staff assignments with key college personnel:

- Security
- Concession workers
- 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.

AWARDS

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

TOURNAMENT INFORMATION PACKET/FACT SHEET

Prepare and distribute tournament information to participating teams, media, CCCAA Cross Country 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.)

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- 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 CCCAA Office of the Executive: info@cccaasports.org.
- Participating Colleges
- Media
- Coaches Association Designees



AWARDS CHECKLIST

Complete this checklist one (a) week prior to the CCCAA Cross Country Regional or State Championship event. See CCCAA Constitution Bylaw 7.2.4 and Bylaw 7.2.5 Authorized awards for regional and CCCAA-sponsored state championships.

BUDGET

Regional and State championship awards will be ordered by the CCCAA Director of Championships. The cost of regional championship awards must be included as an expense on the regional proposed budget. The event manager will receive an invoice from the CCCAA Office of the Executive. The cost of state championship awards is included as its own item in the proposed event budget. The State Championship awards will be paid for by the CCCAA Office of the Executive. Therefore, the expense for the State Championship awards should also be listed under income, “sponsorship” (CCCAA awards).

CEREMONY

An awards ceremony should be planned to utilize the CCCAA Cross Country 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 September 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

Regional event managers shall receive an invoice from the CCCAA and shall make payment to CCLC/CCCAA. 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 Cross Country 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:

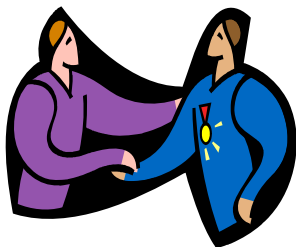
- Hang banners according to instructions received from the CCCAA.

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 Cross Country Representative in all correspondence.

FINAL RESULTS

Email final results to info@cccaasports.org.

EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Cross Country 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!

