



Championship Handbook for
FOOTBALL

Edition:
July 2011

**California Community College Football
Coaches Association President**

Casey Mazzotta

Mt. San Jacinto Coalinga
1499 North State Street
San Jacinto CA 92583-2399
Phone: (951) 487-3593
Fax: 951.654.4572
cmazzott@msjc.edu
Term expires: January 2012

**CCCAA Management Council
Football Representative**

Mark Gritton

West Hills College—Coalinga
300 Cherry Lane
Coalinga CA 93210-1399
Phone: (559) 934-2455
Fax: 559.934.0611
markgritton@whccd.edu
Term expires: 1st—6/30/13

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@ccaasports.org

George Mategakis

Director of Championships
email: gategakis@cccaasports.org

Jason Boggs

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

Debra Wheeler

Director of Membership Services
email: dwheeler@ccaasports.org

Rina Kasim

Business Operations Specialist
email: rkasim@ccaasports.org

Rima Trotter

Staff Assistant
email: rtrotter@ccaasports.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.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

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 (not addressed for this sport) | 10 |
| 1.4 CCCAA Championship Format | 10 |
| 1.5 Host and Site Selection | 11 |
| 1.6 Sports Committee..... | 11 |
| 1.7 Annual Forms..... | 11 |
| 2. Determination of Competing Institutions | 12 |
| 2.1 Conference Competition and Representation..... | 12 |
| 2.2 Play-off/Bowl Game Participation Selection | 13 |
| 2.3 Seeding Committee and Qualifying Procedures | 15 |
| 2.4 Certification of Eligibility/Availability | 17 |
| 3. Instructions to Participants | 17 |
| 3.1 Awards | 17 |
| 3.2 Banquet | 19 |
| 3.3 Coaches Associations..... | 19 |
| 3.4 Uniforms | 19 |
| 3.5 Participating Team Travel Reimbursement..... | 19 |

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

| | | |
|-----------|--|-----------|
| 4. | Instructions to Event Managers..... | 19 |
| 4.1 | Equipment | 19 |
| 4.2 | Event Contracts | 19 |
| 4.3 | Event Manager | 120 |
| 4.4 | Event Sponsorship..... | 24 |
| 4.5 | Financial Considerations | 27 |
| 4.6 | Insurance | 31 |
| 4.7 | Lodging | 31 |
| 4.8 | Media Arrangements | 32 |
| 4.9 | Medical Coverage | 34 |
| 4.10 | Meetings..... | 35 |
| 4.11 | Practice (not addressed for this sport) | 35 |
| 4.12 | Pregame Schedule (not addressed for this sport) | 35 |
| 4.13 | Programs/T-shirts/Concessions | 35 |
| 4.14 | Scoring | 35 |
| 4.15 | Rules..... | 36 |
| | Decorum Rule (CCCAA Bylaw 4.4—4.8) | 37 |
| | Appendices..... | 41 |
| | Appendix A: Brackets—CCCAA Football Southern California Regional Championship..... | 41 |
| | Appendix B: Event Managers’ Checklists | 43 |

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 FOOTBALL CHAMPIONSHIP HANDBOOK

1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

CCCAA FOOTBALL POSTCONFERENCE COMPETITION EVENTS 11/20/10

American Bowl:

- TBD, November 19, 2011, Event Manager: TBD

Beach Bowl:

- TBD, November 19, 2011, Event Manager: TBD

Bulldog Bowl presented by Outback, The:

- College of San Mateo, November 19, 2011, Event Manager: Andreas Wolf

Capital City Bowl:

- American River College, November 19, 2011, Event Manager: Jean Snuggs

Central Championship Bowl:

- TBD, November 19, 2011, Event Manager: TBD

Central Division Bowl:

- TBD, November 19, 2011, Event Manager: TBD

Golden State Bowl:

- Bakersfield College, November 19, 2011, Event Manager: TBD

Graffiti Bowl:

- Modesto Jr. College, November 19, 2011, Event Manager: Bill Kaiser

Living Breath Foundation Bowl:

- Cabrillo College, November 19, 2011, Event Manager: Dale Murray

National Bowl:

- TBD, November 19, 2011, Event Manager: TBD

City College of San Francisco Hawaiian Punch Bowl:

- City College of San Francisco, December 3, 2011, Event Manager: George Rush

Silicon Valley Bowl:

- Foothill College, November 19, 2011, Event Manager: Sue Gatlin

SCFA Bowl:

- TBD, November 19, 2011, Event Manager: TBD

State Center Community College Bowl:

- TBD (Fresno Ratcliff/Reedley High School), November 19, 2011, Event Manager: Randy Rowe

Western State Bowl:

- TBD, November 19, 2011, Event Manager: TBD

SCFA Championship/Southern California Regional Round 2:

- Sites: Highest remaining seed, November 26, 2011, Event Manager: Athletic Director, Host College

State Championship:

- Site: NCFCA Champion, December 10, 2011, Event Manager: TBD

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

1.2.1 DATES

All bowl games shall be played no later than the first weekend in December. The state championship will be played the second weekend in December. The exact date and time of bowl games shall be decided by the bowl game manager with input from the cosponsoring agency and the CCCAA Executive. The date and time shall be conducive to recruiters, providing the least cost to those involved, and drawing the best attendance possible.

A calendar of dates and a working time schedule shall be developed for each bowl game. The game calendar is designed to allow for planning and the completion of details of game administration. See Section 4 and Appendix B of this handbook for items to be considered in this preparation. It will then be the event manager's responsibility to adhere to the established time line. A master check sheet should be used for the event manager's response regarding the completion of each step in the process.

1.2.2 SITES

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 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.

1.2.3 BOWL GAMES

1.2.3.1 A series of bowl game sites shall be identified each year. Sites shall be selected to provide the best possible game according to the following criteria:

Bowl game hosts and sites will be determined according to the following procedures:

- A. Potential bowl game hosts will notify the CCCAA Office of their desire to host a bowl game by June 1.
- B. The CCCAA Office will notify the CCCFCA and the conference commissioners of the bids received within 2 working days following June 1.
- C. If any region has less than seven (7) bids, the CCCFCA and conferences will have until July 1 to solicit additional bowl sponsorship. July 1 will be the final deadline date for acceptance of bowl bids at the CCCAA Office.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

- D. If any region has more than seven (7) bids, the CCCFCA, in collaboration with the Office of the CCCAA Executive, will select the seven (7) bowl game sites using the following criteria:

Bowl bids turned in by June 1 will have priority over bids turned in after that date.

1. Criteria for bowl bids turned in by June 1.
 - a. Seniority of a bowl will be given first priority.
 - b. Bowl bids that include provisions to finance the transportation costs of the traveling team(s), using up to two (2) busses per team, from sponsorship money outside of game receipts, will be given the next highest priority (see CCCAA Bylaw 8.1.3.11.4.D). This is in addition to all other financial requirements of bowl hosts that are included in other sections of this handbook and CCCAA Bylaws.
 - c. The quality of the facilities at the proposed bowl site will be given consideration in the selection process. Items that should be considered: Quality of the playing surface, adequate spectator accommodations for fans of both teams, ability to provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, adequate scoreboard, and press box. It is the intention of this provision that the bowl games be played at venues with superior facilities as determined by the CCCFCA.
2. For bowl bids submitted after June 1, the following criteria will be applied in determining which bowl(s) will be accepted when the total number of bids exceeds seven (7) in a region.

Criteria for bowl bids turned in after June 1. These bids will only be considered if there are less than seven (7) bowl bids by June 1.

- a. Bowl bids that include provisions to finance the transportation costs of the traveling team(s), using up to two (2) busses per team, from sponsorship money outside of game receipts, will be given highest priority (see CCCAA Bylaw 8.1.3.11.4.D). This is in addition to all other financial requirements of bowl hosts that are included in other sections of this handbook and CCCAA Bylaws.
- b. The quality of the facilities at the proposed bowl site will be given consideration in the selection process. Items that should be considered: Quality of the playing surface, adequate spectator accommodations for fans of both teams, ability to provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, adequate scoreboard, and press box. It is the intention of this provision that the bowl games be played at venues with superior facilities as determined by the CCCFCA.
- c. Seniority of a bowl will be given priority after due consideration to the criteria above.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

1.2.3.2 ADDITIONAL CRITERIA FOR BOWLS

- A. There shall be a sponsor who shall underwrite all finances of the bowl game, including its administration and agreed upon expenses.
- B. There shall be an identified college game manager whose goal is to make the bowl game a physical and financial success.
- C. The game site shall be as central to various college locations as possible; thus enhancing the opportunity for college supporters to attend the bowl game.
- D. The game site shall be located to allow ease of travel for participating teams; lowering game administration costs.
- E. There shall be a minimum of four (4) bowl games for Northern California colleges and (4) bowl games for Southern California colleges. Each game shall have to meet the guidelines of all sections of this handbook.
- F. Where special circumstances exist, a bowl game may be added. All sections of this handbook and CCCAA Bylaw 6.17.2.3 shall apply to the added game.

When, after the final deadline for bowl bids has past (July 1), a situation exists where one region has less than seven (7) bowl games and the other region has bids for more than seven (7), an additional game may be added in the region where additional bids exist as long as the 40 percent postconference competition cap remains intact statewide.

A team from the region with fewer than seven (7) games must be considered as a participant in the additional game in the other region.

- G. The cosponsoring agency shall procure and maintain public liability and property damage insurance covering all activities arising from or in any way related to the game, including without limitation, the advertising and promotion of the game, pageant, parade, and actions of the crowds and personnel at, participating in, or relating to the game. Additionally, the cosponsoring agency shall indemnify and hold the CCLC and CCCAA and their representatives harmless from all claims, damages, suits, actions, or proceedings in connection with any injury or damage to any person or property related to the activities described above.

1.2.3.3 BOWL GAME ADMINISTRATION AND MANAGEMENT

1.2.3.3.1 Bowl Game Administration

The supervision of football bowl games shall be administered by the CCCAA football representative and the CCCAA Office. With the help of conference commissioners, game managers, and cosponsoring agencies, the CCCAA Football Representative in consultation with the CCCAA Executive shall:

- A. Make final decisions in all cases where an interpretation of this guide is necessary.
- B. Be responsible to make a status report for all bowl games for submittal to the CCCAA for review and approval.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

1.2.3.3.2 Game Management

The CCCAA Executive is responsible for the identification and assignment of bowl game management. The CCCAA Executive shall identify an onsite event manager and, where applicable, shall identify an event manager representing the cosponsoring agency.

Host and participating colleges and game sponsor(s) shall sign a contract certifying their willingness to abide by the guidelines of this handbook and its appendix.

1.3 START TIMES

Not addressed for this sport.

1.4 CCCAA CHAMPIONSHIP FORMAT

1.4.1 CCCAA FOOTBALL PLAYOFF/BOWL

Should any region elect to use a playoff system to determine a regional champion, the first round of the playoff system will be incorporated into the bowl game system. There will be seven (7) bowl games in each region (40% postconference competition cap). The playoff bowls, if used, must include the conference/division champions and, when necessary, at-large teams selected to fill out round one. Playoff brackets will be seeded according to a procedure to be determined by each region. Additional bowl games in each region that are not part of a playoff system will follow the established selection procedure using the final CCCFCA/CCCAA poll.

1.4.2 CCCAA NORTHERN CALIFORNIA FOOTBALL PLAYOFF FORMAT

- A. The champions of the Northern Division Conferences, the Nor-Cal and Valley will compete in a playoff game to determine the Northern California Champion to advance to the state championship game versus the Southern California Champion.
- B. The champions of the Central Division Conferences; the Golden Gate and Mid-Empire would compete in a bowl game for the Central Division Championship.
- C. The champions of the South Division Conference: the Bay-Valley and Coast would compete in a bowl game for the South Division Championship.
- D. The CCCFCA/CCCAA poll rankings will be used to select four (4) additional bowl games, with the “common sense” clause utilized.

1.4.3 CCCAA SOUTHERN CALIFORNIA FOOTBALL PLAYOFF FORMAT

1.4.3.1 There will be seven (7) bowl games in the South (40% postconference competition cap).

Two (2) of the bowl games will be designated as playoff/bowl games and be the first round of a four (4)-team playoff structure to determine the Southern California champion to advance to the state championship game. Five (5) additional bowl games will be played and teams will be selected from the CCCAA bowl pool. 7/1/10

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

- A. The champions of the National Division conferences (the National-Northern and the National-Southern) and the next highest ranked team(s) in the end-of-the-season SCFA Power Ranking Index will compete in a four (4)-team playoff to determine the Southern California regional champion to advance to the state championship game versus the Northern California regional champion. 4/1/08, 7/1/10
- B. Highest seeded teams that host a bowl game will be designated as the “host” team. If two (2) teams who host bowl games are matched against one another, the lowest seeded team must give up its bowl or not be part of the playoffs. If it chooses not to be part of the playoff system, then it will host the next highest ranked team not participating in the playoff system, using the “common sense” clause. If the highest seeded team does not host a bowl game and the lower seeded does, then the game will be played at the lower-seeded team’s site.
- C. If neither matched up team hosts a bowl, the “floating bowl” concept may be used. The teams may be placed in an “empty bowl” or a bowl game may be created to accommodate the matchup. The highest seeded team will be designated as the “home” team.
- D. The bowl committee may use the “common sense” clause in placing teams at the best game site for both playoff bowls and for non-playoff bowls. Every consideration should be given to help insure the best matchups that will generate the largest gate income.
- E. After the first round of playoff/bowl games, the highest seeded team will host all other rounds leading to the regional championship game and be responsible for game administration.

The host school is expected to provide a quality playing surface, adequate spectator accommodations for fans of both teams, provide adequate security and crowd control, adequate dressing rooms, sufficient parking facilities, an adequate scoreboard, and press box. It is the intention of this provision that the playoff games be played at venues with adequate facilities for both players and fans, as determined by the CCCFCA.

- F. All administration guidelines (section 2 of this handbook) will apply to playoff games.

1.5 HOST AND SITE SELECTION

(See Football Championship Handbook Section 2.2.)

1.6 SPORTS COMMITTEE

The Football Playoff/Bowl Committee will be composed of the President, the Executive Director, and the First Vice President of the Football Coaches Association (to provide for regional representation), and the CCCAA Football Representative.

1.7 ANNUAL FORMS

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

- Football Bowl Event Agreement

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. Each conference/division must determine a champion using a tie-breaking procedure.
- B. Conference champions are to be guaranteed a bowl game.
- C. After the completion of conference contests (See CCCAA Bylaw 3.11), the CCCAA Office shall publish and utilize the official CCCAA/CCCFCA regional coaches poll as the official prospect pool for selection of playoff/bowl game participants by the bowl game committee. The regional polls (published each week by the CCCAA) feature 14 voting members in each region who shall rank the top 20 teams in each region. The poll utilizes an excel software program to tally votes and awards a weighted system of points based on balloting each week by polling members. Each regional polling member ranks its region (e.g., south representatives vote for top 20 southern teams only, north votes for top 20 northern teams only). Each region will select 14 voting representatives. Voting representatives will be coaches determined by each region, in consultation with the CCCFCA Executive Director. Every effort will be used to have voters from each conference in the region represented. In the South Region voters will be coaches on the SCFA Executive Committee and Competition Committee, or a designee from the individual conference. Each conference will be represented by two coaches. At-large designates may be either the CCCFCA Executive Director or former coaches for an equal total of 14 members in each region. If a poll voter fails to vote in any two (2) voting weeks, he/she may be replaced by the CCCFCA Executive Director. The CCCAA/CCCFCA poll is the official poll for California community college. The bowl game selection committee will be provided an updated regional poll for its use during the playoff/bowl game selection meeting by the CCCAA. The updated polls will include results of the final conference contest played just prior to the playoff/bowl game selection committee meeting. 10/13/06, 3/31/11

2.1.1 NORTHERN CALIFORNIA CONFERENCE CHAMPIONS

For purposes of determining conference championships, the following tie-breaking procedure will be utilized in the order presented until broken: 10/14/06

- A. Head-to-head competition or, if three (3)-way tie:
- B. Compare the records of the tied teams to the top-ranked non-conference teams in the CCCFCA/CCCAA Poll in descending order; i.e., compare the tied teams with the team ranked #1 in the poll, then with the team ranked #2 in the poll, then with the team ranked #3 in the poll, etc. 10/14/06

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

C. Coin Toss

2.2 PLAYOFF/BOWL GAME PARTICIPATION SELECTION

2.2.1 CCCAA/CCCFCA COACHES POLL

Teams are to be ranked 1 through 20 in both the North and South polls. Actual playoff/bowl pool to consist of teams ranked according to the number of bowls available. (Example: if there are seven (7) bowl games, teams ranked 1 through 14 are in the pool.) Ranking to be based upon final regular season CCCAA/CCCFCA Coaches poll.

In case of a tie for 1st or 2nd place in the CCCAA/CCCFCA Coaches' poll after the last game of the season, the following tie-breaking criteria will be used, if needed:

- A. The winner of head-to-head competition.
- B. A comparison of the teams that are tied with the wins over ranked teams in the CCCAA/CCCFCA Coaches' poll. The ranking used will be the teams' places in the standings after the last official regular season games poll. Points will be awarded for wins over ranked teams in inverse (opposite) order as follows:

| RANK | POINTS | RANK | POINTS |
|------------------|--------|------------------|--------|
| 1 st | 20 | 11 th | 10 |
| 2 nd | 19 | 12 th | 9 |
| 3 rd | 18 | 13 th | 8 |
| 4 th | 17 | 14 th | 7 |
| 5 th | 16 | 15 th | 6 |
| 6 th | 15 | 16 th | 5 |
| 7 th | 14 | 17 th | 4 |
| 8 th | 13 | 18 th | 3 |
| 9 th | 12 | 19 th | 2 |
| 10 th | 11 | 20 th | 1 |

Hypothetical example:

The Tigers and Lions are tied for 2nd place in the poll. The Tigers defeated ranked teams in the poll:

| TEAM | POLL RANKING | INVERSE POINTS |
|---------|------------------|----------------|
| Giants | 10 th | 11 points |
| Eagles | 13 th | 8 points |
| Bears | 11 th | 10 points |
| Vikings | 7 th | 14 points |
| TOTAL | | 43 POINTS |

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

The Lions defeated ranked teams in the poll:

TEAM POLL RANKING INVERSE POINTS

| | | |
|----------|------------------|-----------|
| Cowboys | 14 th | 7 points |
| Chargers | 12 th | 9 points |
| Giants | 10 th | 11 points |
| TOTAL | | 27 POINTS |

THE TIGERS WOULD WIN THE TIEBREAKER.

- C. If the two (2) teams are still tied, the next criteria will be lowest points allowed vs. all common opponents. In other words in the example above, if both teams had been tied after that process, and if the Lions allowed the Giants ten (10) points and the Tigers allowed the Giants three (3) points, then the Tigers would win the tie-breaker, because they allowed the fewest points to a ranked common opponent.
- D. If the teams are still tied then a coin flip will decide who wins the tie-breaker. The procedure to decide which coach will have the choice on the flip of the coin to advance, will be as follows: The CCCAA Executive will select a number between one (1) and ten (10). The two (2) coaches will then select a number between one (1) and ten (10) and the person that is closest to the number selected by the CCCAA Executive will have the choice on the coin toss.

2.2.2 SELECTION OF BOWL TEAMS

Colleges will be selected to participate in bowl or playoff bowl games following the selection criteria developed by each region. Each region will develop a process by which a regional champion will be determined to move forward to the state championship game.

- A. If a bowl game's host team is not bowl eligible or they are placed in the playoff bowl bracket that does not allow them to host, then the highest ranked available team, not hosting a game, becomes that bowl's "Home" team. This determination is to take place during the selection process. (Example: Assuming the number 1 and 2 teams have been placed, if number 3 and 4 are host teams and number 5, 6, 7, & 8 are not host teams, number 3 would play 5 and number 4 would play 6 and number 7 would play 8 in the bowl without a host team. If more than one bowl game does not have a host team, the bowl selection committee will determine which match-ups will play in those games, but will do so within the selection process. The intent being to give these games the best chance for success within the confines of the selection process.
- B. Each region may develop a "floating bowl" concept, which allows for bowl games to move from one site to another to best accommodate a matchup for a bowl game or playoff game.
- C. If teams are matched in a bowl game or a playoff game and neither "hosts" a bowl, they may play in an "empty bowl" (no host team) or may create a bowl. The highest seeded team in a playoff structure, or the highest ranked team in a bowl game situation, will be designated as the "home" team.
- D. Northern teams shall play in the north and southern teams shall play in the south, unless unusual or extenuating circumstances exist.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

E. Additional recommendations:

1. If there are not enough teams with winning records to fill all the bowl slots, then a ranked 5-5 team may be invited to a bowl.
2. If bowl placement procedure results in a rematch between two colleges, that rematch stands.
3. A team can only go to one bowl game.
4. There is a potential to add a bowl game if there are qualified teams which have no place to compete. This option will be determined by the CCCAA Football Representative and the CCCAA Executive in consultation with the selected members of the respective region.
 - a. Additional bowl games must be at the sponsor's site.
 - b. Added bowl games, as all others, must be completely funded by the sponsor.

2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

The Football Playoff/Bowl Committee will be composed of the President, the Executive Director, and the First Vice President of the Football Coaches Association (to provide for regional representation). Additional members include the CCCAA Football Representative and the commissioners from the SCFA and NCFA. 3/31/11

2.3.1 SEEDING MEETING

On the Sunday following the last football game, the Football Playoff/Bowl Committee will meet. The CCCAA Executive and/or designee will be members in an advisory capacity and will only vote in case of a tie. 6/10/10

2.3.2 NORTHERN CALIFORNIA SEEDING

Also stated in CCCAA Football Championship Handbook Section 1.4.2 CCCAA Northern California Football Playoff Format:

- A. The champions of the Northern Division Conferences, the Nor-Cal and Valley, will compete in a bowl game with the winner to advance to the CCCAA Football State Championship game versus the Southern California Champion.
- B. The champions of the Central Division Conferences, the Golden Gate and Mid-Empire, will compete in a bowl game for the Central Division Championship.
- C. The champions of the South Division Conference, the Bay-Valley and Coast, will compete in a bowl game for the South Division Championship.
- D. The CCCAA/CCCFCA poll rankings will be used to select four (4) additional bowl games, with the “common sense” clause utilized.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

2.3.3 SOUTHERN CALIFORNIA SEEDING 7/1/10

Playoff/bowl game participants will be selected and seeded using the following process:

- A. The champions of the National Division conferences and the next highest-ranked team(s) in the end-of-season SCFA Power Raking Index will compete in a four (4)-team playoff to determine the Southern California regional champion to advance to the state championship game versus the Northern California regional champion. 4/1/08 (Also stated in CCCAA Football Championship Handbook Section 1.4.3 CCCAA Southern California Football Playoff Format.)
- B. Once teams are selected for the two (2) playoff bowls and are placed into the brackets, (see Appendix A), the bowl game committee will designate the first-round bowl sites.

The four (4) teams that have been selected from the above selection process will be seeded according to their final ranking in the CCCFCA/CCCAA Poll. Teams will be seeded one (1) through four (4) with the highest ranked team seeded #1, and 2nd highest ranked team seeded #2, etc., until all four (4) brackets are filled.

- C. Additional at-large teams will be chosen to fill out the remaining non-playoff bowls using the final CCCAA/CCCFCA poll.
- D. After the playoff teams are selected and the playoff bowl sites have been assigned, the highest ranked non-playoff teams will be selected to participate in the remaining bowl games. The final CCCAA/CCCFCA poll standings will be used to match teams up in these non-playoff bowls. The two highest ranked teams will play each other and then the next highest ranked teams will play each other, etc. However, in order to reduce expenses of travel, lodging, and meals and to enhance competition, the bowl committee can adjust pairings by adjusting rankings by no more than two (2) positions up or down.

Additionally, the bowl committee may use the “common sense” policy to enhance the match ups for these non-playoff bowls.

- 1. If both the American Division conference champions (American Mountain Conference and American Pacific Conference) do not qualify for the playoffs, they will compete against each other in the American Division Championship Bowl Game.
 - 2. If both the Central Division conference champions (Central West Conference and Central East Conference) do not qualify for the playoffs, they will compete against each other in the Central Division Championship Bowl Game.
- E. For purposes of tie-breaking in the selection process or in the seeding process, the following criteria will be used in order presented until tie is broken:
 - 1. Head-to-head competition
 - 2. Winning percentage vs. common opponents.
 - 3. Highest rank on final CCCAA/CCCFCA football poll.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

3 INSTRUCTIONS TO PARTICIPANTS

3.1 AWARDS

(See CCCAA Bylaw 7.2.)

3.1.1 AWARDS VENDOR

The CCCAA Awards Committee has selected a vendor (**Josten's**) to supply awards for a five-year period, ending with the 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:

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:

3.1.2.1 BOWL GAME AWARDS

One set for each bowl game, except the Silicon Valley Bowl receives none.

- 1 trophy: Championship Team
- 80 medals (Blue Ribbon): Winner
- 80 medals (Red Ribbon): Participant

3.1.2.2 CCCAA FOOTBALL STATE CHAMPIONSHIP AWARDS

- 1 trophy: Championship Team
- 1 trophy: Participating Team (State Championship only)
- 80 medals (Blue Ribbon): Winner
- 80 medals (Red Ribbon): Participant

3.1.3 SHIPMENT

As directed by the CCCAA Awards Committee, the Office of the CCCAA 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 AWARDS DISPLAY

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

3.1.6 AWARDS CEREMONY PROCEDURES

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

3.1.6.1 AWARDS PRESENTATIONS

- The CCCAA sport representative, event manager, and sport coaches association representative will organize an awards table and ceremony.
- Individual and/or team awards should be presented by an official from the CCCAA and/or the host college and include a representative from the sponsoring organization.
- The event manager will coordinate presentation of awards by sponsor representative as per directions from on-site CCCAA representative or CCCAA Office of the Executive, where applicable.
- Be sure to properly introduce (example):

“Now presenting is (Name, Title) representing (CCCAA corporate partner name) and (local name of local sponsors), located at/in (location).”
- Order of Presentation—Awards and team awards shall be presented in the order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (if provided by the coaches association).

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.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

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.)

3.3.1 CCCFCA

The coaches are represented by the California Community College Football Coaches Association (CCCFCA).

3.4 UNIFORMS

JERSEYS—The home team shall wear dark-colored jerseys and the visiting team shall wear light-colored jerseys for bowl games. If neither participating team is from the host college, the CCCAA Executive shall identify the home team.

3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See CCCAA Bylaws 8.1.3.8 through 8.1.3.11.)

4 INSTRUCTIONS TO EVENT MANAGERS

4.1 EQUIPMENT

Game Ball—The game ball shall be the CCCAA-approved ball.

4.2 EVENT CONTRACTS

Colleges invited to participate in the football bowl games shall sign a Bowl Game Participant's Contract.

Colleges hosting a bowl game shall complete and submit a Football Bowl Game Agreement.

Colleges hosting a non-bowl playoff shall complete and submit an Event Contract. The event contract must be signed by the host college president, athletic director, and designated event manager and received by the Office of the CCCAA Executive no later than June 1.

10/6/09

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

The Football Bowl Game Agreement and Event Contract forms are available at <http://www.cccaaasports.org/forms.asp>.

4.3 EVENT MANAGER

(See CCCAA Bylaw 6.8.)

- A. In order to ensure the highest possible standards in community college athletics for men and women, it is imperative to have careful, committed oversight of postconference competition. This managerial and supervisory responsibility rests with the host site athletic administration.
- B. The president of the host site institution shall designate the athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, who will be responsible for the administration and supervision of all aspects of the postconference competition event held on their campus. The designee must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines.
- C. Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, then an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.
- E. Football Event Manager Responsibilities (See CCCAA Bylaws 6.8, 6.14, 6.15, 7.2, and 8.1.3.)
 1. Sign the event agreement and return it to the Office of the CCCAA Executive by June 1 of each year. 10/6/09
 2. Prepare a budget to be submitted for approval to the CCCAA football representative and Office of the CCCAA Executive by June 1 of each year. 10/6/09
 3. Complete the Football Bowl Game/Playoff Manager's Financial Report and Ticket Inventory Forms no later than 30 days following the event. Net profit from the game shall be returned to the Office of the CCCAA Executive with these forms. Participating teams will be reimbursed through the Office of the CCCAA Executive.
 4. Prepare the field for play.
 5. Arrange for officials for the game, including timer, announcer, chain gang, ticket takers, parking attendants, and police.
 6. Arrange for a medical doctor to supervise the game.
 7. Arrange for the game ambulance.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

8. Arrange the following for the two (2) teams playing in the game:
 - a. Dressing rooms, including security.
 - b. Color of uniforms.
 - c. Preparation of areas for video crews.
 - d. Preparation of press box to field communication for coaches and athletes.
 - e. The type of football to be used during play shall meet NCAA Specifications and be the CCCAA approved ball.
9. Coordinate the activities of the custodial staff and ticket takers.
10. Procure the necessary police support and the active supervision of the police.
11. Provide information for parking team buses, lodging (if approved), pre-game meals, and any other team-related game requirements.
12. Work closely with the game manager from the cosponsoring agency.
13. Perform any other activities that are unique to the smooth administration of the game.
14. The onsite event manager representing the CCCAA shall receive \$200 as part of the game administration budget.

4.3.1 PERSONNEL

(See CCCAA Bylaw 6.8.14.)

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

- Scoreboard operator
- Scorekeeper
- Statisticians
- Ticket sellers
- Ticket takers
- Concession workers
- Campus security
- Hospitality room hosts
- Locker room attendants

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

- Custodians/groundskeepers as appropriate
- Program and t-shirt sales
- Announcer:

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

It is very important that the announcer:

- ◇ Prepare all information 24 hours before competition begins.
- ◇ Learn accurate name pronunciation of all individuals involved.
- ◇ Have statistical information and postconference competition records available for filler spots.
- ◇ Be unbiased.
- ◇ Work in advance with Office of the CCCAA 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

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

- 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.)

Officials for each bowl game shall be assigned by the designated conference commissioner. He or she shall confer with the visiting conference commissioner and then assign the approved number of community college officials with neutral affiliation whenever possible. A list of assigned officials shall be sent to the CCCAA Executive upon request prior to the game. The bowl game shall use the same number of officials as those used by the conference of the host college, and the officials will be paid using the same rate the conference paid during the regular season.

4.3.3 SECURITY 11/2/10

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

4.4 EVENT SPONSORSHIP

When postconference competition is cosponsored by a corporate or voluntary agency, it is important that consideration be given to that group. In order for the sponsorship to be effective, there shall be a letter of agreement written by the Office of the CCCAA 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 Office CCCAA 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 Office CCCAA 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 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 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 Office of the CCCAA.
- LOGOS & PROGRAM ADVERTISEMENTS—*To be provided within sixty (60) days of your championship by Office of the CCCAA 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 Office of the CCCAA 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 Office of the CCCAA 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 Office of the CCCAA Executive, where appropriate. If it is not possible to provide parking passes, please provide reserved space and notify the Office of the CCCAA 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

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

Please send three (3) samples of each to the Office of the CCCAA 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.)

The following policy is in addition to those already listed in the CCCAA Bylaws and Event Manager's Manual. If there is a conflict, these policies will supersede:

- A. A Bowl Game Participant Letter of Agreement will be returned to the Office of the CCCAA Executive at least one (1) week prior to participation in a bowl game.
- B. Participant's Financial Reimbursement (See CCCAA Bylaw 8.1.3.)
- C. Financial Report and Disbursement of Funds (See CCCAA Bylaws 6.8.3, 6.14, 6.15, and 8.1.3.)

4.5.1 BUDGET INFORMATION

Colleges hosting the postconference competition events shall provide a proposed budget to their CCCAA Football Representative and the Office of the CCCAA Executive by June 1. Proposed budget forms are available at www.cccaasports.org/forms.asp. 10/6/09

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.

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

4.5.1.1 NON-REIMBURSABLE FOOTBALL GAME EXPENSES

Football play-off/bowl game sponsors have found many different ways to make games interesting for cash customers. Many of these innovative ideas call for extensive funding. Below you will find a list of categories that generally will not be paid for as game expenses:

- Fireworks Display
- Extra Insurance Packages
- Painting of End Zone
- Painting of 50-Yard Line
- Audit of Game Budget
- Special Game Publicity
- Pictures & Printing
- Special Ticket Printing
- Extra Awards
- Special Guest Attractions
- Extra Complimentary Tickets
- Cost of Pre-Event Telephone Calls
- Office Rental
- Secretarial Costs
- Special Costs
- Other Pre-game or Half-time Entertainment

4.5.2 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. As a general rule, the following ticket practices have been successful:

- A. All tickets shall be numbered.
- B. Ticket sellers shall be assigned tickets by number.
- C. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- D. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:
 1. \$8.00 for all seats, except

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

2. \$5.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (Amended: April 6, 2007; Effective July 1, 2007)
3. Complimentary
 - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
 - b. Coaches with up-to-date sport coaches association membership cards.
 - c. CCCAA Board and CCCAA MC members and conference commissioners.
 - d. CCCAA Lifetime Pass holders.
 - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
4. No conference, staff, or parent booster passes shall be honored.

4.5.2.1 FOR NON BOWL PLAYOFF GAMES (See A-D above.)

4.5.2.2 FOR BOWL GAMES

- A. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:
 1. \$8.00 for all seats, except
 2. \$5.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (Amended: April 6, 2007; Effective July 1, 2007)
 3. Complimentary
 - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
 - b. Coaches with up-to-date sport coaches association membership cards.
 - c. CCCAA Board and CCCAA MC members and conference commissioners.
 - d. CCCAA Lifetime Pass holders.
 - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
 4. No conference, staff, or parent booster passes shall be honored.
- B. **TICKET PRODUCTION**—Tickets for each bowl game shall be produced by the cosponsoring agency. Printing of tickets shall be done:
 1. At no cost to game expenses.

2. To maximize accountability for tickets printed and sold. Each ticket shall be numbered. The number of printed tickets shall be reported to the Office of the CCCAA Executive at the time of printing. The assignment of tickets to be sold shall be done by number. Each agency selling tickets shall report the exact number of tickets sold and return the unsold tickets according to the number of tickets assigned.

Tickets shall be printed with a color code. One (1) ticket color shall be for those with an \$8.00 minimum, another color ticket shall be for those with a \$5.00 minimum. Each ticket shall have an identification number printed on it to be used for accounting purposes.

A game ticket sponsor may be permitted to place advertisement on the game tickets.

- C. **TICKET DISTRIBUTION**—Tickets shall be distributed to sellers by number and recorded on the appropriate bowl game ticket administration form. All tickets distributed other than on game day shall be returned to the game manager prior to the Thursday before the bowl game.
- D. **TICKET ACCOUNTING**—A complete accounting of all ticket sales shall be made by the host game manager as a part of the game financial report which shall be turned in to the Office of the CCCAA Executive by the Friday prior to the Christmas holiday break each year. A ticket accounting form will be used by bowl game managers to record gate receipts; thereby allowing more accurate income reporting. Ticket numbers should equal the income.

INCENTIVE TICKET SALE PLAN

Bowl game committees may develop pre-game incentive ticket sale plans. The plan shall be applicable only to pre-game tickets sold by both the CCCAA and cosponsoring agencies.

Incentive plans shall only apply to the sale of adult \$8.00 minimum pre-game tickets. All tickets sold at the gate shall have no incentive bonus available. The maximum amount of profit allowed through an incentive plan shall be \$1.00 per pre-game ticket, i.e., a non-sponsoring service club or community college selling tickets under an incentive plan can only receive \$1.00 of income for each adult pre-game ticket sold. Incentive plan ticket sales shall be included in the total proceeds of the game and shall be listed as income for the game.

4.5.3 FINAL FINANCIAL STATEMENT

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

8.1.3.6—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 Office of the CCCAA 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.

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

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 Office of the CCCAA 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 Office of the CCCAA 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 Office of the CCCAA 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 Executive Director shall establish such costs. Radio broadcasting facilities will be available at the game site. To broadcast, stations must request credentials and make their own arrangements for installation of lines from the telephone company.

Press Conference(s)

Bowl game administrators may create an informal press conference in September or October that will act as a "contract-signing" event. This activity will alert the media to upcoming bowl game activities.

As a part of the bowl game publicity plan, \$150.00 shall be allocated as a game expense for a pre-game press conference. When the participants in the bowl game are announced, the bowl game administrators should develop a formal press conference in order to promote the game. All local and visiting media should be invited to this event.

Appropriate written and any other form of media communication should be provided at the press conference. Refreshments should be provided.

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 Office of the CCCAA 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 Office of the CCCAA 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 Office of the CCCAA Executive website electronically.

RADIO AND TELEVISION POLICY—Arrangements for radio and television broadcasts shall be handled by the game manager after checking with the CCCAA Executive. Profits from these broadcasts are to be kept in mind; however, the interests of all parties are paramount.

4.8.6.1. Publicity Plan

A game publicity plan shall be developed. A game public information "team" and chair shall be identified. This group shall establish the necessary steps for the publicity plan of each game. These steps shall include:

- A. Providing information about the availability of tickets for the bowl game.
- B. Souvenir program preparation:

1. Procurement of advertisers.
 2. Placement of sponsors' advertisements in the program.
 3. Help with the procurement of participating college pictures, rosters, and other pertinent program information.
 4. Reserve a page for CCCAA information as provided by the Office of the CCCAA Executive.
- C. Newspaper ad plan (where funds are available).
- D. Identification of press participants, including:
1. Normal media representatives who cover the participating colleges on a day-to-day basis.
 2. Additional local and out-of-town news media.
 3. Special invitation to sports editors/directors and columnists.
- E. Development of press credential and identification system.
- F. Development of media accommodations.
1. Identify a pressroom supervisor.
 2. Provide reserved press seating for the event.
 3. Arrange for press statistics, duplication, and distribution.
 4. Whenever possible, arrange for complementary refreshments for the working press.
- G. Radio and television plan.
1. Home and away radio facilities. Bereavement.
 2. Home and away television production facilities.
 3. Provide written "spots" for commercial or educational over-the-air radio and television use.

4.9 MEDICAL COVERAGE

(See CCCAA Bylaw 6.16 and Bylaw 9.)

4.10 MEETINGS

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

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

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.8.18:

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

4.11 PRACTICE

Not addressed for this sport.

4.12 PREGAME 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 Office of the CCCAA 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.

All bowl game concession and souvenir program preparation, inventory, and sales are the responsibility of the game sponsors. Any costs or profits that occur due to the administration of concessions and program sales shall be the host college's.

4.14 SCORING

Not addressed for this sport, see NCAA Rulebook.

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

4.15 RULES

(See CCCAA Bylaw 4.)

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

The NCAA Football Rulebook will govern all football contests, as stated in CCCAA Bylaw 4.1.1, with the following exceptions:

- A. VIDEO TAPE OR FILM EXCHANGE—Colleges participating in bowl games shall exchange any three (3) tapes or films from the current season other than the final game tape or film. Conferences are encouraged to adopt rules prohibiting the release of game tapes and/or films to play-off opponents of their conference champion.
- B. SCOUTING—Colleges wishing to scout bowl game opponents shall do so at their own expense.
- C. Regulations governing the field of play (Rule 1, Section 2 of the NCAA Rulebook), such as exact line striping, size of the goal posts, may be waived if the home team has no control over the physical venue.
- D. The requirement to have visual delay-of-game clocks (Rule 4, Section 2, article 4.B of the NCAA Rulebook) may be waived if the home team does not have delay-of-game clocks.
- E. Pre-game and Half-time—There shall be a 15-minute pre-game and 20-minute half-time for ceremonies. Whenever feasible, a band festival should be developed and included in the pre-game and half-time ceremonies. No game expenses may be allowed for this.
- F. NO TOLERANCE SPORTSMANSHIP POLICY—The “no tolerance policy” shall be in force for all football competition, including postconference competition. 10/21/05
 - 1. The “NO TOLERANCE POLICY” is directed toward unsportsmanlike actions by players/coaches/participants and is in effect before, during, and after all postconference football games. Berating officials; continued sideline negative demeanor/complaining directed at officials; verbal abuse; profanity/vulgar language directed either at officials, opposing team personnel, or toward one’s own teams members; taunting, ridiculing, or demonstration of or baiting of opponents, all come under the “NO TOLERANCE POLICY” rule. “NO” means don’t do it again, but an official has the authority to eject a player/coach/participant in severe first unsportsmanlike actions. Common sense should prevail.
 - 2. At a postconference competition event, the CCCAA Football Representative, after consultation, may impose additional penalties to event participants who are found to have violated appropriate Constitution behavior/decorum policy.

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.)

CCCAA FOOTBALL CHAMPIONSHIP HANDBOOK

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)

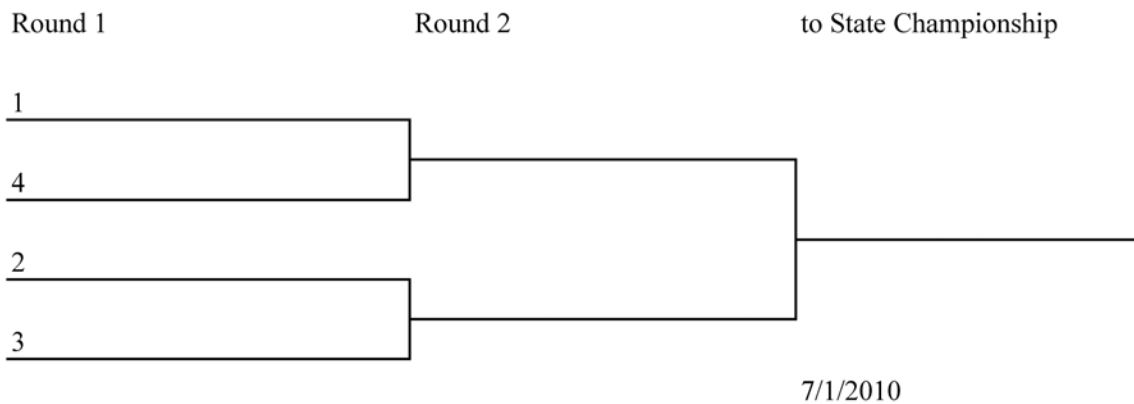
CCCAA BYLAW 4.8—PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.12.

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

APPENDIX A

CCCAA Football Southern California Regionals



APPENDIX B EVENT MANAGERS' CHECKLISTS



EVENT ADMINISTRATION CALENDAR

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

EVENT AGREEMENT CHECKLIST

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

EVENT CONTRACT

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

PROPOSED BUDGET

Submitted to the CCCAA Football Representative for review and signature and forwarded to/received by the CCCAA Director of Championships prior to June 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 Football 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 Football 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 Office of the CCCAA Executive to ensure prospects are not in conflict with current sponsors.

TICKET PRICES

Admission shall be charged. Determine ticket prices for the event (see Football 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 Football State

COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Football 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 Football 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: info@cccaasports.org.
- Participating Colleges
- Media
- Coaches Association Designees



AWARDS CHECKLIST

Complete this checklist one (a) week prior to the CCCAA Football State Championship. See CCCAA Constitution Bylaw 7.2.4 and Bylaw 7.2.5 Authorized awards for bowl game and CCCAA-sponsored state championships.

BUDGET

Football Bowl Game and State championship awards will be ordered by the CCCAA Director of Championships. The cost of bowl game awards must be included as an expense on the bowl game proposed budget. The event manager will receive an invoice from the CCCAA Office. 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 Office of the CCCAA 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 Football 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 (*trophyes 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

Bowl game 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.



MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Football 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 Football 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 Football 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!

