



Championship Handbook for
SOCCKER

Edition:
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MISSION STATEMENT

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.1:

6.1 Mission Statement

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

The goals of PC are:

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

6.1.1 Mission Statement Guidelines

6.1.1.1 Regional Competition

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

6.1.1.2 State Championships

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

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

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

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Note: The grey text (sample) in this document indicates language suspended during cost containment.

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INTRODUCTION

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

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

1. GENERAL ADMINISTRATION

1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

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

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

1.1.1 REQUIRED USAGE

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

Examples:

BASEBALL

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

or

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

State: **CCCAA Baseball State Championship**

or

California Community College Athletic Association Baseball State Championship

TRACK AND FIELD

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

or

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

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1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

CCCAA Soccer Regional Round 1

- At Higher Seed, November 19, 2011
Event Manager: Host College Athletic Director

CCCAA Soccer Regional Round 2

- At Higher Seed, November 22, 2011
Event Manager: Host College Athletic Director

CCCAA Soccer Regional Round 3

- At Higher Seed, November 26, 2011
Event Manager: Host College Athletic Director

CCCAA Soccer State Championships

- December 2 and 4, 2011
Cosumnes River College, Event Manager: Liz Belyea

1.2.1 CONFERENCE COMPETITION

All conference play shall be completed no later than the second Saturday prior to the Thanksgiving weekend. 4/7/06

1.2.2 CCCAA SOCCER REGIONAL EVENTS

- Regional round one games shall be played on the Saturday prior to the Thanksgiving weekend.
- Regional round two games shall be played on the Tuesday prior to Thanksgiving.
- Regional round three games will be played on the Saturday after Thanksgiving.

1.2.3 CCCAA SOCCER STATE CHAMPIONSHIPS

The winners of each regional round three (3) game shall advance to the state championship to be played on the second (2nd) Friday and Sunday following Thanksgiving. Teams advancing from regional play to the state championship are strongly encouraged to attend the student athlete banquet scheduled the evening prior to the start of competition.

The CCCAA state championship tournaments shall be single elimination and held on the second Friday and Sunday following Thanksgiving. 4/3/08

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1.3 START TIMES

1.3.1 CCCAA SOCCER REGIONAL EVENTS

Game times will be 7:00PM if lights are to be used or 2:00PM if no lights are to be used. If a double header is required, the times will be 4:00PM and 7:00PM if lights are to be used; or 11:00AM and 2:00PM if no lights are to be used. The aforementioned times may be altered upon mutual agreement of competing athletic directors. In scheduling double headers, the team traveling the longest distance, if over 100 miles one way, will have the choice of playing the first or the second contest. An effort is to be made to use the same doubleheader sequence as established in 5.1.E. Game times should be planned to enhance profits and to allow for travel by college teams to game sites. **Regional game times (not days) may be adjusted with the mutual consent of the athletic directors from the participating colleges.** *(Adopted for Cost Containment 10/6/10 through 6/30/12.)*

1.3.2 CCCAA SOCCER STATE CHAMPIONSHIP

- A. In a one (1)-field format, semifinals will be played at 10:00AM, 1:00PM, 4:00PM, and 7:00PM. Championship games will be played at 10:00AM and 2:00PM. 4/3/08
- B. In a two (2)-field format, semifinals will be played at 10:00AM and 2:00PM if no lights are available; or 4:00PM and 7:00PM if lights are available. Championship games will be played at 10:00AM and 2:00PM. 4/3/08
- C. In even-numbered years, the men's games will be played early and the women's late. In odd-numbered years, the women will play early and the men will play late. In the event that local schools are participating in the tournament, it is within the authority of the Executive Committee of the CCCSCA with input from the CCCAA Management Council Representative for Soccer and the CCCAA Executive to adjust order and times of games (following gender order) to enhance gate, provided that consideration be given to seed and regional rotation. 4/3/08
- D. The highest seed(s) from the host region will play the later game(s) unless adjusted in accordance with C above. 4/3/08

1.4 CHAMPIONSHIP FORMAT

1.4.1 CCCAA SOCCER REGIONAL EVENTS

Women: There shall be sixteen (16) teams representing the northern region conferences and sixteen (16) teams representing the southern region conferences.

Men: There shall be fourteen (14) teams representing the northern region conferences and fourteen (14) teams representing the southern region conferences. 4/5/07 4/2/09

1.4.2 CCCAA SOCCER STATE CHAMPIONSHIP

- A. There shall be two (2) games played for the men and two (2) games played for the women on the first day, with the number 1 seed from the south competing against the number 2 seed from the north, and the number 1 seed from the north competing against the number 2 seed from the south. See Appendix A for the brackets.
- B. There shall be no third-place game in the state finals.

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1.5 HOST AND SITE SELECTION

1.5.1 ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE COMPETITION EVENTS

(See CCCAA Bylaw 6.12.)

1.5.2 Event Site (See CCCAA Bylaws 6.8.6 and 6.14.3.)

1.5.2.1 The postconference competition event site should have adequate campus security and suitable parking with minimal cost to the event budget. The competition area shall be draped to stage this prestigious event. Secure appropriate banners from the Office of the CCCAA 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.

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

1.5.3 CCCAA SOCCER REGIONAL EVENTS

The higher seeded college shall be designated as a host college. The host college shall name the game site. 4/3/08

1.5.2 CCCAA SOCCER STATE CHAMPIONSHIP

The site of the state championship shall be determined by the executive committee of the CCCSCA with approval by the CCCAA Management Council representative for soccer and the CCCAA Executive. The executive committee of the CCCSCA shall solicit bids from interested colleges in each region and select a site based on a non-consecutive, two (2)-year commitment to host. The south will host in even-numbered years and the north in odd-numbered years. New bids will be solicited from each region during the last year of that region's commitment.

Example of rotation:

A. South region:

1. 2008 & 2010
2. 2012 & 2014
3. Etc.

B. North region:

1. 2009 & 2011
2. 2013 & 2015
3. Etc.

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If the predetermined site is not available, the higher-seeded college in the region shall host the state championship.

1.6 SPORTS COMMITTEE

Not addressed for this sport.

1.7 ANNUAL FORMS

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

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. All conference competition shall be completed no later than the second Saturday prior to Thanksgiving. (See 4.4.C.) ^{3/7/06}
- B. It is the responsibility of the conference and/or the Seeding Committee to determine its representatives to postconference competition.
- C. Conferences shall develop regulations to break ties without additional contests.
- D. Each conference shall select a coach to be the conference representative to attend all postconference competition seeding and planning meetings. These names shall be forwarded to the conference commissioner and the seeding chairperson of each region.

2.2 CHAMPIONSHIP SELECTION

(See next section, 2.3.)

2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

- A. Each conference/division champion shall receive an automatic entry to the regional providing it submits a completed Power Ranking Reporting Form as per the established deadline. (See 4.3.D.) Four (4)-team (or more) conference/five (5)-team (or more) division champions will be seeded into regional competition. Their ranking within the regional seeding process will be determined by their power rating points.
- B. Remaining entries go to at-large berths and shall be selected from any conference according to the power rating system.

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2.3.1 SEEDING MEETINGS

- A. Seeding Meetings will be held on the first Tuesday after the completion of conference competition. There shall be a meeting in the north and in the south. It shall be the responsibility of the CCCSCA president and vice president to set the time and place of the seeding meetings. When possible, the CCCAA soccer representative and the CCCAA Executive shall attend the meetings as resource people. 4/7/06
- B. Attendance at the seeding meeting shall be limited to one elected conference/division representative. (See Section 2.1 D.)
- C. The CCCSCA president and vice president shall chair their appropriate seeding meeting. Each member school is responsible for calculating its own “power points,” subject to review by each school’s conference. It is the responsibility of each conference representative to be familiar with the teams to be seeded from the entire region with emphasis on his/her conference. As a first order of business, each conference/division shall present its teams in rank order based on the power point rating system. The power point rank order shall be noted and kept by the meeting chair. Conference/division seeding representatives shall follow the team placement as submitted by their conference/division. The Seeding Committee shall not in any way change the rankings of colleges as specified by the power point rating system for seeds 1 through 8. (See Soccer Guide 4.3.E.2.)
- D. Conference representatives shall provide the seeding meeting participants with copies of the following information:
 - 1. Using the “Season Record for Soccer Play-off” form in this handbook (see Appendix B), conference representatives shall provide a complete season record of their conference nominees for each 90-minute game against any two-year college, including:
 - a. Scores
 - b. Sites
 - c. Opponents
 - 2. Using the “Roster for Soccer Play-off Form” in this Soccer handbook (see Appendix B), conference representatives shall provide complete team rosters.

2.3.2 POWER RATING SYSTEM

- A. All contests that meet the following criteria must be counted in the overall season record and used for the power rating system: (Note: Scrimmages do not count in power rating calculations.) All games played must reflect home and away status before the game is played. Neutral fields should only be identified in tournament play. A tournament is to be defined as an event that includes three (3) or more teams. 10/6/10
 - 1. Scheduled contests including all rounds of tournament play must be completed. Not competing in a scheduled contest will result in a 1-0 forfeit(s).

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2. Contests played on or after the CCCAA-designated starting date.
 3. Full length, 90-minute game.
 - a. If a match is abandoned after the second half has started for a reason other than a decorum policy violation, the results of the match will stand as a completed game. 4/2/09
 4. Tournament games which meet the criteria of 1, 2, and 3.
 5. Games must be played against other two-year colleges.
- B. Each team will be awarded points based on wins and ties against the opposition's overall season winning percentage. The opposition's overall season winning percentage will be determined by the (number of wins) plus (.5 multiplied by the number of ties), divided by the number of games played: 4/5/07

Formula = (number of wins) + (.5 x number of ties) ÷ (number of games played).
4/5/07

1. Points for winning: 4/7/06
 - 2.0** points for a win over a team with a .750 or better overall season record.
 - 1.5** points for a win over a team with a .500 to under .750 overall season record.
 - 1.0** point for a win over a team with a .250 to under .500 overall season record.
 - 0.5** point for a win over a team with a less than .250 season record.
2. Points for tying: 4/7/06
 - 1.0** point for tying a team with a .750 or better overall season record.
 - .75** point for tying a team with .500 to under .750 overall season record.
 - .50** point for tying a team with a .250 to under .500 overall season record.
 - .25** point for tying a team with a less than .250 season record.
3. Bonus points for beating or tying a .750 or .500 team in an away contest: All tournament games will be classed as away games with the exception of the host team.
 - .30** point for beating a team with a .750 or better overall season record away from home.
 - .20** point for beating a team with a .500 to under .750 overall season record away from home.
 - .20** point for tying a team with a .750 or better overall season record away from home.
 - .10** point for tying a team with a .500 to under .750 overall season record away from home.

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4. Bonus points for playing a .750 or .500 team. All tournament games will be classified as away games with the exception of the host team.
 - .60 point for playing a team with a .750 or better overall season record away from home.
 - .50 point for playing a team with a .750 or better overall season record at home.
 - .40 point for playing a team with a .500 to under .750 overall season record away from home.
 - .20 point for playing a team with a .500 to under .750 overall season record at home.

Strength of Team	Home	Away
.750 or better		
Win	2.50	2.90
Tie	1.50	1.80
Loss	0.50	0.60
.500 to under .750		
Win	1.70	2.10
Tie	0.95	1.25
Loss	0.20	0.40
.250 to under .500		
Win	1.00	1.00
Tie	0.50	0.50
Loss	0.00	0.00
Under .250		
Win	0.50	0.50
Tie	0.25	0.25
Loss	0.00	0.00

5. **1** bonus point will be added to your overall power point total for each game played. Note: Include all tournament games that meet 4.3.A. standards.

6. Wins by forfeit

1.0 point for the game that was scheduled but won by forfeit and the value based on the forfeiting team's winning percentage based on the power point ranking. 3/31/11

A forfeit counts 1 game towards the 20-game minimum used as the divisor. **(See Soccer Guide 4.3.C.)**

A team that loses by forfeit shall not receive any power points for that game, unless the game was played to completion and the forfeit was awarded after the game. For games forfeited prior to being played, zero (0) points shall be awarded for the game played, but the contest will still count in the team's divisor for power point calculations. 4/7/06 4/5/07

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7. If a team begins a season with an approved schedule and chooses not to play a contest after the established beginning of the CCCAA season, it must count a loss by forfeit. In tournament play only, if two (2) teams agree not to play a contest, both will collect a loss by forfeit. This rule applies to teams that finish the season of play. It does not apply to teams that drop the sport during the season of play. (See CCCAA Bylaw 1.17.)
- C. The number of points will be divided by the total number of games played (including all tournament games that meet 4.3.A standards) or 20 (**18 during cost containment reduction of maximum number of allowable contests**), whichever is greater, to give a “power/point” ratio. If two (2) teams are tied in the power points rating, the following criteria will be used to seed the tournament: *(Cost Containment 4/2/09 – 6/30/12.)*
1. Head-to-head competition, and if still tied—
 2. Goal differential in head-to-head competition, and if still tied—
 3. Overall winning percentage, and if still tied—3/31/11
 4. Coin toss. 3/1/11
- D. Colleges wishing to be considered for postconference competition must submit to their conference/division coaches’ representative a completed Power Ranking Reporting Form by the start of the seeding meeting. If a completed form is not received prior to the established deadline, that team will not be considered for postseason play. Extenuating circumstances preventing conformance to the deadline will be reviewed and decided by a majority vote of the Seeding Committee, provided the information is available at the beginning of the meeting. It is strongly suggested that coaches meet as a conference the day after their conference season ends to review power rankings and to give their representative direction in the Seeding Committee meeting. 4/5/07
- All colleges wishing to be considered for postconference competition will also provide all match results to the designated state statistician or website (currently www.CCSoccernews.com) prior to 12:01AM of the date of the seeding meeting to be considered for postconference competition. ***Any power points from matches not reported by colleges wishing to be considered for postconference competition prior to the deadline will not be counted.*** 4/7/06 4/5/07
- E. The Seeding Committee shall establish regional games according to the following:
1. For the regional tournament, the order of the regional seeds determined by the power point system shall stay intact. The winning seeds shall advance in their original seeded order; i.e., if the number 12 seed upsets the number 1 seed, the number 12 seed retains its seeding number (12). All rounds shall follow original seeds with no adjustments. If a team forfeits after the seeding has been announced their scheduled opponent will win by forfeit.
 2. The higher seeded college shall be designated the home team, unless unable to fulfill the requirements of 4.4, Regional Host and Game Site Requirements.

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- F. Results of the seeding meeting are final. It is incumbent upon the conference/division representatives to submit all data by the established deadline and to come to the Seeding Committee meeting prepared to defend the position(s) of their conference/division team (s). Any requests for recalculation of the power ranking process must be made and completed before the Seeding Committee makes its final decision. It is the responsibility of the Seeding Committee to check submitted "Season Record for Playoffs." (See Appendix B.)
- G. Results of the seeding process shall be available for press release at the conclusion of the seeding meeting. The chair of each seeding meeting shall, immediately upon completion of the meeting, fax or email the seeding results to each seeded college, the CCCAA Soccer Representative, and **to the CCCAA Office (916) 492-0877 for public dissemination to all media.**
- H. The CCCSCA will assess each member coach a maximum of \$15 per team to hire a statistician to maintain accurate records of the power point process and make the results available to the CCCSCA president within 24 hours after conference competition ends.

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.

CCCAA SOCCER REGIONAL CHAMPIONSHIP AWARDS

There shall be no awards presented at regional events.

CCCAA SOCCER STATE CHAMPIONSHIP AWARDS

- 2 trophies: 1st and 2nd place team
25 medals: 1st place team
25 medals: 2nd place team

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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 Office of the CCCAA Executive. The state championship awards invoice shall be paid through CCCAA sponsorship. For additional clarification of awards administration, call the Office of the CCCAA 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 Office of the CCCAA 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 following order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (if provided by the Coaches Associations).

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There shall be a Most Valuable Player (MVP) of the state championship game to be chosen by the CCCSCA. The CCCSCA host region president shall be responsible for publicizing the MVP award, including its selection, order, payment, and presentation, by the CCCSCA.

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

3.2 BANQUET

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

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

3.3 COACHES ASSOCIATIONS

(See CCCAA Bylaw 6.6.)

3.3.1 The soccer coaches are represented by the California Community College Soccer Coaches Association (CCCSCA).

3.3.2 CCCSCA Business Meeting

A. The California Community College Soccer Coaches Association (CCCSCA) shall hold its annual business meetings during the CCCAA Soccer State Championship tournament. At this meeting, the formal business of the association shall be completed. There shall also be a meeting in May of the CCCSCA Executive Committee.

In addition, there shall be CCCSCA Executive Board meetings in the fall and spring, as needed, at the call of the CCCSCA president.

B. The CCCSCA Executive Board members shall be actively involved in the planning and execution of the state and regional championships. The Executive Board shall be responsible for the assignment of officials for the state championship. 4/7/06

3.4 UNIFORMS

A. Home teams shall wear dark-colored uniform uppers and socks. Visiting teams shall wear white or appropriate light-colored uniform uppers and socks. 4/3/08

1. CCCAA Soccer State Championship, semi-final round: The highest seeded team will be designated the home team.
2. CCCAA Soccer State Championship, final round:
 - a. The highest seeded team will be designated the home team.

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- b. If both teams are seeded the same, the home team will be designated by mutual agreement of both head coaches.
- c. If mutual agreement is not reached, designation will be determined with a flip of a coin by the event manager, CCCSCA president, or the CCCAA soccer representative.

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

- A. All equipment and uniforms during the tournament (balls, flags, goal posts, shoes, etc.) shall be in accordance with F.I.F.A. laws.
- B. It is the responsibility of the referee to decide on equipment and uniform matters. His/her decision shall be final.
- C. Balls–The Brine Championship Soccer Ball is designated the official soccer ball of the CCCAA.

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 Office of the CCCAA 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

(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.

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- C. Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, then an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.
- E. The event manager shall be the president of the CCCSCA or his/her designee and shall administer the details of the tournament. He/she shall receive a stipend for his/her work. The CCCAA soccer representative and the CCCAA Executive shall establish the amount of the director's stipend.
- F. The event manager shall:
 - 1. Develop a proposed budget no later than October 1 and a postconference competition final budget by December 20 of each year. The proposed budget shall be presented to the CCCAA soccer representative and the CCCAA Executive for review and approval. Souvenir program and concession expense and profit shall not be included in the budget preparation. (See 4.5.)
 - 2. Be responsible for communicating with site directors, participating colleges, officials, and any other people involved in the details of tournament administration, including:
 - a. Assignment and supervision of ticket sellers and takers.
 - b. Assignment and supervision of building and parking lot security.
 - c. Procurement and administration of warm-up and game equipment.
 - d. Preparation of awards and their presentation. (See 4.8.)
 - e. Assignment and supervision of tournament officials. (See 4.6.)
 - f. Administer the preparation of a program and/or rosters of participating teams.
 - 3. Procure a tournament headquarters hotel that is geographically located to provide ease of transportation to the tournament site and will offer the lowest possible room cost for tournament participants.
 - 4. The development and administration of a hospitality room for the press and coaches including door supervision and the procurement of refreshments.
 - 5. Be responsible for an ongoing update of tournament statistical records.
 - 6. Be responsible for reviewing and evaluating the tournament.

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4.3.1 PERSONNEL

(See CCCAA Bylaw 6.8.14.)

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

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

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

It is very important that the announcer:

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

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Instruction Protocol

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

Provide these guidelines to all announcers:

- A. Welcome
- B. Introduction of Teams
 - 1. Affiliation (Conference and how teams advanced to finals)
 - 2. Win/loss record
 - 3. Number of times in CCCAA championship events
- C. Introduction of Team Personnel
 - 1. Starters in numerical order
 - 2. In alternating order when appropriate
 - 3. Coaching staff
 - 4. Support staff
- D. Introduction of Officials
- E. National Anthem
- F. Immediately prior to start of every game, meet, or match: read CCCAA decorum statement.
- G. Time Out Announcements
 - 1. Use this time to share insightful information about individual players. SID should provide CCCAA, team, and individual information prior to the event.
 - 2. Sponsors
 - 3. Program and t-shirt sales
 - 4. Concessions
 - 5. Other CCCAA events when available
- H. End of Competition Announcements
 - 1. Summary of event's activities, next day's activities, or awards ceremony.
 - 2. Thank audience for their attendance.

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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.

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4.3.2 OFFICIALS

(See CCCAA Bylaws 6.8.4 and 6.8.5.)

- A. The CCCSCA Executive Board will appoint a coordinator of officials for the state championships. The coordinator of officials will be paid a \$100 stipend by the CCCSCA for this service. 4/7/06
- B. Coordinators shall attempt to assign the top-ranked officials to regional and state contests. Participating colleges shall not request or be granted specific officials for postconference contests.
- C. Game fees for regional postconference competition. Fees for regional postconference competition shall be standardized as follows:

Each official shall be paid a game fee that is \$10.00 more than the fee paid by the colleges in the geographical area in which the game is being played. Example: if the game fee for a conference game in that area is \$60.00, the regional game fee will be \$70.00. (See CCCAA Bylaw 6.8.5.)

There will be no additional pay to reimburse travel costs of regional game officials.
- D. Officials for state contests shall be paid the regular rate of the host conference plus \$10.00. In addition, officials for state contests who travel more than 150 round trip miles shall receive 25 cents for each mile beyond the first 75 miles traveled.
- E. Three officials will be used in all postconference contests. (One [1] referee and two [2] assistant referees.)

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 of the CCCAA Executive be informed of all funding options.

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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 of the CCCAA Executive.

- **P.A. Announcements:** An official roster of authorized announcements will be provided to event managers approximately six weeks prior to the state championship. The CCCAA requires that any additional announcements being considered receive prior approval of the CCCAA Associate Director. Airing unauthorized announcements is prohibited at CCCAA sanctioned events.
- **Banners:** Hang CCCAA partner banners visible to spectators and/or television cameras in prime locations with priority over other sports specific sponsor banners. The CCCAA will forward the authorized banners approximately six weeks prior to the state championship event.
- **Media Releases:** All sport specific media releases to include event name 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 Executive.
- **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

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.

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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 Soccer Representative and the Office of the CCCAA Executive by [October 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.)

B. How Entry Fees Are Determined:

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

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

4.5.2 TICKETS AND PASSES

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

4.5.3 FINAL FINANCIAL STATEMENT

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

6.8.1—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.

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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.

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.

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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.
- A. Each college shall be permitted one (1) college newspaper reporter at the game. College news media must request credentials in advance.
 - B. Seating for media representatives will be provided at the game site for accredited news media only.
 - C. Phones will be available for the exclusive use of the press on a collect or credit card basis only. Media representatives shall arrange for their own field telephones.
 - D. Agencies wishing to sponsor television or radio broadcasts of games shall make arrangements with the event manager. 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, as per the above, and make their own arrangements for installation of lines from the telephone company.

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 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.

Concession opportunities are the responsibility of the host college or venue. Any costs or profits that occur due to the administration of concessions and program sales shall be the host college's. 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.

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4.14 SCORING

(See FIFA Rulebook.)

All games that end in a tie shall use the procedures as follows:

- A. In case of a tie after 90 minutes of play, two (2) extra periods of 15 minutes shall be played.
- B. If a tie persists after playing two (2) extra periods of 15 minutes, kicks shall be taken from the penalty mark according to F.I.F.A. instructions to the National Associations and Continental Federations described in F.I.F.A. Laws of the Game and Universal Guide for Referees (page 45).
- C. It is the responsibility of the referee to monitor such procedures with the help of the assistant referees.
- D. There will be no golden goal.

4.15 RULES

(See CCCAA Bylaw 4.)

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

- A. All postconference competition contests shall be played under current Fédération Internationale de Football Association (FIFA) laws with the following modifications :
 1. Unlimited substitutions are permitted and shall be made only during the following: kickoffs, goal kicks, your own throw-ins, your own corner kicks, cautions (yellow cards), injuries, or any time the other team substitutes.
 2. An unlimited number of players are permitted on the team roster. For soccer, all disqualifications (including those not covered under CCCAA Bylaw 4.3) are subject to a one (1)-game suspension.
 3. Fields must be a minimum width of 70 yards and a minimum length of 110 yards for postconference competition. Maximum dimensions of the soccer field are 80 yards by 120 yards.
 4. A game shall include two (2) 45-minute halves.
 5. Once an official halts play due to an injury, the attending medical personnel will assume authority regarding the disposition of the injured player.
 6. Referees shall show yellow and red cards issued to coaches for misconduct. 5/4/07

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- B. Conditions of Contests. As a minimum, the following policy shall be followed involving postconference competition:
1. Any participant ejected from a game, meet, or match in the last regular season contest shall be suspended from the next postconference game, meet, or match. When the ejection is the participant's second ejection of the conference season, the participant is suspended for all postconference competition.
 2. For soccer, all disqualifications (including those not covered under CCCAA Bylaw 4.4) are subject to a one (1)-game suspension.
 3. Any participant who strikes an event official shall be immediately suspended from that postconference contest, all remaining postconference competition, and shall remain disqualified from participation in California community college athletic activities for a period of 60 months. (See Decorum Policy excerpted from CCCAA Bylaw 4.4.)
 4. The participant ejected from a postconference competition game, meet, or match shall be suspended for the next event. A second ejection for a decorum violation by the participant shall cause suspension for the remainder of that postconference competition. A third ejection for a non-decorum violation shall cause suspension for the remainder of that postconference competition.
 5. At a postconference competition event, the CCCAA soccer representative, after consultation, may impose additional penalties to event participants who are found to have violated appropriate Constitution behavior 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.

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- a. Verbal misconduct or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
 - b. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.
3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
- a. A decision that a decorum violation has occurred may be appealed to the conference appeals board.
 - b. An appeal does not set aside the sanction while the appeal is being deliberated.
 - c. All decorum violations will result in at least a next event suspension.

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

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

CCCAA BYLAW 4.5—SANCTIONS FOR DECORUM VIOLATIONS

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

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

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

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

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

1. Tobacco or substance abuse violations shall be considered decorum violations.
2. Sanctions shall be applied as in Bylaw 4.4.

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

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

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

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

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

CCCAA BYLAW 4.6—REPORTING OF REMOVALS

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

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

CCCAA BYLAW 4.7—DECORUM UNDERSTANDING

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

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

CCCAA BYLAW 4.8—PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.12.

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

APPENDIX A

BRACKETS

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

CCCAA MEN'S SOCCER REGIONALS

SEED



4/2/09

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

CCCAA WOMEN'S SOCCER REGIONALS



CCCAA SOCCER CHAMPIONSHIP HANDBOOK

CCCAA MEN & WOMEN'S SOCCER STATE CHAMPIONSHIPS

Corrected 9/20/2011 See Section 1.3.2

Game times for format without lights: Odd years, women's games early; even years, men's games early.

Friday

Sunday

#1 South

10:00AM or 1:00PM

#2 North

10:00AM or 1:00PM

State Champion!

#1 North

10:00AM or 1:00PM

#2 South

Game times for format with lights: Odd years, women's games early; even years, men's games early.

Friday

Sunday

#1 North

4:00PM or 7:00PM

#2 South

4:00PM or 7:00PM

State Champion!

#1 South

4:00PM or 7:00PM

#2 North

APPENDIX B

FORMS

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

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California Community College Athletic Association

SOCCER REGIONAL & STATE CHAMPIONSHIPS



ROSTER FOR SOCCER PLAY-OFFS — Please print clearly or type (preferred)

College:		<input type="checkbox"/> Men's or <input type="checkbox"/> Women's Team		
	Name	#	Position (s)	1 st or 2 nd Yr
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Athletic Director _____ Signature _____ Date _____

Soccer Coach _____ Signature _____ Date _____

Assistant Coach _____ Assistant Coach _____

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

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SOCCER: SEASON RECORD FOR PLAYOFFS

COLLEGE _____

YEAR _____

MEN

WOMEN

	DATE	OPPONENT (OP.)	HOME/AWAY	SCORE	W-L-T	OPPONENT %	POWER POINTS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

NON-SEEDED GAMES

ALL GAMES TO BE RECORDED:

W _____ L _____ T _____

TOTAL POWER POINTS

ATHLETIC DIRECTOR'S SIGNATURE _____ DATE _____

COACH'S SIGNATURE _____ DATE _____

CCCAA SOCCER CHAMPIONSHIP HANDBOOK

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Appendix C—Event Manager’s Checklists



EVENT ADMINISTRATION CALENDAR

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

EVENT AGREEMENT CHECKLIST

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

EVENT CONTRACT

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

PROPOSED BUDGET

Submitted to the CCCAA Soccer 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 Soccer 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 Soccer 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 Soccer 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 Soccer State Championship:

COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Soccer 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 Soccer 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:

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



AWARDS CHECKLIST

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

BUDGET

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

CEREMONY

An awards ceremony should be planned to utilize the CCCAA Soccer 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

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 Soccer 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 Office of the CCCAA 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 Office of the CCCAA Executive or the onsite designee.
- Complete the accountability report and return it to the Office of the CCCAA 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 Soccer 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 Soccer 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!

