



*Championship Handbook for*

**SWIMMING**

**& DIVING**

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**California Community College Swimming  
& Diving Coaches Association President**

***Jem McAdams***

Palomar College  
1140 West Mission Road  
San Marcos CA 92069-1487  
Phone: (760) 744-1150 x2136  
Fax: 760.761.3512  
jmcadams@palomar.edu  
Term expires: May 2013

**CCCAA Management Council  
Swimming & Diving Representative**

***Albert Gasparian***

Golden West College  
15744 Golden West Street  
Huntington Beach CA 92647-2748  
Phone: (714) 895-8334  
Fax: 714.895.8923  
agasparian@gwc.cccd.edu  
Term expires: 2<sup>nd</sup>—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](http://www.cccaasports.org)

**CCCAA Staff:**

***Carlyle Carter***

CCCAA CEO/President and Executive Director  
email: [ccarter@ccaasports.org](mailto:ccarter@ccaasports.org)

***George Mategakis***

Director of Championships  
email: [gategakis@ccaasports.org](mailto:gategakis@ccaasports.org)

***Jason Boggs***

Assistant Director of Communications/Sports Information  
email: [jboggs@ccaasports.org](mailto:jboggs@ccaasports.org)

***Debra Wheeler***

Director of Membership Services  
email: [dwheeler@ccaasports.org](mailto:dwheeler@ccaasports.org)

***Rina Kasim***

Business Operations Specialist  
email: [rkasim@ccaasports.org](mailto:rkasim@ccaasports.org)

***Rima Trotter***

Staff Assistant  
email: [rtrotter@ccaasports.org](mailto: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.

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## INTRODUCTION

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

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

### 1. GENERAL ADMINISTRATION

#### 1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

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

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

##### 1.1.1 REQUIRED USAGE

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

Examples:

##### **BASEBALL**

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

or

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

State: **CCCAA Baseball State Championship**

or

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

##### **TRACK AND FIELD**

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

or

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

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## 1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

### 1.2.1 CCCAA Swim & Dive State Championship:

- April 26–28, 2012
- Site: TBD
- Event Manager: Host College Athletic Director

1.2.2 The CCCAA State Swim Championship meet shall be a three (3)-day championship meet.

## 1.3 START TIMES

CCCAA State Swim Championship prelims will begin daily at 9:30AM. Finals will begin at 5:00PM on Thursday and Friday and at 4:00PM on Saturday. State diving competition will consist of one round of dives as outlined in this Championship Handbook. This competition will begin as directed by the event manager as defined in the order of events on Thursday and Friday of the CCCAA State Swimming and Diving Championships. 10/13/06 4/3/08

SCHEDULE OF EVENTS—There shall be a 20-minute time period from the start of one (1) event until the start of the next event. This applies for both trials and finals.

## 1.4 CHAMPIONSHIP FORMAT

### CCCAA SWIMMING & DIVING STATE CHAMPIONSHIPS ORDER OF EVENTS:

#### THURSDAY

200 yd Freestyle Relay W  
200 yd Freestyle Relay M  
500 yd Freestyle W  
500 yd Freestyle M  
100 yd Individual Medley W  
200 yd Individual Medley M  
50 yd Freestyle W  
50 yd Freestyle M  
400 yd Medley Relay W  
400 yd Medley Relay M  
1 meter Diving W  
3 meter Diving M

#### FRIDAY

200 yd Medley Relay W  
200 yd Medley Relay M  
200 yd Individual Medley W  
400 yd Individual Medley M  
50 yd Butterfly W  
100 yd Butterfly M  
200 yd Freestyle W  
200 yd Freestyle M  
50 yd Breaststroke W

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100 yd Breaststroke M  
50 yd Backstroke W  
100 yd Backstroke M  
800 yd Freestyle Relay W  
800 yd Freestyle Relay M  
3 meter Diving W  
1 meter Diving M

## SATURDAY

1650 yd Freestyle W\*  
1650 yd Freestyle M\*  
100 yd Backstroke W  
200 yd Backstroke M  
100 yd Freestyle W  
100 yd Freestyle M  
100 yd Breaststroke W  
200 yd Breaststroke M  
100 yd Butterfly W  
200 yd Butterfly M  
400 yd Freestyle Relay W  
400 yd Freestyle Relay M

*\*The 1650 is a timed final. The first heat of the 1650 will swim in the morning. The fastest eight (8) will swim in the afternoon finals.*

## 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.

1.5.2.3 The host college is responsible for the administration and advance preparation for the meet. After pre-meet plans have been completed, the CCCSDCA President will contact the CCCAA Swimming & Diving Representative and the CCCAA Executive for input. The event manager is responsible for the administration of the meet. 4/7/06

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The appropriate vice presidents of the CCCSDCA should work directly with the event manager, CCCSDCA President, CCCAA MC Swim & Diving Representative, and the CCCAA Executive. The site for the CCCAA Swimming and Diving Championships will be indoors in the year 2009. The event will be hosted by a Championship Meet Committee determined by the CCCSDCA Executive Committee and announced at their annual meeting two (2) years in advance of each championship. At the CCCSDCA annual meeting a recommendation for the ensuing championship site will be made. 4/4/08

## 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
- Swim Proposed Budget
- Swim Final Financial Statement
- Swim Participating Team Expense
- Event Manager Checklist

## 2 DETERMINATION OF COMPETING INSTITUTIONS

### 2.1 CONFERENCE COMPETITION AND REPRESENTATION

(See 2.2, Championship Selection.)

### 2.2 CHAMPIONSHIP SELECTION

#### 2.2.1 DIVING

- A. Either prior to or at the end of conference competition, the top six (6) female and top six (6) male divers (north & south) will be selected to advance to the state meet. In the championship state dive meet each diver will perform six (6) dives, including one (1) from each of the five (5) groups in any order without limit to degree of difficulty. This format will also be used as the qualifying procedure to advance to the state championships, therefore, it will be used in all conference championships. 4/4/08
- B. A diver who has a conflict at the conference meet (medical or national qualifying) can petition to enter the state meet. The coaches in that region will vote upon this request. No more than one (1) additional diver will be added from each region. Documentation must be submitted prior to the conference meet in order to be considered.

#### 2.2.1 SWIMMING

(See 2.3, Seeding Committee and Qualifying Procedures.)

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## 2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

### 2.3.1 DIVING

- A. Six (6) divers and two (2) alternates (north & south) will be identified to go on to state competition for both men and women. A diver who is qualified on one (1) board and is a 1<sup>st</sup> or 2<sup>nd</sup> alternate on the other, will be allowed to compete in both events. Should one of the north or south regions be unable to field six (6) divers in an event, the vacant qualifying position(s) shall be filled by the alternates from the other region, so there will be a complete field of twelve (12) divers.
- B. When ties occur in the selection process, the following tie-breaking procedures shall be used, in the order listed below, until the tie is broken.
  1. Where there is a tie in the conference championships, the divers will draw one (1) required dive and two (2) optional dives of their choice. A dive-off will determine the qualifier.
  2. Where ties occur during the selection meeting, the following tie-breaking procedure shall be used:
    - a. If the divers have competed during the season in head-to-head competition, the winner of that competition shall advance.
    - b. If they have not met in competition, then the total degree of difficulty during the conference championships shall be compared; the diver with the highest degree of difficulty shall advance.
- C. Once the diver has qualified to the state meet, the coach must submit via fax the divers' full lists in proper diving numerical order along with all other entries to the host site on the Sunday deadline by 12:00PM. 10/13/06

### 2.3.2 SWIMMING

The sixteenth (16<sup>th</sup>) fastest qualifying times in each individual event, and twelfth (12<sup>th</sup>) fastest qualifying times in each relay event will become the "A" qualifying standard. 10/13/06

Using the NCAA format of 102.9 percent, a "B" qualifying standard shall be set. Swimmers who qualify in an event with an "A" time standard may swim up to three (3) events if they meet either the "A" or "B" time standards for those events.

1. Must have been achieved in bona fide community college competition of current swim season. (See 2004 NCAA Swimming and Diving Rules for bona fide competition.)
2. Time trials are not accepted.
3. Any times achieved in meets other than the Cuesta Invitational, Marin Invitational, Mt. SAC Invitational, Nor-Cal Pentathlon, Pasadena Invitational, Sacramento Invitational, Saddleback Pentathlon, Solano Invitational or your conference championships must be accompanied by a P.O.P (Proof of Performance). If aggregate times are used for relay swimmers, a Proof of Performance Form must be attached for each swimmer. This form must be sent with the official entry and attached to the entry card.

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Where possible, an automatic timing system will be used for State Qualifying Times. If watches are used, three (3) watch times must be submitted on Proof of Performance Form and an adjustment of .09 seconds will be added by the state event manager. This Proof of Performance Form must be attached to the entry card. Refer to NCAA Guide, Rule 1, Article 3, for averaging.

4. Any falsification of times or scores will result in disqualification of athlete(s) or college (s). Disciplinary action will be administered in accordance with the CCCAA Constitution and Bylaws.
5. The 1,650 yard freestyle shall be seeded by the time for that event rather than using the time for the 1,000 yard freestyle.

## 2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

The CCAA State Championship will be open to contestants certified eligible by colleges and conferences representing California's community colleges. 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 Office of the CCCAA Executive:

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

#### REGIONAL CHAMPIONSHIP AWARDS

**There are no swim & dive regional events.**

#### CCCAA SWIMMING & DIVING STATE CHAMPIONSHIP AWARDS

##### *Men*

- 3 Trophies: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams
- 140 medals: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place finishers in the following events:

50 free	100 free	200 free
100 back	200 back	500 free
100 fly	200 fly	1650 free

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100 breast	200 breast
200 individual medley	400 individual medley
3 meter dive	1 meter dive

- 4 each: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place finishers for the following relays:

200 medley relay	400 medley relay	
200 free relay	400 free relay	800 free relay

## **Women**

- 3 Trophies: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams

- 120 medals 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place finishers in the following events:

50 free	100 free	200 free
50 back	100 back	500 free
50 fly	100 fly	1650 free
50 breast	100 breast	
100 individual medley	200 individual medley	
3 meter dive	1 meter dive	

- 4 each: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place finishers for the following relays:

200 medley relay	400 medley relay	
200 free relay	400 free relay	800 free relay

### **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 CCCAA Executive in conjunction with the host institution designee; i.e., district chancellor or college president, dean, athletic director, or event manager. If the event is cosponsored, the sponsor's representative shall be included.

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## 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 order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (if provided by the Coaches Associations).

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

## 3.2 BANQUET

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

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

## 3.3 COACHES ASSOCIATIONS

(See CCCAA Bylaw 6.6.)

### 3.3.1 CCCSDCA

The swimming & diving coaches are represented by the California Community College Swimming & Diving Association (CCCSDCA).

## 3.4 UNIFORMS

(None specified for this sport.)

## 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

(None specified for this sport.)

### 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 [February 1](#). 10/6/09

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

### 4.3 EVENT MANAGER

(See CCCAA Bylaw 6.8.)

- A. In order to ensure the highest possible standards in community college athletics for men and women, it is imperative to have careful, committed oversight of postconference competition. This managerial and supervisory responsibility rests with the host site athletic administration.
- B. The president of the host site institution shall designate the athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, who will be responsible for the administration and supervision of all aspects of the postconference competition event held on their campus. The designee must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines.
- C. Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, then an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.

## 4.3.1 PERSONNEL

(See CCCAA Bylaw 6.8.14.)

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

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

### ANNOUNCER

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

It is very important that the announcer:

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

### **4.3.2 OFFICIALS**

(See CCCAA Bylaws 6.8.4 and 6.8.5.)

The number of judges and timers shall be as specified in the NCAA Rules and Regulations.

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- A. Qualified officials (event manager and meet officials) shall be used in the state meet. They shall be reimbursed with not more than the amount specified in the budget approved by the CCCAA. 4/7/06
- B. If requested by the event manager, coaches of teams participating in championship meets shall serve as diving officials only but are not eligible for pay.
- C. The duties of the officials shall be those as specified in the NCAA Rules and Regulations.

## **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.

### **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 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 Executive.
- LOGOS & PROGRAM ADVERTISEMENTS—*To be provided within sixty (60) days of your championship by the 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.

## 4.5 FINANCIAL CONSIDERATIONS

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

### 4.5.1 BUDGET INFORMATION

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

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

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- A. The CCCAA authorizes expenditures as specified in CCCAA Bylaws 6 and 8 and the approved proposed budget. Any additional expenditures shall not be reimbursed through event funds. For authorized game expenses, please see CCCAA Bylaws 6.8.3, 6.15, and 8.1.3.
1. The proposed budget shall not include expenditures for the production and/or sale of items such as T-shirts, souvenir programs, concessions, or the purchase of meals for coaches or students as part of coaches association activities.
  2. When budgeting for an athletic trainer, be advised that there will be no cost to the event budget during the employee's regular work hours. The event budget will include the cost of an athletic trainer when the athletic trainer completes the regularly assigned college work time. (See CCCAA Bylaw 6.16, Medical Guidelines for Postconference Competition.)
  3. The championship meet shall be financed by gate receipts and individual, relay, and/or team entry fees assessed to participating colleges, unless outside sponsorship is available. Each college is responsible for payment of entry fees on date of meet or within two (2) weeks following competition.
- B. How Entry Fees Are Determined

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

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

## 4.5.2 TICKETS AND PASSES

(See CCCAA Bylaws 6.8.16.)

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

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

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

- A. All tickets shall be numbered.
- B. Ticket sellers shall be assigned tickets by number.
- C. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- D. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:
  1. \$8.00 for all seats, except
  2. \$5.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (Amended: April 6, 2007; Effective July 1, 2007)
  3. Complimentary
    - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
    - b. Coaches with up-to-date sport coaches association membership cards.
    - c. CCCAA Board and CCCAA MC members and conference commissioners.
    - d. CCCAA Lifetime Pass holders.
    - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
    - f. 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:*

Upon completion of the postconference competition event, an actual revenue-expense (final financial) statement shall be prepared and submitted to the CCCSDCA President for presentation to the CCCSDCA representatives, CCCAA Swim representative and the CCCAA Office within 30 days. Final expenses shall not exceed the approved proposed budget. Expenses not covered by income shall be the responsibility of the host college.

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

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

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

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

Results of preliminaries and finals. The results of the meet and a copy of the meet program should be sent to each participating community college and the CCCAA Executive . 4/7/06

## **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.

## **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.

## 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.

A. Executive Board—Shall meet each year during the championship meet to:

1. Prepare recommendations to be submitted to the coaches association concerning rules, the location of future state meets, and pertinent policy matters. *4/7/06*
2. Prepare recommendations to be submitted to the CCCAA concerning rules, the location of future state meets, and pertinent policy matters.

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## B. General Coaches Meeting

1. A general meeting of all state swim coaches shall be held during the championship meet.
2. The coaches shall, at this meeting, consider items relating to the welfare of the swim programs in the California community colleges.
3. The CCCSDCA president shall arrange for and chair the general meeting.
4. Recommendations for handbook change(s) will be made by CCCSDCA membership in accordance with CCCAA Constitution and Bylaws procedures.

C. Minutes of the general coaches meeting shall be distributed to swim coaches of the member institutions, CCCAA MC Swim Representative, and the CCCAA Executive as soon as possible.

## 4.11 PRACTICE

Not addressed for this sport.

## 4.12 SCHEDULE

(See Section 1.3, Start Times.)

## 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.

## 4.14 SCORING

A. The meet will be a team championship. Points shall be awarded to first (1<sup>st</sup>)-through sixteenth (16<sup>th</sup>)-place finishers in individual events and first (1<sup>st</sup>)-through sixteenth (16<sup>th</sup>)-place finishers in relay events. An official team score shall be recorded. Appropriate awards shall be given in accordance with CCCAA Bylaw 7, Awards.

B. Scoring shall be as follows:

1. Individual events: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
2. Relay events: 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2

# CCCAA SWIMMING & DIVING CHAMPIONSHIP HANDBOOK

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## 4.15 RULES

(See CCCAA Bylaw 4.) All California community college regional and state championship swim and dive competition will follow this handbook. NCAA rules apply to all swim and dive situations not covered in this section.

- A. Current NCAA Rules and Regulations will govern swimming and diving competition with the following exception: the events will run as they appear in Section 1.4, CCCAA Swimming & Diving State Championship Format. The women's events will precede the approved men's NCAA order.
- C. PARTICIPATION LIMITS—In a three (3) day championship meet, competitors are permitted to participate in a maximum of seven (7) events of which no more than three (3) may be individual events.
- D. Meet entry information packets are due in the hands of the state swim coaches no later than one (1) month prior to the start of the state meet. Entry requirements will be mailed by the event manager to all participating schools. 4/7/06 10/13/06

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

#### **CCCAA BYLAW 4.4—DECORUM**

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

- b. Physical misconduct is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.
3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
  - a. A decision that a decorum violation has occurred may be appealed to the conference appeals board.
  - b. An appeal does not set aside the sanction while the appeal is being deliberated.
  - c. All decorum violations will result in at least a next event suspension.

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

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

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

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

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

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

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

# CCCAA SWIMMING & DIVING CHAMPIONSHIP HANDBOOK

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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—EVENT MANAGER’S CHECKLISTS



### EVENT ADMINISTRATION CALENDAR

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

#### EVENT AGREEMENT CHECKLIST

Reviewed prior to agreeing to host a CCCAA Swim & Dive State Championship.

#### EVENT CONTRACT

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

#### PROPOSED BUDGET

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

#### ADVANCE PLANNING CHECKLIST

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

#### AWARDS CHECKLIST

Completed two (2) weeks prior to event.

#### WEEK PRIOR TO EVENT CHECKLIST

Completed one (1) week prior to event.

#### MEDIA CHECKLIST

Completed one (1) week prior to event.

#### SPONSOR CHECKLIST

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

#### FINAL RESPONSIBILITIES CHECKLIST

Begin completion immediately following event.





## ADVANCE PLANNING CHECKLIST

Complete this checklist eight (8) weeks prior to the CCCAA Swimming & Diving 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 Swimming & Diving 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 Swimming & Diving 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 Swimming & Diving State Championship:

#### COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Swimming & Diving 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 Swimming & Diving 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](mailto:info@cccaasports.org).
- Participating Colleges
- Media
- Coaches Association Designees



## AWARDS CHECKLIST

Complete this checklist one (a) week prior to the CCCAA Swimming & Diving 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 Swim & Dive Representative, CCCAA staff, college VIP’s, representatives of sponsoring agencies, community leaders, etc.

### RECEIVED COPY OF ORDER

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

### DELIVERY

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

### DISPLAY

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

### PAYMENT

State championship awards are paid for by the CCCAA.

### DUPLICATES

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





## MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Swimming & Diving 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.

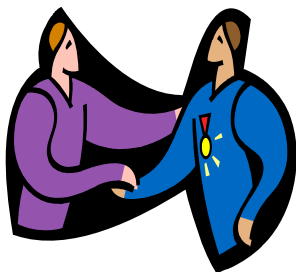
### **Prior to and during each contest:**

- 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 Director and CCCAA Swimming & Diving Representative in all correspondence.

#### FINAL RESULTS

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

#### EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Swimming & Diving 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!***

