



Championship Handbook for

TENNIS

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**California Community College Tennis
Coaches Association President**

Bo Jabery-Madison

American River College
4700 College Oak Drive
Sacramento CA 95841-4286
Phone: (916) 484-8177
Fax: 916.484.8582
jaberyb@arc.losrios.edu
Term expires: May 2013

**CCCAA Management Council
Tennis Representative**

Mitch Campbell

Sacramento City College
3835 Freeport Boulevard
Phone: (916) 558-2426
Fax: 916.558.2427
campbem@scc.losrios.edu
Term expires: 1st—6/30/13

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

2017 "O" Street
Sacramento CA 95811-5211
Phone: (916) 444-1600
CCCAA Championships Fax: 916.492.0877
URL: www.cccaasports.org

CCCAA Staff:

Carlyle Carter

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

George Mategakis

Director of Championships
email: gategakis@ccaasports.org

Jason Boggs

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

Debra Wheeler

Director of Membership Services
email: dwheeler@ccaasports.org

Rina Kasim

Business Operations Specialist
email: rkasim@ccaasports.org

Rima Trotter

Staff Assistant
email: rtrotter@ccaasports.org

MISSION STATEMENT

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.1:

6.1 Mission Statement

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

The goals of PC are:

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

6.1.1 Mission Statement Guidelines

6.1.1.1 Regional Competition

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

6.1.1.2 State Championships

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

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

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

CCCAA TENNIS CHAMPIONSHIP HANDBOOK

Foreword

This handbook contains the rules governing postconference competition for California community college tennis, as well as more general information of interest to coaches, players, and fans who want to be more involved in the sport. To understand tennis as an intercollegiate sport, one must know that there are actually two (2) different formats for competition, with two (2) different championships contested.

The first is a team championship, played in a “dual-team” format: teams from two (2) different colleges meet to play six (6) singles matches and three (3) doubles matches, with each individual match win counting as one (1) point for your team. The first team to win five (5) points wins the overall contest that day. The team with the most “dual-team” wins in the conference is the conference team champion, and enters the playoffs with the other conference team champions (and co-champions) to become the northern or southern regional team champion. The northern and southern regional championship teams then play each other for the state team championship. The winning team receives a state championship trophy and seven (7) medals for the individual team members. The finalists get a state second-place trophy and seven (7) medals for the players. The second is an individual singles and doubles championship, contested in a tournament format that starts with a conference tournament in singles and in doubles. All players are eligible for their conference tournaments. The quarterfinalists qualify to play in the regional tournaments, in singles and/or in doubles. The quarterfinalists in the regional tournaments qualify to play in the state tournament in singles and/or in doubles. The winner receives a state championship medal and joins the ranks of the state singles champions or state doubles champions. The finalist also receives a state championship medal. Contests for men and for women are played at the same site, on the Friday and Saturday following the team championship.

California community college team champions and singles and doubles champions are recognized and ranked by the Intercollegiate Tennis Association (ITA), the national tennis coaches’ association, as national champions in our own division. All-American status is granted to the top 10 singles and doubles players by the ITA. Individual certificates are mailed to the players and coaches, and this information is distributed nationwide to all college tennis coaches, including NCAA Divisions I, II, III, NAIA, and Junior College. This provides some exposure for our programs and athletes which helps in transferring to four-year schools.

The ITA each year also recognizes with certificates a California Community College player as the “Player to Watch,” the “Rookie of the Year,” the “Arthur Ashe Leadership and Sportsmanship Award” winner, and the “Player of the Year.” Winners are chosen by a committee of California Community College coaches, who accept nominations from coaches of the players being considered.

The California Community College Tennis Coaches’ Association (CCCTCA) also recognizes a Coach of the Year, a Service Award Winner (who may be a coach or a volunteer), and maintains a Hall of Fame for outstanding figures in California community college tennis. Winners are chosen by a committee of California community college coaches, who accept nominations from coaches who wish to honor their peers.

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

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 Men's Tennis Northern California Regional

- April 17, 2012, ¼ Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- April 24, 2012, Semi Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- May 1, 2012, Final Dual Team @ TBD; Event Manager: Host College Athletic Director
- May 3-5, 2012, Individual @ TBD; Event Manager: Host College Athletic Director

CCCAA Women's Tennis Northern California Regional

- April 17, 2012, ¼ Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- April 24, 2012, Semi Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- May 1, 2012, Final Dual Team @ TBD; Event Manager: Host College Athletic Director
- May 3-5, 2012, Individual @ TBD; Event Manager: Host College Athletic Director

CCCAA Men's Tennis Southern California Regional

- April 17, 2012, ¼ Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- April 24, 2012, Semi Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- May 1, 2012, Final Dual Team @ TBD; Event Manager: Host College Athletic Director
- May 3-5, 2012, Individual @ TBD; Event Manager: Host College Athletic Director

CCCAA Women's Tennis Southern California Regional

- April 17, 2012, ¼ Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- April 24, 2012, Semi Final Dual Team @ Campus/Regular Playing Site of Higher Seed
- May 1, 2012, Final Dual Team @ TBD; Event Manager: Host College Athletic Director
- May 3-5, 2012, Individual @ TBD; Event Manager: Host College Athletic Director

CCCAA Tennis State Championship

- Dual Team: May 10, 2012 @ TBD, Event Manager: Host College Athletic Director
- Individual: May 11–12, 2012 @ TBD, Event Manager: Host College Athletic Director

1.2.1 CCCAA TEAM TENNIS REGIONAL CHAMPIONSHIP EVENTS

- A. CCCAA Tennis North and South Regional First Round: Tuesday, the week (nine (9) days) before the Ojai Tournament for the northern and southern men and women, at the campus or venue of the higher seed. 4/4/07, 10/16/08
- B. CCCAA Tennis Regional Semifinal: Tuesday, prior to the Ojai Tournament at the campus or venue provided by the higher seed. 4/4/07, 10/16/08
- C. CCCAA Tennis Regional Final: Wednesday, prior to the Regional Individual Tournament at the campus or venue provided by the higher seed. 4/4/07, 10/16/08
- D. All matches shall be played at the campus or regular season playing site of the team with the higher seed.

1.2.2 CCCAA INDIVIDUAL TENNIS REGIONAL CHAMPIONSHIPS

The CCCAA Individual Tennis Regional Championships shall be held on the Thursday, Friday, and Saturday following the Ojai Tournament. 4/7/06

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1.2.3 CCCAA TEAM TENNIS STATE CHAMPIONSHIPS

The CCCAA Team Tennis State Championship matches shall be played prior to the first day of the CCCAA Individual Tennis State Championships at the same site.

1.2.4 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIPS

The CCCAA Individual Tennis State Championships shall be held on the dates set forth in CCCAA Bylaw 3.11.

(See CCCAA Bylaws 3.11, 6.8.6, and 6.14.3.)

1.3 START TIMES

(Not addressed for this sport.)

1.4 CHAMPIONSHIP FORMAT

1.4.1 CCCAA TEAM TENNIS REGIONAL EVENTS

A single elimination tournament shall be used to determine the CCCAA Team Tennis Regional champions.

The tournament format is six (6) singles matches, followed by three (3) doubles matches. As soon as the outcome of the contest has been decided, the remaining matches need not be played.

1.4.2 CCCAA INDIVIDUAL TENNIS REGIONAL EVENTS

A single elimination tournament shall be used to determine the CCCAA Individual Tennis Regional champions.

1.4.3 CCCAA TEAM TENNIS STATE CHAMPIONSHIPS

A single elimination tournament shall be used to determine the CCCAA Team Tennis State champions.

The tournament format is six (6) singles matches followed by three (3) doubles matches. As soon as the outcome of the contest has been decided, the remaining matches need not be played.

1.4.4 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIPS

A single elimination tournament shall be used to determine the CCCAA Individual Tennis State champions.

1.5 HOST AND SITE SELECTION

1.5.1 ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE COMPETITION EVENTS

(See CCCAA Bylaw 6.12.)

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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 CCCAA INDIVIDUAL TENNIS REGIONAL EVENTS

Regional tournament sites shall rotate among the conferences as follows: 9/6/07 4/3/08

SOUTH WOMEN

2007 Foothill
2008 Western State
2009 Orange Empire
2010 South Coast
2011 Pacific Coast

SOUTH MEN

2007 Pacific Coast
2008 Orange Empire
2009 South Coast
2010 Western State

NORTH WOMEN*

2007 Big 8 South (Fresno)
2008 Coast (Chabot)
2009 Big 8 North (Santa Rosa)
2010 Big 8 South (Modesto)
2011 Coast (Mission)

NORTH MEN

2007 Big 8 North (American River)
2008 Big 8 South (Modesto)
2009 Coast (Chabot)
2010 Big 8 North (Santa Rosa)
2011 Big 8 South (Fresno)
2012 Coast (Mission)

The host college shall have access to at least 12 championship-level courts.

1.5.3 CCCAA INDIVIDUAL TEAM TENNIS STATE CHAMPIONSHIPS

The site of the state tournament shall alternate south and north as follows:

- A. Even years in the south, odd years in the north.
- B. During the years in which the southern region is host, the tournament responsibility shall rotate among the conferences as follows:

STATE TOURNAMENT SOUTH

2004—Foothill	2006—Western State	
2008—South Coast	2010—Orange Empire	2012—Pacific Coast

- C. During the years in which the northern region is host, the tournament responsibility shall rotate among the conferences as follows:

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STATE TOURNAMENT NORTH

2005—Central Valley 2007—Coast
2009—Bay Valley North 2011—Bay Valley South

- D. The host college shall have access to 16 championship-level courts, eight (8) for men and eight (8) for women. Men and women shall play at the same site if possible. If courts are not available at the same time, event managers should plan for the men and women to be within the same community or area.

1.6 SPORTS COMMITTEE

The tennis regional and state championship committees shall rule on any infractions.

1.6.1 CCCAA INDIVIDUAL TENNIS REGIONAL COMMITTEE

The CCCAA Tennis Regional Committee shall be comprised of only one (1) representative from each conference, plus the regional event manager. The regional event manager (selected by the host conference) or designee shall chair the committee.

1.6.2 CCCAA TENNIS STATE CHAMPIONSHIP COMMITTEE

The CCCAA Tennis State Championship Committee shall consist of the coaches of the championship teams, the head referee, and the state event manager.

1.7 ANNUAL FORMS

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

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. By February 1 of each year, each conference shall elect one (1) men's representative and one (1) women's representative to represent the conference. The representatives shall be elected by a written ballot of the conference coaches. Conference representatives' names shall be sent to the CCCTCA President and the CCCAA Tennis Representative.
- B. Duties of conference representatives—Conference representatives shall:
1. Represent their conference at the regional team championship and individual tournament seeding meetings.

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2. Represent their conference at all postconference competition planning meetings, including the state coaches' meeting.
3. Act as liaison between conference coaches and all regional, state, and coaches association planning committees in order to provide information to coaches in their conference.

2.1.1 INDIVIDUAL TENNIS

- A. Conference competition, including the final tournament, shall be completed by the date set in the CCCAA Constitution and Bylaws. (See CCCAA Bylaw 3.11.)
- B. Conference event managers shall forward the names of conference qualifiers to the regional event manager no later than 10:00AM on the Monday following the conference tournament.

2.1.2 TEAM TENNIS

Conference representatives shall forward the names of conference team champions (or co-champions) to the regional event manager no later than the first day of the conference individual tournament.

2.2 CHAMPIONSHIP SELECTION

2.2.1 CCCAA INDIVIDUAL TENNIS REGIONAL TOURNAMENTS

- A. Conference tournament quarterfinalists (8 players or doubles teams) shall qualify for the regional.
 1. In Northern California, the three (3) conferences will have qualified 24 singles players and doubles teams for the regional event. The remaining eight (8) places in the draw will be filled by at-large berths to bring the draw to 32. The two (2) conferences with the most ranked teams may add three (3) additional singles players and doubles teams and the conference with the least number of ranked teams may send two (2) additional singles players and doubles teams. Each conference will set the criteria for determining which players/teams will be selected to the at-large births. *4/4/07*
 2. In Southern California for the men, there will be eight (8) at-large berths to complement the draw of 40. *4/4/07*
- B. Each college shall be limited to six (6) singles players and three (3) doubles teams in the regional tournament.
- C. If a qualifier in the regional tournament is unable to compete, the player who was eliminated by the qualifier in the qualifying round shall be allowed to be the replacement. It is the responsibility of the coach to notify the regional event manager immediately if a player is unable to compete. *4/4/07*

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- D. A college may change only one (1) player of its doubles combination in case of injury, illness, or personal reasons. The substitute player can be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, the team they eliminated in the qualifying round will take their place. The event manager shall notify the coach of the first alternate prior to the draw.

2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

2.3.1 DRAW—CCCAA INDIVIDUAL TENNIS REGIONAL TOURNAMENTS

- A. The draw shall be made by members of the Regional Tournament Committee during the evening before or the morning of the first day of play, or earlier by mutual agreement of the Committee members.
- B. In the regional tournament, twelve (12) singles players and twelve (12) doubles teams shall be seeded and four (4) additional players or double teams may be placed. *4/4/07*
- C. If a college has two (2) entries in an event, the player or teams shall not meet before the finals. If a college has three (3) or four (4) individuals or teams in an event, the players or teams shall not meet before the semifinals. If a college has five (5) or six (6) individuals, the players shall not meet before the quarterfinals.
- D. An additional restriction in making the draw, besides those noted in (C) above, is that the top two (2) singles players or doubles teams from the same college shall be in opposite halves of the draw. Therefore, each entry must indicate the player's name, college, and position on the team ladder.
- E. Players from the same conference shall not meet in the first round.
- F. The following criteria shall be used for seeding: *4/4/06*
 - 1. Head-to-head match results
 - 2. Ojai Tournament results
 - 3. Overall season record
 - 4. State rankings
 - 5. Evaluation by the Tournament Committee

Regional Singles and Doubles Draw Brackets: See Appendix A.

2.3.2 DRAW—CCCAA TEAM TENNIS REGIONAL TOURNAMENTS

The draw should be completed by the Sunday prior to the Ojai Tournament.

- A. Teams shall be seeded on the basis of strength.
- B. If two (2) teams are from the same conference, they shall be placed in separate halves of the draw.

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C. Participants in the regional team championships shall be the conference team champion or co-champions. Wild card berths will be used to fill the draw to eight (8) teams per region. The criteria to determine wild-card participants will be based on the following prioritized factors:

1. Head-to-head competition
2. Match results with common opponents. Particularly with other teams that have qualified for the regional team championships.
3. State rankings

The Regional Tournament Committee will determine which teams will be accepted. The event manager will notify the teams admitted.

D. PARTICIPANT LINEUP—The whole premise of community college tennis is that the best team on that day will win the match with all similar ladder positions playing each other. Therefore, the single most important factor concerning the continued success of team championship tennis is an accurate team lineup (ladder). It is imperative that all coaches and players follow these guidelines in order for the team championship tournament to function smoothly, fairly, and satisfactorily.

1. Players must be played in order of their tennis playing ability with the best player playing position #1, the second best player playing position #2, etc.
2. The lineup submitted at the draw meeting shall be used throughout the tournament.
3. In case of a player's absence in singles, the remaining players must move up to fill the ladder. The alternate shall play at the #6 position. If no alternate is available, the #6 position shall be defaulted.
4. In case of a doubles player's absence, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the remaining players must move up to fill the ladder. The #3 doubles position shall then be defaulted.
5. If a player listed in the doubles lineup becomes injured during a regional team championship singles match and is not available for the doubles, any player below him/her on the doubles ladder may substitute. If an alternate is not available, the position defaulted is the one at which the injured player was listed. For all subsequent regional team championship matches, rule B.4 above applies.
6. The lineup must not be based upon the opposition's ability. Stacking, rotation of players to suit the other team's anticipated lineup, allowing players to play out of ladder position either up or down to gain an advantage, sacrificing a player, and similar practices are all considered unethical and violate the spirit and rule of community college tennis.
7. Doubles lineups follow the same guidelines as singles.

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If any coach feels the submitted lineup violates the above stated guidelines, that coach should appeal to the Tournament Committee. If the Committee rules that the submitted lineup is in violation, the offending coach must resubmit the lineup or withdraw from the tournament.

CCCAA Singles and Doubles Tennis Regional (See Appendix A.)

2.3.3 DRAW—CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIPS

CCCAA Individual Tennis State Championship Draw: (See Appendix A.)

- A. The draw shall be made by members of the state tournament committee the night before the first day of play. 10/21/05
- B. Regional tournament quarterfinalists (8 players or doubles teams) shall qualify for the state tournament providing a 16-player draw in singles and in doubles.
- C. Each college shall be limited to six (6) singles players and three (3) doubles teams.
- D. If a qualifier in the state tournament is unable to compete, the player who was defeated in the qualifying round shall be allowed to play. The coach of the player who is unable to compete is responsible for notifying the state event manager as soon as the decision not to play has been made.
- E. A college may change only one (1) player of its doubles combination due to injury, illness, or personal reasons. The substitute player can be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, then the team they eliminated in the qualifying round will take their place. The event manager shall notify the coach of the first alternate prior to the draw.
- F. If a college has two (2) entries in an event, the player or teams shall not meet before the finals. If a college has three (3) or four (4) individuals or teams in an event, the players or teams shall not meet before the semifinals. If a college has five (5) or six (6) individuals, the players shall not meet before the quarterfinals.
- G. An additional restriction in making the draw, besides those noted in (C) above, is that the top two (2) singles players or doubles teams from the same college shall be in opposite halves of the draw. Therefore, each entry must indicate the player's name, college, and position on the team ladder.
- H. The first round of play shall be so arranged that a qualifier from the north meets a qualifier from the south.
- I. Conduct the singles and doubles draw, using the USTA criteria for seeding and placement. Section 2.3.3.D-H shall still be used as initial criteria. 10/21/05

2.3.4 DRAW—CCCAA TEAM TENNIS STATE CHAMPIONSHIPS

CCCAA Team Tennis State Draw: (See Appendix A.)

- A. Participants in the state team championships shall be the regional team champions.

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B. Participant lineup: The whole premise of community college tennis is that the best team on that day will win the match with all similar ladder positions playing each other. Therefore, the single most important factor concerning the continued success of team championship tennis is an accurate team lineup (ladder). It is imperative that all coaches and players follow these guidelines in order for the team championships to function smoothly, fairly, and satisfactorily.

1. Players must be played in order of their tennis ability, with the best player playing position #1, the second best player playing position #2, etc.
2. The lineup shall be the same as that used in the regional team championships.
3. In case of a player's absence in singles, the remaining players must move up to fill the ladder. The alternate shall play at the #6 position. If no alternate is available, the #6 position shall be defaulted.
4. In case of a doubles player's absence, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the remaining players must move up to fill the ladder. The #3 doubles position shall then be defaulted.
5. If a player listed in the doubles lineup becomes injured during the state team championship singles matches and is not available for the doubles, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the position defaulted is the one at which the injured player was listed.
6. The lineup must not be based upon the opposition's ability. Stacking, rotation of players to suit the other team's anticipated lineup, allowing players to play out of ladder position either up or down to gain an advantage, sacrificing a player, and similar practices are all considered unethical and violate the spirit and rule of community college tennis.
7. Doubles lineups follow the same guidelines as singles.

If any coach feels the submitted lineup violates the above stated guidelines, that coach should appeal to the Tournament Committee. If the Committee rules that the submitted lineup is in violation, the offending coach must resubmit the lineup or withdraw from the tournament.

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

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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:

CCCAA TENNIS REGIONAL AWARDS

4 Sets of each of the following: (one set to each regional)

- 1 Medal: singles champion
- 1 Medal: singles finalist
- 2 Medals: singles semi-finalist
- 2 Medals: doubles champion
- 2 Medals: doubles finalist
- 4 Medals: doubles semi-finalist

CCCAA TENNIS STATE CHAMPIONSHIPS AWARDS

INDIVIDUAL TENNIS

- 1 Medal: singles champion
- 1 Medal: singles finalist
- 2 Medals: singles semi-finalist
- 2 Medals: doubles champion
- 2 Medals: doubles finalist
- 4 Medals: doubles semi-finalist

DUAL TEAM TENNIS

- 2 Trophies: 1st & 2nd place teams
- 7 Medals: 1st place team
- 7 Medals: 2nd place team

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.

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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. **Any additional awards ordered shall not be paid for by entry fees or 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.

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.

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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 CCCTCA

The tennis coaches are represented by the California Community College Tennis Coaches Association (CCCTCA).

3.4 UNIFORMS

(Not addressed 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

4.1.1 CCCAA INDIVIDUAL TENNIS REGIONAL CHAMPIONSHIPS

The Wilson US Open Extra Duty Tennis Ball shall be the official ball at all postconference competition.

4.1.2 CCCAA TEAM TENNIS REGIONAL CHAMPIONSHIPS

A. The Wilson US Open Extra Duty Tennis Ball shall be the official ball at all postconference competition.

B. Teams shall share equally in providing balls.

4.1.3 CCCAA INDIVIDUAL AND TEAM TENNIS STATE CHAMPIONSHIPS

The Wilson US Open Extra Duty Tennis Ball shall be the official ball at all postconference competition.

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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.

4.3.0.1 CCCAA INDIVIDUAL TENNIS REGIONAL CHAMPIONSHIPS

- A. The regional event manager shall provide motel and restaurant information to the competing colleges at least two (2) weeks prior to the tournament.
- B. The regional event manager shall forward the results to the state event manager and the Office of the CCCAA Executive by 9:00AM on the Monday following regional play.

4.3.0.2 CCCAA TEAM TENNIS REGIONAL CHAMPIONSHIPS

- A. The event manager for the regional individual tournament shall also serve as the event manager for the regional team championships.
- B. The winning coach (or coaches) in each conference shall immediately contact the regional event manager to inform him/her of their participation in the team championship.
- C. The regional event manager shall in turn contact the participating coaches to set up a date, time, and central location for the draw meeting.

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- D. Coaches must submit a copy of their lineup to each participating coach and to the event manager.

4.3.0.3 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIPS

The event manager shall provide motel and restaurant information to all competing colleges at least two (2) weeks prior to the tournament.

4.3.0.4 CCCAA TEAM TENNIS STATE CHAMPIONSHIPS

- A. The event manager for the state individual tournament shall also serve as the event manager for the state team championship.
- B. The winning coach in each region shall immediately contact the state event manager and provide him/her with a faxed copy of the regional team championship match results. The singles and doubles lineups must be clearly indicated, even if the doubles were not played.

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

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ANNOUNCER

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

It is very important that the announcer:

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

Instruction Protocol

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

Provide these guidelines to all announcers:

- A. Welcome
- B. Introduction of Teams
 - 1. Affiliation (Conference and how teams advanced to finals)
 - 2. Win/loss record
 - 3. Number of times in CCCAA championship events
- C. Introduction of Team Personnel
 - 1. Starters in numerical order
 - 2. In alternating order when appropriate
 - 3. Coaching staff
 - 4. Support staff
- D. Introduction of Officials
- E. National Anthem

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- F. Immediately prior to start of every game, meet, or match: read CCCAA decorum statement
- G. Time Out Announcements
 - 1. Use this time to share insightful information about individual players. SID should provide CCCAA, team, and individual information prior to the event.
 - 2. Sponsors
 - 3. Program and t-shirt sales
 - 4. Concessions
 - 5. Other CCCAA events when available
- H. End of Competition Announcements
 - 1. Summary of event's activities, next day's activities, or awards ceremony
 - 2. Thank audience for their attendance

PUBLIC ADDRESS ANNOUNCEMENTS (AT EVENTS)—Verify that the public address announcer is reading the sponsorship message according to the script.

Additional message scripts for state events will be provided by CCCAA.

Ensure that the messages are being read with enthusiasm!

Guidelines for Public Address Announcers:

Excerpted from the NCAA Media Guide August 1995 & Adopted by the CCCAA April 1997:

The primary duty of the public address announcer is to fairly and accurately communicate the necessary information to enhance the enjoyment of the contest for both the home and visiting fans. The following are recommended procedures for public address announcers.

- A. Be FAIR and IMPARTIAL.
- B. Do not attempt to be a cheerleader or the home team's super fan.
- C. Use language that is in good taste, inoffensive, and reflects the high standards of an institution of higher education. Remember that this is a collegiate game not a professional game.
- D. Do not use language or an approach that could inflame or adversely influence a crowd.
- E. Do not anticipate plays or official rulings aloud.
- F. Give only necessary information. Excessive talk is soon "tuned out" by the crowd.

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- G. Familiarize yourself with the layout of the stadium or arena so that accurate directions can be given in the event of an emergency. You should be furnished with a drawing of the area and a listing of any emergency procedures. (If not furnished, ask for one.) Announce convenient routes for leaving the stadium or arena and caution the crowd to drive carefully.
- H. Do not allow anyone, except those authorized by the event manager, to use the microphone. The announcer is responsible for whatever is said over the public address system.
- I. Do not criticize officials' decisions directly or indirectly.
- J. Remember, it is still possible to be enthusiastic and yet be fair and impartial. You are there to assist in running the championship event not root on the home team. Always be accurate, fair, and enthusiastic.

4.3.2 OFFICIALS

(See CCCAA Bylaws 6.8.4 and 6.8.5.)

4.3.2.1 CCCAA INDIVIDUAL TENNIS REGIONAL CHAMPIONSHIPS

- A. Two (2) officials shall be provided each day.
- B. The event manager and officials shall meet with the coaches and participants prior to the first round of singles and doubles, for introductions and clarification of rules.
- C. All semifinal and final matches shall be officiated.
- D. The tournament referee shall provide an official for any match at the request of a coach if an official is available.

4.3.2.2 CCCAA TEAM TENNIS REGIONAL CHAMPIONSHIPS

- A. Arrangements for officials, if desired, are the responsibility of the colleges involved.
- B. When an official is present, that official has the responsibility for administering the point penalty system. When an official is not assigned, the head coaches have the responsibility to administer the point penalty system. Each coach has the primary responsibility to apply the point penalty system to his/her own players.

If an opposing coach observes an infraction, he/she will report the infraction to the coach of the offending player. The coach of the offending player must assess a warning to his/her player. It is then the responsibility of the coach of the offending player to assess penalties beyond the warning on his/her own players. A coach may not directly assess point penalties to opposing players.

4.3.2.3 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIP

- A. The event manager shall appoint a qualified tournament referee at least two (2) weeks prior to the state tournament.

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- B. A minimum of four (4) officials plus a tournament referee shall be provided each day.
- C. All semifinal and final matches shall be officiated by an umpire. Linespersons shall be provided at the discretion of the event manager.
- D. The event manager and officials shall meet with the coaches and participants prior to the first round of singles and doubles, for introductions and clarification of rules.
- E. The tournament referee shall provide an official for any match, at the request of a coach, if an official is available.

4.3.2.4 CCCAA TEAM TENNIS STATE CHAMPIONSHIP

A minimum of four (4) officials plus the head referee shall be provided.

4.3.3 SECURITY AND CROWD CONTROL 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.

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- 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.

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 Tennis Representative and the Office of the CCCAA Executive by [February 1](#). Proposed budget forms are available at www.cccaasports.org/forms.asp.

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

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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.)

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

Ticket administration is not required for tennis.

4.5.3 FINAL FINANCIAL STATEMENT

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

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

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

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

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

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

4.6 INSURANCE

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.2.3:

6.2.3—Host institutions and sponsoring agencies of postconference competition events shall have in place primary comprehensive general public liability insurance coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage and shall provide the Office of the CCCAA Executive with the appropriate insurance certificate upon request.

4.7 LODGING

(See CCCAA Bylaw 8.1.3.11.3.)

As feasible, coordinate event housing with the CCCAA's official hotel partner, Choice Hotels. Visit <http://www.cccaasports.org/choicehotels.html> for more information.

Check the availability of hotels or motels in your area when you submit your event contract. A team rate should be secured at two (2) or three (3) properties as a comparison of the best possible rates.

When working with the hotel/motel, try to block individual team rooms in the same vicinity or at least on the same floor. The most appropriate arrangement would be to house opposing teams in different areas; i.e., each team on a different floor or wing of the hotel/motel.

Prepare a guide to available hotels/motels in the area along with pricing to be sent to participating colleges as soon as they are determined. The financial limits of CCCAA Bylaw 8 shall be considered when securing hotel/motel accommodations.

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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.

4.8.1.1 CCCAA INDIVIDUAL TENNIS REGIONAL

- A. The Regional event manager shall provide daily results to the major newspaper in the area hosting the tournament.
- B. Final results and a final budget should be sent to all regional coaches and to the Office of the CCCAA Executive. (See Tennis Championship Handbook 2.3.E.)

4.8.1.2 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIP

- A. The state championship event manager shall provide daily results to the major newspapers in the area hosting this tournament.
- B. Final results and a final budget should be sent to all coaches and the Office of the CCCAA Executive. A final budget report must be sent to the Office of the CCCAA Executive no later than 30 days following the event to avoid penalty. (See 1.2.3.E.)

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.

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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.

4.10.1 CCCAA INDIVIDUAL TENNIS REGIONAL CHAMPIONSHIPS

A business meeting of the regional coaches shall be held during the tournament. The event manager shall set the agenda and chair the regional meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college tennis in that region and to finalize site selection for the next two (2) regional tournaments.

4.10.2 CCCAA INDIVIDUAL TENNIS STATE CHAMPIONSHIPS

A business meeting of the men's and women's coaches shall be held during the tournament. The officers of the CCCTCA shall set the agenda for and chair the state coaches meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college tennis and to finalize state tournament sites and event managers for the next two (2) years.

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

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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

4.14.1 CCCAA INDIVIDUAL TENNIS REGIONAL AND STATE CHAMPIONSHIPS

- A. Conventional scoring shall be used.
- B. The 12-point tiebreak shall be used.

4.14.1 CCCAA TEAM TENNIS REGIONAL AND STATE CHAMPIONSHIPS

- A. Conventional scoring shall be used.
- B. The 12-point tiebreak shall be used.
- C. Score tenders shall be provided for each match.

4.15 RULES

(See CCCAA Bylaw 4.)

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

4.15.1 CCCAA INDIVIDUAL TENNIS REGIONAL AND STATE CHAMPIONSHIPS

- A. The CCCAA Individual Tennis Regional Committee will follow this CCCAA Tennis Championship Handbook and ITA rules to assist with the administration of tennis competition.
- B. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set. There shall be a maximum of a five (5)-minute break between the second and the third sets.
- C. Time Between Matches
 - 1. Participants are allowed 30 minutes between matches.
 - 2. Participants are allowed one (1) hour between the end of singles and the start of their first doubles match.
- E. Defaults shall be called at 15 minutes by the event manager. The event manager has the option to change posted match times upon notification of players and coaches involved.
- F. CONDUCT—The point penalty system shall be enforced at all times.

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4.15.2 CCCAA TEAM TENNIS REGIONAL AND STATE CHAMPIONSHIPS

The CCCAA Team Tennis Regional Championship Committee will follow the CCCAA Tennis Championship Handbook and ITA rules to assist with the administration of tennis competition.

- A. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set.
- B. The singles matches shall be played first. A maximum of a 15-minute break is allowed between completion of a singles match and the start of the doubles match.
- D. Defaults shall be called at 15 minutes. The event manager has the option to change posted match times upon notification of participants and coaches involved.
- E. CONDUCT—The point penalty system shall be enforced at all times.

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.

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3. All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
 - a. A decision that a decorum violation has occurred may be appealed to the conference appeals board.
 - b. An appeal does not set aside the sanction while the appeal is being deliberated.
 - c. All decorum violations will result in at least a next event suspension.

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

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

CCCAA BYLAW 4.5—SANCTIONS FOR DECORUM VIOLATIONS

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

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

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

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

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

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

1. Be dressed in game uniform.

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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

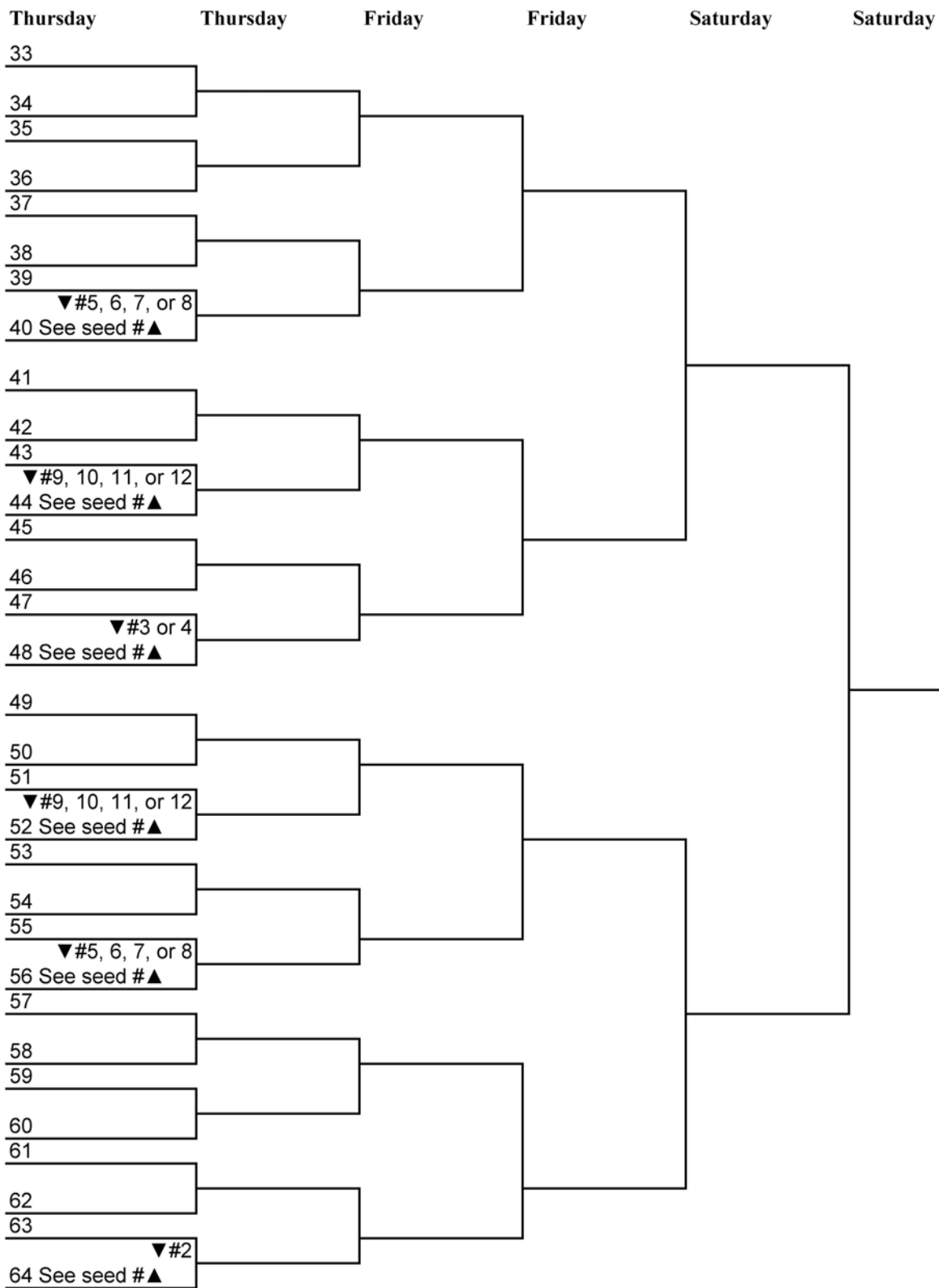
CCCAA TENNIS CHAMPIONSHIP HANDBOOK

CCCAA TENNIS REGIONAL

Singles and Doubles Draw 1-32 of 64



CCCAA TENNIS REGIONAL Singles and Doubles Draw 33-64 of 64



CCCAA TEAM TENNIS REGIONALS



CCCAA TENNIS STATE CHAMPIONSHIPS

Singles and Doubles Draw



APPENDIX B EVENT MANAGERS' CHECKLISTS



EVENT ADMINISTRATION CALENDAR

The following is a calendar that provides deadlines for the smooth administration of the CCCAA Tennis Regional and State Championship events:

EVENT AGREEMENT CHECKLIST

Reviewed prior to agreeing to host a CCCAA Tennis Regional or State Championship.

EVENT CONTRACT

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

PROPOSED BUDGET

Submitted to the CCCAA Tennis 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.

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ADVANCE PLANNING CHECKLIST

Complete this checklist eight (8) weeks prior to the CCCAA Tennis Regional or 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 Tennis 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.

MEDICAL COVERAGE

Contact Athletic Trainer regarding coverage of the event.

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TWO WEEKS PRIOR TO EVENT CHECKLIST

Complete this checklist two (2) weeks prior to the CCCAA Tennis Regional or State Championship:

COMMUNICATE

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

PERSONNEL

Review staff assignments with key college personnel:

- Security
- 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.

AWARDS

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

TOURNAMENT INFORMATION PACKET/FACT SHEET

Prepare and distribute tournament information to participating teams, media, CCCAA Tennis 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

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- 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 Tennis Regional or State Championship event. See CCCAA Constitution Bylaw 7.2.4 and Bylaw 7.2.5 Authorized awards for regional and CCCAA-sponsored state championships.

BUDGET

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

CEREMONY

An awards ceremony should be planned to utilize the CCCAA Tennis 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

Regional event managers shall receive an invoice from the CCCAA and shall make payment to CCLC/CCCAA. State championship awards are paid for by the CCCAA.



MEDIA CHECKLIST

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

CCCAA

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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!

