



---

*Championship Handbook for*  
**TRACK & FIELD**

---

*Edition:*  
*July 2011*

**California Community College Track & Field  
Coaches Association President**

***Mark Covert***

Antelope Valley College  
3041 West Avenue K  
Lancaster CA 93536-5426  
Phone: (661) 722-6442  
Fax: 661.722.6450  
mcovert@avc.edu  
Term expires: May 2013

**CCCAA Management Council  
Track & Field Representative**

***Joe Jennum***

Mt. San Antonio College  
1100 North Grand Avenue  
Walnut CA 91789-1399  
Phone: (909) 594-5611 ext. 4630  
Fax: 909.869.1076  
jjennum@mtsac.edu  
Term expires: 1<sup>st</sup>—6/30/12

**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@cccaasports.org](mailto:ccarter@cccaasports.org)

***George Mategakis***

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

***Jason Boggs***

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

***Debra Wheeler***

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

***Rina Kasim***

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

***Rima Trotter***

Staff Assistant  
email: [rtrotter@cccaasports.org](mailto:rtrotter@cccaasports.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 TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## TABLE OF CONTENTS

<b>Mission Statement .....</b>	<b>1</b>
<b>Table of Contents.....</b>	<b>3</b>
<b>Introduction.....</b>	<b>5</b>
<b>1. General Administration .....</b>	<b>5</b>
1.1    CCCAA Postconference Competition Event Naming Rights.....	5
1.2    Dates and Sites.....	6
1.3    Start Times.....	7
1.4    Championship Format.....	7
1.5    Host and Site Selection .....	10
1.6    Sports Committee.....	12
1.7    Annual Forms.....	12
<b>2. Determination of Competing Institutions .....</b>	<b>13</b>
2.1    Conference Competition and Representation.....	13
2.2    Championship Selection.....	13
2.3    Seeding Committee and Qualifying Procedures .....	13
2.4    Certification of Eligibility/Availability .....	25
<b>3. Instructions to Participants .....</b>	<b>25</b>
3.1    Awards .....	25
3.2    Banquet .....	28
3.3    Coaches Associations.....	28
3.4    Uniforms (not addressed for this sport).....	28
3.5    Participating Team Travel Reimbursement.....	28

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

<b>4.</b>	<b>Instructions to Event Managers.....</b>	<b>28</b>
4.1	Equipment .....	28
4.2	Event Contracts .....	28
4.3	Event Manager .....	29
4.4	Event Sponsorship.....	33
4.5	Financial Considerations .....	35
4.6	Insurance .....	38
4.7	Lodging .....	38
4.8	Media Arrangements .....	38
4.9	Medical Coverage .....	40
4.10	Meetings.....	40
4.11	Practice (not addressed for this sport) .....	40
4.12	Pregame Schedule (not addressed for this sport) .....	40
4.13	Programs/T-shirts/Concessions .....	41
4.14	Scoring .....	41
4.15	Rules.....	41
	<b>Decorum Rule (CCCAA Bylaw 4.4—4.8) .....</b>	<b>42</b>
	<b>Appendices.....</b>	<b>45</b>
	Appendix A: Event Managers’ Checklists.....	45

## INTRODUCTION

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

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

### 1. GENERAL ADMINISTRATION

#### 1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

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

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

##### 1.1.1 REQUIRED USAGE

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

Examples:

#### BASEBALL

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

or

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

State: **CCCAA Baseball State Championship**

or

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

#### TRACK AND FIELD

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

or

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

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## 1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

### 1.2.1 CCCAA TRACK & FIELD NORTHERN CALIFORNIA REGIONAL HEPTATHLON & DECATHLON (COMBINED EVENTS)

- April 17–18, 2012  
Shasta College  
Event Manager: Gary Houser & Pete Giachetti, Shasta College

### 1.2.2 CCCAA TRACK & FIELD NORTHERN CALIFORNIA REGIONAL TRIALS

- May 4 or 5, 2012  
College of San Mateo  
Event Manager: Andreas Wolf & Joe Mangan, College of San Mateo

### 1.2.3 CCCAA TRACK & FIELD NORTHERN CALIFORNIA REGIONAL FINALS

- May 11 or 12, 2012  
College of San Mateo  
Event Manager: Andreas Wolf & Joe Mangan, College of San Mateo

### 1.2.4 CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL HEPTATHLON & DECATHLON (COMBINED EVENTS)

- April 10–11, 2012  
Cerritos College  
Event Managers: Dean Grosfeld & Doug Wells, Cerritos College

### 1.2.5 CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL TRIALS

- May 4 or 5, 2012  
San Diego Mesa College  
Event Managers: Dave Evans & Renee Ross, San Diego Mesa College

### 1.2.6 CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL FINALS

- May 11 or 12, 2012  
San Diego Mesa College  
Event Managers: Dave Evans & Renee Ross, San Diego Mesa College

### 1.2.7 CCCAA TRACK & FIELD STATE CHAMPIONSHIP

- May 18–19, 2012  
Cerritos College  
Event Managers: Dean Grosfeld & Doug Wells, Cerritos College

### 1.2.8 CCCAA TRACK & FIELD STATE REGIONAL EVENTS

- A. Following conference competition, there shall be two (2) regional meets (one [1] north and one [1] south) with the finals contested during the second week of May.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- B. The regional heptathlon/decathlon competitions (combined events) shall be held on a date separate from the regional trials and final championships. The Regional Rules Committee shall determine the meet site and date two (2) years in advance of the meet.

## 1.3 START TIMES

### ORDER OF EVENTS

- A. Track events—for each CCCAA regional, final, and state competition; all of the running events will be contested as finals on the same day with the one exception of the men's and women's 10,000 meter finals. The order and time schedule will be presented to the appropriate regional or state committee for approval. Except for the 10k, the order of events shall be the same as recommended in the NCAA Rule Guide for "outdoor meets without preliminary heats," unless altered by the games committee by February 1 of that season, based on facility requirement, weather, safety, and/or officials. 5/4/07 7/1/08
- B. Field events—the order and time schedule will be presented to the appropriate regional or state committee for approval, based on facility requirements, weather, safety, and/or officials. 7/1/08

## 1.4 CHAMPIONSHIP FORMAT

### 1.4.1 REGIONAL AND STATE CHAMPIONSHIP EVENTS:

- A. The games committee will determine the starting height for pole vault, but will use 1" and 7" heights for opening heights (example: 14'1" must be the opening height, not 14'0" or 14'2" if the games committee were to decide to start at the 14'0" height). 4/5/07
- B. The games Committee will determine the starting height for high jump, but will use odd inch heights for opening heights (example: 5'1" must be the opening height, not 5'0" or 5'2" if the games committee were to decide to start at the 5'0" height).

### 1.4.2 CCCAA TRACK AND FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP

The CCCAA Track and Field Southern California Regional Championship shall be a two (2)-day meet, with the trials on the first day and the finals on the second. A final event may be changed to the date of the trials if it is deemed appropriate by the meet management and approved by the Regional Committee. The determination of the competition schedules is to be submitted by the meet manager to the Regional Committee for review and acceptance at the December regional meeting. 10/16/08

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## 1.4.3 CCCAA TRACK & FIELD STATE CHAMPIONSHIP:

The following are the events which may be run and scored in the state meet:

### MEN'S FIELD EVENTS

Javelin  
Pole Vault  
Long Jump  
Triple Jump  
High Jump  
Shot Put  
Discus  
Hammer Throw  
Decathlon

### WOMEN'S FIELD EVENTS

Javelin  
Pole Vault  
Long Jump  
Triple Jump  
High Jump  
Shot Put  
Discus  
Hammer Throw  
Heptathlon

### MEN'S TRACK EVENTS

10,000 Meter  
3000 Meter Steeplechase  
400 Meter Relay  
1500 Meter  
110 Meter High Hurdles  
400 Meter  
100 Meter  
800 Meter  
400 Meter Intermediate Hurdles  
200 Meter  
5000 Meter  
1600 Meter Relay

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## WOMEN'S TRACK EVENTS 4/5/07

10,000 Meter  
3000 Meter Steeplechase  
400 Meter Relay  
1500 Meter  
100 Meter High Hurdles  
400 Meter  
100 Meter  
800 Meter  
400 Meter Low Hurdles  
200 Meter  
5000 Meter  
1600 Meter Relay

### A. RUNNING EVENTS—

1. The 1600-meter relay shall be run in lanes around the first three (3) turns.
2. The 800-meter run shall be run in lanes around the first turn only.

### B. FIELD EVENTS—

1. In the pole vault and high jump, a final decision regarding the starting heights and runway direction shall be determined by the games committee, with the assistance of the meet manager, a minimum of 60 minutes prior to competition. 4/5/07
2. It is recommended that all field events be recorded metrically. Record-setting performances must also be measured metrically. Results must be posted in English measurements. 4/5/07

### C. COMBINED EVENTS—10/21/05

1. It is recommended that two (2) equivalent facilities be available for the pole vault competition during both regional and state decathlon meets.
2. During the state meet combined events competition, the men's 1500 and the women's 800 shall be run in one (1) section each.
3. Provisions should be made to provide competing athletes with adequate shade.
4. The combined events shall be measured metrically.
5. For the women's heptathlon 800, a waterfall start shall be used in cases when a single lane is not available for each competitor.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## 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 CCCAA TRACK AND FIELD REGIONALS

As the availability of facilities permit, the sites for the CCCAA Track and Field Northern and Southern California Regionals may be rotated among conferences located in each region. The establishment of regional meet sites is the responsibility of each Regional Track and Field Rules Committee with the approval of the California Community College Athletic Association (CCCAA) Management Council Track Representative and CCCAA Executive.  
10/16/08

#### 1.5.2.3.1 CCCAA TRACK AND FIELD NORTHERN CALIFORNIA REGIONALS 10/30/09

Sites for the Northern California Regionals are selected two (2) years in advance at the 5CTCA's August meeting. An application to host a postconference competition must be received by the Monday prior to the August meeting.

- A. The CCCAA Track and Field Northern California Regional Championship Trials shall be held on the Friday or Saturday two (2) weeks prior to the CCCAA Track and Field State Championships.
- B. The CCCAA Track and Field Northern California Regional Championship Finals shall be held on the Friday or Saturday one (1) week prior to the CCCAA Track and Field State Championships.
- C. The CCCAA Track and Field Northern California Regional Multi-Event Championships shall be held on the Tuesday and Wednesday prior to the week of the scheduled conference championships.

#### 1.5.2.3.2 CCCAA TRACK AND FIELD SOUTHERN CALIFORNIA REGIONALS 10/30/09

- A. The school(s) awarded the CCCAA Track and Field Southern California Regional Championships sites by the Regional Committee shall host both the trials and finals of that year. 10/16/08

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- B. Sites for the CCCAA Track and Field Southern California Regional Championships shall be rotated among the conferences and should be announced two (2) years in advance by the Regional Committee. 10/16/08
- C. The yearly conference rotation for track and field starting in 2009 shall be: 10/16/08
- |               |      |
|---------------|------|
| Foothill      | 2009 |
| Orange Empire | 2010 |
| South Coast   | 2011 |
| Pacific Coast | 2012 |
| Western State | 2013 |
- D. Final selection of the championship meet site is the responsibility of the Regional Committee. The Committee may also lend assistance in the administration and staging of the meet, if necessary. 10/16/08
- E. The host college shall bid for the meet. The bid shall include information on facilities, equipment, officials, and meet management experience. The host college is responsible for the proper administration of the meet including mailing and/or emailing entry information with time schedule four (4) weeks prior to the meet, the development and printing of an appropriate program, the reproduction of results, and the assignment of qualified officials. The conference colleges of the hosting institution are responsible to help with the meet. 10/16/08
- F. The Regional Committee may be called upon to help in the selection and assignment of the head officials for each event, as well as the meet starter and referee. The meet event manager must request this help at least four (4) weeks in advance of the championships. 10/16/08
- G. Standards for the bidding colleges shall include: 10/16/08
1. Recommended nine (9) lanes of an acceptable surface. All starts, finishes, field event areas of competition shall meet NCAA specifications unless approved by the regional committee at the time of bid.
  2. The track must meet NCAA standards for starts and finishes.
  3. All hurdles must be uniform and legal and the weights must be balanced (according to NCAA rules).
  4. All starting blocks must be uniform.
  5. In case of a night meet, the lighting must be adequate for all events.
  6. It is recommended that all landing and impact areas conform to appropriate marking procedures.
    - a. It is recommended that the National JC and So Cal records be flagged as such.
    - b. It is recommended that the shot put be lined every five (5) feet, from 30 feet to at least 60 feet, for both women and men.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- c. It is recommended that the discus be lined every 20 feet, from 100 feet to 180 feet.
- d. It is recommended that the javelin be lined every 20 feet, from 100 feet to 200 feet.
- e. It is recommended that the hammer throw be lined in the impact area every 20 feet, from 100 feet to 200 feet.

## 1.5.2.4 CCCAA TRACK AND FIELD STATE CHAMPIONSHIP

The state championship site shall alternate between north and south colleges unless otherwise determined by the California Community College Cross Country and Track & Field Coaches Association (5CTCA) with approval of the California Community College Athletic Association (CCCAA) Track Representative and CCCAA Executive.

Two (2) years in advance, the host Regional Rules Committee shall recommend the site of the next state championship to be held within its region. The meet site shall be voted on by the general voting body of the 5CTCA as a postconference competition issues. The Board of Directors shall recommend the meet site for final approval from the CCCAA Track Representative and CCCAA Executive. 4/5/07

## 1.6 SPORTS COMMITTEE

### 1.6.1 CCCAA TRACK AND FIELD REGIONALS

At the regional championships, there shall be a games committee consisting of the regional chair and one representative from each conference.

### 1.6.2 CCCAA TRACK AND FIELD STATE CHAMPIONSHIP

At the state championship, there shall be a games committee consisting of the regional chairs and the meet manager. In addition to its other duties, the games committee shall select the outstanding male and female athletes of the meet.

## 1.7 ANNUAL FORMS

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

- Event Contract
- Track and Field Proposed Budget
- Track and Field Final Financial Statement
- Track and Field Participating Team Expense
- Event Manager Checklist

## 2 DETERMINATION OF COMPETING INSTITUTIONS

### 2.1 CONFERENCE COMPETITION AND REPRESENTATION

(See 2.3, Seeding Committee and Qualifying Procedures.)

### 2.2 CHAMPIONSHIP SELECTION

(See 2.3, Seeding Committee and Qualifying Procedures.)

### 2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

#### 2.3.2 CCCAA TRACK AND FIELD REGIONALS

##### 2.3.2.1 CCCAA TRACK AND FIELD NORTHERN CALIFORNIA REGIONAL CHAMPIONSHIP TRIALS 10/30/09

Qualifying marks to the CCCAA Track and Field Northern California Regional Championship Trials are set annually at the December meeting by the Northern California Representatives. These qualifying marks are stated on the Northern California Community College Track & Field Qualifying Standards lists, which are posted on [www.norcalstat.com](http://www.norcalstat.com) website. An athlete may qualify into the CCCAA Track and Field Northern California Regional Championship Trials according to a three-tier system, which is listed below from the highest to the minimum potential qualifying mark.

- Automatic Standard. If this relatively high standard is attained, the athlete in that specific event is not required to participate in that event at his or her conference championship meet.
- Nor-Cal Standard. If this standard is met, the athlete must participate with an honest effort in that event at his or her conference championship meet.
- Nor-Cal Provisional Mark. A maximum of twenty-four (24) may be entered into the CCCAA Track and Field Northern California Championship Trials. The provisional standard indicates the minimum mark to be considered when qualifying athletes into the CCCAA Track and Field Northern California Championship Trials. This provisional mark is activated only if twenty-four (24) athletes do not meet the Nor-Cal standard mark. An athlete who qualifies under this procedure must participate with an honest effort in his or her conference championship meet in the specific event under consideration.

Note: Not all athletes who have met the provisional standard will automatically be entered into the Nor-Cal Trials.

- A. Conference Champion Exception. A Conference Champion in a single or relay event automatically qualifies to compete in the CCCAA Track & Field Regional Championship Trials.

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- B. Number of Entries per Event. When using a nine (9)-lane track, there shall not be more than a total of twenty-seven (27) entries in each event. When using an eight (8) lane track, there shall not be more than twenty-four (24) entries in each event.
- C. Qualifying Marks. A qualifying mark must meet the following conditions:
1. The mark must be recorded in a regularly scheduled meet, while the athlete or relay team is representing his/her/its college.
  2. If the mark occurs in a non-directathletics.com meet, that mark must be reported to [www.directathletics.com](http://www.directathletics.com) within ten (10) days of the competition.
  3. Only Fully Automated Times (FAT) will be accepted in all lane races.
- D. Entry Deadlines. The following time table has been established for the Sunday immediately prior to the CCCAA Track & Field Regional Championship Trials:
- 10:00AM: Entries to the CCCAA Track & Field Regional Championship Trials close on the [www.directathletics.com](http://www.directathletics.com) website.
  - Not later than 10:30AM: The list of entries will be posted on the [www.norcalstat.com](http://www.norcalstat.com) website for public view.
  - If an error is apparent, a coach must immediately contact one (1) of the following persons at the Northern California Track & Field Seeding Meeting: His/her Nor-Cal Conference Representative; the Nor-Cal Track & Field Chair; or the Meet Manager. See (E) for the late entry rule.
  - The review period closes ninety (90) minutes after the entries have been posted.
  - 2:00PM: The conference representatives at the Northern California Track and Field Seeding Meeting will establish the final entries for the CCCAA Track and Field Northern California Track and Field Regional Championship Trials.
- E. Late Entry Rule: After the 10:00AM entry deadline, until the end of the ninety (90) minute review period, late entries may be considered, but only on a space available basis.
- F. Late Penalty Fee: Athletes and/or a relay team may be added to the Trials at a penalty of \$100.00 per athlete/per event, up to a maximum of \$500.00 per college.
- G. Participation (formerly Honest Effort) Rule: The Nor-Cal Multi-Event Championships, CCCAA Track and Field Northern California Track and Field Regional Championship Trials, and the CCCAA Track and Field Northern California Track and Field Regional Championship Finals are considered to be three (3) separate meets.
- H. Alternates to the Trials: After the completion of the Nor-Cal Seeding Meeting, alternates will not be allowed to fill any vacated slots, unless the Nor-Cal Representatives deem that special circumstances warrant a replacement.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

## 2.3.2.1.1 SEEDING OF ATHLETES INTO THE CCCAA TRACK AND FIELD NORTHERN CALIFORNIA REGIONAL CHAMPIONSHIP TRIALS 1/1/10

### A. All Races:

1. Seeding for all races shall be performed utilizing the serpentine method based on seasonal best marks listed on the [www.directathletics.com](http://www.directathletics.com) website.
2. Lane assignments shall be randomly drawn for each heat.

### B. Throwing events and the horizontal jumps:

1. Seeding for the throwing events (shot put, discus throw, hammer throw, javelin) and the horizontal jumps (long jump, triple jump) shall be performed utilizing the serpentine method, based on seasonal best marks listed on the [www.directathletics.com](http://www.directathletics.com) website.
2. The order of competition within flights shall be from the worst to the best mark (suggested for safety reasons). The event official will divide the athletes into flights after the competitors have checked in to balance the numbers between flights. Each athlete will be allowed three (3) attempts.

## 2.3.2.1.2 ADVANCING ATHLETES INTO THE CCCAA TRACK AND FIELD NORTHERN CALIFORNIA CHAMPIONSHIP FINALS: 10/30/09

### A. An athlete or relay team may not advance to the CCCAA Track and Field Northern California Regional Championship Finals without competing in the Trials.

### B. Qualifying by Event:

1. Sprints and Hurdles: Regarding the 100m, 200m, 400m, 100m/110m and the 400m hurdles; if there are three (3) heats scheduled, the winner in each heat shall automatically qualify to the CCCAA Northern California Regional Championship Finals. The remaining lanes will be filled on the basis of the next fastest times recorded by the other athletes. Either eight (8) or nine (9) athletes shall qualify for the CCCAA Track and Field Northern California Regional Championship Finals, based on the number of lanes at the site of the Finals competition. If only two (2) heats are contested, then the top two (2) finishers in each heat shall be automatic qualifiers.
2. 800 meters and Relays: If two (2) heats are run, the top two (2) from each heat shall automatically qualify. The remaining lanes will be filled on the basis of the next fastest times recorded by the other athletes. Either eight (8) or nine (9) athletes shall qualify for the CCCAA Track and Field Northern California Regional Championship Finals, based on the number of lanes at the site of the Finals competition.
3. 1500 meters: The top three (3) finishers in each heat (assuming two heats) shall automatically qualify to the CCCAA Track and Field Northern California Regional Championship Finals. Six (6) other qualifiers shall be determined on the basis of the next fastest times recorded by the other athletes. If fifteen (15) or fewer runners report to the clerk, the 1500m will be moved to a final-only event. The total number of qualifiers shall be twelve (12).

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

4. Steeplechase: Shall be contested on the day of the CCCAA Track and Field Northern California Regional Championship Finals.
  5. 5,000 meters: Shall be contested as a final only on the day of the CCCAA Track and Field Northern California Regional Championship Finals.
  6. 10,000 meters: Shall be contested as a final only on the day of the CCCAA Track and Field Northern California Regional Championship Trials.
  7. Field Events: The combined top twelve (12) finishers from each flight shall qualify to the CCCAA Track and Field Northern California Regional Championship Finals. Ties for twelfth (12th) place shall not be broken.
- C. An athlete or relay team that qualifies for the CCCAA Track and Field Northern California Regional Championship Finals is automatically entered, unless the coach of the athlete/relay team contacts the Nor-Cal Track and Field Chair and makes the appropriate scratch.
- D. Scratches: A coach may scratch, from one or more events, an athlete who had either qualified during the CCCAA Track and Field Northern California Regional Championship Trials, or who had previously qualified in a final only event for the CCCAA Track and Field Northern California Regional Championship Finals. The deadline to submit a scratch(s) is fifteen (15) minutes after the completion of the CCCAA Track and Field Northern California Regional Championship Trials.
- E. Alternates: If an athlete is scratched from an event immediately after the conclusion of the CCCAA Track & Field Northern California Regional Championship Trials, the Nor-Cal Track & Field Chair or his/her designee will notify the coach of the athlete with the next best mark on the alternate list. The alternate list will be based on the order of finish for each event at the CCCAA Track and Field Northern California Regional Championship Trials.
- F. Deadline for Late Substitutions:
1. After the initial scratch period has expired fifteen (15) minutes after the CCCAA Track & Field Northern California Regional Championship Trials, late substitutions will only be allowed if a competitor is scratched from all events that she/he is entered in the CCCAA Track and Field Northern California Championship.
  2. The deadline for making a substitution shall be prior to the start of the competition on the day the specific event is scheduled.
  3. The Northern California Track and Field Chairperson must be notified immediately of any scratch. The chairperson will then attempt to contact the coach of the next best qualified athlete.
  4. The Meet Manager must then be immediately notified of the substitution.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

## 2.3.2.1.3 SEEDING OF ATHLETES INTO THE CCCAA TRACK AND FIELD NORTHERN CALIFORNIA REGIONAL CHAMPIONSHIP FINALS 10/30/09

- A. Lane Races: Lane assignments on an eight (8)-lane track shall be seeded from the best to the worst time according to the following formula: #4, #5, #3, #6, #2, #7, #1, #8. The formula for a nine (9)-lane track is: #5, #6, #4, #7, #3, #8, #2, #9, #1.
- B. 1500m: Shall be seeded from the worst mark (lane 1) out to the best mark.
- C. 5000m and 10,000m: Shall be seeded from the best mark (lane 1) out to the worst mark. Hip numbers shall be assigned from the fastest to the slowest qualifier. The fastest qualifier shall be assigned the number one and the slowest qualifier shall be assigned the highest number. All runners shall have a hip number attached to the side of each hip and to the front and back of their uniform top.
- D. Steeplechase: If fifteen (15) or fewer runners report to the clerk, the 1500m will be moved to a final only event. If sixteen (16) or more, the Games Committee shall divide the field into a slow and a fast section, wherever a natural break occurs.
- E. Field Events: For the initial round of three (3) attempts, the athletes shall be seeded from the worst to the best mark. After the first round, the top eight (8) or the top nine (9), based on the number of lanes on the track for the Finals, will then be reseeded. The order of competition will then be reset from the worst to the best mark, according to the best marks achieved during the initial round.

## 2.3.2.1.4 DECLARATION OF ATHLETES INTO THE CCCAA TRACK AND FIELD STATE CHAMPIONSHIPS

All athletes who qualify from the CCCAA Track and Field Northern California Regional Championship Finals to the CCCAA Track and Field State Championships are automatically declared unless scratched. In order to allow for alternates to be utilized, scratches should be made as soon as possible.

## 2.3.2.2 CCCAA TRACK AND FIELD SOUTHERN CALIFORNIA REGIONALS

Qualifying marks to the CCCAA Southern California Regional Track & Field Championship Trials excluding combined events will be set by averaging the 27<sup>th</sup> qualifier from the past two (2) Southern California Trials. If there are not 27 in an event, the last qualifying marks in those events from the past two (2) years will be averaged. 10/16/08

### 2.3.2.2.1 CONFERENCES SHALL BE ALLOWED THE FOLLOWING QUALIFIERS FROM THEIR CONFERENCE MEETS INTO THE CCCAA TRACK AND FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIPS: 10/16/08

#### Qualifier Table:

Conference:	Men	Women
Foothill/Pacific Coast	6	6
Orange Empire	6	6
South Coast	6	6
Western State	6	6

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- A. The final three (3) qualifying spots will first go to those coming into the meet from the automatic qualifying list.
- B. Remaining spots will go to the best non-qualifying mark that comes out of the conference championship meets. Ties will be broken in the following order: Conference prelims mark, Southern California Best Marks List, coin flip.
- C. Qualifiers will be posted on the Southern California Track and Field Web Site by Sunday evening. This list will be updated each day until entries close on Wednesday at noon. Coaches are responsible to check for entered athletes.
- D. When there is an eight (8)-lane track being used for CCCAA Track and Field Southern California Regional Championships, there will be 4 entries which will be entered from the Southern California Automatic qualifying list, with 28 in each event at the prelims and only 8 in the finals.
- E. Each conference shall hold a scratch meeting immediately following their conference championship meet for the purpose of adjusting entries to the CCCAA Track and Field Southern California Regional Championship Trials.
- F. The conference meet manager must also include the conference automatic qualifiers with his/her entries to the CCCAA Track and Field Southern California Regional Championship Trials meet manager. The conference automatic qualifiers must be listed on the "Best Marks List."
- G. Athletes or relay teams may not qualify from the conference championship to the CCCAA Track and Field Southern California Regional Championships Trials, then scratch an event in order to allow another conference representative to qualify, and then re-enter the meet in that same event from the automatic qualifiers list.
- H. A representative from each conference is responsible to deliver a HYTEK disk and a HYTEK advancers file with the six (6) qualifiers and no more than five (5) alternates. This will happen no later than the Sunday following the conference championships.
- I. When using a nine (9)-lane track there may be no more than a total of 27 entries in each event. When using an eight (8)-lane track there will be no more than 28 entries in each event.
- J. If an individual or relay team scratches from the CCCAA Track and Field Southern California Regional Championships, it is the responsibility of the coach of the withdrawn athlete(s)/relay team(s) to notify the Southern California Regional chair and the entry manager. Scratches following the deadline shall not be replaced unless there is an unusual circumstance in which the meet manager, along with the Rules Committee chair, feels an emergency meeting of the Southern California Rules Committee or the Games Committee should be held to make a decision.
- K. The automatic qualifying marks to the CCCAA Southern California Regional Meet are subject to the following conditions:
  - 1. The marks must be made in regularly scheduled meets and by athletes representing their schools.
  - 2. Marks must be reported to Direct Athletics within ten (10) days of competition.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## 2.3.2.2.2 SEEDING OF ATHLETES INTO THE CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP TRIALS: 10/16/08

- A. Seeding for all races shall be by performance (time) recorded in the conference meet finals and should be electronically timed (FAT = Fully Automatic Timing). If hand timing (MT = Manual Timing) is used, the meet manager must first round up to the slowest tenth second and then add .24 to the manual time to enter the mark as a FAT time. ( $MT + .24 = FAT$ ). This conversion is the responsibility of the conference meet manager.
- B. Using the conference meet performances only, the CCCAA Track and Field Southern California Regional Championship Meet Manager shall seed by serpentine method.
- C. Additional qualifiers from the Automatic Qualifying list are seeded according to qualifying times.
- D. Lane assignments for the CCCAA Track and Field Southern California Regional Championship Trials shall be randomly drawn (all gaps will be closed).
- E. In preliminaries: All field event entrants shall be seeded by serpentine methods using conference qualifying marks. Auto-qualifying athletes shall be seeded using their auto-qualifying marks. The order of competition within flights shall be randomly drawn. In the event trials and finals are conducted on the same day, the athletes shall be grouped into flights from their qualifying marks, and the orders of competition shall be arranged from worst to best in each flight, using the same procedure as in the Southern California Regional Track & Field Championship Finals.
- F. The starting heights in the pole vault and high jump competition shall be determined by the Games Committee.

## 2.3.2.2.3 ADVANCEMENT FROM THE CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP TRIALS TO THE CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP FINALS IN THE RUNNING EVENTS: 10/16/08

- A. Where qualifying procedures are necessary for the CCCAA Track & Field Southern California Regional Championship Finals, no athlete may advance to the Finals without competing in the Trials.
- B. Qualifying in the Track & Field Southern California Regional Championship Trials shall be contested in heats with the purpose that all lanes shall be filled in the Finals for the following events on the track: 100, 200, 400, 800, all hurdle events, the 4 x 100M relay and 4 x 400M relay.
- C. In the 100, 200, 100 Hurdles, and 110 High Hurdles (m) the procedure shall be as follows for advancing from the Southern California Regional Track & Field Championship Trials to Finals:
  - 1. All heat winners advance. All other qualifiers shall advance to the finals on a time basis providing the following requirements are met:
    - a. A photo-timing (FAT) system is correctly in place and operating.

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- b. Wind gauge variance between qualifying heats for any final event may NOT be greater than + or - 2 MPS (meters per second).
- D. A wind gauge must be used for all qualifying races that require wind readings in the CCCAA Track & Field Southern California Regional Championship Trials.
- E. In the event of a scratch in a race run entirely in lanes, advancement will be based on time regardless of place, unless there is a wind variance over the allowed meters per second. In such case, the advancement will follow rule 2.3.2.2.3 F.
- F. In the above events, if rule 2.3.2.2.3 C1, C1a, or C1b fails, for races of three (3) qualifying heats, the first three (3) in each heat advance to the finals.
- G. In the 400, the 400 hurdles, and both relays, providing the photo-timing is successful, qualifiers to the next round shall be the heat winners with all others advancing on a time basis.
- H. In the 100, 200, 400, both hurdle events, and both relays, if the systems outlined above in rules D and E fail, advancement from the heats to the finals shall be as follows:
  - 1. Using a nine (9)-lane track with three (3) heats, the first-, second-, and third-place finishers in each heat shall advance to the finals.
  - 2. Using an eight (8)-lane track with three (3) heats, the first- and second-place finishers in each heat, plus the two (2) fastest third-place finishers shall advance to the finals.
  - 3. Using either an eight (8)- or nine (9)-lane track using anything other than three (3) heats, all heat winners qualify to the finals and then all others advance with the priority on placement from the heats first.
- I. In the 1,500 and 3,000 steeplechase qualifying, there will be two (2) heats with the purpose of qualifying four (4) from each heat and the next four (4) fastest times from either heat for a twelve (12)-athlete final.
- J. In the 800 (based on a nine [9]-lane track), qualifying shall be by heats only, to fill up the lanes of the track. The first two (2) place finishers in each heat shall advance plus the next fastest times in all heats until all lanes are filled in the Final. If there are scratches, all advancing athletes to the finals must be based on time.
- K. In the 800 on an eight (8)-lane track, heat winner plus the fastest times. A one (1)-turn stagger start shall be used. Not independent should be under the 800m info.
- L. In the 10,000 meters (men) and (women), the races shall be run as a final only on the day of the Track & Field Southern California Regional Championship Trials.
- M. In the 5,000 meters (men) and (women), the races shall be run as a final only on the day of the CCCAA Track & Field Southern California Regional Championship Finals.
- N. Qualifying relay teams from the CCCAA Track & Field Southern California Regional Championship Trials to the finals shall be by teams only. Qualifying teams may use alternates (substitutes) who did not run in the Trials in the Finals.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

- O. The NCAA "Failure to Participate" rule as applied to the CCCAA Track & Field Southern California Regional Championship Trials and Finals shall be enforced.
- P. The Regional chair and CCCAA Track & Field Southern California Regional Championships meet manager shall accept scratches to the Finals immediately following the conclusion of the Trials up to noon Wednesday prior to the CCCAA Track & Field Southern California Regional Championship Finals. This will permit replacements to be notified. After the noon deadline, the NCAA "Failure to Participate" rule will go into effect.
- Q. The Regional chair or CCCAA Track & Field Southern California Regional Championship meet manager shall replace the scratched athlete by following the qualifying procedures set in this document and shall notify the next qualifier, provided the athlete meets the Minimum Standards Qualification List.

## 2.3.2.2.4 LANE ASSIGNMENTS FOR THE CCCAA TRACK AND FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP FINALS BY FORMULA: 10/16/08

- A. The following are the lane assignments for all lane races on a nine (9)-lane track (best to worst): 5, 6, 4, 7, 3, 8, 2, 9, 1—heat winners will be given the best lanes.
- B. Lane assignments in all lane races on an eight (8)-lane track (best to worst): 4, 5, 3, 6, 2, 7, 1, 8—heat winners will be given the best lanes.
- C. For the 1,500; 3,000 steeplechase; 5,000; and 10,000: These events will be seeded randomly.

## 2.3.2.2.5 ADVANCEMENT FROM THE CCCAA TRACK & FIELD SOUTHERN CALIFORNIA REGIONAL CHAMPIONSHIP TRIALS TO THE FINALS IN FIELD EVENTS: 10/16/08

- A. Where qualifying procedures are necessary to advance to the Finals, no athlete may advance to the Finals without competing in the Trials.
- B. The top nine (9) Trials competitors in the high jump and pole vault and all ties for the ninth place shall advance to the Finals. NCAA tie breaking rules will not apply to break such ties. (i.e., if in the high jump, the 6<sup>th</sup> place person jumped 6' 7", all jumpers who cleared that height shall advance).
- C. The top twelve (12) Trials competitors in the throwing events (shot put, discus, javelin, hammer) and horizontal jumps (long jump, triple jump) after a three (3) preliminary effort, shall advance to the finals.
- D. In the finals of the throwing events (shot put, discus, javelin, hammer) and horizontal jumps (long jump, triple jump) the order shall be from worst to best. After the first three (3) throws/jumps the field will be reduced to the number of athletes as there are lanes on the track and reordered from worst to best, based on mark.

## 2.3.3 CCCAA TRACK AND FIELD STATE CHAMPIONSHIP 7/1/10

- A. CCCAA Track and Field State Championship Qualifying Standards
  - 1. All advancing competitors must compete in a CCCAA Track and Field Regional Championship Final.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

2. All advancing competitors, with the exception of regional champions, must have met or exceeded the CCCAA Track and Field State Championship Qualifying Standard at some point during the official season.

The mark must be made while the competitor is officially representing his/her college.

3. Those qualifying standards shall be determined utilizing the Direct Athletics California Community College Performance List, utilizing the posted results up to, but not including, those from the CCCAA Track and Field State Championship Meet. The event specific qualifying standards shall be based on the following mathematical formulas:
  - a. Lane races (100, 200, 400, 800, 100/110m hurdles, 400 hurdles, 400 and 1,600 relays): The standard shall be the average 15<sup>th</sup> mark from the previous five (5) years.
  - b. Non-lane races (1,500, 5,000, 10,000, and steeplechase): The standard shall be the average 18<sup>th</sup> mark from the previous five (5) years.
  - c. Field events and multi-events: The standard shall be the average 18<sup>th</sup> mark from previous five (5) years.
4. If there are not enough competitors who have achieved a qualifying standard from both regions to fill a specific event, then a CCCAA Provisional Standard will be used. The cut-off marks will be as follows:
  - a. Lane races (100, 200, 400, 800, 100/110m hurdles, 400 hurdles, 400, and 1,600 relays): The standard shall be the average 24<sup>th</sup> mark from the previous five (5) years.
  - b. Non-lane races (1,500, 5,000, 10,000, and steeplechase): The standard shall be the average 24<sup>th</sup> mark from the previous five (5) years.
  - c. Field events and multi-events: The standard shall be the average 24<sup>th</sup> mark from previous five (5) years.
5. Regional Champions are automatically entered into the CCCAA Track and Field State Championship Meet.
6. If either region is unable to fill its allotment of qualifying positions (four [4] in the lane races and six [6] in the non-lane races, multi-events, and field events), those open positions shall be filled by the opposing region, according to their place in the CCCAA Track and Field Regional Championship Final.
7. Preference for any contested position will:
  - a. Be awarded to the higher placing competitor at either of the CCCAA Track and Field Regional Championship Finals.
  - b. If the competitors from each region have the same finish place, the qualifying position shall be awarded to the competitor with the superior mark attained at the CCCAA Track and Field Regional Championship Finals.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

8. If there is still one (1) or more remaining open position(s) in an event, that position(s) will first be awarded to placement and then to performance.
  9. If scratches occur the next highest ranking qualifier shall be notified.
- B. CCCAA Track and Field State Championship Qualifying Standards Committee
1. Shall meet at the State Championships to assess the validity of the current standards and make changes if deemed necessary.
  2. This committee shall be comprised of the following persons: 5CTCA Track and Field President, and 5CTCA Cross Country President, 5CTCA Vice President, Northern California Track and Field Chairperson, and the Southern California Track and Field Chairperson.
  3. This committee shall have the final authority on any changes made for the following year, if deemed necessary. All changes shall require a 4/5 majority vote by the committee members.
- C. In the case of a tie for the last qualifying position in a CCCAA Track and Field Regional Championship Final, the following procedures shall be followed:
1. Lane and non-lane track events. The following sequence shall be followed:
    - a. Review the results and if possible, determine the outcome by going to the .001 of a second.
    - b. Refer back to the highest place in the CCCAA Track and Field Regional Championship Trials.
    - c. Refer back to the fastest time attained in the CCCAA Track and Field Regional Championship Trials.
    - d. Refer back to the seasonal best mark listed on Direct Athletics.
  2. Pole Vault and High Jump
    - a. In the case of a tie for the final qualifying position, the competitors involved must participate in the tie breaking procedure immediately after the regular conclusion of that event. Failure to do so will result in a disqualification.
    - b. The tie shall be viewed as a first place tie according to the NCAA tie-breaking rule.
- D. Seeding for the CCCAA Track and Field State Championship
1. Lane races: The lane assignments should be based upon the following formulas:
    - a. 8 Lanes (fastest to slowest mark): #4, #5, #3 #6, #2, #7, #1, #8
    - b. 9 Lanes (fastest to slowest mark): #5, #6, #4, #7, #3, #8, #2, #9, #1

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- c. 10 Lanes (fastest to slowest mark): #5, #6, #4, #7, #3, #8, #2, #9, #1, #10

When the CCCAA Track and Field State Championship site has more than eight (8) lanes, the additional lane(s) shall be filled with the next highest ranking qualifier.

This information will be posted on the regional track and field websites.

2. Non-lane Races:

1500 meters, 5000, 10,000, and 3,000 Steeplechase – shall be from the best to the worst, starting with the fastest mark in Lane 1.

3. Horizontal Jumps and Throwing Events:

- Trials – All competitors shall be seeded from the worst to the best. Each competitor shall be allowed three (3) attempts.
- Finals – Eight (8) or nine (9) athletes shall qualify from the trials, depending on the available lanes on the track and be awarded three (3) more attempts. All marks earned in the trials move to the finals. The order of competition shall be based on the trials results, using a worst to best format.
- Vertical Jumps (pole vault and high jump) - shall be seeded from the worst to the best. That is the competitor with the best mark will compete last.

E. Deadline for Declaring Athletes–shall be the Tuesday prior to the CCCAA Track and Field Championship at 6:00PM.

F. Deadline for Substitutions:

The deadline for making a substitution shall be at 6:00PM on the Wednesday prior to the CCCAA Track and Field Championship.

1. Substitutions will only be allowed if a competitor is scratched from all events that she/he is entered in the CCCAA Track and Field State Championship.
2. The regional chairperson must be notified immediately of any scratch. That chairperson will then contact the chairperson from the opposite region and they will decide which competitor from either region should be entered into the meet.
3. The alternate must be the next qualified competitor regardless of region based on her/his best mark in their respective CCCAA Track and Field Regional Championships.
4. The Meet Manager has the discretion to re-seed or not to re-seed the races or flights. If not re-seeded, the substitute competitor will fill in the scratched competitor's vacated position.
5. The Meet Manager must then be immediately notified of the substitution.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

## 2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

## 3 INSTRUCTIONS TO PARTICIPANTS

### 3.1 AWARDS

(See CCCAA Bylaw 7.2.)

#### 3.1.1 AWARDS VENDOR

The CCCAA Awards Committee has selected a vendor (**Josten's**) to supply awards for a five-year period, ending with the 2010-11 academic year. **Josten's** will provide medals and trophies which meet specifications provided by the CCCAA Awards Committee.

#### 3.1.2 CCCAA AWARDS—Ordered by the 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 TRACK & FIELD REGIONAL CHAMPIONSHIPS AWARDS

#### MEN

(One set to each regional)

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

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

3000-meter steeplechase      1500-meter run      110-meter hurdles      400-meter dash

100-meter dash                      800-meter run      400-meter hurdles      200-meter dash

5000 meter run                      10,000-meter run

hammer, long jump, shot put, pole vault, javelin, triple jump, discus, high jump

4 medals to each of the following:

400-meter relay                      1600-meter relay

(One set to each decathlon)

4 Medals: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place decathlon

#### WOMEN

(One set to each regional)

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

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

1500-meter run                      100-meter hurdles      400-meter hurdles      100-meter dash

200-meter dash                      400-meter dash      800-meter run

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

3000-meter steeplechase    5000-meter run    10,000-meter run  
javelin, hammer, long jump, discus, high jump, triple jump, shot put, pole vault

4 medals for each of the following:

400-meter relay                      1600-meter relay

(One set to each heptathlon)

4 Medals: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place heptathlon

## CCCAA TRACK & FIELD STATE CHAMPIONSHIPS AWARDS

### MEN

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

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

3000-meter steeplechase    1500-meter run    110-meter hurdles    400-meter dash  
100-meter dash                      800-meter run    400-meter hurdles    200-meter dash  
5000-meter run                      10,000-meter run

hammer, long jump, shot put, pole vault, javelin, triple jump, discus, high jump, decathlon

4 medals for each of the following:

400-meter relay                      1600-meter relay

### WOMEN

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

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

1500-meter run                      100-meter hurdles    400-meter dash    100-meter dash  
800-meter run                      400-meter hurdles    200-meter dash  
3000-meter steeplechase    5,000-meter run    10,000-meter run

javelin, hammer, long jump, discus, high jump, triple jump, shot put, pole vault, heptathlon

4 medals to each of the following:

400-meter relay                      1600-meter relay

### 3.1.3 SHIPMENT

As directed by the CCCAA Awards Committee, the CCCAA Office 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.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

- A. Any additional awards shall not be paid for from entry fees and/or gate receipts. Outside sponsorship money may be used for additional awards beyond 4<sup>th</sup> place. Historically, outside funding has been obtained to cover the cost of additional awards for the state meet champion of each event. Medal awards for 5<sup>th</sup> through 8<sup>th</sup> places will be ordered and purchased by the 5CTCA membership.
- B. Awards shall be given to the outstanding male and female athletes of the meet: one (1) each for track athlete and field athlete. These four (4) awards shall be paid for by the 5CTCA.

## 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-American Team or MVP (if provided by the Coaches Associations).  
10/6/09

The announcer will recognize the names of the individual All-American 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. 10/6/09

## 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 5CTFCA

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

## 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

- A. Double automatic timing with battery back-up shall be used at the finish line of all regional and state competition. 4/5/07
- B. A video system shall be used to record events and assist the meet committee; any video tape or photo can be used by the Meet Referee and/or the Jury of Appeals when it aids in rendering decisions concerning protests. 10/6/09
- C. All field event results shall be recorded utilizing the metric system. At the event site, the head official shall announce marks utilizing both metric and imperial (English) numbers. The meet announcer shall announce results using the imperial numbers. 10/6/09

## 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

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

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.
- E. The meet managers shall be designated by the CCCAA track & field representative with input from the 5CTCA president and the athletic director of the host college.
- F. Meet managers shall distribute meet information to colleges four (4) weeks in advance of the meet. This information shall include the approved time schedule, all technical information needed by the coaches for all events, (including runway length and type, spike length and type, weigh-in times and dates, facility availability for practice, protest procedures, and make-up of the games committee) and all other information relative to the conduct, scoring, awards, dressing facilities, and entry fees. 10/21/05 4/5/07 11/2/10

## 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

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- Announcer
- Statisticians and staff to develop the meet results for distribution and posting to the internet immediately following the meet.
- Ticket sellers
- Ticket takers
- Concession workers
- Campus security
- Hospitality room hosts
- Locker room attendants
- Custodians
- Program and t-shirt sales
- Additional assistants required to ensure the championship caliber and quality of the meet under NCAA and CCCAA Constitution and Bylaws rules.

## **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: 10/6/09

- A. Welcome
- B. National Anthem

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- C. Immediately prior to start of every game, meet, or match: read CCCAA decorum statement.
- D. **During the meet** Announcements 10/6/09
  - 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
- E. End of Competition Announcements
  - 1. Summary of event's activities, next day's activities, **team scores**, or awards ceremony 10/6/09
  - 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 **results** or official rulings aloud. 10/6/09
- F. Give only necessary information. Excessive talk is soon "tuned out" by the crowd.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- 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.)

- A. Meet managers shall appoint or employ all officials needed for the appropriate management and administration of a championship meet. The following items shall be included: 4/5/07, 10/6/09
  - 1. A starter and recall starter.
  - 2. An experienced announcer.
  - 3. Two (2) clerks of the course.
  - 4. A meet referee who will enforce and interpret NCAA and 5CTCA rules. 11/2/10
  - 5. A head field judge shall check all field results before they are submitted for tabulation.
  - 6. A qualified official with authorized official weighing and measuring equipment to verify the weight and size of all field event implements.
  - 7. Marshals and security officers to keep the field clear of non-competing persons and to ensure stadium safety. 10/6/09
  - 8. One (1) head field official and at least one (1) assistant official for each field event who are qualified to administer the event.
  - 9. A Jury of Appeal consisting of three (3) qualified individuals (appointed by the Games Committee—pursuant to NCAA Rulebook 3, Article 3, Section 2.C). 4/2/09

## 4.3.3 SECURITY

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

All efforts should be made to provide a competitive meet environment with the utmost regard for the safety of the athletes, officials, and spectators.

## 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.

## CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

- 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.)

Meet management is responsible for following the guidelines and procedures for postconference competition as outlined in the CCCAA Constitution and Bylaws, and this handbook. This material addresses specifics of finances, entry fees, concessions, etc.

### 4.5.1 BUDGET INFORMATION

Colleges hosting the postconference competition events shall provide a proposed budget to their CCCAA track and field 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.

- 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 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.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

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.

For the CCCAA Track and Field Southern California Regional Championships: A flat entry fee of \$200 will be assessed for each men's team and each women's team (e.g., men's and women's team = \$400 entry fee). This entry fee will be paid by all colleges that field a men's or women's track team, regardless of the number of athletes competing in the CCCAA Track and Field Southern California Regional Championships. 10/16/08

3. If the entry fee is insufficient, then the proposed budget expenses must be adjusted to balance with the available entry fees.
4. All entry fees are to be paid, or official college verification that payment is being processed shall be provided prior to the competition. If the appropriate fees are not paid or official college verification that payment is being processed is not provided, the competitor/team will not be allowed to compete. The host college will be responsible for any money due from allowing teams or individuals to participate without paying entry fees first. 4/1/08

## 4.5.2 TICKETS AND PASSES

(See CCCAA Bylaw 6.8.16.)

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

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

6.8.16—Ticket Administration: The administration of the sale of event tickets is crucial to the financial success of the event in order to reduce costs to participating colleges. Host colleges are expected to do all within their power to derive income during postconference competition. Host colleges may use this income to defray costs of meet administration. The following ticket information shall be used:

All tickets shall be numbered.

- A. Ticket sellers shall be assigned tickets by number.
- B. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.
- C. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:
  1. \$8.00 for all seats, except
  2. \$5.00 for identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (Amended: April 6, 2007; Effective July 1, 2007)
  3. Complimentary
    - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
    - b. Coaches with up-to-date sport coaches association membership cards.
    - c. CCCAA Board and CCCAA MC members and conference commissioners.
    - d. CCCAA Lifetime Pass holders.
    - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
  4. No conference, staff, or parent booster passes shall be honored.

#### 4.5.3 FINAL FINANCIAL STATEMENT

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

8.1.3.6—Upon completion of the CCCAA Track & Field State Championship Tournament, a final financial statement shall be sent to the CCCAA track & field representative, the CCCAA Executive, 5CTCA President, and to the athletic director and track & field coach of all competing colleges within 30 days. Final expenses shall not exceed the approved proposed budget. Expenses not covered by income shall be the responsibility of the host college.

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

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. **In addition to their distribution after the competition, results are to be placed onto the Internet.**

- A. The 5CTCA shall record and post all results on regional websites following the meet. Official results shall be made available to the CCCAA sports information director in the Office of the CCCAA Executive immediately following the meet. The CCCAA will post results or a link to results on the CCCAA website.
- B. Records and results of all events in the regional and state meets shall be maintained and kept up to date by each meet manager. They shall be forwarded with any additional information relative to the meet operation to the next meet manager.

## **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.

## 4.11 PRACTICE

Not addressed for this sport.

## 4.12 PREGAME SCHEDULE

Not addressed for this sport.

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

## 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

All events shall be scored for eight (8) places using the 10-8-6-5-4-3-2-1 system.

### 4.14.1 CCCAA TRACK AND FIELD CALIFORNIA REGIONALS 10/16/08, 10/6/09

In the CCCAA Combined Event Competition (Decathlon and Heptathlon), the competition shall follow NCAA Rules. The CCCAA Regional Championship Decathlon and Heptathlon shall be added into the scoring totals of the CCCAA Track & Field Regional championships. 10/6/09

In the event of a tie in a field event for the final qualifying place from the conference meet to the CCCAA Track and Field Southern California Prelim, or from the CCCAA Track and Field Southern California Prelims to the CCCAA Track and Field Southern California Finals, the NCAA tie-breaking rule shall be used to separate ties.

## 4.15 RULES

(See CCCAA Bylaw 4.)

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

The meets shall be governed by the NCAA rules for both the men's and women's events except where provided by the 5CTCA with approval of the CCCAA. Uniform tops shall have one of the following forms of identification placed on the front of the school-issued uniform: college initials, college name, college mascot name, college logo or symbol.

All coaches, spectators, and non-competing athletes shall remain off the infield and track during the regional and state meets.

For the CCCAA Track and Field Regional Championships: All coaches, spectators, and noncompeting athletes shall remain off the infield and track during the regional and state championships unless he/she has been asked to help as an official or in some meet management capacity/responsibility. 10/16/08, 10/6/09

# CCCAA TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

## 4.15.1 CCCAA TRACK AND FIELD REGIONAL CHAMPIONSHIPS 10/16/08, 10/6/09

- A. In the horizontal jumps, all jumps should be recorded with a wind gauge reading. This wind gauge must be certified for the present year or a second wind gauge should also be used.
- B. In the CCCAA Track and Field Regional Championship Trials, a wind gauge must be properly placed and operated for the 100, 200, and 100 and 110 hurdles. It is recommended that each wind gauge be certified for the present year. It is required that the Chief Official record the wind gauge reading from each heat or event onto each event sheet recorded into the official results. 10/6/09
- C. All competitors must wear bib numbers when in the area of competition.

## 4.15.2 PACING AND ILLEGAL ASSISTANCE

In addition to NCAA Rule 5, section 5, Article 4a, any member of a community college coaching staff may not be allowed to enter the same heat or flight of an event in which his/her athlete is also competing. 3/31/11

---

### *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 TRACK AND FIELD CHAMPIONSHIP HANDBOOK

---

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 MANAGERS' CHECKLISTS



### EVENT ADMINISTRATION CALENDAR

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

#### EVENT AGREEMENT CHECKLIST

Reviewed prior to agreeing to host a CCCAA Track & Field State Championship.

#### EVENT CONTRACT

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

#### PROPOSED BUDGET

Submitted to the CCCAA Track & Field 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 Track & Field 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 Track & Field 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 Track & Field 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 Track & Field State Championship:

#### COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Track & Field 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 Track & Field 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 Track & Field 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 Track & Field 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 Track & Field 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 Track & Field 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 Track & Field 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!*

