



California Community College Athletic Association

Championship Handbook for

BASKETBALL

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MEN'S BASKETBALL

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MISSION STATEMENT

Excerpted from the COA/CCCAA Constitution and Bylaws, Bylaw 6.1:

6.1 Mission Statement

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

The goals of PC are:

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

6.1.1 Mission Statement Guidelines

6.1.1.1 Regional Competition

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

6.1.1.2 State Championships

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

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

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

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INTRODUCTION

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

All rules and regulations set forth in this handbook are subject to review and modification by the Commission on Athletics (COA)/CCCAA.

1 GENERAL ADMINISTRATION

1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

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

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

1.1.1 REQUIRED USAGE

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

Examples:

BASEBALL

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

or

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

State: **CCCAA Baseball State Championship**

or

California Community College Athletic Association Baseball State Championship

TRACK AND FIELD

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

or

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

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1.1.1 CCCAA BASKETBALL REGIONAL QUARTERFINAL

- At Higher Seed, February 24, 2010
Event Manager: Host College Athletic Director

1.1.2 CCCAA BASKETBALL REGIONAL SEMIFINAL

- At Higher Seed February 26 or 27, 2010
Event Manager: Host College Athletic Director

1.1.3 CCCAA BASKETBALL REGIONAL FINAL

- At Higher Seed, March 6, 2010
Event Manager: Host College Athletic Director

1.1.4 CCCAA BASKETBALL STATE CHAMPIONSHIP

1.1.4.1 MEN'S

- Gilbert Sport and Fitness Arena (CLU), Thousand Oaks, March 12-14, 2010
Event Manager: Jim Stephens

1.1.4.2 WOMEN'S:

- Gilbert Sport and Fitness Arena (CLU), Thousand Oaks, March 11, 13-14, 2010
Event Manager: Jim Stephens

1.2 DATES AND SITES

(See COA/CCCAA Bylaw 3.11.)

All conference play must be completed no later than three (3) weeks prior to the end of postconference competition (CCCAA Basketball State Championship).

1.2.1 CCCAA BASKETBALL REGIONAL QUARTERFINAL

Regional quarterfinal games shall be played on the Wednesday following the seeding meeting.

1.2.2 CCCAA BASKETBALL REGIONAL SEMIFINAL

Men & Women—Regional semifinal games shall be played on the Friday or Saturday following the regional quarterfinal games.

1.2.3 CCCAA BASKETBALL REGIONAL FINAL

Regional final games shall be played on the Saturday following the regional semifinal games as reflected in the bracket.

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1.24 CCCAA BASKETBALL STATE CHAMPIONSHIP

The tournament sites shall be selected by the CCCAA basketball representatives with input from the coaches associations presidents, or their designee, and the COA Executive Director. Sites shall rotate from north to south every two (2) years.

Game days for men and women shall rotate annually:

A. Game days for even-numbered years (i.e., 2010):

Women: Thursday, Saturday, and Sunday
Men: Friday, Saturday, and Sunday

B. Game days for odd-numbered years (i.e., 2011):

Men: Thursday, Saturday, and Sunday
Women: Friday, Saturday, and Sunday

1.3 START TIME

1.3.1 CCCAA BASKETBALL REGIONAL QUARTERFINAL, SEMIFINAL, AND FINAL GAMES

Game times shall be 7:00PM. In the event of a doubleheader, game times shall be 5:30 and 7:30PM. Host colleges shall have the facility available and ready for use 1-½ hours before the contest is scheduled to begin. In the case of doubleheaders, there shall be a minimum of 30 minutes between games.

If men and women both have home games, the higher-seeded team chooses the game time slot.

1.3.2 CCCAA BASKETBALL STATE CHAMPIONSHIP GAMES

A. Thursday and Friday Game Times: for men and women will be 1:00PM, 3:00PM, 5:00PM, and 7:00PM.

B. Saturday and Sunday Game Times: shall rotate annually contingent upon review at the next meeting of the Advisory Board:

1. Game times for Saturday and Sunday even-numbered years:

Women: Saturday at 1:00PM & 3:00PM; Sunday at 1:00PM

Men: Saturday at 5:00PM & 7:00PM; Sunday at 3:30PM

2. Game times for Saturday and Sunday odd-numbered years:

Men: Saturday at 1:00PM & 3:00PM; Sunday at 1:00PM

Women: Saturday at 5:00PM & 7:00PM; Sunday at 3:30PM

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1.4 CHAMPIONSHIP FORMAT

1.4.1 CCCAA BASKETBALL REGIONAL QUARTERFINAL

- A. Women: There shall be two (2) regional quarterfinal games in the north and two (2) regional quarterfinal games in the south.
- B. Men: There shall be two (2) regional quarterfinal games in the north and four (4) regional quarterfinal games in the south.

1.4.2 CCCAA BASKETBALL REGIONAL SEMIFINAL

There shall be eight (8) games in the north and eight (8) games in the south each night held at the site of the higher-seeded college.

1.4.3 CCCAA BASKETBALL REGIONAL FINAL

There shall be four (4) games in the north and four (4) games in the south held at the site of the higher-seeded college.

1.4.4 CCCAA BASKETBALL STATE CHAMPIONSHIP

The remaining four (4) colleges for both the men and women in each region shall progress to the state championship tournament.

For the first day's games, the higher-seeded team shall be the home team. On days two (2) and three (3), the higher-seeded teams shall continue to be the home team. If teams of equal seeds meet, the team from the region in which the tournament is being played shall be the home team.

1.5 HOST AND SITE SELECTION

1.5.1 ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE COMPETITION EVENTS

(See COA/CCCAA Bylaw 6.12.)

1.5.2 Event Site (See COA/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 COA/CCCAA Office and corporate sponsors. Individual school posters are permissible but will withstand scrutiny of the CCCAA. Additional facility needs include adequate locker rooms, spectator seating, athletic training area, practice area, officials' dressing room, concessions area, space for ticket and program sales, and coaches/media hospitality room.

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.

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- 1.5.2.3 The higher seeded college shall be designated as a host college with the stipulation that it is able to facilitate the administration of the sale and collection of tickets to the game. If the higher-seeded college is unable to administer ticket sales, the site shall be at the lower-seeded college. If the lower-seeded college is unable to administer ticket sales, the COA/CCCAA Office shall assign the site.

1.6 SPORTS COMMITTEE

1.6.1 CCCAA BASKETBALL STATE CHAMPIONSHIP TOURNAMENT ADVISORY COMMITTEE

1.7 ANNUAL FORMS

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

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

All conference/division champions shall be designated as automatic qualifiers into the regional competition. There shall be one (1) qualifier from each division of each conference.

2.2 CHAMPIONSHIP SELECTION

2.2.1 WOMEN

Qualifying teams which are not conference/division champions will be designated as at-large participants. There shall be 18 teams representing the northern conferences and 18 teams representing the southern conferences. (See COA/CCCAA Bylaw 6.17.)

2.2.1 MEN

Qualifying teams which are not conference/division champions will be designated as at-large participants. There shall be 18 teams representing the northern conferences and 20 teams representing the southern conferences. (See COA/CCCAA Bylaw 6.17.)

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2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

2.3.1 WOMEN

2.3.1.1 SELECTION AND SEEDING CRITERIA (WOMEN)

Area I:

- A. The teams to be considered for post season competition will be determined by the top twenty-eight (28) TSRPI's and ties in each region, and any conference champion outside of the top 28 TSRPI.

The following non-ranked criteria shall be used to complete the scorecard for each of the teams being considered. (Please see Appendix C for Women's Basketball Scorecard). Each team will be ranked in each of the five (5) criteria. In all five (5) criteria, only games vs. California community college opponents will be included. The top team shall earn one (1) point. The second team shall earn two (2) points; the third team shall earn three (3) points; and so on. In the event of a tie for the twenty-eighth position, all tied teams will be considered for the post-season competition. When ranking teams for any criteria, except for #5, wins over teams with a record greater than .500, in the event of a tie, tied teams will receive the average number of points for the tied positions.

Example: Tied teams ranked in the 4th, 5th, and 6th positions will receive the average of 15 points with each team receiving 5 points each. ($4 + 5 + 6 = 15; \div 3 = 5$).

For each of the considered teams, add the total number of points awarded in each criterion to determine the Area I total.

1. Strength of total season ratings power index (TSRPI) 10/18/07

$(.25 \times \text{your winning \%}) + (.50 \times \text{your opponents' winning \%}) + (.25 \times \text{your opponent's opponents' winning \%})$

Multiply 25% by your team's winning percentage for ALL games (result = A) average winning percentages of ALL your opponents' games and multiply by 50% (result = B), average winning percentages of ALL your opponent's opponents games and multiply by 25% (result = C). Add these three figures together and this will equal the team's TSRPI.

When calculating opponents winning percentage, add up the total number of ALL your opponent's wins then divide by the total number of ALL games played by your opponents. When calculating opponent's opponents' winning percentage, add up the total number of ALL your opponent's opponents' wins then divide by the total number of ALL games played by your opponent's opponents. Only the final number, after adding the 3 components of TSRPI, is rounded.

Using the example above: $TSRPI = (.25 \times .666) + (.50 \times ((2+3+0)/(3+5+3))) + (.25 \times ((3+3+1+5+2+0+1+2+1+2+3)/(4+3+4+5+5+4+3+4+3+3+3)))$

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Team A's winning % = .666 Team A faced three opponents, who won 2, 3, and 0 games respectively. These opponents played 3, 5, and 3 games respectively. Team A's opponent's opponents won 3, 3, 1, 5, 2, 0, 1, 2, 1, 2, and 3 games respectively. Team A's opponent's opponents played 4, 3, 4, 5, 5, 4, 3, 4, 3, 3 and 3 games respectively.

2. Strength of non-conference schedule (NCRPI)

$(.25 \times \text{your winning \%}) + (.5 \times \text{your opponent's winning \%}) + (.25 \times \text{your opponent's opponents' winning \%})$

Only non-conference California community college opponents, their winning percentages, and your win/loss percentage from those non-conference games are included in the NCRPI.

3. Strength of conference/division (CRPI) using the NCRPI of all teams in the conference/division. The CRPI is calculated for each team as follows:

NCRPI of all teams in the conference/division divided by the number of teams in the conference/division, multiplied by the individual team's conference finish multiplier value (see table below), (i.e., CRPI = .491 and finish is fifth place; the CRPI rating would be: $.491 \times .80 = .392$). In the event of a tie in conference play, the teams will average the corresponding multipliers to determine each team's actual number.

Conference finish	Multiplier value
1 st place	1.00
2 nd place	0.95
3 rd place	0.90
4 th place	0.85
5 th place	0.80
6 th or lower place	0.75

4. Winning percentage of the overall record. As indicated in section 4.2.W Area I B, only games vs. California community college opponents will be included.
5. Total number of wins over teams with a greater than .500 record. If two (2) or more teams have the same number of wins over .500 records, then the following method will be used. (See the tally example that follows.)
 - a. A head-to-head comparison will be used to determine the ranking position for this criterion. A team will only earn one (1) tally mark in the win or loss column for each head-to-head comparison to any particular team, regardless of number of games played.

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- b. If the head-to-head comparison cannot be made because the tied teams did not play, or because they split in head-to-head competition; then add up the TSRPI's of the defeated opponents over .500 for each team. The team with the highest summed TSRPI value wins this tiebreaker and receives a tally. In the event of a tie in summing the TSRPI's, tied teams will receive the average number of tallies for the tied position.

Example for Area I, Criteria 5 a and b:

Teams A, B, C, and D each tied with five (5) victories over teams with a better than .500 record. Head-to-head competition would then be used as the tiebreaker for this situation. Create a table to tally head-to-head comparisons as shown below:

Teams	Head-to-head wins	Head-to-head ties	Total tallies (in head-to-head comparison)	Rank (among tied teams)
A	III		3	1
B	II		2	2
C		.5	.5	3.5
D		.5	.5	3.5

All tied teams must then be compared head-to-head with each other (i.e. A vs. B, A vs. C, A vs. D, B vs. C, B vs. D, and C vs. D).

- If A defeated B twice in two (2) games during the season, A receives a tally in the win column.
- If A split with C in two (2) games during the season, then the TSRPI's of the teams over .500 each defeated are summed. If the TSRPI's of A's >.500 wins are higher than the TSRPI's of C's >.500 wins, then A receives a tally in the win column.
- If A and D did not play during the season, then the TSRPI's of the teams over .500 each defeated are summed. If the TSRPI's of A's >.500 wins are higher than the TSRPI's of D's >.500 wins, then A receives a tally in the win column.
- If B defeated C once in one (1) game during the season, then B receives a tally in the win column.
- If B and D did not play during the season, then the TSRPI's of the teams over .500 each defeated are summed. If the TSRPI's of B's >.500 wins are higher than the TSRPI's of D's >.500 wins, then B receives a tally in the win column.

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- If C split with D in two (2) games during the season, then the TSRPI's of the teams over .500 each defeated are summed. If the TSRPI's of C's >.500 wins is equal to the TSRPI's of D's >.500 wins, then C and D would both receive a tally in the tie column.

Then, add up the tallies, with wins equaling one (1) point and ties equaling one half or (.5) point. After adding the tallies in this example, A receives the top rank among the tied teams, with B ranking second. Since C and D tie with one (1) point each, they receive the average of the two (2) ranks for which they are tied (i.e. 3rd rank + 4th rank [among the tied teams] are averaged to list a rank of 3.5 among the tied teams.)

Please see Appendix D for Women's Basketball Team RPI.

Area II:

After all five (5) categories are ranked and totaled, if a tie still exists, subjectivity shall be used in looking at how a team is playing at the end of the season (injuries, loss or gain of key personnel, growth of team etc.).

2.3.1.2 SEEDING MEETINGS (WOMEN)

- Immediately upon the completion of conference competition, there shall be scheduled meetings for the purpose of seeding conference/division representatives to postconference competition. There shall be a meeting in the north and in the south. When possible, the CCCAA Basketball Representative, the COA Executive Director, and/or his/her designee shall attend the meetings as resource people.
- Each conference or division shall have one (1) selected voting head coach at the appropriate seeding meeting. All representatives shall be selected and named by October 15, and their names and the names of an alternate head coach shall be given to the president and president-elect by that date. Attendance at the seeding meeting shall be limited to one (1) selected conference or division representative. The president and president-elect of the CCCWBCA shall chair their appropriate seeding meeting. It is the responsibility of each representative to be familiar with the teams to be seeded from the entire region with emphasis on his/her conference/division. Each team from his/her conference/division must complete a season results sheet (a schedule with scores and statements for that team based on the criteria used for seeding). It is the responsibility of each college to provide a copy of the Season Results Sheet with Areas I and II completed to their respective seeding representatives at their postseason conference meeting. The conference seeding representative will update all season result sheets before the actual selection and seeding process begins and will bring all completed forms to the regional seeding meeting. 10/13/06, 9/6/07
- Prior to starting any seeding process, all season results sheets will be updated and reviewed. The chair of the seeding meeting will lead a Seeding Committee discussion regarding how the processes of the meeting will be conducted. It will include a review of how teams will be seeded and what the criteria will be for addressing each phase of the procedure that will provide teams to regional competition. The Women's Basketball Season Results Sheet, including Areas I and II, is located in the CCCWBCA Directory. 10/13/06, 9/6/07

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- D. Each conference/division shall submit to the Seeding Committee the actual order of its finish in its conference competition after the conference has broken its ties. The conference multiplier must be assigned to a college based on the actual finish in conference play. The Seeding Committee shall not change the conference or division actual order of finish when selecting teams for at-large berths, i.e., a number 5 team in a conference/division may not be selected for the field of 18 before the number 1-4 teams for that conference/division. 10/13/06

Seeding Committee members who are found to have violated the provisions of this handbook are liable for exclusion from participation in future seeding processes.

- E. Each Seeding Committee shall follow the procedure listed below:
1. The teams being considered will be sorted in ascending order, using the sum total of the five ranked criteria. Criteria will be included for all teams participating in the California Community College women's basketball season, regardless of post-season eligibility.
 2. Identify all conference/division champions not ranked in the top 18, and move them into the pool of 18 while maintaining rank order, i.e. a conference champion ranked 21st shall be moved into the 18th ranked position, thus displacing the original 18th ranked team.
 3. If a team (A) is ranked in the top 18, but finished behind a conference opponent (B) who ranked outside of the top 18, then that team (A) shall be moved to the ranked position directly below that conference opponent (B) or to the final position if the conference opponent did not rank in the top twenty-eight (28).
 4. If a team is not able to fulfill its playoff obligations, the circumstance must be approved in writing by the corresponding college president or his/her designee prior to the seeding meeting. That team's numbers shall be considered in all criteria to be used in determining the rank order of the considered teams. If that team is ranked in the top 18, it shall be removed from consideration and all teams previously ranked below this team will move up one (1) rank.
 5. After making the previous adjustments, now the top 18 teams are seeded, and the Regional Post-Season Tournament bracket can be filled in accordance with this handbook.
- F. The Seeding Committee shall establish "regional quarterfinal" and regional semi-final games according to the following guidelines: 9/6/07
1. Follow the COA/CCCAA directive to place conference/division finish where needed.
 2. Adjustments
 - a. Colleges from the same conference/division shall not play each other in regional semi-final game or the regional quarterfinal game (if possible).
 - b. Teams playing a winner from the regional quarterfinal (seeds 1 and 2) shall not play a team from their own conference/division in regional semi-final, if possible.

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- c. Teams in the regional quarterfinal (seeds 15–18) shall not be moved out of the regional quarterfinal, and teams in regional semi-final (seeds 1–14) shall not be moved into the regional quarterfinal games.
 - d. The Seeding Committee may adjust the regional semi-final games by moving seeding match-ups not more than one (1) spot up or down. If adjustments need to be made, start with the lowest seeded team, keeping the integrity of the home team intact. It may be necessary to change the home team in the regional quarterfinal, and is permissible in the regional quarterfinal ONLY. This should be done only as a last resort to avoid a 1 or 2 seed from playing a conference/division opponent in a regional semi-final game.
 - e. Adjustments shall be done in the following order:
 - i. Move the lower-seeded team one (1) seed lower (i.e., 17 goes to 18).
 - ii. If that adjustment results in that team playing a division/conference opponent, bring the team back to the original seed and then adjust that same team to one (1) seed higher (i.e., 17 goes to 16).
 - iii. If this adjustment also results in two (2) conference/division opponents playing each other in the regional semi-final, then go back to the original bracket and move the higher seed of the original bracket in the same sequence.
3. Colleges that are not geographically close to each other should not play each other in the regional semi-final. The Seeding Committee may adjust the regional semi-final games by moving seeding match-ups as explained in #2 above regarding same conference adjustments.
- G. Results of the seeding process shall be available for press release at the conclusion of the seeding meeting. The chair of each seeding meeting shall inform the COA/CCCAA Office of seeding results for public dissemination to all media, including the tournament manager, northern and southern basketball publicists, and officials' assignors immediately following the completion of the meeting.

2.3.2 MEN

2.3.2.1 SELECTION AND SEEDING CRITERIA (MEN)

Each Seeding Committee shall use the following non-ranked criteria when seeding teams (seeding criteria forms are attached to this handbook; Appendix E and F):

- Conference record and finish
- Non-conference record
- Record vs. non-league automatic qualifiers
- Wins vs. quality teams (a quality team is a team that has won **18** games) 10/16/08, **Cost Containment: 10/6/09-6/30/12**
- Wins vs. teams with a .500 or better record

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- Losses vs. teams with less than nine (9) wins **Cost Containment: 10/6/09-6/30/12**
- Head-to-head competition
- Compare results against like opponents
- Compare Ratings Percentage Index (RPI) 10/16/08

The Ratings Percentage Index (RPI) is calculated by adding the following:

1. Part 1: A team's winning percentage (WP)
2. Part 2: A team's opponents winning percentage (OWP)

This is calculated individually per opponent then averaged. Head-to-head games are taken out when calculating OWP.

3. Part 3: A team's opponent's opponents' winning percentage (OOWP)

Take all the opponents' opponent's Part 2 values and average them.

Note: Strength of Schedule (SOS) is the last two (2) components of the RPI formula:
 $(2/3)OWP + (1/3)OOWP = SOS$.

2.3.2.2 SEEDING MEETINGS (MEN)

- A. Immediately upon the completion of conference competition, there shall be scheduled meetings for the purpose of seeding conference representatives to postconference competition. There shall be a meeting in the north and in the south. When possible, the CCCAA Basketball Representative shall attend the southern meeting and the COA Executive Director and/or his/her designee shall attend the northern meeting as resource people.
- B. Each conference shall have one (1) elected voting representative at the appropriate seeding meeting, except those conferences with more than one (1) division which shall have one (1) representative for each of their two (2) divisions. Attendance at the seeding meeting shall be limited to the approved conference representatives. The president and president-elect of the CCCMBCA or a designee, who is approved by the CCCMBCA Executive Board, shall chair their appropriate seeding meeting. It is the responsibility of each representative to be familiar with the teams to be seeded from the entire region with emphasis on his conference. 10/16/08

Each conference representative at the seeding meeting is expected to:

Be an advocate for his conference, presenting facts about his conference teams in the best light possible.

Seed all the teams in the region as fairly as possible.

Recognizing the room for disagreement and for differences of opinion, the following will be used in all votes involving seeds 1 through 18 (North) and 20 (South).

1. If a conference representative votes a team from his conference more than one (1) place higher than any other representative votes the team, that vote shall be noted by the chair.

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2. If a conference representative votes a team from his conference more than one (1) place higher than any other representative votes the team a second time during a seeding meeting:
 - a. His ballot shall be changed so that the team from his conference is placed in the position of the average of the rest of the conference representatives ballots, and all the other listed teams on his ballot shall be moved up accordingly.
 - b. That conference representative shall be barred from attending a seeding meeting for one (1) year.
 - c. Any subsequent ballot showing favoritism toward his conference shall be handled as per #1 above.
- C. Each Seeding Committee shall seed its region's top 18 (North) or 20 (South) teams (1 through 18-North and 1 through 20-South) according to their strength. The top seeded team shall be number 1; the lowest seeded team shall be number 18 (North) or 20 (South). All seeding votes shall be identified by conference on a written ballot using a "1=high/18 (North)= low or 1=high/20(South)=low" scale. Each conference ballot shall be totaled at the meeting on a chalkboard or an overhead projector. 10/13/06
- D. Each conference/division shall nominate his conference teams for seeding consideration in the conference-determined placement order. The Seeding Committee shall not change the conference-determined placement order when completing the seeding process; i.e., a conference number three (3) team shall not be seeded higher than its conference number two (2) team.
- E. Each Seeding Committee shall follow the procedures listed below:
 1. For the purpose of seeding, six (6) groups of teams will be used. Conference representatives shall nominate their conference team(s) to a group.
 2. Upon the completion of nominations, there shall be a written ballot to decide the seed of the group. Representatives shall vote for the highest to the lowest teams in each group.
 3. In order to establish the top 18 (North) or 20 (South) seeds, the following group order shall be used:

First:	At-large teams
Second:	Seeds 1–4
Third:	Seeds 5–8
Fourth:	Seeds 9–12
Fifth:	Seeds 13–16
Sixth:	Seeds 17–18 (North) or 17–20 (South)

In each selection, the process of nomination and vote described in Item 2 above shall be followed.

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- F. Where ties occur in the seeding process, the following tie-breaking procedures shall be used in the order listed below until the tie is broken. The Seeding Committee shall:
1. Vote again, considering only those teams that are tied.
 2. Compare the tied team's results of head-to-head competition.
 3. Compare the results of the tied teams' competition with like opponents.
 4. Seed the college with the higher final conference standing.
 5. Seed the college with the higher conference won-loss record.
 6. Seed the college with the higher non-conference record.
 7. Administer a coin toss to break the tie.
- G. The Seeding Committee shall establish “regional quarterfinal” games and “regional semi-final” games according to the following guidelines:
1. Conference/division number 1 seeds shall not be guaranteed a home game in the regional semi-final games.
 2. The top two colleges from the same conference or division shall not be placed in the same quadrant.
 3. Colleges from the same conference shall not meet in the regional semi-final games.
 4. In order to reduce expense, travel, lodging, and to enhance competition, the Seeding Committee may adjust the regional semi-final games by moving seeding match-ups not more than two (2) places. If adjustments place conference colleges together, continued adjustments may be made in the regional semi-final.
 5. Subsequent rounds shall follow the original seed with no adjustments.
 6. For the state tournament, regional seeds shall stay intact; i.e., if the number 20 seed upsets the number 1 seed, number 20 shall be no higher than the number 4 seed into the state tournament.
- H. Men’s Bracket Adjustments (See Appendix G.)
- I. Results of the seeding process shall be available for press release at the conclusion of the seeding meeting. The chair of each seeding meeting shall inform the COA/CCCAA Office of seeding results for public dissemination to all media, including the tournament manager, northern and southern basketball publicists, and officials' assignors immediately following the completion of the meeting.

2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

3 INSTRUCTIONS TO PARTICIPANTS

3.1 AWARDS

(See COA/CCCAA Bylaw 7.2.)

3.1.1 AWARDS VENDOR

The COA Awards Committee has selected a vendor (**Josten's**) to supply awards for a five-year period, ending with the **2009-10** academic year. **Josten's** will provide medals and trophies which meet specifications provided by the COA Awards Committee.

3.1.2 COA/CCCAA AWARDS—Ordered by the COA/CCCAA Office:

The Commission on Athletics (COA)/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 COA/CCCAA-sanctioned activities:

STATE CHAMPIONSHIP AWARDS

Two Sets: one set for men and one set for women

- 2 trophies: 1st and 2nd place teams
- 15 medals: 1st place team
- 15 medals: 2nd place team

In addition to the awards provided by the COA/CCCAA, there shall be a Most Valuable Player (MVP) and six (6) All-Tournament selections. The MVP and All-Tournament awards shall be paid for by the tournament sponsor and/or the coaches associations.

There shall be no awards presented at regional events.

3.1.3 SHIPMENT

As directed by the COA Awards Committee, the COA/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 COA/CCCAA Office. The state championship awards invoice shall be paid through COA/CCCAA sponsorship. For additional clarification of awards administration, call the COA/CCCAA Office. The COA Board has authorized payment for specific awards. Additional awards (MVP, All-Tournament, etc.) not listed shall not be paid through the COA/CCCAA-approved budget.

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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 COA/CCCAA-sponsored events. The event manager shall organize an appropriate ceremony utilizing the CCCAA Sport Representative and Executive Director in conjunction with the host institution designee; i.e., district chancellor or college president, dean, athletic director, or event manager. If the event is cosponsored, the sponsor's representative shall be included.

3.1.6.1 AWARDS PRESENTATIONS

- The CCCAA sport representative, event manager, and sport coaches association representative will organize an awards table and ceremony.
- Individual and/or team awards should be presented by an official from the COA/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 COA/CCCAA Office, where applicable.
- Be sure to properly introduce (example):

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

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

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.

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3.3 COACHES ASSOCIATIONS

(See COA/CCCAA Bylaw 6.6.)

3.3.1 CALIFORNIA COMMUNITY COLLEGE MEN’S BASKETBALL COACHES ASSOCIATION (CCCMBCA)

3.3.2 CALIFORNIA COMMUNITY COLLEGE WOMEN’S BASKETBALL COACHES ASSOCIATION (CCCWBCA)

3.3.3 MEETINGS

The CCCMBCA and CCCWBCA shall meet annually during the state tournament. These meetings shall be business meetings. At these meetings, any formal business of the associations shall be carried out. The election of CCCMBCA and CCCWBCA officers shall be held every two (2) years. In addition, there shall be a CCCMBCA and CCCWBCA Executive Board meeting in the fall and spring as needed. (See COA/CCCAA Bylaw 6.6.)

3.4 UNIFORMS

3.4.1 CCCAA BASKETBALL STATE CHAMPIONSHIPS:

The home team shall wear white or an acceptable light-colored jersey.

3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See COA/CCCAA Bylaws 8.1.3.8 through 8.1.3.11.)

4 INSTRUCTIONS TO EVENT MANAGERS

4.1 EQUIPMENT

The Spalding Top-flight 1000 (28.5 for the women) wide channel ball will be the official ball of all postconference competition.

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 COA/CCCAA Office no later than November 1. 10/12/09

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

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4.3 EVENT MANAGER

(See COA/CCCAA Bylaw 6.8.)

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

4.3.0 CCCAA BASKETBALL STATE CHAMPIONSHIP

An event co-manager for both the men and women shall be selected to administer the details of the tournament. He/she shall receive a stipend for his/her work. The COA/CCCAA shall establish the amount of the co-manager's stipend.

The co-manager shall:

- A. Develop a proposed budget no later than November 1 and a final budget by April 15 of each year. The proposed budget shall be presented to the CCCAA basketball representatives and the COA Executive Director for review and approval. Souvenir program and concession expense and profit shall not be included in the budget preparation.
- B. Be responsible for communicating with site directors, participating colleges, officials, and any other people involved in the details of tournament administration, including:
 - 1. Assignment and supervision of ticket sellers and takers.
 - 2. Assignment and supervision of building and parking lot security.
 - 3. Procurement and administration of warm-up and game basketballs.
 - 4. Preparation of awards and their presentation (see 5.5).
 - 5. Selection and assignment of tournament officials.

- C. Procurement of a tournament headquarters hotel that is geographically located to provide ease of transportation to the tournament site and will offer the lowest possible room cost for tournament participants.
- D. Development and administration of a hospitality room for the press and coaches including door supervision and the procurement of refreshments.
- E. Development of a pre-tournament participant and press brochure outlining the specific details of the tournament to be published by the COA/CCCAA Office.
- F. After the first day, be responsible for setting the color of uniforms to be worn by participating colleges after input from the participating coaches.
- G. Be responsible for an ongoing update of tournament statistical records.
- H. Be responsible for reviewing and evaluating the tournament.

4.3.1 PERSONNEL

(See COA/CCCAA Bylaw 6.8.14.)

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

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

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ANNOUNCER

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

It is very important that the announcer:

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

1. Welcome
2. Introduction of Teams
 - a. Affiliation (Conference and how teams advanced to finals)
 - b. Win/loss record
 - c. Number of times in CCCAA championship events
3. Introduction of Team Personnel
 - a. Starters in numerical order
 - b. In alternating order when appropriate
 - c. Coaching staff

Support staff

4. Introduction of Officials
5. National Anthem

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6. Immediately prior to start of every game, meet, or match: read CCCAA decorum statement
7. Time Out Announcements
 - a. Use this time to share insightful information about individual players. SID should provide COA/CCCAA, team, and individual information prior to the event
 - b. Sponsors
 - c. Program and t-shirt sales
 - d. Concessions
 - e. Other CCCAA events when available
8. End of Competition Announcements
 - a. Summary of event's activities, next day's activities, or awards ceremony
 - b. Thank audience for their attendance

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

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

Ensure that the messages are being read with enthusiasm!

Guidelines for Public Address Announcers

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

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

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

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

4.3.2 OFFICIALS

(See COA/CCCAA Bylaws 6.8.4 and 6.8.5.)

4.3.2.1 REGIONAL OFFICIALS, WOMEN

- A. There shall be an officials committee of the CCCWBCA. The officials committee shall be made up of the CCCWBCA, northern officials coordinator(s), and southern officials coordinator(s). The officials coordinators will do all of their correspondence by email. Coaches will have the opportunity to correspond back by email or fax.
- B. On or by January 5, the officials assignors in each region will coordinate with each other to submit a list of up to 45 of the best officials to their respective northern and southern officials coordinator(s). The coordinators will then provide their region's coaches with directions and a ballot that includes these 45 officials. Coaches will select up to 25 officials, place in rank order, and return the ballot to their respective coordinators by January 15. 10/16/08
- C. A second ballot of the top 25 officials will be sent to all coaches by January 21. Coaches shall select their top 20 officials, place in rank order, list their 3 non-preferred officials, and return their ballot to their respective coordinators by January 27. After tabulating the results from this 2nd ballot the coordinators will create a master ranking list by February 1. This list shall act as the pool for the assignment of officials to the regional and state championship events. 10/16/08
- D. The North and South officials coordinators will then turn over their final master ranking list and non-preferred official information to their respective officials assignors. By region the officials assignors will work together to then make the officials assignments for regional playoff games. The assignors will be in charge of assigning the officials for all regional games and notifying the athletic directors, coaches, and teams involved. 10/16/08
- E. There will be no additional pay to reimburse travel costs of regional game officials.

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4.3.2.2 REGIONAL OFFICIALS, MEN

- A. Each conference representative shall submit a list of at least 20 numerically-rated (1=highest to 20=lowest) officials' names to the state championship event manager no later than November 15. The event manager shall compile a master officials' list for each regional by December 1. The master lists shall be returned to the conference representatives by December 15.

Each conference representative shall send the region master list to his conference coaches. Each coach may remove no more than 10 percent of the officials on the master list. Each coach's final rating, plus removals, shall be sent to the state event manager prior to January 15. The event manager will assume that no response from a coach shall signify that the list is satisfactory.

- B. There shall be an assignor of officials for each region. Using the final master list of officials, the assignor shall assign three (3) top-rated officials to regional games. The assignor will honor a coach's request for 10 percent removal.
- C. There will be no additional pay to reimburse travel costs of regional game officials.

4.3.2.3 CCCAA BASKETBALL STATE CHAMPIONSHIP OFFICIALS, WOMEN

- A. Officials for quarter-final games will be assigned from a group of twelve (12) officials, with six (6) from the south region and six (6) from the north region. Two (2) of the three (3) officials for each game will be from the region of the higher seed. Quarter-final games will be assigned by the event manager, with input from the regional assignors. Scratches will only be considered from participating coaches' rankings done before the play-off started. 10/19/07
- B. The officials will be selected from the master ranking list from both regions.
- C. The coordinators shall provide the tournament manager with the names of their region's state tournament officials as selected using the process outlined in Section 4.3.2.1. There shall be six (6) officials from each region (determined by February 1). All state tournament officials shall come from the preferred prioritized officials' list from each region.
- D. Expenses for the third official shall be paid for by the COA/CCCAA for all rounds of postconference competition.
- E. For the semifinal game, officials shall be drawn from the top three (3) vote getters of each region (six [6] total) insuring that two (2) officials only will be from the same region. The championship game will have the top two (2) officials from each region (four [4] total), drawn to name the three (3) working officials. If the game is televised, the fourth (4th) official who was not drawn to officiate the game, may be retained as a "red hat" official. 10/19/07
- F. The amount of payment for state tournament officials shall be determined by the event manager, CCCAA Women's Basketball Representative, and the COA Executive Director and shall be a part of the tournament budget. 10/19/07

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4.3.2.4 CCCAA BASKETBALL STATE CHAMPIONSHIP OFFICIALS, MEN

- A. Officials for quarter-final games will be assigned from a group of twelve (12) officials, with six (6) from the south region and six (6) from the north region. Two (2) of the three (3) officials for each game will be from the region of the higher seed. Quarter-final games will be assigned by the event manager, or designee who will be approved by the CCCMBCA Executive Board, with input from the regional assignors. Scratches will only be considered from participating coaches' rankings done before the play-off started. 10/16/08
- B. The selection of six (6) officials to work the two (2) semi-final games will be determined from conference rankings. Three officials from each region will make up the six (6) semi-final officials. Every effort will be made to have officials work games in the bracket opposite the previous round.
- C. The three (3) officials working the championship game will be selected before the Final Eight. The conference rankings will determine the selection of officials. There are no scratches in the championship game. Each year will rotate which region provides two (2) of the three (3) officials.
- D. Expenses for the third official shall be paid for by the COA/CCCAA for all rounds of postconference competition.
- E. The amount of payment for state tournament officials shall be determined by the event manager, CCCAA Men's Basketball Representative, and the CCCAA Executive Director and shall be part of the tournament budget. 10/19/07

4.3.4 PROTEST COMMITTEE

(See COA/CCCAA Bylaw 6.13.)

4.3.5 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.

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 COA/CCCAA Office. 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 COA/CCCAA Office be informed of all funding options.

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4.4.2 SPONSORSHIP MATERIALS

In order to properly support the corporations sponsorship the COA/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 COA/CCCAA Office.

- 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 COA/CCCAA Office.

LOGOS & PROGRAM ADVERTISEMENTS—*To be provided within sixty (60) days of your championship by COA/CCCAA Office.*

- 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 COA/CCCAA Office, 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 COA/CCCAA Office, where applicable.

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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 COA/CCCAA Office, where appropriate. If it is not possible to provide parking passes, please provide reserved space and notify the COA/CCCAA Office 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 COA/CCCAA Office 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 COA/CCCAA Bylaws 6.8.3, 6.14.1, 6.15, and 8.1.3.1–8.1.3.7.)

4.5.1 BUDGET INFORMATION

Colleges hosting the postconference competition events shall provide a proposed budget to their [CCCAA MC Basketball Representative](#) and the COA/CCCAA Office by [November 1](#). Proposed budget forms are available at www.coasports.org/forms.asp. 10/12/09

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

- A. The CCCAA authorizes expenditures as specified in COA/CCCAA Bylaws 6 and 8 and the approved proposed budget. Any additional expenditures shall not be reimbursed through event funds. For authorized game expenses, please see COA/CCCAA Bylaws 6.8.3, 6.15, and 8.1.3.
 1. The proposed budget shall not include expenditures for the production and/or sale of items such as T-shirts, souvenir programs, concessions, or the purchase of meals for coaches or students as part of coaches association activities.
 2. When budgeting for an athletic trainer, be advised that there will be no cost to the event budget during the employee’s regular work hours. The event budget will include the cost of a trainer when the trainer completes the regularly assigned college work time (see COA/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 COA/CCCAA Bylaw 6.8.3, Budget Preparation and Participating College Reimbursement.
2. To arrive at the entry fee, divide the proposed budget’s total expenses by the number of participants (teams and/or individuals); i.e., proposed budget expenses @ \$2,000 divided by the number of participants @ 40 = individual entry fee of \$50.
3. If the entry fee is insufficient, then the proposed budget expenses must be adjusted to balance with the available entry fees.

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

4.5.2 TICKETS AND PASSES

(See COA/CCCAA Bylaws 6.8.16.)

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

Excerpted from the COA/CCCAA Constitution and Bylaws, Bylaw 6.8.16:

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

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

CCCAA Basketball Regional Events

1. \$8.00—All seats except, (7/1/07)
2. \$5.00—All identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (7/1/07)
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 CCCMBCA and CCCWBCA Membership Cards.
 - c. COA Board and CCCAA Management Council members and conference commissioners.
 - d. COA/CCCAA Lifetime Passes shall be honored for entry.
 - e. Athletic Directors with up-to-date CCCADA membership cards.

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4. No conference, staff, or parent booster passes shall be honored.

E. CCCAA Basketball State Championship Events

1. \$8.00—All seats except, (7/1/07)
2. \$6.00—All identified students, faculty, staff, senior citizens age 60 and over, and children less than 12 years of age. (7/1/07)
3. \$24.00—All Tournament Pass
4. Complimentary: (See D.3.a-3, and D.4 above.)

4.5.3 FINAL FINANCIAL STATEMENT

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

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

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

4.6 INSURANCE

Excerpted from the COA/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 COA/CCCAA Office with the appropriate insurance certificate upon request.

4.7 LODGING

(See COA/CCCAA Bylaw 8.1.3.11.3.)

As feasible, coordinate event housing with the COA's official hotel partner, Choice Hotels. Visit <http://www.coasports.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 COA/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 COA/CCCAA Office immediately after each day's events.

4.8.2 MEDIA

The sports information director should announce the selection of the college as the host institution as soon as the host site has been selected. Individual contact with media personnel to generate a feature article or column prior to competition is important. Don't forget the local or campus paper! Accommodate the media whenever possible. Make space available to them near the playing surface or near the scorekeeper's table. Statistics should be distributed as quickly as possible. A formal process to deal with results and information services for media should be developed. Fax and modem services should be made available. Telephone use with credit card only access is important to the success of the event.

Agencies wishing to sponsor television or radio broadcasts of games shall make arrangements with the tournament director. There may be a cost for these productions. The Executive Director shall establish such costs. Radio broadcasting facilities will be available at the game site. To broadcast, stations must request credentials and make their own arrangements for installation of lines from the telephone company.

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4.8.3 MEDIA PASSES

The only media passes honored shall be regular press passes according to host college policies or the CCCAA Media Pass, which can be obtained from the COA/CCCAA Office. 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 COA/CCCAA Office 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 COA/CCCAA Office website electronically.

FOR BASKETBALL—

- Each college shall be permitted one (1) college newspaper reporter at the press table during its game only. College news media must request credentials in advance from the COA/CCCAA designee.
- Seating for media representatives will be provided at courtside for accredited news media only.

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- Official statistics will be distributed to the press at half-time and following each game.
- Phones will be available in the working press room for the exclusive use of the press on a collect or credit card basis only. Media representatives shall arrange for their own courtside telephones.
- Agencies wishing to sponsor television or radio broadcasts of games shall make arrangements with the tournament manager. There may be a cost for these productions. The COA Executive Director shall establish such costs.
- Radio broadcasting facilities will be available at courtside. To broadcast, stations must request credentials, as per the above, and make their own arrangements for installation of lines from the telephone company.
- Facilities to accommodate the press shall be available during the tournament as directed by the tournament manager.
- There shall be a designated interview area for the use of media and coaches during the tournament.
- The COA/CCCAA Office, with the assistance of the tournament manager, shall develop a pre-tournament participant and press brochure outlining the specific details of the tournament.

4.9 MEDICAL COVERAGE

(See COA/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 COA/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.

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4.11 PRACTICE

4.11.1 CCCAA BASKETBALL STATE CHAMPIONSHIP PRETOURNAMENT SHOOT-AROUND SCHEDULE

- A. There will be a final eight (8) participating team shoot around at the state championship tournament site. The shoot around will occur in 30-minute increments on the morning of the first day's games. The team with the highest seed will have the second (2nd) shoot around time.
 1. The teams that play at 1:00PM will have the 8:00AM (1st) and 8:30AM (2nd) shoot arounds.
 2. The teams that play at 3:00PM will have the 9:00AM (1st) and 9:30AM (2nd) shoot arounds.
 3. The teams that play at 5:00PM will have the 10:00AM (1st) and 10:30AM (2nd) shoot arounds.
 4. The teams that play at 7:00PM will have the 11:00AM (1st) and 11:30AM (2nd) shoot arounds.
- B. The shoot around is to allow participating colleges to become familiar with the site, including its dressing rooms, bench area, scoreboards, and playing floor.
- C. The shoot around is also to allow media personnel access to participating team coaches and participants.
- D. The site availability shoot around time schedule shall be set by the tournament manager on the Sunday following the completion of Round 3 games.
- E. Participant shoot around scheduled times shall be no longer than 30 minutes in length.
- F. Shoot around participants shall adhere to their college's assigned schedule times. They shall not be early nor remain late outside their assigned times. During a college's assigned 30-minute time, media may not be part of the shoot around. Any other media involvement (interviews, pictures, etc.) shall be conducted outside of the site floor area so as not to disturb other participating colleges' shoot around times. Women & Men: No use of the state tournament facility by participating teams may take place outside of the time assigned by the state tournament director. No college personnel or person representing any of the participating teams may arrange for facility use with any personnel or representative of the host site. Teams found to be in violation will be disqualified from further participation in the current state championship.
- G. The 30 minutes for the shoot around is for that college. It is not a time open to the public, college scouts, recruiters, or anyone not approved as being in the college's official party by the coach of that participating college.
- H. The event manager shall designate monitors to supervise the administration of the shoot around. It will be the monitor's responsibility to implement the rules of this handbook.

CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

4.12 PREGAME SCHEDULE

Not addressed for this sport.

4.13 PROGRAMS/T-SHIRTS/CONCESSIONS

(See COA/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 COA/CCCAA Office.

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

The event manager should check with campus/venue personnel to determine appropriate product distribution for concession needs. The same procedures used with souvenir programs and t-shirts should be considered for concessions.

4.14 SCORING

See NCAA Basketball Rulebook.

4.15 RULES

(See COA/CCCAA Bylaw 4.)

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

- A. At a postconference competition (postconference competition) event, the CCCAA Basketball Representative, after consultation, may impose additional penalties to event participants who are found to have violated appropriate Constitution behavior policy.

CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

Excerpted from COA/CCCAA Constitution and Bylaws, Bylaw 4:

COA/CCCAA BYLAW 4.4—DECORUM

- 4.4.1 DECORUM—Is the COA/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.
- (Amended April 3, 2009; Effective July 1, 2009)*
- 4.4.2 Where official rule books (see Bylaw 4.1.1) and the COA/CCCAA decorum rules differ, the most stringent rules shall apply. *(Amended April 3, 2009; Effective July 1, 2009)*

CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

COA/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 post season.
 - 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 COA/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 COA/CCCAA event shall result in an ejection. (See Bylaw 4.3.1 for when an event begins and ends.)
 - 1. Tobacco or substance abuse violations shall be considered decorum violations.
 - 2. Sanctions shall be applied as in Bylaw 4.4.
 - F. 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.

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

COA/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.

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

CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

COA/CCCAA BYLAW 4.7—DECORUM UNDERSTANDING

- 4.7.1 Each person participating in a COA/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.

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

COA/CCCAA BYLAW 4.8—PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.12.

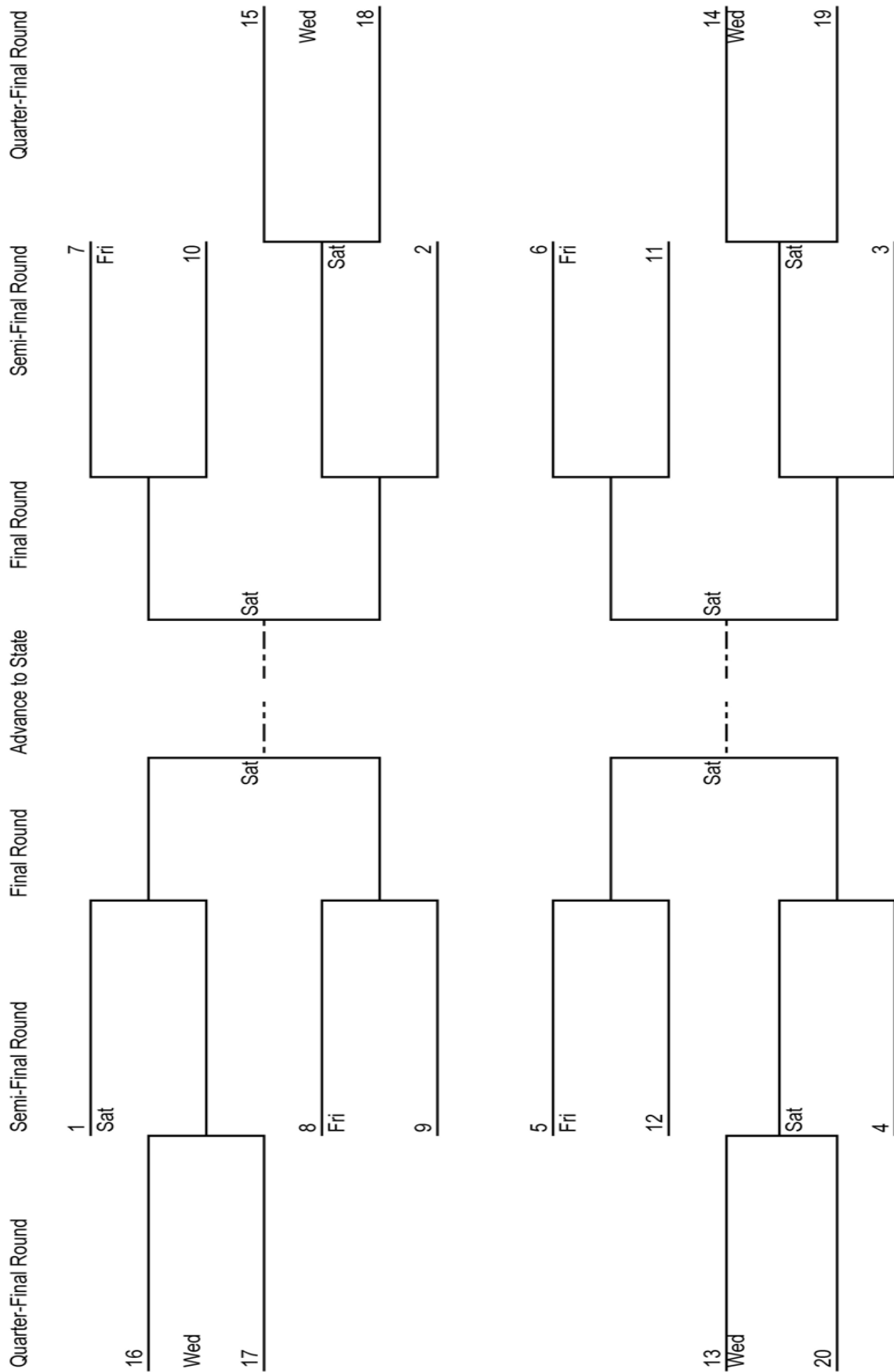
(Renumbered April 3, 2009; Effective July 1, 2009)

APPENDICES

APPENDIX A

MEN'S AND WOMEN'S STATE CHAMPIONSHIP BRACKETS

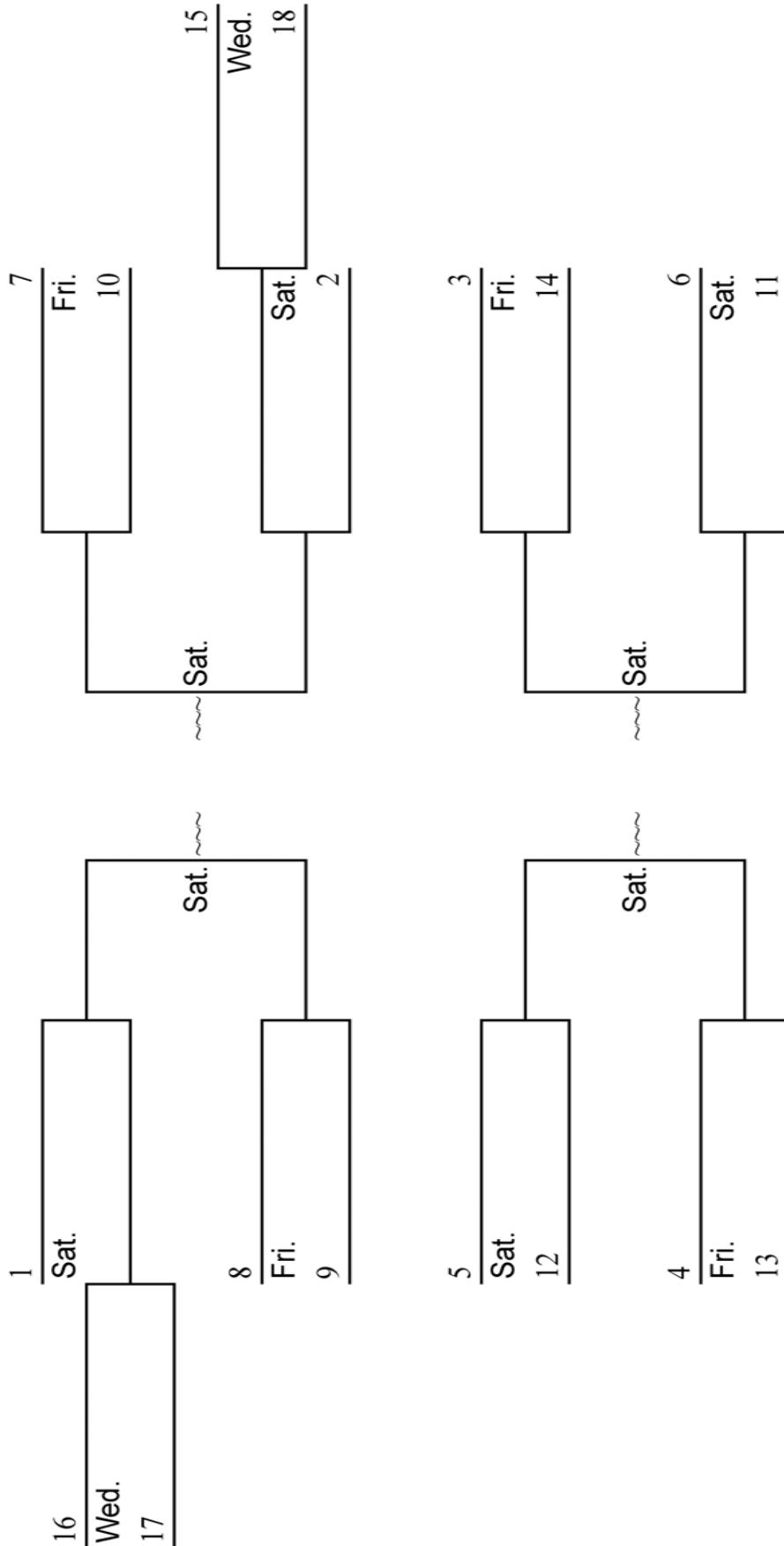
CCCAA Men's Basketball Southern California Regionals



CCCAA WOMEN'S BASKETBALL REGIONALS:

Quarter-Final Round Semi-Final Round Final Round Advance to Final Round Semi-Final Round Quarter-Final Round

State Championship



CCCAA MEN & WOMEN'S BASKETBALL
STATE CHAMPIONSHIPS



CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

CALIFORNIA COMMUNITY COLLEGE WOMEN'S BASKETBALL AREAS I & II SEASON RESULTS SHEET – PAGE 2

COLLEGE _____ CONFERENCE _____

AREA I (The five unranked criteria)

As indicated in section 4.2.W Area I B, in all five criteria, only games vs. California community college opponents will be included.

1. TSRPI _____ (Total number of scheduled games)
2. NCRPI _____ (Non-conference/division games)
3. CRPI _____ NCRPI of all teams in the conference/division, divided by the number of teams in the conference/division then multiplied by the individual team's conference finish multiplier.
4. WINNING % _____ (Winning percentage of all games played)
5. WINS OVER .500 _____ (In the event of a tie, follow in order; A, B & C until the tie is broken).
 - A. Wins over teams with greater than .500 records. _____
 - B. Head to head competition. _____
 - C. Add the TSRPI of those teams over .500. _____

CONFERENCE RECORD _____ CONFERENCE FINISH _____

DIVISION RECORD _____ DIVISION FINISH _____

AREA II To be used only after all 5 categories are ranked and totaled, subjectivity shall be used in looking at how a team is playing at the end of the season (injuries, loss or gain of key personnel, growth of team, etc.)

APPENDIX D

The following is an explanation of how RPIs are calculated, and is for your information only.
It is NOT necessary to fax this portion.

CALIFORNIA COMMUNITY COLLEGE WOMEN'S BASKETBALL TEAM RPI (Ratings Power Index) SEASON'S PERFORMANCE FOR SEEDING

RPI calculation includes 25% of your team's winning percentage, 50% of all your team's opponents' winning percentages, and 25% of all your team's opponents' opponents' winning percentages.

$$(.25 \times A) + (.50 \times B) + .25 \times C = \text{RPI}$$

The calculation represents strength of schedule, conference schedule, and non-conference schedule.

A = Your team's winning percentage (.666666666666667)

B = Your opponents' winning percentage (.666666666666667)

C = Your opponent's opponents' winning percentage (.555555555555556)

When calculating opponents winning percentage, add up the total number of ALL your opponent's wins then divide by the total number of ALL games played by your opponents. When calculating opponent's opponents' winning percentage, add up the total number of ALL your opponent's opponents' wins then divide by the total number of ALL games played by your opponent's opponents. Only the final number, after adding the 3 components of TSRPI, is rounded.

3-GAME EXAMPLE: TEAM A'S WINNING % = .666 (THEIR RECORD IS 2-1)															
A'S OPPONENTS				D'S OPPONENTS				E'S OPPONENTS				F'S OPPONENTS			
D	2-1	.666		G	2-1	.666		A	2-1	.666		A	2-1	.666	
E	1-2	.333		H	1-2	.333		J	0-3	.000		E	1-2	.333	
F	3-0	1.000		A	2-1	.666		F	3-0	1.000		K	2-1	.666	
B = 6/9								C = 15/27							

Using the 3-game example above:

$$\text{RPI} = (.25 \times (2/3)) + (.50 \times ((2+1+3)/(3+3+3))) + (.25 \times ((2+1+2+2+0+3+2+1+2)/(3+3+3+3+3+3+3+3+3))) = .639$$

1. Total Schedule RPI (TSRPI)

$(.25 \times \text{your winning \%}) + (.50 \times \text{your opponents' winning \%}) + (.25 \times \text{your opponent's opponents' winning \%})$
Multiply 25% by your team's winning percentage for ALL games (result = A) average ALL winning percentages of your opponents and multiply by 50% (result = B), average ALL winning percentages of your opponent's opponents and multiply by 25% (result = C). Add these three figures together and this will equal the team's TSRPI Using the example above: $\text{TSRPI} = (.25 \times .666) + ((.50 \times ((.666 + .333 + 1.000)/3))) + (.25 \times ((.666 + .333 + .666 + .666 + .000 + 1.000 + .666 + .333 + .666)/9))$

2. Non-Conference RPI (NCRPI)

$(.25 \times \text{your winning \%}) + (.25 \times \text{your opponent's opponents' winning \%})$
ONLY non-conference opponents, their winning percentages, and your win/loss percentage from those non-conference games are included in the NCRPI.

3. Strength of conference/division (CRPI Composite)

Using the average NCRPI of all teams in the conference/division, divide by the number of teams in the conference/division then multiply by the individual team's conference finish multiplier.

4. Forfeits:

- a. Games not played (and forfeited) will not be included in the five criteria.
- b. Games played and forfeited will be included in the RPI and count as forfeited.
- c. Conference mandated games not played and forfeited will be included in the five criteria.

5. As indicated in section 4.2.W Area I B, in all five criteria, only games vs. California community college opponents will be included. (Non-CA JC teams, club teams, alumni games, and four-year colleges are not included.)

APPENDIX E

CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL NORTHERN POSTCONFERENCE COMPETITION CRITERIA SHEET

COLLEGE _____ CONFERENCE _____

OVERALL RECORD (CC teams only): WINS _____ LOSSES _____

CONFERENCE RECORD WINS _____ LOSSES _____ PLACE _____

WINS VS QUALITY TEAMS

H = Home A = Away N = Neutral

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

LOSSES VS QUALITY TEAMS

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

WINS VS TEAMS WITH .500 RECORD OR BETTER (not listed above)

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

LOSSES VS TEAMS WITH LESS THAN 10 WINS

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										

APPENDIX F

CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL

SOUTHERN POSTCONFERENCE SEEDING SHEET CONFERENCE VS AUTOMATIC QUALIFIERS

COLLEGE _____ CONFERENCE _____

	Foothill (N)	Foothill (S)	Orange Empire	South Coast (N)	South Coast (S)	Pacific Coast	Western State (N)	Western State (S)	Total	
Foothill (N)										
Foothill (S)										
Orange Empire										
South Coast (N)										
South Coast (S)										
Pacific Coast										
Western State (N)										
Western State (S)										

NORTHERN POSTCONFERENCE SEEDING SHEET CONFERENCE VS AUTOMATIC QUALIFIERS

COLLEGE _____ CONFERENCE _____

	Bay Valley (E)	Bay Valley (W)	Central Valley	Coast (N)	Coast (S)	Golden Valley	Total	
Bay Valley (E)								
Bay Valley (W)								
Central Valley								
Coast (N)								
Coast (S)								
Golden Valley								

CCCAA BASKETBALL CHAMPIONSHIP HANDBOOK

CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL SOUTHERN POSTCONFERENCE COMPETITION CRITERIA SHEET

COLLEGE _____ CONFERENCE _____

OVERALL RECORD (CC teams only): WINS _____ LOSSES _____

CONFERENCE RECORD WINS _____ LOSSES _____ PLACE _____

WINS VS QUALITY TEAMS

H = Home A = Away N = Neutral

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

LOSSES VS QUALITY TEAMS

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

WINS VS TEAMS WITH .500 RECORD OR BETTER (not listed above)

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
	7.										
	8.										

LOSSES VS TEAMS WITH LESS THAN 10 WINS

DATE	OPPONENT	SITE	SCORE	FN	FS	OE	SCN	SCS	PC	WSN	WSS
	1.										
	2.										
	3.										
	4.										
	5.										

APPENDIX G

BRACKET ADJUSTMENTS (BOTELHO FORMULA)

The following method shall be used to select regional seeding brackets when problems of travel and same conference opponents (4.2.M-H above) arise in pairings of opponents:

STATE BRACKETS:

1	2	3	4
8	7	6	5
9	10	11	12
16	15	14	13

Any movement necessitated by opponents being in the same conference shall be made immediately upon completion of the seeding of that group and prior to seeding of any further group.

Team #1 - #4

Team #1, #2, #3, and #4 shall never be moved.

Team #5 - #8

Any time team #5 through #8 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- #5 switches with #6 first, then with #7, then #8
- #6 switches with #7 first, then with #5, then #8
- #7 switches with #8 first, then with #6, then #5
- #8 switches with #7 first, then with #6, then #5

Team #9 - #12

Any time team #9 through #12 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- #9 switches with #10 first, then with #11, then #12
- #10 switches with #11 first, then with #9, then #12
- #11 switches with #12 first, then with #10, then #9
- #12 switches with #11 first, then with #10, then #9

Team #13 - #16

Any time team #13 through #16 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- #13 switches with #14 first, then with #15, then #16
- #14 switches with #15 first, then with #13, then #16
- #15 switches with #16 first, then with #14, then #13
- #16 switches with #15 first, then with #14, then #13

17	18	19	20
24	23	22	21
25	26	27	28
32	31	30	29

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Team #17 - #20

Any time team #17-#20 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- a. #17 switches with #18 first, then with #19, then #20
- b. #1 switches with #19 first, then with #17, then #20
- c. #19 switches with #20 first, then with #1, then #17
- d. #20 switches with #19 first, then with #1, then #17

Team #21 - #24

Any time team #21-#24 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- a. #21 switches with #22 first, then with #23, then #24
- b. #22 switches with #23 first, then with #21, then #24
- c. #23 switches with #24 first, then with #22, then #21
- d. #24 switches with #23 first, then with #22, then #21

Team #25 - #28

Any time team #25-#28 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- a. #25 switches with #26 first, then with #27, then #28
- b. #26 switches with #27 first, then with #25, then #28
- c. #27 switches with #28 first, then with #26, then #25
- d. #28 switches with #27 first, then with #26, then #25

Team #29 - #32

Any time team #29-#32 are in the same bracket with conference opponents already seeded, the following switches shall be made:

- a. #29 switches with #30 first, then with #31, then #32
- b. #30 switches with #31 first, then with #29, then #32
- c. #31 switches with #32 first, then with #30, then #29
- d. #32 switches with #31 first, then with #30, then #29

NOTE: Any time two (2) teams from a group must be moved because two (2) teams from the same conference are already occupying brackets, they shall be moved together so as to maintain the relative value of their original seed.

Example:

The Movement:

Teams 1 & 2, 8 & 7 are all from the same conference

A	A			A	A		
1	2	3	4	1	2	3	4
A	A					A	A
8	7	6	5	6	5	8	7

APPENDIX H



EVENT ADMINISTRATION CALENDAR

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

EVENT AGREEMENT CHECKLIST

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

EVENT CONTRACT

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

PROPOSED BUDGET

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

TICKET PRICES

Admission shall be charged. Determine ticket prices for the event (see Basketball 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 Basketball State Championship:

COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Basketball 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
- Onsite Protest Committee
- 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 Basketball 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:

- COA/CCCAA Office: info@coasports.org.
- Participating Colleges
- Media
- Coaches Association Designees



AWARDS CHECKLIST

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

BUDGET

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

CEREMONY

An awards ceremony should be planned to utilize the CCCAA Basketball 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 January 1.

DELIVERY

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

DISPLAY

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

PAYMENT

State championship awards are paid for by the COA/CCCAA.

DUPLICATES

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



MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Basketball State Championship:

PRE-EVENT PUBLICITY

Ticket information (prices, where to purchase, all-event pass), press release on event, key contact names of COA/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 COA/CCCAA Office).

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 COA/CCCAA Office or the onsite designee.
- Complete the accountability report and return it to the COA/CCCAA Office 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 COA Executive Director and CCCAA Basketball Representative in all correspondence.

FINAL RESULTS

Email final results to info@coasports.org.

EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Basketball Representative and CCCAA Director of Championship.

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

COMMISSION ON ATHLETICS

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!

