



Championship Handbook for

**WOMEN'S
VOLLEYBALL**

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**California Community College
Women's Volleyball Coaches
Association President**

Tamara Knott-Silva

Pasadena City College
1570 East Colorado Boulevard
Pasadena CA 91106-2003
Phone: (626) 585-7786
Fax: 626.585-7929
tlknott-silva@pasadena.edu
Term expires: December 2012

**CCCAA
Management Council
Women's Volleyball Representative**

Margaret "Peg" Grady

City College of San Francisco
50 Phelan Avenue
San Francisco CA 94112-1821
Phone: (415) 239-3208
Fax: 415.452.5187 or 452.5267
mgrady@ccsf.edu
Term expires: 1st—6/30/14

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

2017 "O" Street
Sacramento CA 95811-5211

Phone: (916) 444-1600
CCCAA Championships Fax: 916.492.0877

URL: www.cccaasports.org

CCCAA Staff:

Carlyle Carter

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

George Mategakis

Director of Championships
email: gategakis@cccaasports.org

Jason Boggs

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

Debra Wheeler

Director of Membership Services
email: dwheeler@cccaasports.org

Rina Kasim

Business Operations Specialist
email: rkasim@cccaasports.org

Rima Trotter

Staff Assistant
email: rtrotter@cccaasports.org

MISSION STATEMENT

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.1:

6.1 Mission Statement

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

The goals of PC are:

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

6.1.1 Mission Statement Guidelines

6.1.1.1 Regional Competition

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

6.1.1.2 State Championships

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

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

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

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

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INTRODUCTION

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

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

1. GENERAL ADMINISTRATION

1.1 CCCAA POSTCONFERENCE COMPETITION EVENT NAMING RIGHTS

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

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

1.1.1 REQUIRED USAGE

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

Examples:

BASEBALL

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

or

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

State: **CCCAA Baseball State Championship**

or

California Community College Athletic Association Baseball State Championship

TRACK AND FIELD

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

or

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

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1.2 DATES AND SITES

(See CCCAA Bylaw 3.11.)

1.2.1 CCCAA WOMEN'S VOLLEYBALL REGIONAL ROUND 1

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

1.2.2 CCCAA WOMEN'S VOLLEYBALL REGIONAL ROUND 2

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

1.2.3 CCCAA WOMEN'S VOLLEYBALL REGIONAL ROUND 3 *Adopted for cost containment effective 7/1/10 through 6/30/12.*

- November 29, 2011
Event Manager: Host College Athletic Director

1.2.4 CCCAA WOMEN'S VOLLEYBALL STATE CHAMPIONSHIP

- December 3-4, 2011, Shasta College
Event Managers: Kelly Brazil, Shasta College

1.2.5 CCCAA WOMEN'S VOLLEYBALL POSTCONFERENCE COMPETITION

After conference participants have been identified, there shall be two (2) **three (3)** rounds of regional contests to identify eight (8) **four (4)** volleyball teams which shall participate in a double elimination tournament to decide the CCCAA State Championship college. *Adopted for cost containment effective 7/1/10 through 6/30/12.*

- All conference competition shall be completed by Saturday, two (2) weeks prior to the end of postconference competition. (See CCCAA Bylaw 3.11.)
- Round one (1) of regional play shall be played on the Tuesday prior to Thanksgiving Day. 4/7/06
- Round two (2) of regional play shall be played on the Saturday after Thanksgiving Day. 4/7/06
- Round three (3) of regional play shall be played on the Tuesday after Thanksgiving Day.** *Adopted for cost containment effective 7/1/10 through 6/30/12.*
- The suggested match time for regional rounds one (1), and two (2) **and three (3)** is 7:00PM. *Adopted for cost containment effective 7/1/10 through 6/30/12.*
- The remaining four (4) **two (2)** colleges in each region shall move to the state championship tournament on the weekend following regional play. *Adopted for cost containment effective 7/1/10 through 6/30/12.*

(See Appendix A, Brackets.)

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1.3 START TIMES

(See Appendix A, Brackets.)

1.4 CHAMPIONSHIP FORMAT

1.4.1 CCCAA WOMEN'S VOLLEYBALL REGIONALS

- A. Each regional match shall be the best of five (5) games.
- B. Teams are eliminated from further postconference competition with a loss in either round one (1), or round two (2), **or round three (3)**. *Adopted for cost containment effective 7/1/10 through 6/30/12.*
- C. Regional Rounds Brackets (See Appendix A.)

1.4.2 CCCAA WOMEN'S VOLLEYBALL STATE CHAMPIONSHIP

CCCAA Women's Volleyball State Championship Brackets (See Appendix A.)

1.5 HOST AND SITE SELECTION

1.5.1 ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE COMPETITION EVENTS

(See CCCAA Bylaw 6.12.)

1.5.2 EVENT SITE (See CCCAA Bylaws 6.8.6 and 6.14.3.)

- 1.5.2.1 The postconference competition event site should have adequate campus security and suitable parking with minimal cost to the event budget. The competition area shall be draped to stage this prestigious event. Secure appropriate banners from the Office of the CCCAA Executive and corporate sponsors. Individual school posters are permissible but will withstand scrutiny of the CCCAA. Additional facility needs include adequate locker rooms, spectator seating, athletic training area, practice area, officials' dressing room, concessions area, space for ticket and program sales, and coaches/media hospitality room.
- 1.5.2.2 The official event scorekeeper/announcer's table should provide adequate seating for the following individuals: scorekeeper, announcer, scoreboard operator, statistics crew, CCCAA sport representative, and alternate official.

1.5.3 HOST SITE SELECTION

- A. For CCCAA Regional rounds one (1) and two (2), the higher-seeded college shall be designated as a host college.
- B. The CCCWVCA Executive Committee, with input from the Office of the CCCAA Executive and the CCCAA women's volleyball representative, shall be responsible for the CCCAA State Championship site selection.
- C. Site selection(s) shall be determined two (2) years in advance.

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- D. The CCCAA State Championship site shall be selected on an alternating basis between northern and southern California conferences or geographical areas: 4/2/09

2009	Big 8 Conference
2010	Foothill Conference
2011	Golden Valley Conference
2012	Orange Empire Conference
2013	Coast Conference
2014	Western State Conference
2015	Bay Valley Conference
2016	Pacific Coast Conference
2017	Central Valley Conference
2018	South Coast Conference

1.6 SPORTS COMMITTEE

- A. The CCCAA State Championship event manager is selected from among the schools of the hosting conference. 4/2/09
- B. The CCCAA Women's Volleyball State Championship Committee is comprised of volleyball coaches from the hosting conference. 4/2/09

1.7 ANNUAL FORMS

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

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

2 DETERMINATION OF COMPETING INSTITUTIONS

2.1 CONFERENCE COMPETITION AND REPRESENTATION

All first-place and second-place conference/division finishers, plus at-large teams where allowed, shall be designated as participants. Exceptions: In the south, the first-place team of each conference shall be an automatic qualifier. In conferences of ten (10) or more teams that have divisions of five (5) or more teams, the first-place team shall be an automatic qualifier. The remaining berths in regional play-offs will be filled from the at-large pool. There shall be 16 teams representing northern conferences and 16 teams representing southern conferences.

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2.2 CHAMPIONSHIP SELECTION

(See Section 2.3, Seeding Committee and Qualifying Procedures.)

- A. Immediately upon completion of conference competition, there shall be scheduled meetings for the purposes of seeding conference qualifiers to regional matches. There shall be a meeting in the north and in the south. The seeding meetings shall be chaired by the CCCWVCA president and president-elect/past of their corresponding regions. When possible, the CCCAA women's volleyball representative shall attend one (1) of these two (2) meetings, while the CCCAA Executive or his/her designee shall attend the other. 10/13/06
- B. Conferences with more than one (1) division which play any cross-over contest that is used to determine conference standings will be represented by a single conference seeding representative. Divisions which do not count cross-over contests in their division standings will each have a seeding representative. The seeding meeting chair cannot also be a seeding representative. 10/13/06

2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

2.3.1 SEEDING MEETINGS

The seeding meeting process shall be as follows:

- A. As a first order of business, conferences/divisions shall present their teams in rank order. The rank order shall be noted and kept by the meeting chair. Seeding representatives shall follow their conference/division rank order. The Seeding Committee shall not change the rankings of colleges as specified by a conference/division.
- B. In the south, the first-place team of each conference shall be an automatic qualifier. In conferences of ten (10) or more teams that have divisions of five (5) or more teams, the first-place team shall be an automatic qualifier. The remaining berths in regional playoffs will be filled from the at-large pool.
- C. Coaches of qualifying teams and teams which are potential "at-large" candidates shall provide seasonal records on the Season Result Form to each member of the Seeding Committee (12 copies). The Season Result Form for this information shall be supplied to coaches by November 1. (See Appendix B of this handbook.)
- D. Each seeding committee shall seed its region's 16 teams (1 through 16) according to their strength. The top seeded team shall be number 1, the lowest seeded team shall be number 16.
- E. The Seeding Committee shall establish regional first-round games according to the following guidelines:
 - 1. Colleges from the same conference shall not play each other in the first round when possible. In the event of a first round conference match up, the following adjustments shall be:
 - a. Only seeds 9–16 can be adjusted, starting with the lowest seed.

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- b. Move the lower seeded team one (1) seed lower (i.e., 15 goes to 16).
- c. If these adjustments result in the team playing a conference opponent, bring the team back to the original seed and then adjust that same team to one (1) seed higher (i.e. 15 goes to 14).
- d. If the conference conflict cannot be resolved based on either adjustment, the original seed shall remain in tact.

10/13/06, 4/2/09

2. In order to reduce expense and travel, the Seeding Committee may adjust seeds 9–16 by moving a team up or down one (1) place.
3. For the regional matches and the state tournament, the order of the regional seeds shall stay intact. The winning seeds shall advance in their original order. 10/13/06, 4/2/09

F. Seeding Committee Agenda 10/13/06

1. Protocol

All presentations will be by conference seeding representatives in alphabetical order by conference:

- List all automatic qualifying teams with conference standings and records
- List all teams bidding for at-large with conference standings and records

For all bids the Seeding Committee will:

- Pass out season results forms and present teams for grouping
- Fill out seeding criteria worksheet for grouping
- Discuss and answer questions within grouping
- Tally vote for four (4)* teams (*except for at-large grouping in the south)
- If teams are tied, use criteria to break the tie and revote among tied teams

Once four (4) teams are determined:

- Present teams for seeding
- Fill out seeding criteria worksheet for grouping
- Discuss and answer questions within grouping
- Vote in rank order
- If teams are tied, use criteria to break the tie and revote among tied teams

2. Order of Process

- a. Submit at-large bids
- b. Select at-large bids

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- c. Submit bids 1–4
 - d. Seed teams 1–4
 - e. Submit bids 5–8
 - f. Seed teams 5–8
 - g. Submit bids 9–12
 - h. Seed teams 9–12
 - i. Submit bids 13–16
 - j. Seed teams 13–16
- G. Seeding for qualifiers and for determining “at-large” berths into the regional playoff brackets shall be based on the criteria listed below. These criteria appear in the priority order in which the factors are to be considered when seeding. When the highest criteria is met, the ranked position is determined within the grouping as defined in section 2.3.1.F. Protocol. No further criteria thereafter needs to be considered.

Season results must be submitted on the Season Result Form to be considered for regional playoffs. (See Appendix B of this handbook.)

If season records and match results are not available for any given team at the time of the seeding meeting, said team(s) shall risk being seeded lower. 10/18/07, 10/30/09

1. Head-to-head competition 10/3/09
 - a. Best of five (5)
 - b. Best of three (3)
 - c. Single set
2. Common opponents 10/30/09
 - a. Best of five (5)
 - b. Best of three (3)
 - c. Single set
3. Overall results, best of five (5) 10/30/09

For determining the appropriate seed of each regional playoff team, results against all regional playoff teams from within respective regions shall be used.

- a. Once a grouping has been determined, results against the highest seeded team shall determine the seed.

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- b. Once a team has been identified as having defeated a higher seeded team, no further evaluation needs to be considered. The seeds are finalized.

4. Highest tournament finish 10/30/09
5. Administer a coin toss to break the tie 10/30/09

H. Please See Appendix A for regional and state championship brackets.

2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

3 INSTRUCTIONS TO PARTICIPANTS

3.1 AWARDS

(See CCCAA Bylaw 7.2.)

3.1.1 AWARDS VENDOR

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

3.1.2 CCCAA AWARDS—Ordered by the Office of the CCCAA Executive:

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

CCCAA WOMEN'S VOLLEYBALL REGIONAL CHAMPIONSHIP AWARDS

There shall be no awards presented at regional events.

CCCAA WOMEN'S VOLLEYBALL STATE CHAMPIONSHIP AWARDS

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

3.1.3 SHIPMENT

As directed by the CCCAA Awards Committee, the Office of the CCCAA Executive shall submit specific information to the awards vendor to include the event site, date, and manager.

3.1.4 PAYMENT OF AWARDS

The cost of awards is part of the event budget. The regional invoice will be paid by the event budget through the Office of the CCCAA Executive. The state championship awards invoice shall be paid through CCCAA sponsorship. For additional clarification of awards administration, call the Office of the CCCAA Executive. The CCCAA Board has authorized payment for specific awards. Additional awards (MVP, All-Tournament, etc.) not listed shall not be paid through the CCCAA-approved budget.

3.1.5 AWARDS DISPLAY

The event manager is encouraged to establish a secure situation to view awards at a banquet or in an awards case on site of the championship event.

3.1.6 AWARDS CEREMONY PROCEDURES

AWARDS CEREMONY—The awards ceremony is planned to honor athletes who have reached the highest levels of achievement in CCCAA-sponsored events. The event manager shall organize an appropriate ceremony utilizing the CCCAA sport representative and CCCAA Executive in conjunction with the host institution designee; i.e., district chancellor or college president, dean, athletic director, or event manager. If the event is cosponsored, the sponsor's representative shall be included.

3.1.6.1 AWARDS PRESENTATIONS

- The CCCAA sport representative, event manager, and sport coaches association representative will organize an awards table and ceremony.
- Individual and/or team awards should be presented by an official from the CCCAA and/or the host college and include a representative from the sponsoring organization.
- The event manager will coordinate presentation of awards by sponsor representative as per directions from on-site CCCAA representative or Office of the CCCAA Executive, where applicable.
- Be sure to properly introduce (example):

“Now presenting is (Name, Title) representing (CCCAA corporate partner name) and (local name of local sponsors), located at/in (location).”
- Order of Presentation—Awards and team awards shall be presented in the order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (if provided by the Coaches Associations).
 - A. There shall be a Most Valuable Player (MVP) and eleven (11) All-Tournament awards. These awards shall not be included in the tournament budget and shall be paid from non-tournament income.
 - B. All-Tournament Selection Committee

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1. The State All-Tournament Selection Committee shall consist of coaches of regional qualifying teams not represented in the state tournament. The event manager shall appoint qualified individuals should vacancies occur. Coaches of participating teams shall also be polled for their selections.
2. Criteria for selecting All-Tournament Team
 - a. Overall skill ability, leadership, execution of offensive and defensive strategies, emotional stability, and sportsmanship.
 - b. Only the performance of the athlete during championship tournament play is to be considered, not her season record.
 - c. Consistent reprimand by officials for poor court conduct shall eliminate a player from consideration.
 - d. A specialty player may be considered for selection.
3. Criteria for selecting the Most Valuable Player
 - a. The same criteria used in “#2” above.
 - b. The player must be on one (1) of the teams in the finals.

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

3.2 BANQUET

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

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

3.3 COACHES ASSOCIATIONS

(See CCCAA Bylaw 6.6.)

3.3.1 CCCWVCA

Coaches are represented by the California Community College Women's Volleyball Coaches Association (CCCWVA).

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3.3.2 CCCWVCA Business Meeting

- A. The CCCWVCA shall meet annually in conjunction with the north and south seeding meeting. At this meeting, a representative from all teams qualifying for regional competition must be in attendance to receive instructions in hosting/participating in postconference competition.
- B. This postconference competition handbook shall be reviewed bi-annually at the CCCWVCA Executive Committee business meeting.

3.4 UNIFORMS

(Not addressed for this sport.)

3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See CCCAA Bylaws 8.1.3.8 through 8.1.3.11.)

4 INSTRUCTIONS TO EVENT MANAGERS

4.1 EQUIPMENT

The ball to be used for all postconference competition shall be the official ball of the CCCAA.

4.2 EVENT CONTRACTS

The event contract must be signed by the host college president, athletic director, and designated event manager and received by the Office of the CCCAA Executive no later than **October 1**. 10/6/09

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

4.3 EVENT MANAGER

(See CCCAA Bylaw 6.8.)

- A. In order to ensure the highest possible standards in community college athletics for men and women, it is imperative to have careful, committed oversight of postconference competition. This managerial and supervisory responsibility rests with the host site athletic administration.
- B. The president of the host site institution shall designate the athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, who will be responsible for the administration and supervision of all aspects of the postconference competition event held on their campus. The designee must be in attendance to provide leadership and expedite all concerns under CCCAA guidelines.

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- C. Administrative oversight should not be the concern of the coaches. Their primary focus should be the welfare of their team. If postconference competition is to be held in the best possible environment and under CCCAA guidelines, then an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, must be in attendance.
- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.

4.3.1 CCCAA WOMEN'S VOLLEYBALL REGIONAL EVENT ADMINISTRATION

If selected to host a regional volleyball competition, the host college will have two (2) days' notice to prepare for a championship competition. This checklist should assist you in making necessary arrangements. 4/7/06

*****You will be notified immediately following the seeding meeting*****

- A This is a championship event and should take precedence over regular season games or practice of other sports.
- B Contact local media for pre- and post-match information.
- C Request a complete roster from opponent to develop a regional match program (photo copy rosters for spectators).
- D Personnel: Make arrangements for facility management (ticket takers/sellers, security, and maintenance) and game management (announcer, scorekeeper, SID/statistics, officials—including line judge, and athletic trainer).
- E Officials: Verify name of officials with assignor. Regional and state championship payment shall be per CCCAA Bylaws 6.8.4 and 6.8.5, and handbook sections 3.5 and 5.4 with no travel reimbursement.
- F Athletic Trainer: Schedule a home team certified athletic trainer according to CCCAA Bylaw 9, Medical Guidelines. Payment of athletic trainers is also included in CCCAA Bylaw 9, Medical Guidelines.
- G Concessions: Confirm concessions preparation when appropriate. (See CCCAA Bylaw 6.8.17.)
- H Facility:
 - 1. Determine if additional maintenance is needed before competition.
 - 2. Competition court available two (2) hours prior to match.
 - 3. Have locker room available with chalkboard for opponent.
- I. Complete regional team report with media clippings and program and send to Office of the CCCAA Executive.

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- J. Call or fax results to the Office of the CCCAA Executive, state event manager, and local media.

4.3.1 CCCAA WOMEN'S VOLLEYBALL STATE CHAMPIONSHIP ADMINISTRATION

The CCCAA Women's Volleyball State Championship event manager is selected by the CCCWVCA Executive Board, with final approval of the CCCAA Women's Volleyball Representative and CCCAA Executive.

- A. An event manager shall be selected to administer the details of the tournament. He/she shall receive a stipend for his/her work. The CCCAA volleyball representative and the hosting conference shall establish the amount of the event manager's stipend.
- B. The event manager shall be responsible for the detailed administration of the tournament including:
 - 1. Assignment and supervision of ticket sellers and takers.
 - 2. Assignment and supervision of building and parking lot security.
 - 3. Procurement of game balls, if to be donated.
 - 4. Preparation of awards and their presentation. (See CCCAA Bylaw 7.2.)
 - 5. Assignment and supervision of tournament officials.
 - 6. Procurement of tournament headquarters hotel that is geographically located to provide ease of transportation to the tournament site and will offer the lowest room costs for tournament participants.
 - 7. The development and administration of a hospitality room for the press and coaches including door supervision and the procurement of refreshments.
 - 8. The development and distribution of pre-tournament information outlining the specific details of the tournament.
 - 9. Providing a certified athletic trainer at the tournament site (each participating college shall provide their own athletic training supplies).
 - 10. Distribute Season Results Form (Appendix B in this handbook) prior to November 1.
 - 11. Be responsible for reviewing and evaluating the tournament.
 - 12. Submit all gathered information to the CCCWVCA Executive Committee for review.

4.3.1 PERSONNEL

(See CCCAA Bylaw 6.8.14.)

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

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

ANNOUNCER

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

It is very important that the announcer:

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

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.

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

Provide these guidelines to all announcers:

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

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

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

Ensure that the messages are being read with enthusiasm!

Guidelines for Public Address Announcers:

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

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

- A. Be FAIR and IMPARTIAL.
- B. Do not attempt to be a cheerleader or the home team's super fan.
- C. Use language that is in good taste, inoffensive, and reflects the high standards of an institution of higher education. Remember that this is a collegiate game not a professional game.
- D. Do not use language or an approach that could inflame or adversely influence a crowd.
- E. Do not anticipate plays or official rulings aloud.
- F. Give only necessary information. Excessive talk is soon "tuned out" by the crowd.
- G. Familiarize yourself with the layout of the stadium or arena so that accurate directions can be given in the event of an emergency. You should be furnished with a drawing of the area and a listing of any emergency procedures. (If not furnished, ask for one.) Announce convenient routes for leaving the stadium or arena and caution the crowd to drive carefully.
- H. Do not allow anyone, except those authorized by the event manager, to use the microphone. The announcer is responsible for whatever is said over the public address system.
- I. Do not criticize officials' decisions directly or indirectly.
- J. Remember, it is still possible to be enthusiastic and yet be fair and impartial. You are there to assist in running the championship event not root on the home team. Always be accurate, fair, and enthusiastic.

4.3.2 OFFICIALS

(See CCCAA Bylaws 6.8.4 and 6.8.5.)

- A. A north and a south official's coordinator will be selected by the CCCWVCA Executive Committee by September 1 of each year. This coordinator will be responsible for arranging and assigning officials including lines people for all regional and state postconference competition.

- B. The State Tournament Committee will select an official's coordinator for the state championship who shall be paid a fee of \$100. Coaches may submit a list of preferred officials to the State Tournament Committee by November 1.
- C. Officials for regional and state postconference competition shall be paid according to CCCAA Bylaws 6.8.4 and 6.8.5.
- D. Official lines people for regional and state postconference competition shall be paid \$30 each—Two (2) per match for all postconference competition, regional and state.
- E. Official scorer for regional and state postconference competitions shall be paid \$25.00 each—Two (2) per match for all postconference competition, regional and state.

4.3.3 SECURITY 11/2/10

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

4.4 EVENT SPONSORSHIP

When postconference competition is cosponsored by a corporate or voluntary agency, it is important that consideration be given to that group. In order for the sponsorship to be effective, there shall be a letter of agreement written by the Office of the CCCAA Executive. The event manager shall be provided with a summary of the agreement. The agreement shall be followed with respect for the investment made by the outside agency (ies).

4.4.1 LOCAL SPONSORS

Event managers are advised to seek local sponsorship from sources not competitive with other CCCAA sponsors. It is important that the Office of the CCCAA Executive be informed of all funding options.

4.4.2 SPONSORSHIP MATERIALS

In order to properly support the corporations sponsorship the CCCAA, site directors, tournament directors, event coordinators and all volunteers for all regional and state championship events are asked to be aware and verify the following sponsorship obligations are delivered throughout the entire competition. The material listed below will be supplied to you by the Office of the CCCAA Executive.

- P.A. Announcements: An official roster of authorized announcements will be provided to event managers approximately six weeks prior to the state championship. The CCCAA requires that any additional announcements being considered receive prior approval of the CCCAA Executive. Airing unauthorized announcements is prohibited at CCCAA sanctioned events.

- Banners: Hang CCCAA partner banners visible to spectators and/or television cameras in prime locations with priority over other sports specific sponsor banners. The CCCAA will forward the authorized banners approximately six weeks prior to the state championship event.
- Media Releases: All sport specific media releases to include event name in title. The CCCAA will provide the full and accurate championship name to each event manager in advance of postconference competition.
- Results Sheets, Media Reports, Stat Sheets, Score Sheets, Signage, Score Logs: *All to include CCCAA corporate partner logos where feasible.*
- Radio and TV Media: Request copies of all coverage be sent to the Office of the CCCAA Executive.
- LOGOS & PROGRAM ADVERTISEMENTS—*To be provided within sixty (60) days of your championship by the Office of the CCCAA Executive.*
- Please use all logos and camera-ready program advertisements supplied by CCCAA. If you have production deadlines, please contact the CCCAA with ample time to transmit material to you.
- Please provide the CCCAA on-site designate with twelve (12) copies of the official souvenir program upon adjournment of the event and samples of all other promotional material, T-shirts, etc.

PRODUCT DISPLAY/SALES/SAMPLES/COUPONS (AT EVENT SITE)—

- The CCCAA may be asked to provide space or assist in displays, sales, sampling or coupon distribution opportunities for sponsors with those attending the event.
- Coordinate product display with sponsor representative through CCCAA as per instructions received from the Office of the CCCAA Executive, where appropriate. This may include but not be limited to product display tables, car displays, hospitality area, etc.
- Verify that product samples and coupons are distributed as per instructions received from the Office of the CCCAA Executive, where applicable.

4.4.3 SPONSOR REPRESENTATIVE

Please provide your best efforts in assisting with the following arrangements for sponsor representatives attending regional and state championship events.

PARKING PASSES—Provide parking passes to sponsor representatives per direction from Office of the CCCAA Executive, where appropriate. If it is not possible to provide parking passes, please provide reserved space and notify the Office of the CCCAA Executive or CCCAA's on-site designate.

PROPERLY WELCOME ANY SPONSOR REPRESENTATIVES WHO ARE IN ATTENDANCE—

- Provide them with a souvenir program and any other reasonable courtesy (e.g. merchandise sample, meal voucher, free of charge)
- Tickets, if no courtesy CCCAA pass available

- Show them to their special seating area
- Offer refreshments free of charge

4.4.4 COLLATERAL ELEMENT, SAMPLE COLLECTION, AND PHOTOGRAPHS

Please collect samples of collateral elements showing sponsor logos such as:

- T-shirts
- Sweatshirts
- Caps
- Souvenir Programs
- Awards
- Tickets
- Score Sheets, Stat Sheets, Logs
- Tickets
- Correspondence

Please direct the official photographer to take photographs at events showing the following:

- Crowds
- Staff wearing sponsor logo jackets
- Sponsor banners
- Sponsor representatives in attendance
- Collateral elements showing sponsor logos

Please send three (3) samples of each to the Office of the CCCAA Executive at finish of each sport season. Your assistance with these items is greatly appreciated and will help in the process of documenting visibility in order to secure sponsorship renewals, as well as additional new sponsors.

4.5 FINANCIAL CONSIDERATIONS

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

4.5.1 BUDGET INFORMATION

Colleges hosting the postconference competition events shall provide a proposed budget to their CCCAA MC Women's Volleyball Representative and the Office of the CCCAA Executive by **October 1**. Proposed budget forms are available at www.cccaasports.org/forms.asp. 10/6/09

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

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

For authorized game expenses, please see CCCAA Bylaws 6.8.3, 6.15, and 8.1.3.

- A. Participating colleges acting as host sites shall pay the administrative expenses of that event. Profit made above the administrative costs of each match shall be sent to the Office of the CCCAA Executive.
- B. Participating colleges shall pay the travel expenses of their teams.
- C. How Entry Fees Are Determined

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

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

4.5.2 TICKETS AND PASSES

(See CCCAA Bylaw 6.8.16.)

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

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.8.16:

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

- A. All tickets shall be numbered.
- B. Ticket sellers shall be assigned tickets by number.
- C. Ticket inventory shall be completed by comparing the exact number of tickets sold with those not sold and the cash on hand.

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

- D. An admission price scale shall be planned for each postconference competition event. Minimum ticket prices are provided below:

CCCAA WOMEN'S VOLLEYBALL REGIONALS

The price of general admission shall be a minimum of:

Purchase of a General Admission Pass (1, 2, & 3 below) entitles the bearer to see all tournament games on the day of purchase. A hand stamp shall be used to identify those who need to leave and return.

1. \$8.00—All seats except,
2. \$5.00—All identified students, faculty, staff, senior citizens and children under 12 years of age.
3. \$1.00—Youth groups of eight (8) or more.
4. Complimentary
 - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
 - b. Coaches with up-to-date sport coaches association membership cards.
 - c. CCCAA Board and CCCAA MC members and conference commissioners.
 - d. CCCAA Lifetime Pass holders.
 - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
4. No conference, staff, or parent booster passes shall be honored.

CCCAA WOMEN'S VOLLEYBALL STATE CHAMPIONSHIP

General admission passes (Daily): 4/7/06, 4/5/07

Purchase of a General Admission Pass (1, 2, & 3 below) entitles the bearer to see all tournament games on the day of purchase. A hand stamp shall be used to identify those who need to leave and return.

1. \$10.00—All seats except,
2. \$6.00—All identified students, faculty, staff, senior citizens, and children under 12 years of age.
3. \$1.00—Youth groups of eight (8) or more.
4. \$24.00—Tournament Pass (Provides admission for all three (3) days).

Purchase of a tournament pass entitles bearer to see all of the tournament games throughout the championship.

5. Complimentary
 - a. Bands, cheerleaders, and spirit crew members who are in uniform and accompanied by their supervisor(s).
 - b. Coaches with up-to-date sport coaches association membership cards.
 - c. CCCAA Board and CCCAA MC members and conference commissioners.
 - d. CCCAA Lifetime Pass holders.
 - e. Athletic Directors with up-to-date CCCADA membership cards. 4/1/08
6. No conference, staff, or parent booster passes shall be honored.

4.5.3 FINAL FINANCIAL STATEMENT

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

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

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

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

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

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

4.6 INSURANCE

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.2.3:

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

4.7 LODGING

(See CCCAA Bylaw 8.1.3.11.3.)

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

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

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

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

4.8 MEDIA ARRANGEMENTS

4.8.1 SPORTS INFORMATION

Where event funds are available, it is permissible to arrange for sports information personnel for postconference competition. For further information, contact the CCCAA Director of Communications/Media Relations. Sports information personnel should plan press releases, brochures, statistical summaries, and human interest items about the event. A successful media conference can be planned to enhance the sale of tickets to the event. All publications should include information outlining the role of the CCCAA and include sponsors when applicable. All event results must be reported to the Office of the CCCAA Executive immediately after each day's events.

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 CCCAA Executive shall establish such costs. Radio broadcasting facilities will be available at the game site. To broadcast, stations must request credentials and make their own arrangements for installation of lines from the telephone company.

4.8.3 MEDIA PASSES

The only media passes honored shall be regular press passes according to host college policies or the CCCAA Media Pass, which can be obtained from the Office of the CCCAA Executive. Media credentials for the event should be available through a will-call system at the ticket booth.

4.8.4 MEDIA ROOM/PRESS BOX

Establish a room for media personnel to encourage a working environment. Have telephone, fax and computer lines available. The media room should also function as a hospitality room where refreshments should be available throughout the event.

4.8.5 STATISTICS

Keeping statistics is an integral part of the success of the postconference competition event. Every effort should be made to develop an efficient and knowledgeable staff. The best location of statistics personnel is at the scorekeeper's table. Members of each crew should be seated next to one another.

The event manager shall assign a person, typically a sports information director, to organize the statistics crew and to be responsible for working with the crew in completing all final statistical forms. All statistics should be completed within 30 minutes following the end of each competition and sent to the Office of the CCCAA Executive at the end of each day's competition. Copies of all statistics are to be distributed to Tournament Manager, Media, Coaches and game staff.

4.8.6 PROMOTIONS

To assist the event manager in promoting the event, develop a plan to deal with all issues regarding public relations. Promotions and public relations are vital to the enhancement of an event of this caliber. Suggestions for promoting the postconference competition event follow:

- Distribute fliers on campus and in a variety of local businesses.
- Advertise in local and campus newspapers.
- Provide public service announcements for radio and television.
- List the event in the calendar of events of local businesses and newspapers.
- Place notification on bank or community electronic boards.
- Provide all publicity information to the Office of the CCCAA Executive website electronically.

4.9 MEDICAL COVERAGE

(See CCCAA Bylaw 6.16 and Bylaw 9.)

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

4.10 MEETINGS

Sport coaches associations meet annually in conjunction with the state championship. Event managers should secure a meeting room in the tournament headquarters hotel. The event manager may be asked to arrange meals and/or hospitality room arrangements. Request all meeting rooms, banquet space, and room accommodations at the same time to secure the best possible rates.

The costs of the coaches association meeting rooms, meals, and/or hospitality rooms shall not be a part of the event budget. Establish communication with the sport coaches association liaison for meeting room needs.

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 6.8.18:

6.8.18—Coaches Meetings: Event managers should be prepared to provide time and space for Sport Coaches Association meetings, meals, or hospitality rooms during the event. The costs of these activities shall not be a part of the event budget. Costs for coaches meetings, meals, and hospitality rooms shall be paid by the respective coaches association.

4.11 PRACTICE

Not addressed for this sport.

4.12 PREGAME SCHEDULE

Pre-Match Protocol (Example for a 7:00 p.m. match) 10/29/09

Time Allotted	Actual Time	Visible Clock	Protocol
:10	6:00–6:10	:60–:50	Home team court
:10	6:10–6:20	:50–:40	Visiting team court
:20	6:20–6:40	:40–:20	Shared court
:04	6:40–6:44	:20–:16	Visiting team court
:04	6:44–6:48	:16–:12	Home team court
:05	6:48–6:53	:12–:07	Visiting team court
:05	6:53–6:58	:07–:02	Home team court
:02	6:58–7:00	:02–:00	Team introductions and national anthem
:00	7:00	:00	Match begins

4.13 PROGRAMS/T-SHIRTS/CONCESSIONS

(See CCCAA Bylaw 6.8.17.)

The production and sale of souvenir programs and t-shirt sales are the responsibility of the sport coaches association or the host college. Providing these items is an option of first, the coaches association, and then the host college. Neither the costs nor profits shall be part of the proposed event budget or final financial statement. However, contractual agreements with cosponsoring agencies may require special advertisement as directed by the Office of the CCCAA Executive.

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

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 Rulebook.)

4.15 RULES

(See CCCAA Bylaw 4.)

All California Community College Athletic Association Women's Volleyball regional and state championship competition will follow this handbook. NCAA rules apply to all NCAA situations not covered in this section.

- A. Any participant ejected from a game, meet, or match due to an inappropriate act just *prior* to postconference competition shall be suspended from the next postconference game, meet, or match. When the ejection is the participant's second ejection of the conference season, the participant is suspended for all postconference competition.
- B. Any participant who strikes an event official shall be suspended from that postconference competition during the season and is liable for a future conference sanction.
- C. The participant ejected from a postconference competition game, meet, or match shall be suspended for the next event. A second ejection by the participant shall cause suspension for the remainder of that postconference competition.

Excerpted from the CCCAA Constitution and Bylaws, Bylaw 4:

CCCAA BYLAW 4.4—DECORUM

- 4.4.1 DECORUM—Is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:
 - A. PARTICIPANT—is a player, coach, team member, team attendant, official or college staff member.
 - B. EVENT—is defined as the time a team or participant arrives at the event site, until the time the team or participant leaves the event site.
 - C. EJECTION—Removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
 - 1. Sport rulebook infraction. Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
 - 2. Decorum violation: Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.

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

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

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

CCCAA BYLAW 4.5—SANCTIONS FOR DECORUM VIOLATIONS

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

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

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

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

CCCAA WOMEN'S VOLLEYBALL CHAMPIONSHIP HANDBOOK

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

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

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

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

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

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

CCCAA BYLAW 4.6—REPORTING OF REMOVALS

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

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

CCCAA BYLAW 4.7—DECORUM UNDERSTANDING

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

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

CCCAA BYLAW 4.8—PENALTIES FOR VIOLATION OF BYLAW 4

- 4.8.1 See Article 7.4.12.

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

APPENDIX A

California Community College's Women's Volleyball
NORCAL REGIONALS

Played at site of higher seed



Adopted for or cost containment, effective 7/1/10 through 6/30/12

**California Community College's Women's Volleyball
SOCAL REGIONALS**

Played at site of higher seed

**First Round
November 23**

**Second Round
November 27**

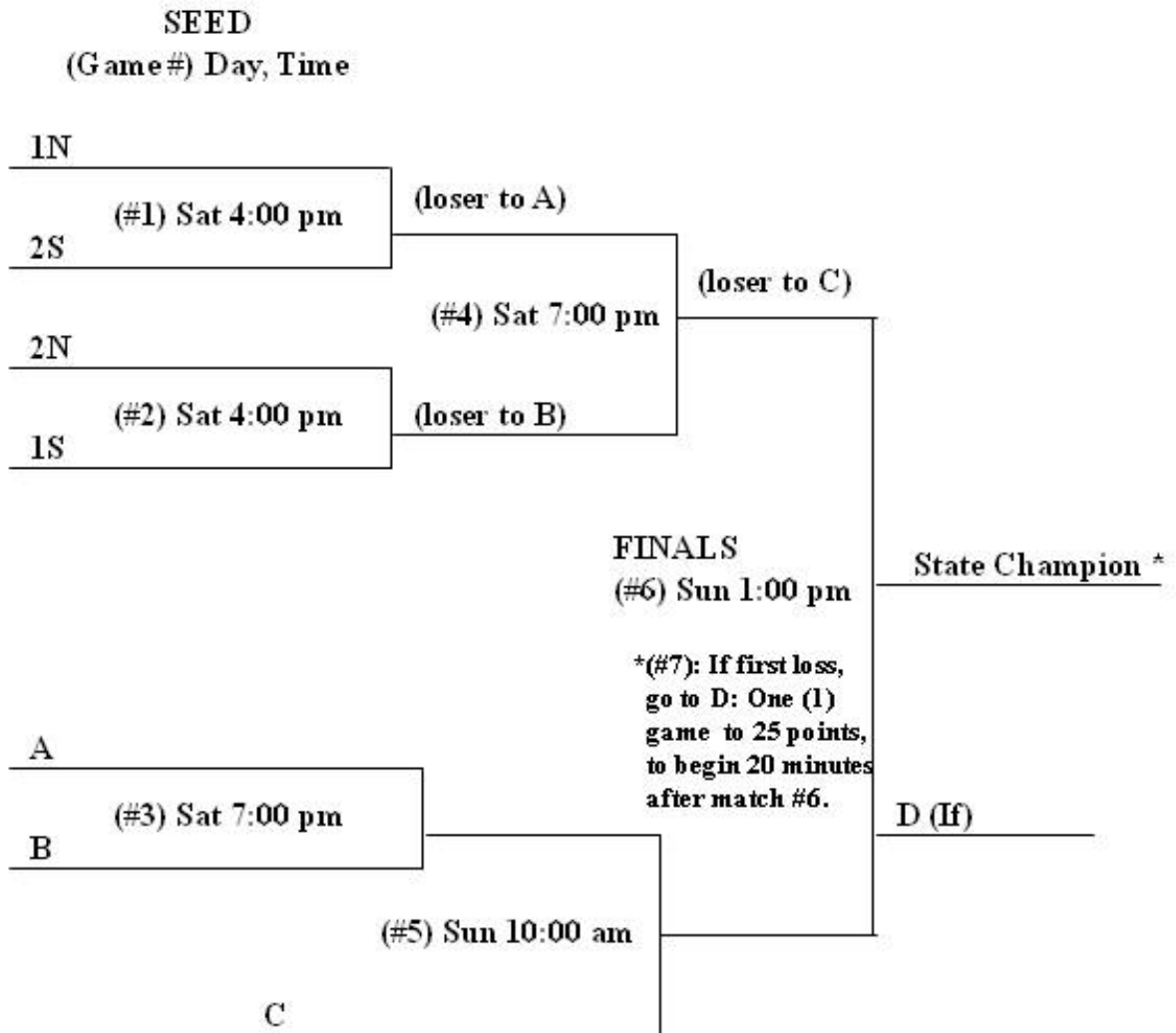
**Third Round
November 30**

**To the State Tournament
December 4-5**



Adopted for cost containment, effective 7/1/10 through 6/30/12

CCCAA VOLLEYBALL STATE CHAMPIONSHIPS



Adopted for cost containment, effective 7/1/10 through 6/30/12

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APPENDIX C—EVENT MANAGERS' CHECKLISTS



EVENT ADMINISTRATION CALENDAR

The following is a calendar that provides deadlines for the smooth administration of the CCCAA Women's Volleyball State Championship:

EVENT AGREEMENT CHECKLIST

Reviewed prior to agreeing to host a CCCAA Women's Volleyball State Championship.

EVENT CONTRACT

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

PROPOSED BUDGET

Submitted to the CCCAA Women's Volleyball Representative for review and signature and forwarded to/received by the CCCAA Director of Championships prior to October 1.

ADVANCE PLANNING CHECKLIST

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

AWARDS CHECKLIST

Completed two (2) weeks prior to event.

WEEK PRIOR TO EVENT CHECKLIST

Completed one (1) week prior to event.

MEDIA CHECKLIST

Completed one (1) week prior to event.

SPONSOR CHECKLIST

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

FINAL RESPONSIBILITIES CHECKLIST

Begin completion immediately following event.



ADVANCE PLANNING CHECKLIST

Complete this checklist eight (8) weeks prior to the CCCAA Women's Volleyball 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 Women's Volleyball Coaches Association President regarding arrangements for t-shirts. Make arrangements for the publication of souvenir programs with consideration given to content, advertising, CCCAA sponsor representation and production.

MEDIA

Develop a promotional publicity plan for the event. Define how media credentials are to be obtained.

SPONSORSHIP

Work in advance with CCCAA to prospect sponsors for the event and to secure funds and/or product for the event. Check with the Office of the CCCAA Executive to ensure prospects are not in conflict with current sponsors.

TICKET PRICES

Admission shall be charged. Determine ticket prices for the event (see Women's Volleyball 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 Women's Volleyball State Championship:

COMMUNICATE

With the CCCAA Sport Representative, CCCAA Director of Championships, and CCC Women's Volleyball Coaches Association president with any questions and thoughts.

PERSONNEL

Review staff assignments with key college personnel:

- Security
- Ticket taker/seller
- Concession workers
- Locker room Attendants
- Public Address Announcer
- Statistician
- Athletic Trainers
- Onsite Host Administrator
- Awards Ceremony: Presenters

ATHLETIC TRAINER

Confirm training room arrangements, expendable items, and arrangements for a physician.

TICKET ADMINISTRATION

Define ticket taker/seller schedule, provide media credentials for admission, arrange for passes for participants and officials.

AWARDS

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

Continued on other side/next page

TOURNAMENT INFORMATION PACKET/FACT SHEET

Prepare and distribute tournament information to participating teams, media, CCCAA Women's Volleyball Representative and CCCAA Director of Championships. Packet/Fact Sheet should include:

- Schedule of events
- Practice site/times
- Schedule of meetings for coaches and for officials
- Order forms for team members for t-shirts and souvenir programs
- Awards program
- Medical guidelines, training supplies, emergency medical care information (local hospitals, assigned doctor, etc.)
- List of local restaurants,
- Local area map, directions to playing site, parking instructions

SOCIAL ACTIVITIES

Confirm arrangements for social activities; i.e., meal functions, hospitality suite, coaches meeting(s).

SPORTS INFORMATION DIRECTOR

Discuss publicity, media, souvenir program, statistics, and the awards ceremony with the Sports Information Director.

SPORTS INFORMATION

Make arrangements for final results to be immediately reported and emailed to:

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



AWARDS CHECKLIST

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

BUDGET

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

CEREMONY

An awards ceremony should be planned to utilize the CCCAA Women's Volleyball Representative, CCCAA staff, college VIP's, representatives of sponsoring agencies, community leaders, etc.

RECEIVED COPY OF ORDER

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

DELIVERY

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

DISPLAY

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

PAYMENT

State championship awards are paid for by the CCCAA.



MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Women's Volleyball State Championship:

PRE-EVENT PUBLICITY

Ticket information (prices, where to purchase, all-event pass), press release on event, key contact names of CCCAA-assigned media relations director and event manager.

EVENT COMMUNICATIONS

Telephone, electrical outlets, facsimile units.

MEDIA ACCOMMODATIONS

Seating, working press room, results/statistics compilation, media credentials, hospitality.

PARTICIPANT INTERVIEW

Press conference quotes, feature procedures, locker room policy.

MEDIA PERSONNEL

Statistics crew, copy machine operators, record keeper, media room security.

PUBLICATIONS

Souvenir programs, team media guides/up-to-date statistics, press packets, sponsor advertisements (check with Office of the CCCAA Executive).

PHOTOGRAPHER



SPONSOR CHECKLIST

Please do all that is possible to support our sponsors!

Important Note: All sponsors must be preapproved by the CCCAA.

Souvenir Program:

- Include all advertisements received from the CCCAA.

One day prior to contest:

- Hang banners according to instructions received from the CCCAA.

Prior to and during each contest:

- Welcome any sponsor or sponsor's representatives who are in attendance.
- Verify that the P.A. announcer is reading the sponsor's announcements.
- Maintain security of banners.

At the conclusion of the event:

- Collect and secure all banners. After they have been collected do not leave them in an unsecured area.
- Return all banners to the Office of the CCCAA Executive or the onsite designee.
- Complete the accountability report and return it to the Office of the CCCAA Executive within seven days of the completions of the event.



FINAL RESPONSIBILITIES

The event manager's responsibilities are completed after the following details have been finalized:

LETTERS

Send letters of appreciation to sponsors, VIP's, banquet speakers, etc. Copy the CCCAA Executive and CCCAA Women's Volleyball Representative in all correspondence.

FINAL RESULTS

Email final results to info@cccaasports.org.

EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Women's Volleyball Representative and CCCAA Director of Championships.

FINAL FINANCIAL STATEMENT

Send the final financial statement, along with net profit, to the CCCAA Director of Championships no later than 30 days after the event. If the report is not received by the deadline, a letter will be sent to the college president, explaining that if the report is not received within the next 30 days, a \$25 late fee will be assessed for each day after the 60th day following the event. Send to:

**CCCAA DIRECTOR OF CHAMPIONSHIPS
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION
2017 O ST
SACRAMENTO CA 95811-5211**

QUESTIONS? Please contact the CCCAA Director of Championships: 916-444-1600.

Thank you and your staff for all of your efforts in hosting this event!

