



**California Community College Athletic Association**

*Championship Handbook for*

**WOMEN'S  
GOLF**

*Edition:*

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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 PC 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 Championships**

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## 1.2 DATES AND SITES

(See COA/CCCAA Bylaw 3.11)

### **CCCAA Women's Golf Northern California Regional:**

Butte Creek Country Club, Chico, November 9-10, 2009

Event Manager: Chuck Overmyer, Butte College

### **CCCAA Women's Golf Southern California Regional:**

Los Serranos Golf Course, Chino, November 9-10, 2009

Event Manager: Tom Shine, Santiago Canyon College

### **CCCAA Women's Golf State Championship:**

Kings Country Club, Handord, November 16-17, 2009

Event Manager: Dave Neer, West Hills College

## 1.2.1 CCCAA WOMEN'S GOLF REGIONAL CHAMPIONSHIPS

- A. Regional competition shall not be scheduled to be played on the same site as that year's state competition.
- B. The regional qualifying tournament shall be held on the third (3<sup>rd</sup>) Sunday and Monday or Monday and Tuesday before Thanksgiving in November.

## 1.2.2 CCCAA WOMEN'S GOLF STATE CHAMPIONSHIPS

The state team and individual championships shall be held on the second (2<sup>nd</sup>) Sunday and Monday or the second (2<sup>nd</sup>) Monday and Tuesday before Thanksgiving, simultaneously, at the same site (COA/CCCAA Bylaw 3.11). It shall consist of 36-holes to be played over a two-day period.

## 1.3 START TIMES

The tournament must start prior to 10:00AM each day unless a later starting time has CCCLGCA Executive Committee approval. The event manager will generate a signed contract from the tournament site six (6) months prior to the first day of the tournament. The event manager will provide a signed copy of the contract to the president of the CCCLGCA.

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## 1.4 CHAMPIONSHIP FORMAT

The CCCAA Women's Golf Regional and State championships shall consist of 36 holes to be played over a two (2)-day period.

## 1.5 HOST AND SITE SELECTION

### 1.5.1 ON-SITE HOST ADMINISTRATORS FOR PC 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 PC 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.

### 1.5.2.3 CCCAA WOMEN'S GOLF REGIONAL CHAMPIONSHIPS

B. The site of the regional tournament may be rotated among the conferences located in each region. The establishment of regional tournament sites is the responsibility of the CCCLGCA Executive Committee. 4/7/06

C. The following guidelines shall be used for site selection:

1. Incur the least cost to participating colleges as possible.
2. Be located as close to as many participating colleges as possible.
3. Meet the United States Golf Association (USGA) golf course requirements and local course rules (Note: Local course rules supersede the USGA).
4. Easily accommodate the number of participants in the regional for 36 holes of championship play.
5. Accommodate the administration of a lunch meal for participants and food concessions for spectators.

D. Sites shall be selected two (2) years in advance.

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## 1.5.2.4 CCCAA WOMEN'S GOLF STATE CHAMPIONSHIP

The state championship site shall alternate between the north and the south unless superseded by COA/CCCAA festival-type formats. The CCCLGCA Executive Committee will solicit bids and recommend tournament sites to the CCCAA Women's Golf Representative and the COA/CCCAA Office two (2) years prior to the state championship date.

## 1.6 SPORTS COMMITTEE

Not addressed by this sport.

## 1.7 ANNUAL FORMS

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

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

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

## 2 DETERMINATION OF COMPETING INSTITUTIONS

### 2.1 CONFERENCE COMPETITION AND REPRESENTATION

- A. The top two (2) teams in each conference shall qualify to regional team competition.
- B. The top 12 individuals in each conference shall qualify to regional individual competition.
- C. The 13<sup>th</sup> and 14<sup>th</sup> low individuals will be listed as alternates to the regional individual tournament, and their names will be submitted to the event manager.

### 2.2 CHAMPIONSHIP SELECTION

#### 2.2.1 CCCAA WOMEN'S GOLF REGIONAL CHAMPIONSHIPS

Each regional shall determine the manner in which the participants will be selected (i.e., ties).

#### 2.2.2 CCCAA WOMEN'S GOLF STATE CHAMPIONSHIP

- A. The top two (2) teams from each region shall qualify to the state tournament.

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## B. At-large Individual Qualifying

1. When a regional is played, the top 12 low medalists from that event shall qualify to the state tournament.
2. The 13th and 14th low individuals shall be listed as alternates to the state tournament, and their names shall be submitted to the event manager.
3. When there are fewer than two (2) conferences in a region and no regional is held, the top six (6) low medalists are determined by averaging the scores of dual-team play and conference championship tournament play to qualify to the state tournament.

## 2.3 SEEDING COMMITTEE AND QUALIFYING PROCEDURES

### PAIRINGS:

#### A. The pairings for the regional and state tournaments shall be as follows:

1. On the first day, the individuals shall go out first in reverse order of how they qualify. The team qualifiers will then follow the individual qualifiers and will be paired up in the respective line-up order. In the State Tournament, two (2) players from the north and two (2) players from the south will be paired in each group.
2. On the second day, the order will be reversed with the teams going out first.

#### B. Regional pairings will be used unless the event manager receives an amended line-up within 24 hours of the completion of regional play.

## 2.4 CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

## 3 INSTRUCTIONS TO PARTICIPANTS

### 3.1 AWARDS

(SEE COA/CCCAA BYLAW

#### 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.

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## 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:

### CCCAA WOMEN'S GOLF REGIONAL CHAMPIONSHIPS AWARDS

- 3 Trophies: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams
- 6 Medals: 1<sup>st</sup> place team
- 6 Medals: 2<sup>nd</sup> place team
- 6 Medals: low medalist, 2<sup>nd</sup> low medalist, 3<sup>rd</sup> low medalist, 4<sup>th</sup> low medalist, 5<sup>th</sup> low medalist, 6<sup>th</sup> low medalist

### CCCAA WOMEN'S GOLF STATE CHAMPIONSHIP AWARDS

- 3 Trophies: 1st, 2nd, and 3rd place teams
- 6 Medals: 1st place team
- 6 Medals: 2nd place team
- 6 Medals: low medalist, 2nd low medalist, 3rd low medalist, 4th low medalist, 5th low medalist, 6th low medalist

## 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/CCCAA has authorized payment for specific awards. Additional awards (MVP, All-Tournament, etc.) not listed shall not be paid through the COA/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.

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## 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 CCCAA and/or the host college and include a representative from the sponsoring organization.
- 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 following order of finish, with first-place presented last.
- Recognition: All-Tournament Team or MVP (If provided by the Coaches Associations)

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

## 3.2 BANQUET

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

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

## 3.3 COACHES ASSOCIATIONS

(See COA/CCCAA Bylaw 6.6)

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## 3.3.1 CCCLGCA

The coaches are represented by the California Community College Ladies Golf Coaches Association (CCCLGCA).

## 3.4 UNIFORMS

Not addressed for this sport.

## 3.5 PARTICIPATING TEAM TRAVEL REIMBURSEMENT

(See COA/CCCAA Bylaw 8.1.3.8 through 8.1.3.11)

## 4 INSTRUCTIONS TO EVENT MANAGERS

### 4.1 EQUIPMENT

Not addressed for this sport.

### 4.2 EVENT CONTRACTS

The event contract must be signed by the host college president, athletic director, and designated event manager and received by the COA/CCCAA Office no later than **December 1**.

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

### 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.

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- D. If an institution is unable to have an athletic administrator, or other appropriate college administrator/director knowledgeable of CCCAA rules, in attendance, the CCCAA Management Council will move the event to the opponent's site or to an alternate site.
- E. 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 Women's Golf Representative and the COA Executive Director shall establish the amount of the director's stipend.
- F. The event manager shall be responsible for the:
  - 1. Development of a proposed budget (see COA/CCCAA Bylaws 6.8, 6.14, 6.15, and 8.13).
  - 2. Communication with course directors, participating colleges, officials, and any other people involved in the details of tournament administration, including:
    - a. Assignment and supervision of building and parking lot security.
    - b. Procurement and administration of practice facilities for participants.
    - c. Preparation of awards and their presentation (see COA/CCCAA Bylaw 7.2).
    - d. Assignment and supervision of tournament officials.
  - 3. Procurement of a state 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.
  - 4. Development and administration of a state tournament hospitality room for the press and coaches and the arrangements for the players' lunches.

## 4.3.1 PERSONNEL

(See COA/CCCAA Bylaw 6.8.14)

The Event Manager is responsible for enlisting personnel to assist PC 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 PC 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

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- Hospitality room hosts
- Locker room attendants
- Custodians/groundskeepers as appropriate
- 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 PC 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.

#### 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.

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- 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 COA/CCCAA Office, 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 NCAA Media Guide August 1995 and 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.

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- 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 COA/CCCAA Bylaws 6.8.4 and 6.8.5)

- A. A minimum of four (4) NCGA/SCGA association-qualified officials will be provided by the event manager for all regional and state championships. 4/7/06
- B. There will be no additional pay to reimburse travel costs of regional game officials.

### 4.3.4 PROTEST COMMITTEE

(See COA/CCCAA Bylaw 6.13)

### 4.3.5 SECURITY

The Event Manager must consider the security needs for PC events. Develop communication with campus security and community police regarding the PC 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).

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## 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.

## 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 Associate 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 and 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.

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- Verify that product samples and coupons are distributed as per instructions received from the COA/CCCAA Office, 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 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

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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

- A. Colleges hosting the postconference competition events shall provide a proposed budget to their [CCCAA MC Women's Golf Representative](#) and the COA/CCCAA Office by **October 1**. Proposed budget forms are available at [www.coasports.org/forms.asp](http://www.coasports.org/forms.asp)
- B. A proposed budget is developed through a combination of gate receipts and corporate or voluntary contributions. All PC events are designed to be "cost free" to host colleges; however, without sponsorships, entry fees may be used to defray event administration costs.

The CCCAA authorizes expenditures as specified in Constitution 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 Constitution Bylaw 6.16.14, Medical Guidelines for Postconference Competition).

#### 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 Constitution 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)
- D. 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 Constitution Bylaw 6.16.14, Medical Guidelines for Postconference Competition).
- E. Miscellaneous Items — If an event manager foresees an expense which is not listed in this handbook, she or he must contact the COA/CCCAA Office 48 hours prior to the tournament for permission to incur that expense.

### 4.5.2 TICKETS AND PASSES

Ticket administration is not required for women's golf.

### 4.5.3 FINAL FINANCIAL STATEMENT

Excerpted from Bylaws 6.8 and 8.1.3

Upon completion of the PC 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](http://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 PC 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 Bylaws 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 Constitution Article 15 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.

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

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

## 4.8.3 MEDIA PASSES

The only media passes honored shall be regular press passes according to host college policies or the CCCAA Media Pass, which can be obtained from the 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 Post Conference 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 PC 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.
- Providing all publicity information to the COA/CCCAA Office website electronically.

## 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.

## 4.11 PRACTICE

The tournament committee will arrange a practice round, available to all interested participants, the day prior to the start of the championships. The green fees for the practice round will be “complimentary” from the golf course or paid for by the CCCLGCA. If sufficient starting times cannot be arranged on the day prior to the championships, the available starting times will go to the participants traveling the greatest distance, and starting times for the remaining teams will be arranged for two (2) days prior to the championships, with no cost to the participants for green fees.

- A. Participating teams or individuals will be disqualified from the championship if they play all or part of a second practice round on the championship course in the two (2) days prior to the championship.
- B. College teams may make their own arrangements to play practice or competitive rounds at the regional course at other times during the COA/CCCAA golf season.

## 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.

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

### 4.14 SCORING

- A. The team championship shall be determined by totaling the lowest four (4) of six (6) players' scores for each stipulated round in the PC event.
- B. The individual champion shall be decided by the participant with the lowest cumulative scores for each stipulated round in the PC event.
- C. The tournament director will make every effort to provide a volunteer walking scorer at regional and state championships. Each player will keep one (1) other player's score and her own score. Both players will sign and attest each card. Cards are then to be turned in to the official scorer.
- D. When ties occur, the qualifiers shall be determined as follows: (4/6/06)
  1. Team ties — As time and conditions permit, a 1-to-3-hole sudden death playoff will be held calculating the four (4) best scores after each hole. If the tie continues, the score cards of the best 4-of-6 players on each tied team or tied individuals will be "matched" using USGA rules listed below.
    - a. Those tied shall compare the best scores recorded on the back nine (9) holes played by only those four (4) whose scores created the tie.
    - b. When tied players have the same score for the back nine (9), the qualifiers shall be determined by comparing the scores on the last six (6) holes, the last three (3) holes, and finally the 18<sup>th</sup> hole. If still tied, refer to the USGA Rule Book.  
4/7/06
  2. Individual ties — As in team ties, a 1-to-3 hole sudden death playoff will be held when possible. Should a tie still exist following the third hole, the tie-breaking process is determined by matching scorecards under 1a and 1b above.

### 4.15 RULES

(See Bylaw 4.)

All California community college regional and state championship women's golf competition will follow this handbook. USGA rules apply to all women's golf situations not covered in this section.

- A. PC shall be played under United States Golf Association (USGA) rules and local course rules (Note: Local course rules supersede the USGA). 4/7/06

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- B. Each event manager shall be responsible for contacting the area NCGA/SCGA office to request qualified referees. If NCGA/SCGA referees are not available, a rules committee shall be established to act in their place. The rules committee shall consist of the host PGA professional in conjunction with a representative of the CCCLGCA, who cannot be a representative from the host conference. The event manager shall fill unforeseen vacancies to the Protest and the Rules Committee by appointment at the coaches information meeting prior to the tournament. (See COA/CCCAA Bylaw 6.13 and the USGA Rule Book.) 4/7/06
- C. Regional and state participants shall be accompanied and supervised throughout the competition by a certified employee from the college. Lacking this supervision, participation shall be denied. Each certified employee shall be allowed the use of one (1) golf cart per college, for this purpose. 4/5/07
- D. Participants in all regional and state championship events including practice rounds shall dress in proper golf attire, in slacks or appropriate length shorts/skirts according to course regulation, and shirts with a collar. Players will be disqualified from that day of competition in which they do not wear the proper attire or if they alter their uniform. 4/7/06
- E. It is required that each player walk and carry/pull her own bag of clubs throughout the tournament.
- F. There shall be no substitutions after the start of each postconference tournament.
- G. The regional and state event managers shall meet with the host site course professional prior to their event in order to standardize the tee lengths for all regional and state championship competition.
- H. If a second round of competition is used, pin placements shall be changed prior to the start of the second round consistent with 6.1.G.
- I. No electronic devices (i.e., cell phones, pagers, beepers, mp3, etc.) are allowed on the golf course at any time. Players will be warned about this rule by the event manager prior to the start of competition. Failure to comply will be immediate removal from the course. The Tournament Committee may grant special permission for the use of a cell phone. 6/5/07
- J. One (1) designated coach can coach players from tee to green, excluding hazards, bunkers, and putting green.
- K. Spectators, if allowed on the tournament course, must remain on the cart path only or a reasonable distance off the fairway. Spectators interfering with play will be removed from the site.

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

### 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 WOMEN'S GOLF CHAMPIONSHIP HANDBOOK

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

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)*

## **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)*

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## **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)*

## **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)*



## EVENT ADMINISTRATION CALENDAR

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

### EVENT AGREEMENT CHECKLIST

Review prior to agreeing to host a CCCAA Women's Golf State Championship.

### EVENT CONTRACT

Returned to CCCAA Director of Championships prior to **September 15**.

### PROPOSED BUDGET

Submitted to the CCCAA Women's Golf Representative and 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

Complete **two (2) weeks prior** to event.

### WEEK PRIOR TO EVENT CHECKLIST

Complete **one (1) weeks prior** to event.

### MEDIA CHECKLIST

Complete **one (1) week prior** to event.

### SPONSOR CHECKLIST

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

### FINAL RESPONSIBILITIES CHECKLIST

Begin completion **immediately following** event.



## APPENDIX A EVENT MANAGERS' CHECKLIST



### ADVANCE PLANNING CHECKLIST

Complete this checklist eight (8) weeks prior to the CCCAA Women's Golf 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 Golf 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.

#### 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 Golf Regional or State Championship event:

#### COMMUNICATE

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

#### PERSONNEL

Review staff assignments with key college personnel:

- Security
- Concession workers
- Locker room Attendants
- Public Address Announcer
- Statistician
- Athletic Trainers
- Onsite Host Administrator
- Onsite Protest Committee
- Awards Ceremony: Presenters

#### ATHLETIC TRAINER

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

#### AWARDS

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

#### TOURNAMENT INFORMATION PACKET/FACT SHEET

Prepare and distribute tournament information to participating teams, media, CCCAA Women's Golf 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

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- 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](mailto:info@coasports.org).
- Participating Colleges
- Media
- Coaches Association Designees



### AWARDS CHECKLIST

Complete this checklist one (a) week prior to the CCCAA Women's Golf Regional or State Championship. See COA/CCCAA Constitution Bylaw 7.2.4 and Bylaw 7.2.5 Authorized awards for regional and CCCAA-sponsored state championships.

#### BUDGET

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

#### CEREMONY

An awards ceremony should be planned to utilize the CCCAA Women's Golf 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

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

#### THERE SHALL BE NO DUPLICATE AWARDS FOR TIES

See the Women's Golf Championship Handbook for tie-breaking procedures.





## MEDIA CHECKLIST

Complete this checklist one (1) week prior to the CCCAA Women's Golf 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 the COA/CCCAA Office).

### PHOTOGRAPHER





### SPONSOR CHECKLIST

Please do all that is possible to support our sponsors!

*Important Note: All sponsors need to 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 Women's Golf Representative in all correspondence.

#### FINAL RESULTS

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

#### EVALUATION:

Complete and send the Postconference Competition Evaluation Form, Form P, to the CCCAA Women's Golf 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  
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!*

