



**Commission on Athletics**

**Badminton Guide**

July 2007

# BADMINTON

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## **INDIVIDUAL (I)**

### **I-1 CONFERENCE COMPETITION & REPRESENTATION**

I-1.1 Conference competition, including the final individual tournament, shall be completed by the date set in COA Bylaw 3.11.

- A. Conference event managers shall fax the names of conference qualifiers to the state event manager no later than 10:00AM on the Sunday following the conference tournament.
- B. Coaches of individuals and doubles teams qualifying for the state tournament shall fax an entry form for each individual and team from their college to the state event manager by the Sunday following the conference tournament.

I-1.2 Conferences shall elect one (1) badminton coach to represent them by February 1 of each year.

- A. Conference representatives' names shall be sent to the CCCWBCA President and the COA Badminton Representative by February 1.
- B. Duties of conference representatives:
  - 1. Represent their conference in the state individual and team tournament seeding process.
  - 2. Represent their conference at the state coaches' meeting.
  - 3. Act as liaison between conference coaches and the coaches association.

### **I-2 GENERAL GUIDELINES FOR POSTCONFERENCE COMPETITION (PC)**

I-2.1 ON-SITE HOST ADMINISTRATORS FOR PC EVENTS (SEE COA BYLAW 6.12.)

I-2.2 ON-SITE PROTEST COMMITTEES FOR PC EVENTS (SEE COA BYLAW 6.13.)

I-2.3 FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)

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, COA representative, or the COA Executive Director's office.

### **I-3 PLAYING RULES & EQUIPMENT (SEE COA BYLAW 4.)**

I-3.1 All California community college regional and state championship badminton competition will follow this guide. USAB rules apply to all badminton situations not covered in this section.

- A. SHUTTLE CHANGES:
  - 1. In matches played without an umpire, shuttles may be changed whenever requested by a player. If only one player requests a change, she must go to the official referee for a ruling.
  - 2. If an umpire is assigned to the court, the umpire shall make the determination.

**Individual**

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- B. **TIME BETWEEN MATCHES:** Participants are allowed a maximum of 12 minutes between matches.
- C. **TIME OUTS**
1. **Injury time outs.** Play may be suspended one time during a match at the discretion of the umpire, but may not exceed 5 minutes. A second injury time out during the same individual match will result in an immediate default.
  2. **Uniform/equipment time outs.** Time outs to repair or replace uniforms or equipment shall be at the discretion of the umpire and shall not exceed 5 minutes.
- D. **DEFAULTS:** Defaults shall declared by the event manager 15 minutes after the match has been announced. The event manager has the option to change posted match times upon notification of players and coaches involved.
- E. **MISCONDUCT:**
1. When there is no official assigned to the match, misconduct penalties shall be ruled on by the tournament referee.
  2. USAB rules for misconduct shall be followed.
- F. **COACHING:** On court coaching is allowed only during the 90-second break between games 1 and 2. A maximum of two (2) coaches are allowed on the court. Off-court coaching is allowed during the five (5)-minute break between games 2 and 3.
- G. **BADMINTON ATTIRE:** Proper badminton attire shall be worn during all competition. It is recommended that all teams have official team uniforms, or at least team badminton shirts. Appropriate T-shirts are acceptable.
- I-3.1.1 The HL Deluxe feather shuttle shall be used as long as the COA sponsorship agreement with HL Corporation is in effect.

**I-4 OFFICIALS (SEE COA BYLAWS 6.8.4 AND 6.8.5.)**

- I-4.1. At least one (1) month prior to the tournament the USAB regional court officials chair shall select a tournament referee who shall serve as the officials' coordinator for the tournament. Coaches may submit a list of preferred umpires to the State Individual Tournament Committee by March 1.
- A. The tournament referee will select the umpires and other tournament officials.
  - B. Six (6) umpires shall be provided each day.
- I-4.2 Fees for tournament officials (see COA Bylaw 6.8.5).
- I-4.3 Assignment of officials:
- A. For rounds of 24, 16, and quarterfinals; service judges and lines judges will be provided upon request once play has started.
    1. During a game, the request must be made by a player.
    2. Between games, the request may made by a player or a coach.
    3. Each team shall provide one lines person if requested.
  - B. All quarterfinal, semifinal, final championship, and consolation matches shall be officiated by an umpire. Formal introductions shall be given prior to the start of each of these matches. Service and lines judges will be provided for semifinal and final matches only.

**Individual****I-5 SITE**

I-5.1 The site of the state tournament shall alternate between the conferences in the north and the conferences in the south. If one (1) region (north/south) has only one (1) conference, the single conference shall host a championship one (1) year and then travel to championships hosted by each of the other region's conferences in succeeding years. When each conference in the state has hosted a championship, the rotation will repeat.

I-5.2 The host college shall have access to six (6) championship-level courts, free of overhead obstructions as recommended in USAB guidelines. If available, a facility built primarily for badminton should be used.

I-5.3 The site shall have areas designated for spectator and player seating.

I-5.4 A business meeting of the coaches shall be held during the tournament. The officers of the CCCWBCA shall set the agenda for and chair the state coaches' meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college badminton and to finalize state tournament sites for the next two (2) years.

**I-6 FORMAT FOR STATE INDIVIDUAL TOURNAMENT**

I-6.1 DATE (SEE COA BYLAW 3.11.) The state individual tournament shall be held on the third (3<sup>rd</sup>) Friday and Saturday prior to Memorial Day.

**I-6.2 TOURNAMENT COMMITTEE**

The state individual tournament committee shall be composed of:

**A. The event manager.**

1. For two (2) years prior to the tournament, the event manager shall oversee the planning of the tournament.
2. During the tournament the event manager shall determine the order in which matches are to be played and call players to commence play as courts become available. A second member of the Tournament Committee shall be in charge of match control, including tracking court availability and scheduling and take over these duties when the event manager has other responsibilities.
3. Prior to the commencement of the play, the event manager shall arrange for the following:
  - a. Numbering of courts,
  - b. Courtside score sheets,
  - c. Posting of master draw sheets,
  - d. Distribution of draw sheets to coaches, and
  - e. Clipboards and score sheets for each court.

**B. A tournament referee appointed by the USAB regional court officials chair at the request of the event manager.**

1. Prior to the tournament the tournament referee shall be responsible for providing the officiating staff for the tournament, overseeing the development of the draws, and enforcing the USAB draw rules.
2. During the tournament the tournament referee shall be the head referee. Duties shall include assigning officials to matches, interpreting rules, testing shuttles, and officiating.
3. At the discretion of the Tournament Referee, Friday's matches may be played earlier. Matches played earlier are subject to mutual consent of participants.

**Individual**

C. Four (4) additional community college coaches, administrators or staff from the host conference appointed by the event manager and/or the CCCWBCA.

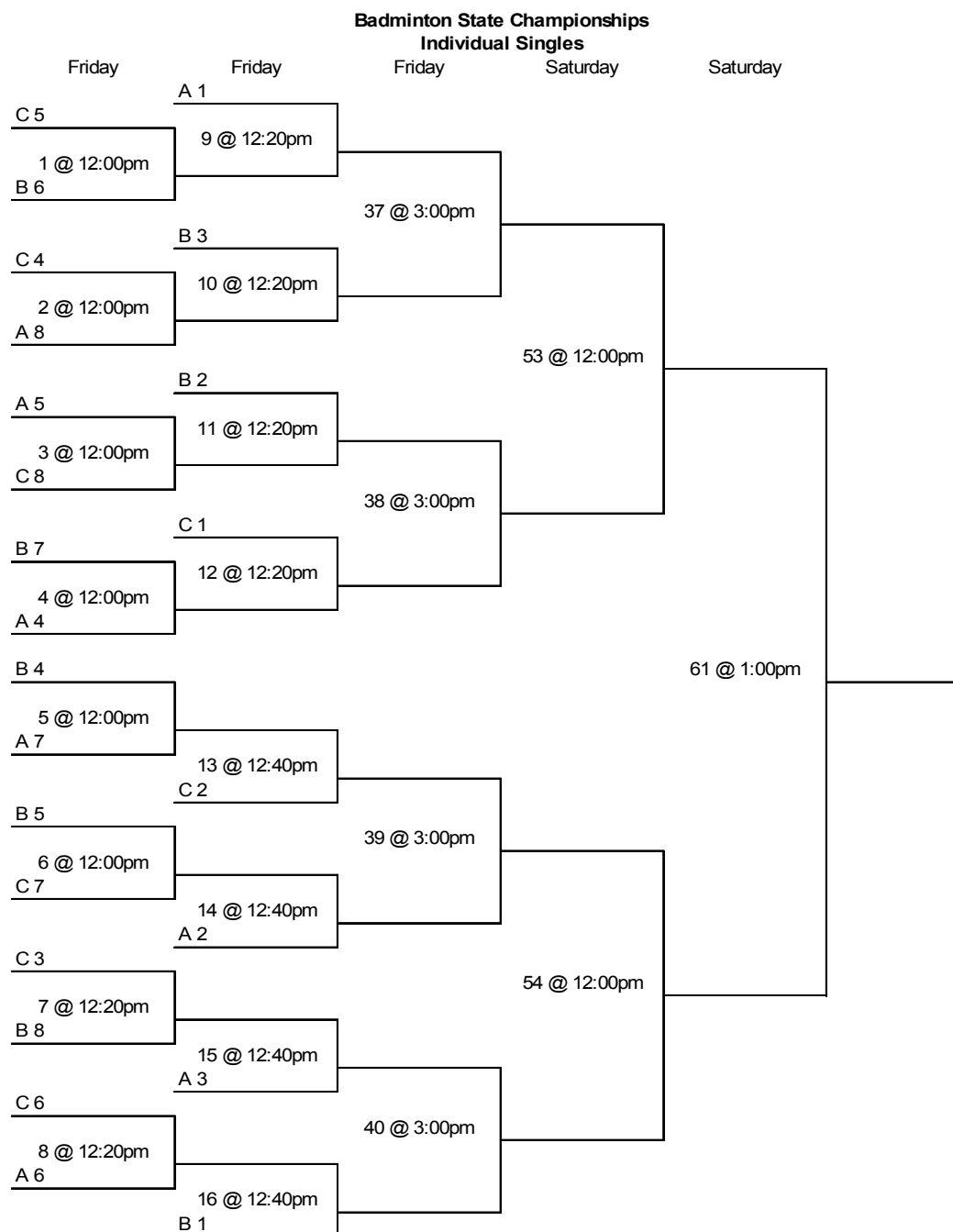
I-6.3 EVENT MANAGER.

The event manager shall be a community college coach or administrator appointed by the CCCWBCA no later than October 1 of the academic year preceding the year in which the tournament is to be held (i.e., two years prior to the tournament). The state individual event manager may also serve as the state team event manager.

I-6.4 EVENT FORMAT

A single-elimination with consolation tournament shall be used with 24 entries in singles and 18 entries in doubles.

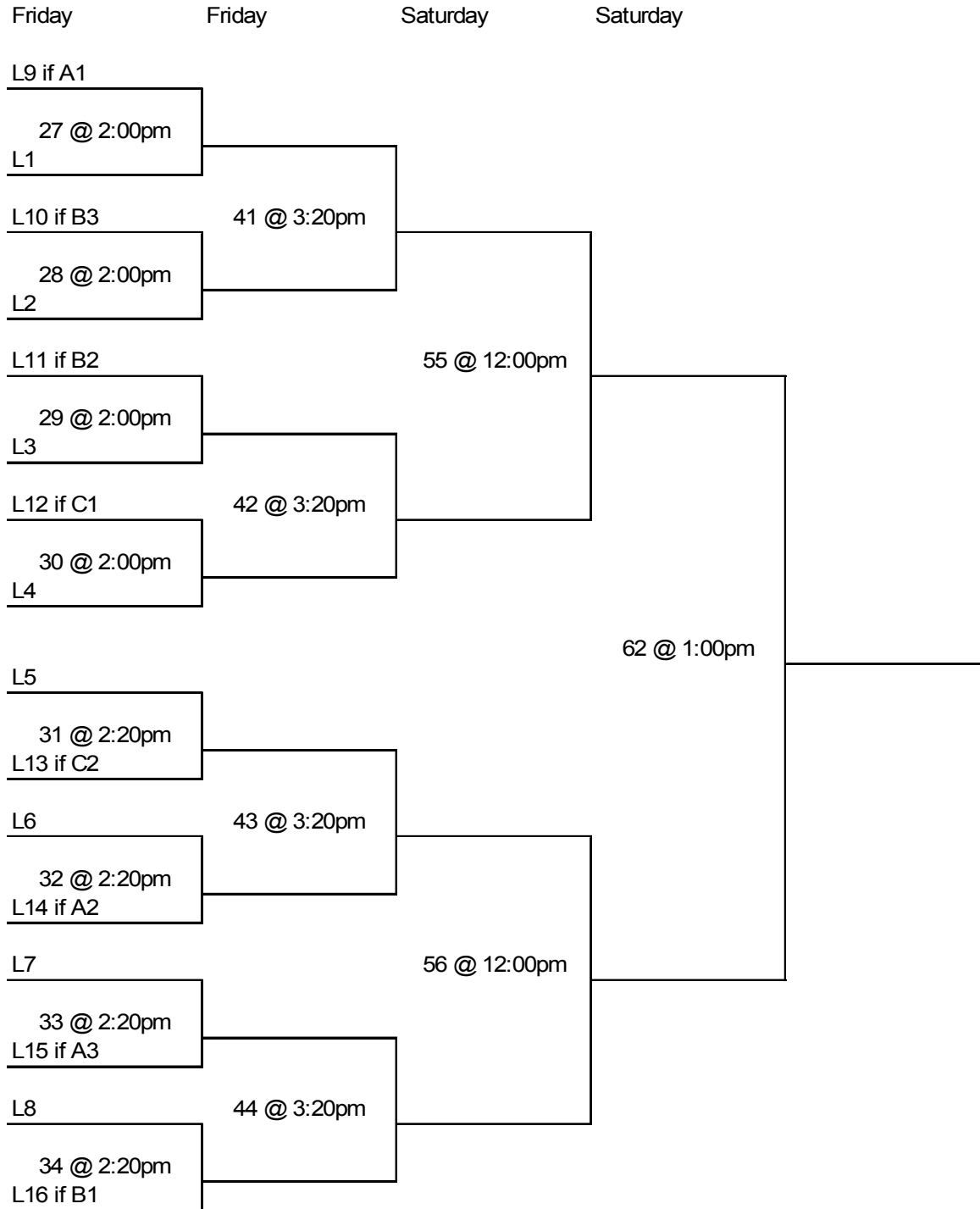
A. Brackets for singles event and doubles events:



# BADMINTON GUIDE

## Individual

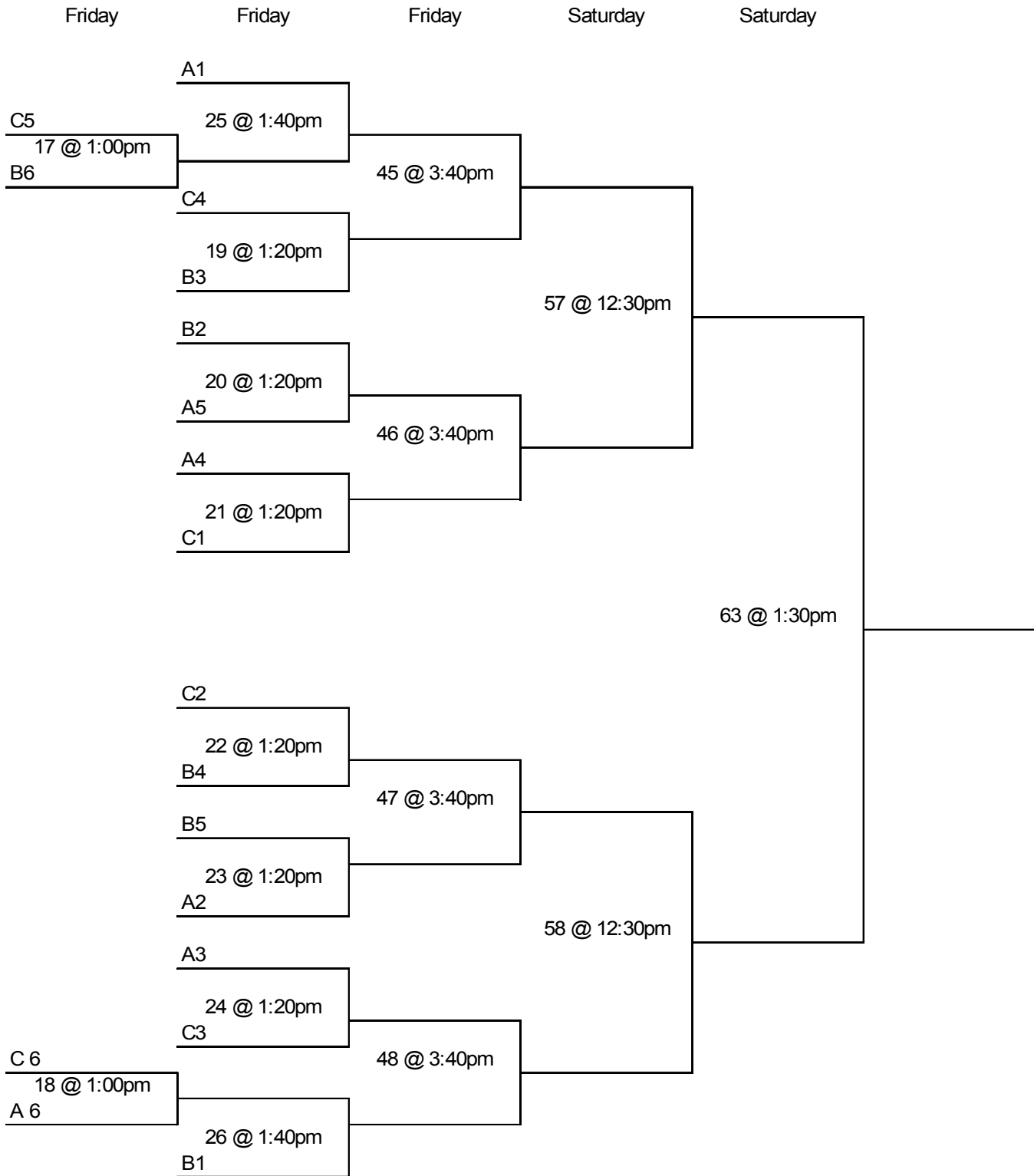
### Badminton State Championships Individual Singles Consolation



# BADMINTON GUIDE

## Individual

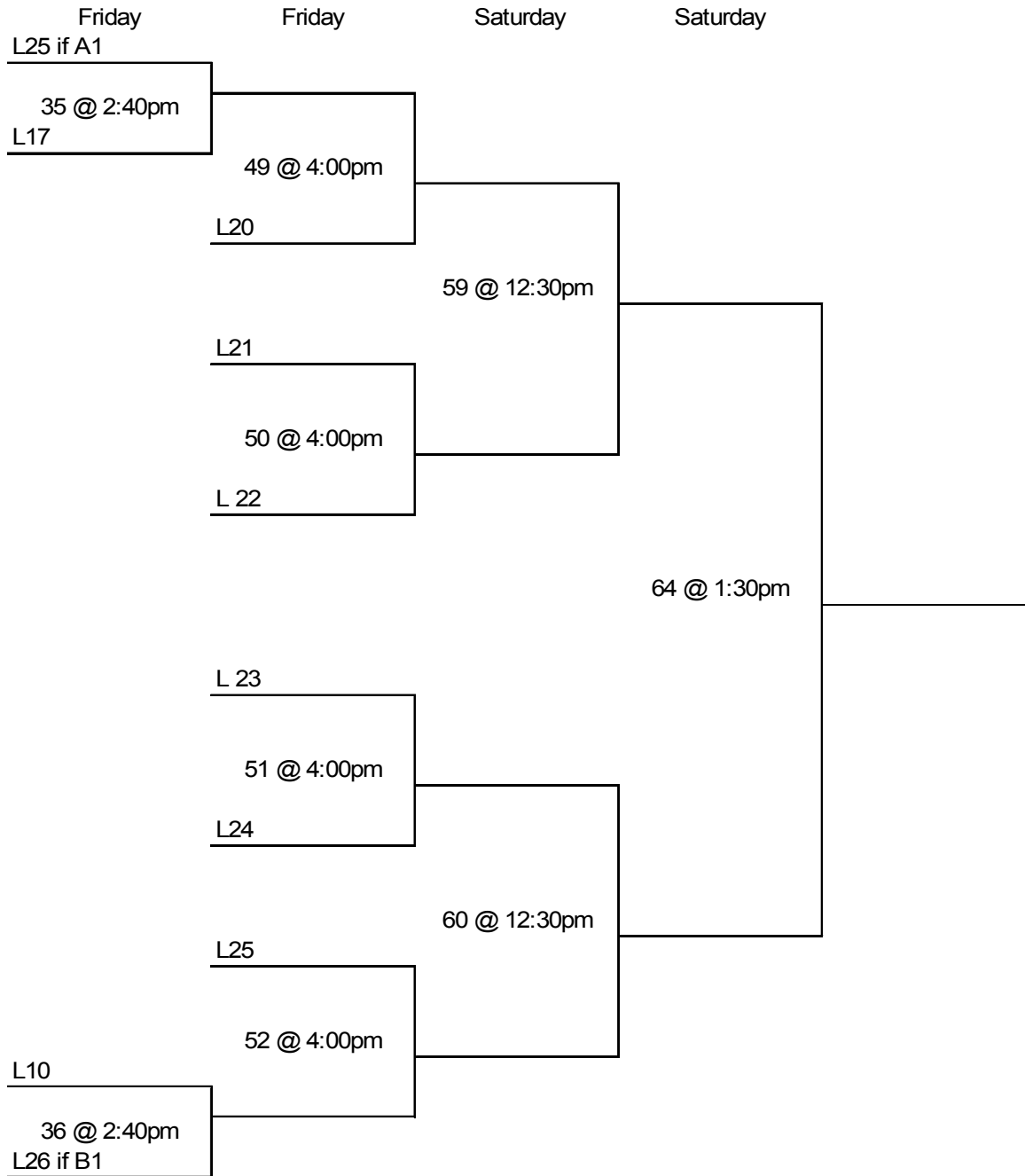
### Badminton State Championships Individual Doubles



# BADMINTON GUIDE

## Individual

### Badminton State Championships Individual Doubles Consolation



**Individual**

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- B. A meeting of coaches and the tournament referee shall be held courtside at 9:00AM of the first day of the tournament (Friday).
  - C. Each day the gym shall be available to all competitors for warm ups one (1) hour prior to the start of competition.
  - D. Prior to the start of each match, the public address announcer shall call:
    - 1. The name of the event.
    - 2. The court number.
    - 3. The names of all players and the colleges they represent.

**I-6.5 SEEDING COMMITTEE AND TOURNAMENT QUALIFIERS**

- A. The seeding committee members shall be the event manager, the tournament referee and the conference coaches representatives.
- B. Conference tournament quarterfinalists (eight [8] singles and six [6] doubles teams) shall qualify for the state tournament. Conference tournaments shall be played to completion and results will determine the ranking of players qualifying for the the state tournament.
  - 1. If a qualifier in the state tournament is unable to compete, the player who was defeated in the qualifying round shall be allowed to play.
  - 2. A college may change only one (1) player of its doubles combination due to injury, illness, or personal reasons. The substitute player may be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, then the team they eliminated in the qualifying round will take their place. The tournament referee shall notify the coach of the first alternate prior to the draw. Once the doubles event has begun, no substitutions are allowed.
- C. Procedures for seeding and making the draw.
  - 1. On Monday following the conference individual championships the event manager shall fax or otherwise distribute the names of all entrants and their respective ranking in their conference (1-8 singles and 1-6 doubles) to the seeding committee. The event manager shall also set up a conference call for the seeding committee for the following morning (Tuesday).
  - 2. On Tuesday following the conference individual championships, the seeding committee shall use rankings from each conference to determine the placement of the players in the draws. (See brackets for specific placement; e.g., A1, A2, B1, B2, etc.)
  - 3. Criteria to be used in determining conference ranking (i.e., A, B, or C) will include:
    - Head-to-head results in inter-conference team and tournament matches.
    - Common opponents in inter-conference team and tournament matches.
    - Overall record in team competitions.The conference receiving the highest ranking based on the above criteria shall be the “A” conference. The second highest ranking conference shall be designated the “B” conference, and the remaining conference shall be the “C” conference.  
  
If a lack of consensus occurs, a coin toss will determine which conference shall be identified as A, B, or C, with the stipulation that the Northern California Conference will be guaranteed an A or B identification.

## Individual

4. The event manager and the tournament referee shall make the schedule and fax the draw and schedule to all participating colleges by 6:00PM that Tuesday.

Match #	Time	Events
Friday		
# 1 - 6	12:00 PM	1st round Singles
# 7 - 12	12:20 PM	1st round and 2nd round Singles
# 13 - 16	12:40 PM	2nd round Singles
# 17 - 18	1:00 PM	1st round Doubles
# 19 - 24	1:20 PM	2nd round Doubles
# 25 - 26	1:40 PM	2nd round Doubles
# 27 - 30	2:00 PM	1st round Cons Singles
# 31 - 34	2:20 PM	1st round Cons Singles
# 35 - 36	2:40 PM	1st round Cons Doubles
# 37 - 40	3:00 PM	Q.F. Singles
# 41 - 44	3:20 PM	Cons. Q.F. Singles
# 45 - 48	3:40 PM	Q.F. Doubles
# 49 - 52	4:00 PM	Cons. Q.F. Doubles
Saturday		
# 53 - 55	12:00 PM	Singles Semi., Cons. Singles Semi.
# 57 - 60	12:30 PM	Doubles Semi., Cons. Doubles Semi.
# 61 - 62	1:00 PM	Singles Finals, Cons. Singles Finals
# 63 - 64	1:30 PM	Doubles Finals, Cons. Doubles Finals

10/21/05

#### I-6.6 PROTEST COMMITTEE

The protest committee shall consist of the tournament referee, the on-site administrator from the host college, and one badminton coach from the host conference.

- A. The host conference shall select the badminton coach who serves on the protest committee
- B. Responsibilities of the protest committee are stated in section 1-I.2.2 of this guide.

#### I-6.7 MEDICAL COVERAGE (SEE COA BYLAW 9.)

### I-7 FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)

#### I-7.1 ADMISSION PRICES 4/5/07

The minimum admission to be charged is:

A. \$8.00 general admission.

B. \$5.00 for:

- Students with student I.D.
- Faculty and staff of participating colleges.
- Seniors 60 and over.
- Children.

**Individual**

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## C. Complimentary:

1. Bands, cheerleaders and spirit crew members who are in uniforms, are accompanied by their supervisor(s) and who perform at the event.
2. Coaches with current CCCWBCA membership cards.
3. Current COA Governing Board and Management Council members; COA conference commissioners.
4. COA Lifetime Pass holders.

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

I-7.2 ENTRY FEES (SEE COA BYLAW 6.8.3.)

I-7.3 CONCESSIONS AND PROGRAM SALES (SEE COA BYLAW 6.8.17.)

I-7.4 Upon completion of the state tournament, a final financial statement shall be sent to the COA Badminton Representative, the COA Executive Director, CCCWBCA President, and to the athletic director and badminton coach of all competing colleges.

**I-8 AWARDS (SEE COA BYLAW 7.2)****I-9 PUBLICITY AND MEDIA**

I-9.1 One member of the tournament committee shall be in charge of publicity and media relations.

I-9.2 The tournament shall be publicized in the local media, including the campus that hosts the tournament, prior to the event.

I-9.3 Members of the local press shall be invited to attend the event.

I-9.4 Press personnel shall be provided with e-mail access if requested and feasible.

I-9.5 During the event scores shall be submitted to the press and the COA.

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

## Team

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**TEAM (T)****T-1. CONFERENCE COMPETITION AND REPRESENTATION**

T-1.1 Conference dual matches must be completed by the weekend preceding the end of conference competition. (See COA Bylaw 3.11.)

If a region has two (2) conferences, the winners of each conference shall play a dual match on the Wednesday preceding the end of conference competition to determine the region's one (1) representative to the state team championship.

T-1.2. Conferences shall elect one (1) badminton coach to represent them by February 1 of each year.

- A. Conference representatives' names shall be sent to the CCCWBCA President and the COA Badminton Representative by February 8.
- B. Duties of conference representatives:
  - 1. Represent their conference in the state individual and team tournament seeding process.
  - 2. Represent their conference at the state coaches meeting.
  - 3. Act as liaison between conference coaches and the coaches association.

**T-2 GENERAL GUIDELINES FOR PC**

T-2.1 ON-SITE HOST ADMINISTRATORS FOR PC EVENTS (SEE COA BYLAW 6.12)

T-2.2 ON-SITE PROTEST COMMITTEES FOR PC EVENTS (SEE COA BYLAW 6.13)

T-2.3 FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)

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, COA representative, or the COA Executive Director's office.

**T-3 PLAYING RULES & EQUIPMENT**

T-3.1 All California community college regional and state championship badminton competition will follow this guide. USA Badminton rules apply to all badminton situations not covered in this guide.

A. SHUTTLE CHANGES:

- 1. In matches played without an umpire, shuttles may be changed whenever requested by a player. If only one player requests a change, she must go to the official referee for a ruling.
- 2. If an umpire is assigned to the court, the umpire shall make the determination.

B. TIME BETWEEN MATCHES: Participants are allowed a maximum of 12 minutes between matches.

C. TIME OUTS

- 1. Injury time outs. Play may be suspended one time during a match at the discretion of the umpire, but may not exceed five (5) minutes. A second injury time out during the same individual match will result in an immediate default.

## Team

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2. Uniform/Equipment time outs. Time outs to repair or replace uniforms or equipment shall be at the discretion of the umpire and shall not exceed five (5) minutes.
- D. **DEFAULTS:** Defaults shall declared by the event manager 15 minutes after the match has been announced. The event manager has the option to change posted match times upon notification of players and coaches involved.
- E. **MISCONDUCT:**
1. When there is no official assigned to the match, misconduct penalties shall be ruled on by the tournament referee.
  2. When an official is calling a match, USAB rules shall be followed.
- F. **COACHING:** Coaching is allowed between games 2 and 3 only.
- G. **BADMINTON ATTIRE:** Proper badminton attire shall be worn during all competition. It is recommended that all teams have official team uniforms, or at least team badminton shirts. Appropriate, clean T-shirts are acceptable.
- T-3.2 The HL Deluxe feather shuttle shall be used as long as the COA sponsorship agreement with HL Corporation is in effect.

### T-4 OFFICIALS

- T-4.1 At least one (1) month prior to the tournament, the USA Badminton regional court officials chair shall select a tournament referee who shall serve as the officials' coordinator for the tournament. Coaches may submit a list of preferred officials (umpires) to the State Team Tournament Committee by March 1. The tournament referee shall select the umpires and other officials.
- T-4.2 A maximum of six (6) officials shall be requested for the event.
- T-4.3 Whenever possible, all matches shall be officiated by an umpire and two (2) lines judges.
- T-4.4 Fees for tournament officials (see COA Bylaw 6.8.5).

### T-5 SITE (SEE COA BYLAWS 6.8.6 AND 6.14.3.)

- T-5.1 The site of the state team tournament shall alternate between the conferences in the north and the conferences in the south. If one (1) region (north or south) has only one (1) conference, the single conference shall host a championship one year and then travel to championships hosted by each of the other region's conferences in succeeding years. When each conference in the state has hosted a championship, the rotation will repeat.
- T-5.2 The team championships shall be at the same site as the state individual championships or a site within close proximity.
- T-5.3 The host college shall have access to six (6) championship-level courts, free of overhead obstructions as recommended in USA Badminton guidelines. If available, a facility built primarily for badminton should be used.

### T-6 FORMAT FOR STATE TEAM TOURNAMENT

- T-6.1 DATE (SEE COA BYLAW 3.11.)

The State Team Tournament shall be on Thursday of the week of the State Individual Tournament.

## Team

## T-6.2 TOURNAMENT COMMITTEE

The state team championship committee shall consist of:

- A. An event manager.
- B. A tournament referee appointed by the USA Badminton regional court officials chair at the request of the event manager. At the discretion of the tournament referee, matches may be played earlier subject to mutual consent of participants.
- C. Four (4) additional community college coaches, administrators or staff from the host conference appointed by the event manager and/or the CCCWBCA.
- D. Members of the State Individual Team Tournament Committee may fill any of the above positions.

## T-6.3. EVENT MANAGER.

The event manager shall be a community college coach or administrator appointed by the CCCWBCA no later than October 1 of the academic year preceding the year in which the tournament is to be held (two [2] years prior to the tournament). The state team event manager *may* also serve as the state individual event manager.

## T-6.4. EVENT FORMAT

- A. General rules for team competition.

1. The format for a team match shall be:

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>	<u>Round 4</u>
Singles	Doubles	Singles	Doubles
2 - 1	2 - 1	1 - 1	1 - 1
1 - 2	1 - 2	2 - 2	2 - 2
3 - 4	3 - 3	3 - 3	xxxxx
4 - 3	xxxxx	4 - 4	xxxxx
5 - 6	xxxxx	5 - 5	xxxxx
6 - 5	xxxxx	6 - 6	xxxxx

2. Team match scoring.

- a. One (1) team point is earned for each singles match won and the #3 doubles match.
- b. Two (2) team points are earned for each #1 or #2 match won.
- c. There are 21 total team points in a team match.
- d. The first team to win 11 points wins the match. However, all remaining matches must be played.

3. Team line ups are to be exchanged 15 minutes prior to team introductions.

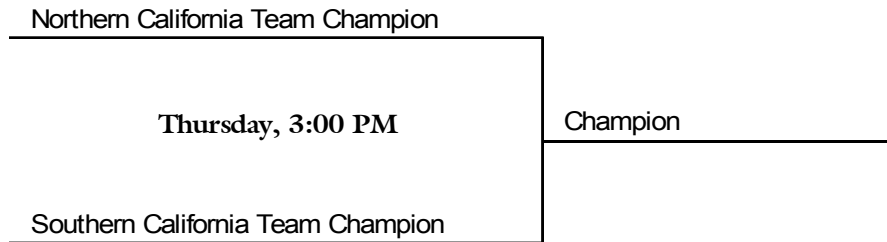
- a. All singles and doubles are to be listed in order of ability as determined by team ladder competition.
- b. A player not entered in the same event may substitute for another player. However, once the event has started, no substitutions are allowed.
- c. Two copies of the line up are required. One is to be exchanged with the opposing team and the second is for the tournament committee and/or media.

## Team

## B. Tournament Bracket:

**Badminton State Championship  
Team**

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- C. Warm-up courts must be available one hour prior to start of team match.
- D. A meeting of coaches and the tournament referee shall be held courtside at 12:00 noon the day of the tournament.
- E. Formal team introductions shall be given prior to the start of competition. Introductions shall also precede each of the matches.

## T-6.5 PROTEST COMMITTEE (SEE COA BYLAW 6.13.)

- A. The protest committee shall consist of the tournament referee, the onsite administrator from the host college, and one (1) badminton coach from the host conference.
- B. The host conference shall select the badminton coach who serves on the protest committee.
- C. Responsibilities of the protest committee are stated in section 1-I.2.2 of this guide.

## T-6.6 MEDICAL COVERAGE (SEE COA BYLAW 9.)

**T-7 FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)**

## T-7.1 ADMISSION PRICES 4/5/07

The minimum admission to be charged is:

- A. \$8.00 general admission.
- B. \$5.00 for:
  1. Students with student I.D.
  2. Faculty and staff of participating colleges.
  3. Seniors 60 and over.
  4. Children.
- C. Complimentary:
  1. Bands, cheerleaders and spirit crew members who are in uniforms, are accompanied by their supervisor(s), and who perform at the event.

## Team

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2. Coaches with current CCCWBCA membership cards.
3. Current COA Governing Board and Management Council members; COA conference commissioners.
4. COA Lifetime Pass holders.

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

T-7.2 ENTRY FEES (SEE COA BYLAW 6.8.3)

T-7.3 CONCESSIONS AND PROGRAM SALES (SEE COA BYLAW 6.8.17)

### **T-8 AWARDS (SEE COA BYLAW 7.2)**

### **T-9 PUBLICITY AND MEDIA**

T-9.1 One (1) member of the tournament committee shall be in charge of publicity and media relations.

T-9.2 The tournament shall be publicized in the local media, including the campus that hosts the tournament, prior to the event.

T-9.3 Members of the local press shall be invited to attend the event.

T-9.4 Press personnel shall be provided with e-mail access if requested and feasible.

T-9.5 During the event scores shall be submitted to the press and the COA.

### **Excerpted from the COA Constitution and Bylaws, Bylaw 4:**

#### **4.3 Decorum**

4.3.1 Decorum at California community college events is the responsibility of all participants. 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. DISQUALIFICATION — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. EJECTION — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
  1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a “strike” and covered by this policy.
  2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the conference commissioner.
  3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
  4. Determination of whether or not an ejection is a “strike” may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
- D. VERBAL OR ABUSIVE BEHAVIOR — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. PHYSICAL ABUSE — is defined as any physical act that results in ejection.
- F. EVENT — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

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G. FOR WATER POLO: Game disqualification — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

*(Adopted: April 6, 2007; Effective: July 1, 2007)*

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

#### **4.4 Punishment for Physically Assaulting Officials**

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

#### **4.5 Punishment for Leaving Bench Area**

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

#### **4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy**

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

#### **4.7 Reporting of Ejections**

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college's schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non-game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

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## Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

## CCCSIA EXECUTIVE BOARD:

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