

**CASCADE COLLEGIATE CONFERENCE
MEN'S and WOMEN'S BASKETBALL GUIDELINES**

1.0 ORGANIZATIONAL PROCEDURES

1.1 Leadership

A. The Basketball Chairs of the Cascade Collegiate Conference (CCC) will serve a two-year term. The two-year rotation progresses alphabetically and excludes any first-year conference coaches. In the event a school has a new coach, the next school in rotation will assume the duties of the chair. The school that was skipped will take the next term of duty. The position starting date is June 1 of the second year. The responsibilities of a Basketball Chair are as follows:

1. Serve as the facilitator and advocate for basketball and the other coaches in the conference.
2. Establish sports meeting agendas.
3. Report the decisions made at meetings to the conference or via the Athletic Director liaison.
4. Facilitate the creation and presentation of conference schedules as per guidelines.
5. Coordinate the review and update by coaches of the conference basketball guidelines.
6. Provide the Commissioner with a ready-to-reproduce copy of revised conference basketball guidelines within 30 days after changes have been made.
7. Provide the Commissioner's office with a year-end summary of the basketball season, to include the following:
 - a. CCC Champions – team and individual.
 - b. All-Conference and All-America selections.
 - c. National successes – team and individual.
 - d. Coach and Player of the Year in your sport.
8. Assist the Commissioner's office in paperwork required by conference and national organizations.
9. Keep the basketball liaison informed of current activities, as the liaison is your advocate in Conference meetings. In most cases, the liaison is your Athletic Director.
10. Appoint committees as necessary to assist in the presentation of proposals to the coaches.

Men's Coaches Rotation

2007-2009 Concordia University
2009-2011 Cascade College
2011-2013 Corban College
2013-2015 Eastern Oregon University
2015-2017 The Evergreen State College
2017-2019 Northwest University
2019-2021 Oregon Institute of Technology
2021-2023 Southern Oregon University
2023-2025 Northwest Christian College
2023-2025 Warner Pacific College
2025-2027 Albertson College

Women's Coaches Rotation

2007-2009 Warner Pacific College
2009-2011 Southern Oregon University
2011-2013 Albertson College of Idaho
2013-2015 Cascade College
2015-2017 Concordia University
2017-2019 Corban College
2019-2021 Eastern Oregon University
2021-2023 The Evergreen State College
2023-2025 Northwest Christian College
2023-2025 Northwest University
2025-2027 Oregon Institute of Technology

Editor's Note: Concordia (Men) and Warner Pacific (women) moved forward to due "new coach" section of Rule 1.1.a

- B. The conference basketball Rater will serve a four-year term and may serve multiple terms and will be elected at the fall meeting. Coaches have the option to contact the Rater to help with their input on scores or information that would aid the rater. Duties are as follows:
 - 1. Fax or email to each head basketball coach a copy of the vote made for the top six in conference.
 - 2. Fax or email to each head basketball coach the top 25 ranking that is sent to the NAIA.

1.2 Meetings

- A. A spring meeting will be held in conjunction with conference meetings.
- B. The spring meeting will be in conjunction with conference meetings (third Monday in May).
- C. A quorum of six coaches must be present at the fall and spring meetings in order for changes to be made to these guidelines.

2.0 SPORT SEASON

2.1 Length of Season

- A. As per NAIA regulations

2.2 Number of Contests

- A. As per NAIA regulations

2.3 Scheduling

- A. The Conference schedule will be a double round robin, home and home schedule.
- B. The first set of league games will not be scheduled prior to December 1.
- C. All conference games are to be scheduled on or before the Saturday prior to the beginning of the conference playoffs.
- D. Scheduling will be done with women and men's teams playing at the same site/same night.
- E. Game times for double headers are 5:30 pm and 7:30 pm. Game time for a single game will be 7:30 pm.
- F. The Conference schedule will be presented at the spring meeting a year and a half in advance, e.g., schedule in spring of 2005 for 2006-2007 season.
- G. Any changes of dates, sites, or specified times in adopted conference schedules must first be approved by the commissioner, the executive committee, and both athletic directors involved.
- H. A master schedule will be published by the conference Sports Information Director with time, date, and site included.
- I. Members of the Cascade Collegiate Basketball Conference are as follows:
 - 1. Albertson College of Idaho
 - 2. Cascade College
 - 3. Concordia University
 - 4. Corban College
 - 5. The Evergreen State College
 - 6. Eastern Oregon University
 - 7. Northwest University
 - 8. Northwest Christian College
 - 9. Oregon Institute of Technology
 - 10. Southern Oregon University

3.0 GAME AND TEAM REGULATIONS

3.1 Rules

- A. NCAA rules will be used unless otherwise directed by the NAIA.
- B. There is no player limit.
- C. The home team will wear light uniforms and the visiting team will wear dark, unless otherwise arranged.
- D. All schools must use the conference statistical service for reporting after each game.
- E. Stat Crew Basketball Statistics software must be used to report game stats to the Conference. XLM versions must also be sent using the DAK Stats converter.
- F. Media time-outs will be in effect for all games. Media time-outs will be called at the 12 and 8 minute marks of each half. If, however, a full time out is called by either bench prior to the 12 or 8 minute mark, that media time-out will not be called.
- G. DVD recording policy is as follows:
 - 1. Home team will send copies of the game DVD for the first conference game to the eight other conference teams. The DVDs are to arrive no later than one week after the first game.
 - 2. Home team shall provide visiting team with a copy of the game DVD at the end of the game. If only one copy of the DVD is available, the visiting team shall take it and a copy of the DVD shall be sent back to the home team.
 - 3. No information or video tapes concerning any conference team shall be shared outside the conference.
- H. Statement of Sportsmanship Expectations. Appendix 7.1

Statement of Sportsmanship Expectations - Men's and Women's Basketball

- The Cascade Collegiate Conference (CCC) is committed to the Champions of Character initiative that encourages leading lives of respect, responsibility, integrity, servant leadership and sportsmanship.
- The CCC is dedicated to providing safe playing environments where athletes may aggressively contest the outcome of each event within the guidelines for playing the game and within standards of behavior that reflect positively on the Conference, its' member institutions, and other event participants.
- The Conference recognizes that any form of behavior designed to embarrass, ridicule, taunt, or bait any other game participant is inconsistent with CCC standards and the NAIA Champions of Character program.
- While all participants are held to high standards of conduct, coaches and officials will be held to the highest standards.
- Players will not taunt, bait, or ridicule an opponent. Behavior or language from a player which is intended to "show-up" an official will not be tolerated. Profanity from a player, for whatever reason, which is loud enough to be heard "in the first row", will be penalized.
- Coaches will be able to express an opinion or raise a question with emotion equal to the intensity of the situation. However, behavior of a coach which is clearly intended to "show-up" or demean an official is unacceptable. Public comments by a coach during a game or at any other time which question the integrity or honesty of any official will not be tolerated.
- No official will physically or verbally abuse a coach, a player, any other game participant, or any spectator – no matter what the provocation. The least that will happen to an official who engages in this type of behavior is that they will be suspended for the rest of the season.
- All participants in Cascade Collegiate Conference athletic events are representatives of their respective institutions, or of the officiating provider, and –always – of the CCC and the NAIA. - October 31, 1997 Rev: Aug 1, 2004

3.2 Host Responsibilities

- A. The home team must provide the following:
1. Regulation playing facilities.
 2. Visible scoreboard and clock.
 3. Two visible 30-second shot clocks.
 4. Game ball – NAIA adopted ball. The home team will provide at least six NAIA adopted game balls at least one hour before game time. If less than 12 balls are available, the home will warm-up with less than six balls.
 5. Training and taping area. Ice must be immediately available.
 6. Trained scorers, timers, and statisticians.
 7. Shower and dressing facilities.
 8. Team meeting room if dressing room is inappropriate.
 9. Two copies of official statistics at halftime and two complete game copies 15-20 minutes following the game.

3.3 Pre-Game Announcements/Procedures

- A. Prior to the first game of a double header the game clock will be set to reach :00, five minutes before game time (5:25 PM). At five minutes before game time, the Champions of Character welcome and announcement will be made, the National Anthem will be played followed by introductions of the starting players.
- B. Players for each team will line up on their respective free throw line extended for starting line-ups and national anthem. At the conclusion of the line-ups players will meet at center court and exchange handshakes.
- C. For the second game of a double header the game clock will be set to 20 minutes as soon as the floor is clear for the participants to begin warming up. Announcements will begin at the end of the 20 minutes.
- D. Sample Champions of Character announcement: (from NAIA CD) #5
Good _____ Ladies and Gentlemen and welcome to
(Afternoon / Evening)
_____ for _____ Champions
(Host School) (today's / tonight's)
of Character event between the visiting _____ and your
(Mascot & Institution)
_____. The NAIA embraces the five core character
(Host School & Mascot)
values of the Champions of Character Initiative, which are respect, responsibility, integrity, servant leadership and sportsmanship. We hope that you embrace these values as you create a positive environment for everyone to enjoy.

4.0 OFFICIALS

4.1 Conference

- A. Officials will be assigned by an assigner chosen by the Cascade Collegiate Conference.
- B. All regular season and playoff games will have three officials.
- C. Game fees and expense allowances for officials shall not exceed amounts set forth and approved by the conference. The home team will pay for the game officials unless otherwise arranged. Officials' cost for all conference games will be equal for each school.

5.0 POST-SEASON PROCEDURES

5.1 Conference Championship

- A. The conference champion will be determined by the best percentage (win-loss) in

- conference games. The conference champion will be given an automatic berth in the national tournament.
- B. If there is a tie for first place, the teams tied will be conference co-champions. The automatic berth in the national tournament will go to the team that wins the tie breaker and is seeded number one into the conference tournament.
 - C. The second berth to the national tournament will go to the highest finisher in the conference tournament, outside of the conference champion.

5.2 Tie Breaker

- A. The tie breaker will be used to break any ties in the final conference standings for seeding purposes into the conference tournament. The criteria are used in the order listed until the tie is broken.
- B. The tie breaker rules shall be, **all are for conference games**:
 - 1. Head to Head record in league play
 - 2. Record vs. opponents with .500 or better record in league play
 - 3. Descending order in league play
 - 4. Sempert system in league play
 - 5. **Point Differential in conference**
 - 6. Flip of coin
- C. The Sempert point system is as follows:
 - 1. 4 points win on road over a .500 team or better.
 - 2. 3 points win at home over a .500 team or better win on road over a team below .500
 - 3. 2 points win at home over a team below .500
 - 4. 1 point losing to a .500 or better team anywhere
 - 5. 0 points losing to a team below .500
 - 6. A .500 or better record in conference play determines you are a winning team.

5.3 Conference Tournament Format

- A. The top eight teams will qualify for the conference tournament.
- B. Seeding is to be done by order of finish in the conference using the tie breaker outlined in section 5.2 of the guidelines if necessary (e.g., first place team is #1, second place team is #2, etc.)
- C. Bracketing for will be done using a straight bracket (1-8, 4-5, 3-6, 2-7)
- D. Bracket will be reseeded after each round with the highest remaining seed hosting the lowest remaining seed.
- E. Highest seed to be the host school.

6.0 AWARDS

6.1 Conference Champion

- A. The conference champion or co-champions determined by the regular conference season will be awarded a plaque(s).
- B. If the CCC tournament champion is a different team than the regular season champion a separate plaque will be awarded.

6.2 All-Conference Awards

- A. The All-Conference team shall be selected by a vote of the coaches following the

conclusion of conference play and prior to the conference tournament.

1. On the Monday prior to the end of conference play, the conference SID will fax or email a request for all-conference nominations to each coach.
 2. Each coach is limited to five nominations (3 for men) from their own team, to be listed in alphabetical order. This list shall be faxed to the conference SID by the Wednesday prior to the end of conference play.
 3. The conference SID will compile the nominations into a ballot and send it by fax or e-mail to all conference coaches. The ballot shall list the athlete's overall statistics within the conference.
 4. Coaches will rank ten players, giving ten points to the top player, nine to the second highest, etc. Coaches may not vote for their own players. The ballot must be returned to the conference Sports Information Director by the Wednesday prior to the start of the conference tournament. Complete player ballots are required. Coaches not completing the ballot will have their players removed from consideration.
 5. The vote receivers #1 through #10 comprise the "All-Conference First Team". (Ties for 10th will be included.) All team members will receive the designated award of the conference.
 6. All vote receivers who are not in the top-ten will be named "All-Conference Honorable Mention."
 7. The results will be verified by the Athletics Director at the same institution of the conference SID for approval and release.
 8. The top players, as selected by the conference coaches, will be forwarded to the National Office for possible All-American consideration.
 9. All balloting will be open.
- B. The top vote receiver will be the "Player of the Year" and will receive a plaque.
- C. The top newcomer in the voting for All Conference shall be named the "Newcomer of the Year".
- D. Coaches can nominate up to two freshmen from their team for the "Freshman of the Year" award. Each coach will vote for one of the nominees. The top vote getter from that group shall be the "Freshman of the Year".
- E. An All Defensive team will consist of five players determined by a vote of the coaches. A coach may nominate up to two players from their team. Each coach will vote for five players ranking them 5 to 1. The top vote getter shall be the "Defensive Player of the Year".
- F. Coaches will also select the "Coach of the Year" on the same ballot. The winner will receive a plaque.
- G. The conference "Coach of the Year" and "Player of the Year" will be announced at the championship game.

7.0 PLAYOFF PROCEDURES AND GAME MANAGEMENT

- A. Ticket information for all conference playoff games is as follows:
1. Reserved seats, \$6 for a game/session (minimum).
 2. General admission (adults), \$5 for a game/session (minimum).
 3. Students with ID, \$2 for a game/session (minimum).
 4. Children under 12, \$1 for a game/session (minimum).
 5. Season or tournament ticket plans may be established by the conference executive committee, but may not result in less than \$5 per game/session.
 6. Each visiting institution is guaranteed a minimum of 200 tickets for each game/session in which its team competes.
 7. Tickets not sold by the visiting institution shall be returned to the host.
- B. Complimentary ticket information is as follows (as per the NAIA):
1. Each participating institution may be allotted a maximum of ten complimentary tickets. These tickets should be made available to the institution chief executive

- officer to be used at his/her own discretion.
2. Cheerleading squads (in uniform) of participating institutions shall be admitted free of charge, not to exceed 12 per institution.
 3. One musical group from each participating institution shall be admitted free of charge, not to exceed 15 per institution
 4. Members of the working media, with proper credentials, shall be admitted free of charge.
 5. Members of the NAIA Coaches Association, Sports Information Directors Association, Athletics Directors Association, Athletics Trainers Association, and Faculty Athletics Representatives Association may receive one complimentary ticket to any game/session upon presentation of the NAIA membership card.
- C. Each conference Commissioner shall compile a conference tournament financial report and file the report no later than April 15 with the NAIA National Office. Forms will be supplied by the National Office. A report must be filed for each game/session of the tournament. In compiling the report, the following policies apply:
1. Gross income shall be used to pay authorized at-site expenses. The supervisor shall be responsible for the implementation of the policy while at the game site. Revenue derived from each game/session is as follows:
 - a. All ticket sales must be accounted for at face value. This includes all sold tickets, unsold tickets, and complimentary tickets. The host institution is responsible for submitting a detailed ticket audit to the conference Commissioner.
 - b. Program sales and advertising.
 - c. Radio and television rights and fees.
 - d. Any other income derived from tournament operation, except concessions and parking, which shall be the property of the host institution.
- D. Authorized expenses are the actual costs directly related to the administration and conduct of each game/session, as follows:
1. Ticket printing.
 2. Ticket takers and sellers.
 3. Ushers (if applicable).
 4. Game officials.
 5. Security personnel.
 6. Program printing (if applicable).
 7. Tournament supervisor's expenses.
 8. Telephone expenses for team/site selection and tournament arrangements.
 9. Maximum of 10 percent gross ticket sale income or \$200, whichever is greater, for a rental of a facility when playing at a neutral site.
- E. Unauthorized expenses are as follows:
1. Purchase of permanent equipment or temporary improvement to the facility.
 2. Local transportation of participating teams.
 3. Host institution site rental fee.
 4. Host institution meals, lodging, or transportation.
 5. Expenditures incurred without the approval of the conference executive committee.
- F. Radio policy is as follows:
1. All requests for broadcasting of any conference tournament game/session must be directed in advance to the conference Chair or tournament administrator for permission to originate.
 2. Broadcast space will be assigned as the facilities permit.
 3. Exclusive rights may be granted to stations (commercial or noncommercial) with the following policies:

- a. The participating institutions will determine if exclusive rights are to be granted to any station in their particular market.
- b. If a station is given exclusivity, no other station in that market will be permitted to originate a broadcast or take a feed without permission from the station given exclusive rights.
- c. Stations or institutions purchasing exclusive rights may provide feeds of the originating broadcasts to other stations.
- d. Stations or institutions purchasing exclusive rights will be charged a minimum rights fee of \$150 per game to originate a broadcast of a conference tournament game.
- e. In addition to their rights fee of \$150 per game, stations or institutions providing feed will be charged a fee of \$50 per station per game. The station awarded exclusive rights should be prepared to submit a listing of all stations on its' network at the time of payment and will be responsible for the rights and fees for all these stations.
- f. All rights and fees must be paid in advance of the originating broadcast.
- g. All necessary lines must be requested and paid for by the originating station.

4. If exclusive rights are not granted, the following policies will apply:

- a. Commercial stations will be charged a minimum rights fee of \$75 per game to originate a broadcast of a conference tournament game.
- b. In addition to the rights fee of \$75 per game, commercial stations, providing feed, will be charged a fee of \$50 per station per game. The originating station should be prepared to submit a listing of all stations on its network at time of payment and will be responsible for the rights fees for all these stations.
- c. Non-commercial stations will be charged a minimum rights fee of \$50 to originate a broadcast of a conference tournament game.
- d. In addition to the rights fee of \$50 per game, non-commercial stations providing feed will be charged a fee of \$50 per station, per game. The originating station should be prepared to submit a listing of all stations on its network at time of payment and will be responsible for the rights and fees for all these stations.
- e. All rights fees must be paid in advance of the originating broadcast.
- f. All necessary lines must be requested and paid for by the originating station.

G. The NAIA policy governing the acceptance of advertisers and advertising copy for broadcast of NAIA championship events, is as follows:

1. "Beer, wine, liquor or any form of alcoholic beverage or any form of tobacco products shall not be endorsed by the NAIA, but the advertisement of such products in connection with the NAIA conference, area and national events, is permissible under the following conditions: All such advertisements must receive advance approval from the executive director. Alcoholic beverages in any form may not be sold, dispersed, or brought into the public areas of any NAIA event. No commercial may relate directly or indirectly, by the advertising company of the advertised product, to the institution or athletes involved or to the NAIA."

H. In consultation with the NAIA department of champions, the conference executive committee, through the conference chair, will determine policies for awarding of television rights for any conference games. The conference executive committee will determine whether any games may be televised and what restrictions will be placed on a television station, if any. A minimum rights fee of \$250 per game (for a live or same-day

telecast) and \$125 per game (for a delay, next day or following telecast) shall be charged for all conference games. Ticket sales requirements may also be imposed as a condition of permitting a live broadcast.

I. The host school is responsible for covering the cost of the officials and the visiting team's travel expenses. Each traveling institution's official party (maximum of 15 persons) will receive the following:

1. Lodging Reimbursement - \$15 per night per individual.

- Albertson College of Idaho 2 nights: all but EOU
- Cascade College 1 night: EOU, SOU, OIT 2 nights: ACI
- Concordia University 1 night: EOU, SOU, OIT 2 nights: ACI
- Corban College 1 night: NU, OIT, SOU 2 nights: EOU, ACI
- The Evergreen State College 2 nights: ACI, EOU, OIT, SOU
- Eastern Oregon University 1 night: CAS, CU, WPC 2 nights: All others
- Northwest University 1 night: CRB 2 nights: ACI, EOU, OIT, SOU
- Oregon Institute of Tech. 1 night: CAS, CRB, CU, WPC 2 nights: ACI, EOU, ESC, NU
- Southern Oregon U. 1 night: CRB, CAS, CU, WPC 2 nights: ACI, EOU, ESC, NU
- Warner Pacific College 1 night: EOU, SOU, OIT 2 nights: ACI

2. Regardless of the mode of transportation or the number of vehicles, reimbursement is at the NAIA approved chartered bus rate, as follows:

- a. Up to 500 miles round trip \$.75/mile.
- b. 500-1,000 miles round trip \$1.25/mile.
- c. Over 1,000 miles, round trip \$1.75/mile.

3. No reimbursement will be made to any traveling team for meal expenses incurred to, from, and while at the game site.