

**M/W CROSS COUNTRY SUPPLEMENT-2009/10****Article 1****GENERAL INFORMATION**

## Section 1

## Conference Eligibility

## A. General Guideline

1. All Conference colleges will recognize and abide by the State Athletic Constitution and the decisions of the California Community College League of California and the Commission on Athletics.

## B. Eligibility

1. To be eligible to participate in all non-conference and conference contests all student athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and By-Laws and the BIG 8 CONFERENCE Constitution and By-Laws.
2. Conferences shall require each college to certify athletic eligibility by submitting Form 1, Student Eligibility, and Form 3, Team Eligibility, to the conference commissioner's office postmarked or emailed prior to the first game, meet, or match. Addendums to Form 3 may be submitted at a later date, but the athletes listed on the addendums are not eligible until the postmarked date.
3. An ineligible player is defined as a player who has not completed or adhered to all the requirements of the State Athletic Constitution and Conference By-Laws.
  - a. Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and/or are subject to disciplinary action by the conference commissioner. Such disciplinary action may include sanctions as described in Article 7.4.3 of the State Athletic Constitution.
  - b. During the season of competition, all member colleges shall check the eligibility status of student athletes at a minimum of once per week. Per CCCAA requirements, each student athlete must meet eligibility requirements before competing in any contest.

## Section 2

## Sport Chairperson

- A. Elected from among the respective coaches of each men's and women's sport for a term of two years starting July 1.

## B. The duties of the sports chairperson shall be to:

1. Establish coaches meeting dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
2. Attend and chair all said coaches' meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

## Section 3

## Sport Administrative Representative

- A. Appointed by the president, in consultation with the conference commissioner, from among the conference assembly athletic directors.

## B. The duties of the sports administrative representative shall be to:

1. Set coaches' meeting dates in conjunction with the sports chairperson;
2. Attend all such meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, facilitating the development and modification of the sport guide, report all-conference selections and MVP information to the conference commissioner.

- C. Present conference contest schedules and sports supplements at the appropriate conference meeting for approval. Fall sport schedules and supplements should be presented at the regular spring meeting. Spring sport schedules and supplements should be presented at the regular fall meeting.
- D. Maintain records of league standings and all other matters pertaining to each sport.
- E. Submit a year-end report to the conference commissioner no later than two weeks after the State Championship for that specific sport.

#### Section 4

##### Meetings

- A. Coaches will meet a minimum of two times each year.
  - 1. Post-conference-at the completion of conference competition
  - 2. Off-season-at least 3 weeks prior to the Big 8 Assembly meeting
- B. Meeting times and locations should facilitate attendance by all coaches of the Big 8, including hosted colleges.
- C. Hosted college will be invited to send representation to the coaches' meetings.
- D. The post-conference meeting shall address the following issues:
  - 1. All-conference awards, MVP, etc.
  - 2. Post conference information
  - 3. Completion of statistics
  - 4. Recommendations for substantive Big 8 Sport Supplement changes
  - 5. Input for CCCAA/Big 8 legislative issues
  - 6. Election of next Sport Chair
- E. The off-season meeting shall address the following issues:
  - 1. Competitive schedule (complete with dates and times)
  - 2. Specific amendments to the sport supplement
  - 3. Input for CCCAA/Big 8 legislative issues
- F. Meeting Logistics
  - 1. One week prior to any meeting, the administrative representative will remind all coaches regarding date, time and place.
  - 2. A quorum for any meeting will be 50% plus one.
  - 3. Coaches must be present to vote.
  - 4. It is the responsibility of the administrative representative to forward any pertinent information from the state coaches association to division coaches whenever appropriate.
  - 5. If a college coach cannot attend a meeting, the coach can get someone else from that college to be present.

#### Section 5

##### Sport Supplement Revisions

- A. Recommended revisions of the sport supplement shall be finalized and distributed to the administrative representative for that sport two weeks prior to the scheduled assembly meeting.
  - 1. Fall semester sport supplements shall be presented at the spring conference meeting.
  - 2. Spring semester sport supplements shall be presented at the fall conference meeting.
  - 3. Proposed changes to the sport supplement that affect the competition format and scheduling be presented 1 full year prior to their proposed implementation.
  - 4. If conference or CCCAA hosting problems occur-must have emergency consent of commissioner.
- B. All proposed changes should be provided on a cover sheet attached to the revised sport supplement. The administrative representative shall distribute the cover sheet and revised sport supplement to all member or hosted colleges that sponsor that sport one week prior to the scheduled assembly meeting.
- C. The administrative representative will make sure the supplement and schedule are included on the consent agenda at the designated conference meeting.
- D. Once approved by the conference assembly, final approved copies of the sport supplement shall be distributed to all member or hosted colleges that sponsor that sport.
- E. All sections of the supplement and cover sheet must be dated and identified as draft/approved in the upper right hand corner.

#### Section 6

##### College/Competition Venue Information

- A. It is the responsibility of the host college athletic director to distribute/competition venue information to all conference and hosted colleges.

- B. The following items should be addressed:
  1. directions to campus/competitive venue
  2. map
  3. parking regulations/permits or other campus site regulations
  4. dressing room accommodations
  5. equipment and supplies provided
  6. contest supervision specifics
  7. athletic training services
  8. emergency contact information

Section 7 Decorum

- A. General decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with “class” and professionalism, is the responsibility of all participants of both the host and visiting colleges. Decorum at California community college events is the responsibility of all participants. Decorum rules apply to all conference and non-conference contests. Individual sport supplements may be more strict, but not more lenient, than the decorum rules listed in Article IX of the Big 8 Constitution/By-Laws.
- B. The responsibility for the on-site enforcement of decorum shall be specifically addressed within each sport’s supplement.

**Article 2 SPORT SPECIFIC GUIDELINES-CROSS COUNTRY**

Section 1

Personnel and dates for upcoming season

- A. Sport chair-Dan Cruz, DVC
- B. Fall meeting date/location Thursday, September 10, 2009; 4:00 pm at Budd’s Lounge, SJDC
- C. Spring meeting date/location Tuesday, May 19, 2009; 4 pm, site: ARC Ranch House
- D. Season start dates
  1. Practice – August 15, 2009
  2. Conference competition
    - a. 2009 competitions may begin on August 29, 2009
    - b. Conference meet
      - (1) Date: Friday, October 23, 2009
      - (2) Host: Santa Rosa Junior College at Spring Lake
    - c. The 2009 competition is scheduled to be hosted by Sierra College
  3. Number of contests – Maximum of 9 (Includes the Conference Meet)

Section 2

Schedule/competition format

1. Format – The only scheduled conference commitment is participation in the Conference Championships.
2. Entries
  - a. Each athlete must have successfully completed at least one scheduled community college race as a member of their college team, prior to entry into the Conference Championships.
  - b. Each college team must have successfully competed and scored as a team at least one time in a California community college race prior to entry as a team into the conference championships.

Section 3

Rules of competition

- A. Rule guide – Current NCAA guidelines

Section 4

Decorum

- A. Responsibility for reporting/identifying potential violations
  1. Meet referee –
    - a. Each competition must have a designated meet referee.
    - b. Potential violations which occur “on-site” during the competition warm-up, competition, or through the awards ceremony are to be reported to the referee.
    - c. The referee makes any rulings on-site and fills out appropriate paperwork.
    - d. Paperwork goes to the conference commissioner as per CCCAA Bylaw 4.8.

2. On-site supervision –
  - a. Host college must provide an on-site administrator for all competitions.
- B. NCAA Rules concerning “misconduct”
  1. In addition to CCCAA definitions of decorum, the NCAA track and field/cross country rules address “misconduct”
  2. The current rule guide definition of misconduct is as follows: (2008 Rule Guide, Rule 4, Section 1. Misconduct) “Misconduct is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring at the locale of the competition or warm-up that discredits the event or intercollegiate athletics. Acts of misconduct are subject to reprimand or ejection by the referee or meet management.”

## Section 5

### Conference Championship

- A. Determination of champion – The conference championship is determined exclusively by competition in the Big 8 Conference Championship Meet
- B. Ties – Dealt with within current NCAA rules for championship meets.
- C. Site
  1. The championship meet site will rotate among the participating conference schools in alphabetical order. A commitment to host the meet and conference acceptance of the proposed competition site shall be set at the fall meeting one year prior to the date of competition.
  2. The Conference Championships site for that year must be the site of an invitational race during the 1<sup>st</sup> half of the year’s schedule.
  3. The course set for the invitational shall remain the same for the Conference Championships, unless a majority of the conference coaches vote to accept a change.
- D. Date
  1. The championship meet will be held at least one week prior to the NorCal Cross Country Championships
- E. Course length
  1. The course length shall be as follows: Women: 3.0-3.2 miles / Men: 3.9 -4.2 miles
- F. Time of Competition
  1. The women will run first. Suggested start times are 2:30 p.m. for women and 3:15 p.m. for men.
- G. Entries
  1. Athletes must be entered by the deadline utilizing the approved meet management entry system.
  2. Conference schools may enter unlimited numbers of eligible individuals to represent their college in the conference championships.
  3. Each entered athlete must meet CCCAA and Big 8 eligibility requirements.
  4. Each athlete must have successfully completed at least one scheduled community college race as a member of their college team, prior to entry into the conference championships.
- H. Scoring
  1. Scoring shall follow N.C.A.A. guidelines.
  2. A team does not need to declare their scoring top 7 prior to the race; the top 7 finishers for each college will score for that team.
  3. Use of ineligible athletes.
    - a. If a team competes in the conference championships with an ineligible athlete as one of their top 7 finishers, then the team will be disqualified from the conference team competition and any further competition that season; the next team in line would move into a qualifying position.
    - b. A disqualified team cannot qualify more than four (4) individual athletes to the next round. Any individuals who would have qualified under the individual qualifying procedures on their own merit may be allowed to qualify to the next round. An individual athlete from a disqualified team cannot qualify to the next round if he/she displaces an individual athlete that has already qualified.
    - c. An ineligible athlete who competes on a non-scoring team at the conference championships will be disqualified from the conference competition and any further competition that season; the next individual in line would move into a qualifying position.

- I. Entry Fees
  - 1. To defray the cost of the meet, entry fees may be charged not to exceed \$100 per school per team.
- J. Protests/Games Committee
  - 1. Protests must be made in writing and presented to the meet referee as specified in the NCAA Rule Guide within thirty (30) minutes of the posting of meet results.
  - 2. In the event of a conflict of interest, an alternate member not involved in the protest, other than a Games Committee member, shall be appointed by the meet referee.
  - 3. If the Games Committee cannot make a decision, each participating school will get one (1) vote to resolve the issue. The school(s) involved in the protest shall not vote.
- K. Games Committee Selection
  - 1. A committee of three (3), plus a meet referee, is to be appointed by the host college at the fall meeting prior to the championships.
  - 2. Games Committee members and the meet referee shall be familiar with community college cross country, and they may be active coaches.
  - 3. The Games Committee membership and the meet referee shall be accepted by a vote of the participating colleges during the August/September meeting, one vote per school.
- L. Host School Responsibilities
  - 1. The host school will be responsible for pre-meet communication to participating conference colleges to include preparation for competition and post-meet handling of results. These responsibilities include, but are not limited to the following:
    - a. Distribute directions to campus/course.
    - b. Distribute course maps with mile marks indicated.
    - c. Distribute information regarding parking permits/rules.
    - d. Distribute locker room accommodations/information.
    - e. Select and attain official, games committee, referee, etc.
    - f. Secure awards/trophies by communicating with the Conference Commissioner at least one month prior to the competition.
    - g. Provide for first aid/medical preparations:
      - (1) first aid station
      - (2) on-site trainer and/or doctor
      - (3) arrangements for emergency ambulance service
    - h. Measure and mark course including mile marks.
    - i. Collect entry fees.
    - j. Process entries, including a check of individual athlete eligibility.
    - k. Establish two (2) independent finish timing systems, one of which should include a videotaping of the finish order.
    - l. Process finish results and team scoring.
    - m. Create a list of each participating college's local newspaper email addresses.
    - n. Distribute results after the meet to the following:
      - (1) to participating teams
      - (2) to newspapers
      - (3) to appropriate NorCal Committee representatives
      - (4) To the Big 8 cross country statistician on a disc for upload to the approved meet management program.

## Section 6

### Officials

- A. Personnel – The following positions, at a minimum, shall be covered:
  - 1. Starter
  - 2. Finish line judge
  - 3. Meet referee
  - 4. Computer operator
  - 5. Video back-up operator
  - 6. Appropriate marshal coverage for the course

Section 7

Statistics

- A. College responsibilities
  - 1. Conference Meet – Entries are to be made through Director or Athletics
  - 2. Post-conference – Each college is responsible for their own entries into post-conference competition.
  - 3. Each college is responsible for ensuring that Big 8 Statistician, Chris Ruiz, has accurate, complete cross country team and result information.
  
- B. Conference Entry Verification Coordinator (EVC)
  - a. Responsible for entries and results for the Conference Championships
    - (1) Note: the EVC is not automatically responsible for computer operation during the Conference Championships
  - b. Pay - \$300 per season
  - c. Rick Anderson, American River College will serve as the cross country EVC for 2009-2010.
  - d. Athlete of the week
    - (1) Distribute criteria and procedures
    - (2) Determine athlete of the week
    - (3) Publicize winners to the appropriate media

Section 8

Awards – The following awards shall be supplied by the Big 8 Conference

- A. Conference championship trophy/banner to the first place team
- B. All conference team selection
  - 1. 1<sup>st</sup> team “all conference” certificates to the first 7 individual finishers
  - 2. 2<sup>nd</sup> team “all conference” certificates to the second 7 individual finishers
- C. Most valuable athlete – Plaque awarded to the individual winner of each race
- D. Coach of the year – awarded to the head coach of the winning teams, one each for the winning men’s team and the winning women’s team.
- E. Athlete of the week
  - 1. Potential nominees due to the Dan Cruz (Diablo Valley College) by noon each Monday.
  - 2. Dan Cruz will distribute criteria for the nominees.
  - 3. Dan will be responsible for notification of the award to the conference school and to the Big 8 Conference statistician.