

MEN'S AND WOMEN'S TRACK AND FIELD SUPPLEMENT 2014/2015**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 California Community College Athletic Association (CCCAA).

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-Rob Dewar

- 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-Rick Anderson

- 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

M/W TRACK AND FIELD

Section 1

Personnel and dates for upcoming season

- A. Sport Representative-Rob Dewar (Sacramento City College 2014-2015).
 1. Practice may begin on January 15, 2014.
 2. First competition may begin on January 26, 2015
 3. BIG 8 Conference Championships meet to be hosted by Merritt College on Tuesday, April 21 and Friday, April 24, 2015.
 4. Meeting Dates-Tuesday, January 27, 2015 at 3:00 p.m. at Merritt College and the May meeting is still TBD.

Section 2

Rules of Competition

- A. Competition rules shall be governed by the NCAA Track and Field Rule Book for the current year, the CCCCTCA Track and Field Rules, the Northern California Track and Field Rules and the By-Laws that apply.
- B. Starting Dates
 1. Practices as specified by the CCCAA Constitution.
 2. Meets as specified by the CCCAA Constitution.
- C. Starting Times
 1. Meet start times are at the discretion of the host college.
- D. Competition schedule shall be reviewed annually.
- E. Suspended meets, rainouts, natural disasters, and facility problems shall be the responsibility of the host college/meet director. Transportation problems shall be reported to the host college/meet director as soon as possible.
- F. Equipment
 1. Implement Weigh-Ins must be done according to NCAA Rules.
 2. Uniforms Requirements-Athletes must compete in their official school uniform or be disqualified from official competition as stated in the NCAA Rule Book.
- G. Scoring shall be in accordance with the current NCAA guide.
- H. Officials
 1. Every attempt should be made to obtain certified officials or qualified adults or students to assist in meet management. Coaches may officiate if needed.
- I. Procedures-Meet Referee/Games Committee
 1. Each competition shall have a designated meet referee. The designated meet referee shall have the power to enforce the CCCAA decorum policy in track and field. The referees’ decision shall be final pending an official appeal. Appeals shall be processed through the established games committee for competitions with fewer than six (6) teams. The games committee shall be composed of one representative from each college involved in the competition. For competitions with six (6) or more teams the games committee shall be composed of 3 or 5 individuals appointed by the meet director prior to the start of the competition.
- J. Violations
 1. Disqualification from an event-A participant may be disqualified from an event for such rule violations as a false start, dragging a trail leg over a hurdle, running out of a lane, relay exchange zone violations, wearing an illegal uniform, etc. (See the current NCAA Rule’s book). These rule violations are not considered as ejections.

K. Enforcement

1. Ejection-A participant who is ejected from a competition shall vacate the competition area for the remainder of the meet, if there is appropriate supervision. If there is not supervision, the ejected participant is to remain in the competitive venue under the supervision of a representative from his/her college. If an ejected participant is found to have competed in a meet, which he/she was suspended/ejected from, the competition will be forfeited and the team shall be ineligible for the conference championship and post-conference competition that year.

Section 3

Conference Championships, Conference meets, and Awards

- A. While cost cutting measures are in effect, the BIG 8 Conference preview meet will not be a mandatory meet. Colleges attending the preview meet will each be assessed a \$50 entry per program, men and women are considered two separate programs. During cost cutting, the failure to attend will NOT result in that team being ineligible from participating in the BIG 8 Conference Championships.
- B. Site-The location for holding the conference championship is suggested to be a rotation among the conference colleges.
- C. The order of rotation is as follows: American River, Delta, Diablo Valley, Modesto, Sacramento City, and Santa Rosa. Any new or hosted schools will not be added into the rotation without consensus from all conference schools. If a school does not have a satisfactory facility according to the decision of the host school, the meet may move to the next school in the rotation, if agreeable to all coaches involved. If agreed upon by all parties the host school may hold the conference meet at another site. Should a school be passed due to field conditions, the site may revert back to the school that was passed the following year only. If agreed upon, the site may remain at the same school for longer than one year as a cost containment measure.
- D. Entries-Any eligible, qualified competitor from any of the BIG 8 colleges may enter the BIG 8 Championships. All entries must be presented in an approved manner.
- E. Declarations for the BIG 8 Championships-Declarations shall be entered into the online system, by using the approved software, by Sunday 3:00 p.m. prior to the conference meet. At exactly 3:00 p.m. the computer will allow no further entries. Any entry not made by this time is considered not entered into the BIG 8 Championships AND THERE WILL BE NO FURTHER ENTRIES. After declarations, the honest effort rule shall be in effect. There can be no additional entries. The meet director shall open the entry process using the approved software on the approved website at least 72-hours prior to the entry deadline. Faxed, mailed, or emailed entries will NOT be accepted. ~~Late Fees will be applied in accordance with the CCCAA Championship Handbook guidelines and will be payable to the Big 8 Conference Commissioner.~~ A reminder email will be sent out to all conference coaches regarding the entry deadline approximately one week prior to the deadline.
- F. Scratch Meeting-All coaches will meet forty-five (45) minutes before the starting time on the day of the trials and the finals to scratch entries. (An athlete scratched at this time will be scratched from all events).
- G. Results-The host college shall send the official results of the meet to the approved website where coaches and the conference commissioner may view/print them.
- H. Entries-Each college is allowed two (2) automatic entries per event provided that athlete has competed for the college with an official result from a competition that has been reported to Direct Athletics. This result does not have to be in the same event as the declared event for the BIG 8 Championships, but must have numerical value. More than two (2) athletes may be entered, including the automatic qualifiers, if all entrants have reached the NorCal provisional standard or if all are listed in the final BIG 8 Top-Twenty-Five (25) the best marks list on the approved website. No relay splits may be used.
- I. Wildcard entries – In addition, each school will be given a total of 2 wildcard entries to be used in any event(s). All Wildcard entries **MUST BE ENTERED ONLINE AND EMAILED** to the EVC prior to the close of entries. In order for an individual to be eligible to be a wildcard entry in an event, the following must be true:
 1. The individual **DOES NOT** need to have a numerical mark in that specific event in order to use the wildcard entry.
 2. Prior to the Conference Championship Trials, the individual must have competed and earned a numerical mark for the college in an outdoor meet on their college's schedule of meets for the current Track and Field Season..
 3. The wildcard entry **DOES NOT** move any individual out of the BIG 8 Top 25 list.
For example: Joe Trackster ran the 5000 m at the Beaver Relays in March and received a finish time for his efforts. In the Conference Championships, Joe's coach would have the choice to enter Joe in, let's say, the 400 meters with a NM (no mark). Joe would be an addition to the 400 meter field, and

his entry would not remove any of the otherwise qualified entries. Joe would be one of the 2 potential wildcard entries for his college.

- J. BIG 8 Top-Twenty-Five (25) List - The BIG 8 Top-Twenty-Five (25) List, compiled by the conference EVC (Entry Verification Coordinator), is the official list used to seed the conference championships. If an athlete is finished competing for the season, due to injury, academics, etc., the EVC must be notified and must remove the athlete from the list. An athlete should not be removed from the list simply because they do not plan on competing in that event for the remainder of the season. All marks listed on the approved website's BIG 8 Top 25 list are assumed to be correct. If this list is incorrect, the coach involved with the disputed mark must email the EVC (and cc the other conference coaches) with the correct mark prior to the close of entries. It may be that the only entry the computer allows is the incorrect mark, in which case the EVC will correct it upon receipt of the email.
- K. 10,000 Meter Qualifying – An individual can qualify for the 10,000 meters from the 5000 meters and/or 10,000 meter BIG 8 Top 25 list.
- L. Erroneous entry marks whether too high, low, or NM/NT, etc. whether by error or intent will be penalized \$50 per mark. This penalty fee must be paid to the BIG 8 Conference Commissioner.
- M. Entry Forms-Entries will be made using the approved software. Each athlete's best marks for the year will "follow" the athlete's name during the entry process. It is the coaches' responsibility to ensure that the mark entered matches the mark on the BIG 8 Top 25 list. If an athlete is being entered using the "no mark method" as one of the two (2) automatic entries, then no mark shall be entered with the athlete. The entry will then read "NM" (no mark) or "NT" (no time) on the entry sheet, only if they have not competed in that event.
- N. Scoring-All events shall be scored for the number of competing teams in the meet according to NCAA rules.
- O. Time Schedule and Order of Events-The official time schedule shall be presented and accepted at the January BIG 8 track and field coaches' meeting. The order of events shall follow the order listed by the NCAA rulebook or an approved order by the NorCal Rules Committee for the NorCal Finals Meet. (That is, the 10k, long jump, hammer throw, and javelin are all contested as finals during the BIG 8 trials). No events may be moved up on the day of competition.
- P. Trials-Trials may be run in the following running events: 100m, 200m, 400m, 100H, 110H, 400H, 800m, 1500m. Scheduled trials shall not be run if the number of entering athletes or the final number of runners, after withdrawals, etc., would allow the event to be run as a final only.
- Q. Trials shall be set up previous to the meet at a seeding meeting, using the best recorded mark for competitors in all meets. If there is no recorded time or an athlete is entered in an event that he/she has not participated in prior to the conference meet, he/she must be entered as "No Time" (NT) or "No Mark" (NM) Trials may also be held in field events when the number of entries exceeds twelve (12) or more.
- R. Seeding for Heats and Lanes in the Trials and Finals-The heats in all running events in the BIG 8 Championship Meet Trials and Finals shall be seeded in accordance with NCAA Rules and Nor Cal Rules and Policies.
- S. Field Events-If trials are held in order to determine qualifiers to the finals; competitors will receive (3) jumps/throws. Nine (9) competitors (and ties) will advance to the finals, where NCAA Rules and Nor Cal Rules and Policies shall be followed.
 - 1. All legal throws in the trials and finals must be measured. This is to insure that the tie-breaking rule can be applied if necessary.
 - 2. Starting heights for the pole vault and high jump shall be established at the seeding meeting. Even or odd heights shall be used depending on the NorCal qualifying standards.
- T. Timing and Videotaping Equipment-Electronic timing equipment shall be required to record the finish in the BIG 8 Conference Championships.
- U. Officials-The host college of the BIG 8 Conference Championship Meet shall get competent impartial adults to officiate the meet. All coaches must remain off the field during the meet. Meet management may remain on the field. Competing coaches should not be used as officials, particularly the meet referee. If due to unexpected and/or unusual circumstances, coaches of competing teams may officiate, if a vote of the majority of the BIG 8 track coaches approve. The meet director may request each college to supply officials to help officiate the meet.
- V. Fees-An assessment fee, not to exceed three hundred dollars per team, may be charged to offset meet expenses (officials, starter, automatic timing device, and videotaping) incurred by the host college. Men and women are considered two different teams. The host college is responsible for submitting to the BIG 8 track and field administrative representative a complete financial report, due prior to May 15 of the same year.
- W. Event Time Schedule Changes-Any changes in the official BIG 8 Track and Field Schedule must be

acceptable to the games committee before it is accepted as official.

- X. Conference Championships Awards-The BIG 8 shall supply awards to the two MVP awards, one for track and one for field events, men and women, in each division. The conference shall also supply the conference championship trophy to the first place team in each division along with a banner to the championship team. All head coaches shall vote men and women's MVP's for field events and track events immediately after the conclusion of the BIG 8 Championship Meet. The awards should be on hand at the BIG 8 Championship Finals (it is the host college responsibility to order these awards from the conference commissioner in advance).
1. *All Conference awards* will be recognized to the top three (3) places in each individual event plus the winning relay members. These awards are a certificate provided by the conference.
 2. *Academic awards*, provided by the BIG 8 will be awarded to second year participant student-athletes with a cumulative GPA of 3.0 or higher as specified by Article VII, Section 6F of the BIG 8 By-Laws.
 3. *Coach of the Year*-The sport chair shall accept nominations during the BIG 8 trials and accept votes during the finals immediately after the men's 4 X 400 and announce the winner at the conclusion of the meet.
 4. *Athlete of the Meet*-Coaches will assemble with the sport chair at the conclusion of the men's 4 x 400m relay to nominate and vote for men's track, men's field, women's track, and women's field event athletes of the meet. Coaches must be present or their athletes will not be considered.
 5. *BIG 8 AOW*-Nominations will be sent to Rob Dewar (SCC) by Monday at 5:00 p.m. for the BIG 8 M&F AOW. All nominations must be accompanied by a picture of the athlete being nominated or the nomination will not be considered. AOW will be forwarded to the BIG 8 webmaster by noon on Tuesday.

Section 4

Conference Entry Verification Coordinator (EVC)

- A. Entry Verification Coordinator--Mary Shea, MJC
1. Selection-The conference EVC shall be chosen by the member coaches. The EVC shall be chosen every two years and be compensated out of the BIG 8 championships meet budget.
 2. Duties
 - a. The EVC shall monitor the BIG 8 Top-Twenty-Five (25) List.
 - b. The EVC shall attend the seeding meeting and the BIG 8 Championship meet.
 - c. The EVC and Big 8 meet director will verify the seeding before it is accepted as official.
 3. The BIG 8 Top-Twenty-Five (25) List is created from marks automatically updated using the conference approved software and from additional marks entered by the coaches.
 - a. Any mark made in a meet not using the approved software must be provided to the conference EVC WITHIN 10 DAYS from the completion of that meet. These additional marks must either be emailed to the conference EVC or, if the results are available online, a link to results must be provided via email.
 - b. Any mark not updated within 10 days will not be included in the BIG 8 Top-Twenty-Five (25) List.
 - c. These marks will be the official marks used for seeding and qualifying for the BIG 8 Conference Meet.
 - d. Any meet entry mark falsely submitted shall be reported to the conference commissioner with evidence of this serious violation. After investigation, penalties may be applied by the conference commissioner, which may include program probation.