



# **Governance and Responsibilities of the Collegiate Club Committee & Collegiate Club Procedures and Requirements**

**USA Triathlon Collegiate Club Triathlon**

**Website:** <http://www.usatriathlon.org/>

Edited by the Collegiate Club Committee of USA Triathlon

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- 1. Objectives** - USA Triathlon (USAT) works to develop, advance, and promote club-level collegiate triathlon with the help the Collegiate Club Committee (CCC) representatives. The overall focus shall be on competitive excellence, overall participation and supporting/sustaining all clubs.
- 2. Roles, Responsibility and Authority** - The CCC is the working group tasked to:
  - 2.1.** Provide input about the conditions and goals of collegiate club shared by the conferences within the regions.
  - 2.2.** Work with the race directors to coordinate conference events and communicate all event details to the USAT Staff Liaison. Please email: [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).
  - 2.3.** Provide input and explanation about collegiate competitions to embody a fair and safe competition platform for participants.
  - 2.4.** Assist USAT with collegiate club governance and competition structure within the 10 regions.
  - 2.5.** Help grow the competitive experiences and participatory aspects of collegiate club triathlon.
  - 2.6.** All commissioners should attempt to attend all meetings.
  - 2.7.** Must coordinate all conference events and inform USAT of the event name, date, and location.
  - 2.8.** Supply all results to USAT Staff Liaison after the events occur. Please email:  
[collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).
- 3. Overview** - The CCC will work with their designated USAT Staff Liaison and USAT Board Liaison. There may be other situations where the CCC works with staff from other areas of the organization, but the two liaisons listed above are the main contacts. Please direct all questions to [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org). The committee consists of at least one representative from each USAT defined Conference (Commissioners), a Chairperson (Chair), and a USAT Staff Liaison, and the USAT Board Liaison. The committee will conduct its business pursuant to USAT bylaws.
  - 3.1. Collegiate Club Committee Chair** - The Chair is responsible for the administration and coordination of the Collegiate Committee in cooperation with the commissioners and works closely with USAT Staff Liaison.
    - 3.1.1.** The Chair is ratified by the USAT Board.
    - 3.1.2.** The duties of the Chair include, but are not limited to:
      - 3.1.2.1.** Set schedules for conference calls and/or email communications of the CCC.
      - 3.1.2.2.** Facilitate monthly meetings, and then distribute meeting minutes to the commissioners and USAT Staff Liaison for the official record and to be placed on the USAT collegiate club public website.
      - 3.1.2.3.** Serve as a liaison to the USAT Staff Liaison, USAT Board Liaison, clubs, and commissioners.
      - 3.1.2.4.** Help resolve problems/disputes at the conference level.
      - 3.1.2.5.** Serve as a representative for the CCC when needed.
      - 3.1.2.6.** Facilitate discussions with key stakeholders on emerging topics of regional and national significance to collegiate triathlon.
      - 3.1.2.7.** Prepare and present the committee's annual report to the USAT Staff Liaison.

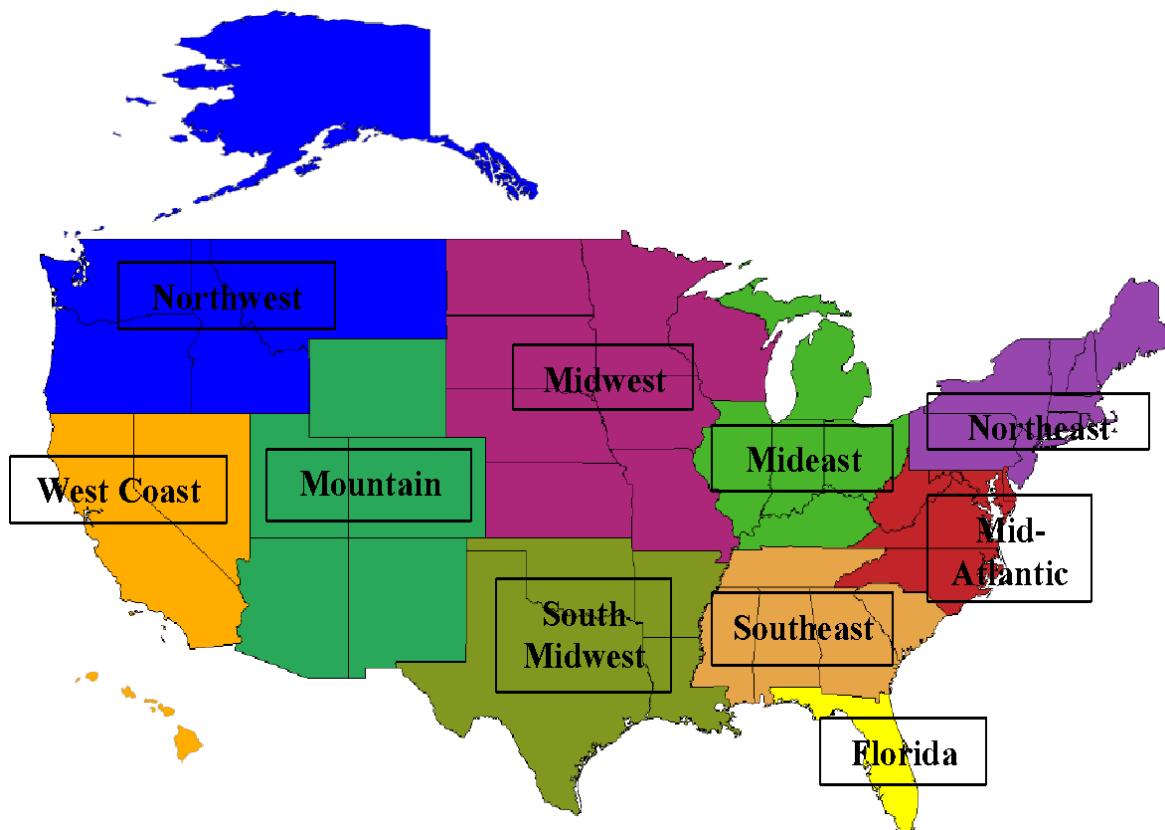
- 3.1.3.** The Chair can be removed from his/her position by the USAT Staff Liaison and USAT Board Liaison for any reason.
  - 3.1.4.** The person in the Chair position can also be elected as a commissioner.
- 3.2. Commissioners** – The commissioners have the responsibility of assisting USAT with drafting recommended policy, recruitment of new collegiate clubs, supporting existing collegiate clubs and acting upon the short-term and long-term goals of the collegiate club program.
  - 3.2.1.** All commissioners will receive a complimentary USAT annual membership.
  - 3.2.2.** Commissioner terms are two (2) years in length and run from June 1st of their year of appointment until May 31st two (2) years later. These term dates are established so that the conference nomination process will begin immediately after CCNC and that the new committee members can be appointed in time for the following academic year. In the case that a new commissioner cannot be found within thirty (30) days of the start of the new season, the current commissioner or co-commissioners will be required to stay in place so that there is no lapse in representation.
  - 3.2.3.** Up to three (3) co-commissioners are allowed per region to assist in representing and collaborating with their respective conference. Duties of each co-commissioner will be decided by the commissioners running as a unit.
    - 3.2.3.1.** If co-commissioners are at different institutions; they must explain their communication plan to USAT Staff Liaison for how they will share information amongst the commissioners.
    - 3.2.3.2.** All mention of commissioner includes co-commissioners.
    - 3.2.3.3.** If there are co-commissioners; it is a requirement to state that the people are running as a unit and any votes will be counted as a group and not based on the individuals.
  - 3.2.4.** Commissioners are elected within a four (4)-week process and must be completed by June 1st. The election will be conducted by the following procedure:
    - 3.2.4.1.** Nominations from the respective conference will be collected by that conference's commissioner and approved by the Chair for the ballot.
    - 3.2.4.2.** All nominees must accept or decline their nomination prior to the deadline. If accepted, a one (1)-page statement and any supporting documents for the election will be submitted to the conference's commissioner by the nominee for the ballot.
    - 3.2.4.3.** A ballot of all approved nominees will be forwarded by the Chair to all clubs within the respective conference for a vote.
    - 3.2.4.4.** One (1) vote per club will be collected and tallied by the Chair.
    - 3.2.4.5.** The candidate(s) with the most votes will be the new commissioner/co-commissioners (for co-commissioner voting please reference 3.2.3.3.);
    - 3.2.4.6.** If necessary, the CCC will submit one (1) vote per region to break any ties.
    - 3.2.4.7.** If there is still a tie; the Chair will make the final decision with the help of the USAT Staff Liaison.
  - 3.2.5.** Nominations for commissioners for the following conferences will occur in even numbered years: South Midwest; Mideast; Mid-Atlantic; Northeast; Florida.
  - 3.2.6.** Nominations for commissioners for the following conferences will occur in odd numbered years: Northwest; West Coast; Midwest; Southeast; Mountain.

- 3.2.7.** Commissioners must be formally connected (i.e., alums, individuals associated with USAT e.g., coaches), and live within the region of their respective conference. This may include but is not limited to enrolled part-time or full-time students, triathlon coaches, race directors, officials, and regional board members. The final decision is up to USAT Board Liaison and USAT Staff Liaison. Questions can be directed to [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).
- 3.2.8.** There is no limit to the number of terms commissioners can serve, as long as they are re-elected by their conference.
- 3.2.9.** Each commissioner will work for the continued growth of collegiate triathlon at both the national level and within their respective USAT conference. This includes, but is not limited to:
- 3.2.9.1.** Help individuals start a new multisport club at their respective schools.
- 3.2.9.2.** Help current clubs sustain their clubs.
- 3.2.9.3.** Encourage clubs to join and compete in conference events.
- 3.2.9.4.** Participate in the administration of the conference.
- 3.2.9.5.** Promote the improvement of skills and practices for collegiate clubs and students.
- 3.2.10.** Each commissioner will help USAT Staff Liaison keep a current database of contact information for all registered clubs in their conference. The details include contact name, contact email, institution name, and club website.
- 3.2.11.** Each commissioner will attempt to be part of all scheduled CCC discussions, conference calls, and the yearly CCNC.
- 3.2.12.** Each commissioner will bring matters of concern to the Chair in a timely fashion.
- 3.2.13.** Each commissioner must prepare a report of activity and growth within his/her conference as part of the required year-end report.
- 3.2.14.** Each commissioner must send updates to all club representatives when asked by the Chair within three (3) days of receiving the information.
- 3.2.15.** Each commissioner must send conference results to USAT within fifteen (15) days of each conference event.
- 3.2.16.** Each commissioner will be responsible for reviewing and approving his/her respective conference racing schedules in accordance with the collegiate requirements prior to the beginning of the official race season each academic year. All schedules must be positioned on a google document where all events from each region are shared. Deadline for submission is June 1 unless an extension deadline is required to finalize details.
- 3.2.17.** Each commissioner must make every attempt to be present at the CCNC.
- 3.2.18.** All commissioners must exercise their responsibilities in a manner that is kind, sensitive, thoughtful, and respectful as outlined under the USAT Board of Directors and Volunteer Code of Ethics and Conduct. All members of the committee sign the USAT Code of Ethics and Conduct and return it to the Chair. The document can be found [here](#) and also on the official USA Triathlon website under ‘About’ and then ‘Governance,’ and it is on the right listed under documents.
- 3.2.19.** If a commissioner has been derelict of his/her duties, he/she can be recommended for removal by the Chair. The USAT Board Liaison and USAT Staff Liaison will approve the removal and approve the new commissioner with the help of the Chair.
- 3.2.20.** If for any reason a commissioner needs to be replaced prior to his/her term completion (due to removal or needing immediate resignation), the commissioner election procure will be followed as detailed under Requirement 3.2.4.

- 3.2.21.** The nominated appointee is required to meet all commissioner standards and regulations stated under Requirement 3.2. and shall serve until the following commissioner election cycle.
- 3.2.22.** Each commissioner shall seek to have a conference call (Zoom call) with clubs in his/her conference at least four times per year.
- 3.2.23.** A minimum of three weeks written notice shall be given to each club in the conference prior to the meeting.
- 3.2.23.1.** Clubs shall request to place items for discussion on the agenda no later than five (5) days prior to a scheduled meeting and the Chair makes the final decision of the topics.
- 3.2.23.2.** The agenda shall be distributed to all club reps no later than three (3) days prior to the meeting.
- 3.2.23.3.** Minutes from conference meetings should be sent out to all club reps no later than ten(10) days after conference meetings.

### 3.3. Conferences

- 3.3.1.** USAT Collegiate Club triathlon conferences are associations of neighboring collegiate triathlon clubs and are represented by ten (10) conferences.
- 3.3.2.** Institutions from Canadian provinces will be placed in a region based on geographical location.
- 3.3.3.** The name and location of the current conferences are depicted in the map.



- **Northwest Collegiate Triathlon Conference (NWCTC):** Washington, Oregon, Alaska, Montana, and Idaho.
- **West Coast Collegiate Triathlon Conference (WCTC):** California, Hawaii, and Nevada
- **Mountain Collegiate Triathlon Conference (MCTC):** Wyoming, Utah, Colorado, Arizona, and New Mexico
- **Midwest Collegiate Triathlon Conference (MWCTC):** North Dakota, South Dakota, Kansas, Minnesota, Wisconsin, Iowa, Missouri, and Nebraska
- **South-Midwest Collegiate Triathlon Conference (SMWCTC):** Texas, Oklahoma, Arkansas, and Louisiana
- **Mideast Collegiate Triathlon Conference (MECTC):** Michigan, Illinois, Indiana, Ohio, and Kentucky
- **Southeast Collegiate Triathlon Conference (SECTC):** Tennessee, Mississippi, Alabama, Georgia and South Carolina
- **Florida Collegiate Triathlon Conference (FCTC):** Florida
- **Mid-Atlantic Collegiate Triathlon Conference (MACTC):** Delaware, Maryland, North Carolina, Virginia and West Virginia
- **Northeast Collegiate Triathlon Conference (NECTC):** New Hampshire, Massachusetts, Maine, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, and Vermont

#### **3.3.4. Conference Events**

- 3.3.4.1.** Students must participate in one conference event in order to qualify for CCNC.
- 3.3.4.2.** Conference championships will receive the following awards from USAT: 1<sup>st</sup>-5<sup>th</sup> for individual female students, 1<sup>st</sup>-5<sup>th</sup> for individual male students, 1<sup>st</sup>-5<sup>th</sup> for female clubs, 1<sup>st</sup>-5<sup>th</sup> for male clubs, and 1<sup>st</sup>-5<sup>th</sup> for overall club (included women and men).
- 3.3.4.3.** The scoring will be the same procedure as CCNC. For additional details please reference 5.8. Collegiate Club Nationals Scoring.

#### **3.4. Collegiate Clubs**

- 3.4.1.** To participate and score within collegiate triathlon events a club must be:
  - 3.4.1.1.** A recognized or registered student organization with its school
  - 3.4.1.2.** A member in good standing in its conferences.
  - 3.4.1.3.** Registered as a USAT club in good standing, having submitted the appropriate application and club fee to USAT.
- 3.4.2.** Schools that have more than one geographically separate and distinct campuses, each of which grants a separate degree or has a separate and distinct athletic department, must develop a separate club for each campus location.
- 3.4.3.** Each club's name will be the name of the club's school, as recorded in IPEDS (<http://nces.ed.gov/ipeds/>).

### **3.5. Eligibility**

#### **3.5.1. Definition of student status.**

- 3.5.1.1.** Full-time/part-time status is determined by the student's academic institution (as defined by the registrar). Credit requirements may vary by institution.
- 3.5.1.2.** Full-time students are eligible to compete at all collegiate club events.
- 3.5.1.3.** Part-time students are eligible to compete at all conference events, but participation may be limited at CCNC. Please see Requirement 3.5.2.3.5.
- 3.5.1.4.** Students who are completing their degree in the fall/winter or spring of the same academic year as CCNC have the same eligibility as full-time students, regardless of full or part-time status in their final semester. Students who are defined as part-time in any semester other than their final semester before earning a degree are considered to be part-time students for eligibility purposes.
  - 3.5.1.4.1.** If a student completes his/her degree in the fall/winter and was a part-time in that semester, he/she will be required to provide proof of degree completion in order to be considered eligible to compete at CCNC.
  - 3.5.1.4.2.** For clarity: Students who have completed their degree in the fall/winter of the same academic year as CCNC have the same eligibility as full-time students, regardless of full-time or part-time status in their final semester. These students need not be enrolled in classes in the spring semester (when CCNC occurs).

#### **3.5.2. All students wanting to compete in the USAT collegiate club program must adhere to the items below.**

##### **3.5.2.1. General information that applies to conference events and CCNC.**

- 3.5.2.1.1.** No school or club may develop eligibility requirements that unduly hamper or deny any student from participating as a student for such club when the student otherwise satisfies the eligibility requirements of these collegiate club requirements.
- 3.5.2.1.2.** Varsity triathletes: Athletes who are members of a varsity triathlon team, and/or who have competed in a varsity triathlon through a collegiate athletic association (e.g., NCAA, NALA, NJCAA) are ineligible to be a competitive collegiate club triathlete and/or to compete in any exclusive collegiate club triathlon event in the same academic year. NCAA varsity student athletes must wait three hundred sixty-five (365) days from their final varsity triathlon NCAA competition in order to compete in any collegiate club triathlon event.  
Deferred admission and gap year students: Athletes are ineligible to compete while a student's degree program is deferred or paused.
- 3.5.2.1.3.** International students, who otherwise satisfy all the eligibility requirements of this document, are allowed to compete in collegiate club triathlon events, including the annual CCNC and score in all events.
- 3.5.2.1.4.** Full-time and part-time students from a school that does not currently have a registered collegiate triathlon club will be permitted to race in collegiate conference competitions, and CCNC, as "unaffiliated," but will not be able to earn conference rankings or points. At CCNC all such students must wear a standard USAT race kit. Although they are not permitted to score for a

team, they may compete and score individually at CCNC and displace.

- 3.5.2.1.5.** All students are responsible for ensuring that they are registered under the appropriate collegiate club in the student's online profile with USAT.
- 3.5.2.1.6.** Current and former elite and collegiate elite triathletes, who otherwise satisfy the eligibility requirements of this document, are allowed to compete in collegiate triathlon events.
- 3.5.2.1.7.** Students cannot race for two institutions in the same racing season unless a student academically transfers to a different institution mid-season. If a student has changed clubs (through transfer or after graduation), he/she must compete for the club at the institution in which they are currently enrolled as a student, and that club must meet the requirements specified in section 3.4. The student is subject to all part-time/full-time eligibility definitions as outlined in section 3.5.1. If there are additional questions; please email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).

**3.5.2.2. Conference events**

- 3.5.2.2.1.** Student must be full-time students or part-time students (the individual must be considered at least a part-time student by his/her school registrar - two (2) full-time classes or equivalent as defined by the registrar). Please note that full-time students and part-time students can participate in conference events and are eligible for team scoring and all awards
- 3.5.2.2.2.** Students must be in good standing at the school that will grant their degree, as defined by the Bursar, or Office of the Registrar, at that school.

**3.5.2.3. CCNC**

- 3.5.2.3.1.** Students must be members in good standing with USAT and their collegiate triathlon club.
- 3.5.2.3.2.** Students must possess a current USAT Annual Membership while racing on their collegiate club.
- 3.5.2.3.3.** Each club must submit an eligibility form for students registered for the event. This document will must be signed by the institution's registrar and confirm whether each member on the club is a full-time or part-time student. This form will be on the USA Triathlon Collegiate Club page and must be sent to [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org). If USA Triathlon does not receive a club's eligibility form, then USA Triathlon has the discretion to deny the student(s) to race in any of the event during CCNC weekend.
- 3.5.2.3.4.** Full-time students (as deemed by the school's registrar) are able to participate, score and are eligible for awards in all races.
- 3.5.2.3.5.** Students who are enrolled in the final units necessary to complete their degree requirements in their final semester before receiving a degree may compete and score for their school at CCNC in any race. Due to fulfilling their final graduation requirements, they count as full-time students.
- 3.5.2.3.6.** Students graduating in the fall/winter can compete and score at the following spring's CCNC within the same academic year; they count as full- time students. Students in this circumstance are required to show proof of degree completion to [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org), Otherwise they are treated as part-time students.
- 3.5.2.3.7.** Students who do not meet the requirements above, will be considered part- time status. All part-time students can compete in the Olympic distance race at CCNC. They are eligible for individual awards/scoring but will not be eligible to be part of team awards/scoring. Part-time students are not eligible to compete in the DL or MR races.
- 3.5.2.3.8.** Students who do not meet the above requirement(s) can email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org) and the USAT Staff Liaison will consider granting exceptions for unique circumstances. Final decisions are made at the discretion of USAT.

**4. Petitions and Rulings** - In partnership with USAT, the CCC may provide interpretations and clarifications to the collegiate competitive requirements, with final approval by USAT Staff.

**4.1.** Collegiate club students and/or clubs can request an interpretation or clarification of any of the collegiate competitive rules. It is required that they submit a petition to their conference commissioner. All submitted petitions must come from the club's designated representative; this can be a coach or club captain. Commissioners will forward all petitions to the Chair. The Chair will have a discussion with the USAT Board Liaison and USAT Staff Liaison.

**4.2.** The complete petition must contain all of the following information:

- 4.2.1.** All information relevant to the requested petition;
- 4.2.2.** The name, telephone number, and e-mail address of the petitioner;
- 4.2.3.** The appropriate club rep of the athletic, club sports, or student club department that is responsible for supervising the student's club;
- 4.2.4.** All petitions will be reviewed by the CCC and Chair. Final resolution provided by USAT and will be resolved within thirty (30) days upon receipt of all required information.

## **5. Collegiate Club Competitive Requirements**

### **5.1. General**

**5.1.1.** In order to participate in collegiate triathlon events, a student must meet the student eligibility requirements of Section 3.5 and collegiate clubs must fulfill the requirements of Section 3.4. Proof of eligibility criteria must be furnished to USAT and the collegiate committee upon request.

**5.1.2.** In addition to these requirements, collegiate triathlon races must follow the competitive racing rules and regulations of USAT. It is each student's responsibility to understand USAT Competitive Rules and the specific requirements applicable to collegiate triathlon. Any individual in violation of the competitive rules is subject to a variable time penalty or disqualification by USAT representatives.

**5.1.3.**

### **5.2. Club Uniform**

**5.2.1.** Clubs should make all attempts to see that students racing on behalf of their club are wearing an official club uniform from the start to finish of the race.

**5.2.1.1.** At CCNC, it is required that clubs wear gear that identifies their club. Please see 5.2.2.

- 5.2.2.** The school's name, nickname, or initials must appear on the club's uniform and must be the largest and most prominent lettering or image on the uniform. The standard for properly identifying competitor attire is that no imagination shall be required of another to identify the competitor's collegiate club team.
- 5.2.3.** Uniforms may be unzipped during competition; however, the school's name or initials must remain prominently displayed on the front and back of torso.
- 5.2.4.** Both sleeved and non-sleeved uniforms are permitted regardless of CCNC event (Olympic, Sprint, PC Open and Mixed Relay). Sleeves may cover the shoulders, arms, up to but not including the elbows.
- 5.2.5.** A one-piece uniform is preferred. If a two-piece uniform is used, the space between the top and the bottom may not be visible, so the two pieces overlap. The student must cover the torso during the entire race.
- 5.2.6.** All obligations regarding uniform stated under Requirement 5.2 will apply for each CCNC event (i.e. Olympic, Sprint, PC Open and Mixed Relay).
- 5.2.7.** Clubs can request dispensations for other uniform types not covered above with final approval by USAT staff via [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).
- 5.2.8.** Students who do not follow these standards during a race will receive a variable time penalty as defined in Section 3.7 of the USAT Competitive Rules.

### **5.3. Conference Events**

- 5.3.1.** The racing season for each Conference begins on June 1<sup>st</sup> and concludes with CCNC of the following year.
- 5.3.2.** The conference racing schedule is organized by the conference commissioner and must be communicated to all the club representatives within a conference.
- 5.3.3.** Students must complete one conference event during their conference racing schedule that is within a twelve-month period from the end of the preceding CCNC. This applies to paratriathlon and able-bodied students. It can be either a non-draft sprint, draft-legal or an Olympic and/or a MR event. Please reference 5.5.4 if students are not able to meet that requirement.
- 5.3.4.** All conference events must be USAT sanctioned in order to be eligible for CCNC. Here is the [link](#) to learn more about the sanctioning the event.
- 5.3.5.** Conference events must be comprised of at least two (2) of the following disciplines: swimming, cycling, or running. For example, a duathlon.
- 5.3.6.** Please reference 5.6.1., 5.6.2., 5.6.3, for recommended race distances. There will be an allowance of a 2.5% standard deviation for the standard race distances. True distances must be reported and advertised on websites and other locations.
- 5.3.7.** Conference events may include any combination of a non-draft sprint, draft-legal, an Olympic and/or a MR event.
- 5.3.8.** Each conference is required to hold an annual conference championship race.
- 5.3.9.** Each conference must share the date of their annual conference championship race as part of their event submission to USAT.
- 5.3.10.** The conference championship event must be defined by the race director preferably as an Olympic race to ensure it is an event that is similar to the CCNC.
- 5.3.11.** All efforts/consideration must be made to conclude all conference events at least thirty (30) days prior to CCNC. Any exception must be place in writing to the Chair at least thirty (30) days prior to the conference event.

- 5.3.12.** Conference event scoring will be low score wins, following the same scoring rubric as CCNC. Please reference 5.8. for an explanation. This will occur for all individuals and team scoring. Commissioners will be responsible for compiling, reporting, and distributing this information.
- 5.3.13.** If there is a tie at a conference championship, please follow the steps below. The lowest scoring (best finishing) 4th place finisher at the conference's non-draft championship race serves as the tie breaker to any team score ties. The 4th place female serves as a tiebreaker for female team scoring. The 4th place male serves as a tiebreaker for male team scoring. The combined lowest 4th place male and 4th place female finisher serve as a tiebreaker for combined team scoring. For conference championships with multiple races, the non-draft will serve as the championship race. If a conference championship does not have a non-draft race, then it will be the DL race that will be used with the same steps outlined above.

#### **5.4. Violations and Penalties**

- 5.4.1.** There will be two (2) categories of penalties for infractions of the Collegiate Competitive Requirements.
- 5.4.1.1. Conference Level Violations: Any violation committed that involves conference level events.** If 60% of the CCC finds the evidence of the violation enough to prove intentional guilt, the committee may enact a penalty as significant as team banishment at the next approaching conference championship. Each conference gets one vote, even if there are co-commissioners. USAT holds the right to enforce lesser penalties if deemed appropriate.
- 5.4.1.2. National Championship Level Violations: Any violation committed that involves the CCNC.** If 60% of the CCC finds the evidence of the violation enough to prove intentional guilt, the CCC may enact a penalty as significant as team banishment at the next approaching CCNC. Each conference gets one vote, even if there are co-commissioners. USAT holds the right to enforce lesser penalties if deemed appropriate.

#### **5.5. Collegiate Club National Championships Eligibility**

- 5.5.1.** To race at CCNC, all clubs must fulfill the club requirements of Section 3.4 and their students must meet the student eligibility requirements of Section 3.5 on the day of the championship event.
- 5.5.2.** A club or their designated club representative must provide proof of eligibility for all students racing in CCNC for that school by means of any document showing the students' name, the institution they are enrolled in, and the year of enrollment. This can include an official transcript, unofficial transcript with institution's name, or a signed letter from the Office of the Registrar.
- 5.5.3.** All clubs must provide proof to their commissioner that students completed one conference event when proof of enrollment (part-time students and full-time students) is provided to USAT.
- 5.5.4.** All students wanting to attend CCNC must participate in at least one conference event. Ideally students will finish their event, but if they do not finish (DNF) they will still qualify for CCNC. If students are unable to attend a conference events due to study abroad program (documentation signed by Registrar), injury (signed doctor documentation including dates of inactivity), or enrolled at an institution after the conference season ended (documentation signed by Registrar) then students can submit alternative results to [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org). USAT Staff Liaison and working group, consisting of two

additional USAT staff members, will determine eligible students. Students who do not have a documented reason in the categories noted above, as the ones mentioned above, for not attending a conference race will most likely not be eligible to race at CCNC.

## **5.6. Collegiate Club National Championships Events**

USAT staff contracts for production of the CCNC. The working group tasked with the organization and conduct of the CCNC, in accordance with the provision of these duties shall include: the contracted race management, team or race director designate, the USAT Collegiate Club Program manager/liaison, the OCC Chair and/or the Chair's designees/appointees.

### **5.6.1. Draft-Legal Sprint: 750m swim/20km bike/5km run**

**5.6.1.1.** The maximum number of entrants per club is two (2) per gender.

**5.6.1.2.** The waves will have a maximum of eighty (80) students one (1) per gender. USAT reserves the right to increase wave size to meet unique needs of the event.

**5.6.1.3.** Special allocations will be distributed based on submission to USA at least fourteen (14) days prior to CCNC. USAT staff liaison and the collegiate committee chair will review the submission and select the additional students.

**5.6.1.4.** Draft legal events are to be conducted in accordance with the current [World Triathlon Competition Rules](#) designated for U23 draft-legal competitions. This includes rules regarding equipment (i.e., bicycles) and competition but excludes all rules regarding uniform. Please reference 5.2. for additional details on uniforms.

### **5.6.2. Olympic: 1.5km swim/40km bike/10km run with multiple waves**

**5.6.2.1.** No maximum number of entrants per club.

**5.6.2.2.** Olympic events are to be conducted in accordance with USAT Competitive Rules for non-elite events. This includes rules regarding equipment (i.e., bicycles) and competition, but excludes all rules regarding uniform. Please reference 5.2. for additional details on uniforms.

**5.6.2.3.** Students must race on a traditional road or triathlon bicycle. Mountain bikes, hybrids, and cruisers are not permitted.

**5.6.2.4.** The waves will have a maximum of one hundred and fifty (150) students. USAT reserves the right to increase wave size to meet unique needs of the event.

### **5.6.3. Mixed Relay: 250-300m swim/5-8km bike/1.2-2km run (each student must complete this distance)**

**5.6.3.1.** This is a draft-legal relay event consisting of two (2) women and two (2) men. The students must physically tag the next teammate in respective order (A, B, C, D).

**5.6.3.2.** The order of competition will be man, woman, man, and woman.

**5.6.3.3.** Maximum of one (1) relay team per collegiate club. A maximum of sixty-five (65) relay teams will be permitted unless preapproved by the National Events staff.

**5.6.3.4.** Mixed relay events are to be conducted in accordance with the current [World Triathlon Competition Rules](#) designated for mixed relay draft-legal competition. This includes rules regarding equipment (i.e. bicycles) and competition, but excludes all rules regarding uniform. Please reference 5.2. for additional details.

### **5.6.4. Paratriathlon Open Division**

The event location and course availability will dictate whether a Paratriathlon Open Division wave can be safely offered. All best attempts will be made to have this option available.

**5.6.4.2** All must have a paratriathlete annual membership. Please visit this [page](#) for more details.

**5.6.4.1.** Paratriathletes must submit results from a non-draft sprint race. They need to communicate USAT about their preference and experience. USAT will determine the final decision. Please email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).

## **5.7. Collegiate Club National Championships Races Qualifications**

### **5.7.1. Draft-Legal Sprint Qualification**

**5.7.1.1.** Women/men conference size is defined as the number of clubs from that conference that competed in the previous year's CCNC with four (4) Olympic distance finishers regardless of gender. Allocation of starting slots are handled separately based on gender and the respective conference size separated out by gender.

The order of qualifications will be allocated:

**5.7.1.1.1.** The top twenty-five (25) finishers from the previous year's DL race (women and men calculated separately) earn a starting slot for their club. Example: A University had two (2) finishers in the top twenty-five (25) and they earn their club two (2) DL slots for next year's CCNC. Clubs can select any students to compete from the club.

**5.7.1.1.2.** Each conference will be granted two (2) draft-legal slots (women and men calculated separately). These will be awarded based on individual finish at the conference championship. There are ten (10) conferences, so a total of twenty (20) slots will be allocated. If the conference holds a draft-legal race as part of the conference championship, these slots will be awarded based on the finish place in this race. If there is no draft-legal race in the conference championships, these slots are awarded based on finish in the championship event, distances vary (Olympic or sprint).

**5.7.1.1.3.** Twenty (20) slots will be divided proportionally to the conferences based on their size, please see 5.7.1.1 for full explanation. These slots will be awarded based on the lowest score from the top three (3) finishes for each individual student at conference events. Please reference 5.8. for scoring method. Students will be able to use their best finishes from up to three (3) conference events, including the conference championship. If a conference only hosts the championship event, that event will be used to determine these allocations. It will be required for all other conferences to use a minimum of three (3) conference events. If there is a tie, head-to-head performance will be the deciding factor. If a school already earned their maximum two (2) slots via 5.7.1.3.1, the slot would roll down to the next eligible school. There will be roll down for both genders if necessary. Commissioners are responsible for tracking this component and sharing with USAT Staff Liaison.

**5.7.1.1.4.** At USAT's discretion, up to ten (10) slots may be made available for special requests. Special allocations will be distributed based on the submission to USAT. The staff liaison and collegiate club commissioner will fill these additional spots. The first priority will be to provide an opportunity for clubs without an allocated spot to have an athlete in the DL races.

5.7.1.4 All unclaimed slots will revert back to USAT for special allocation.

5.7.1.5 Clubs are not required to grant a draft-legal slot to the student who earned the slot.

5.7.1.6 Clubs have the freedom to develop their own selection criteria.

Any student who did not earn a slot in the draft-legal competition, and does not already have two (2) team members racing, will have the opportunity to add their name to a request list for a starting slot. Slots will be awarded at the discretion of the USAT.

5.7.1.6.1 All unclaimed slots will revert back to USAT for special allocation. Special allocations will be distributed at the discretion of USAT. Team leaders shall be permitted to provide athlete recommendations to USAT.

## **5.7.2. Olympic Wave Seeding and Qualification**

**5.7.2.1.** First two (2) waves for women and men will be allocated based on the previous CCNC results. These waves will each have one hundred and fifty (150) students.

**5.7.2.2.** Women/men conference size is defined as the number of clubs from that conference that competed in the previous year's CCNC with four (4) Olympic distance finishers regardless of gender.

**5.7.2.3.** Allocation of wave one (1) slots is handled separately for the women's and men's event.

**5.7.2.4.** Wave one (1) slots will be awarded as follows:

**5.7.2.4.1.** The top eighty (80) finishers from previous year's Olympic race (women and men) earn a starting slot for their team. Example: A University had two (2) finishers in the top eighty (80), so they earned their club two (2) wave one Olympic slots for next year's CCNC.

**5.7.2.4.2.** Each conference will be guaranteed four (4) wave one slots (women and men calculated separately). These will be awarded based on individual finish at the most recent conference championship. If a school is not bringing athletes for this race that slot will roll down to the next eligible school. There will be roll down for both genders if necessary.

**5.7.2.4.3.** All remaining wave one (1) slots are awarded based on special requests submitted to conference commissioners.

**5.7.2.4.4.** Any current USAT Elite student may submit a request to USAT Staff Liaison. Please email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).

**5.7.2.4.5.** All unclaimed slots wave one (1) will revert back to USAT for special allocation.

**5.7.2.4.6.** Special allocations may be distributed based on prior race performances in the same academic year. Submission should be made at least 14 days prior to CCNC. In addition to race performances, priority will be given to clubs without any wave 1 slots.

**5.7.2.5.** Wave 2 slots will be awarded as follows:

- 5.7.2.5.1.** The next top one hundred (100) finishers from previous year's Olympic race (women and men calculated separately) will earn a starting slot for their team. Example: A University had two finishers in the next top 100, so they earned their club two (2) wave two Olympic slots for next year's CCNC.
- 5.7.2.5.2.** Each conference will be guaranteed four (4) wave two slots (women and men calculated separately). The roll down will continue where wave one (1) ended. Example, the wave one (1) roll down concluded at 9<sup>th</sup> place then wave two (2) roll down will start at 10<sup>th</sup> place.
- 5.7.2.5.3.** All unclaimed slots will revert back to USAT for special allocation.
- 5.7.2.5.4.** All remaining wave two (2) slots are awarded based on special requests submitted to conference commissioners.
- 5.7.2.6.** All remaining students will be divided equally between the remaining waves using random selection.

### **5.7.3. Mixed Relay Qualification**

- 5.7.3.1.** Overall conference size is defined as the number of clubs from that conference that competed in the previous year's CCNC with four (4) Olympic distance finishers regardless of gender.
- 5.7.3.2.** Each team will be permitted to enter 1 team. In the event there are more than go team submissions, placement into the MR race will be awarded as follows:
  - 5.7.3.2.1.** 50% of the MR slots are awarded based on the performance at the previous year's CCNC. Each team that places in the top twenty-five (25) of the overall teams will earn their team one (1) slot.
  - 5.7.3.2.2.** 50% of the MR slots are awarded based on conference proportionally according to conference size (women and men calculated separately). The slots will be awarded based on team finish at conference championship. If a school already earned slots via 5.7.3.2.1., the slot would roll down to the next eligible school.
  - 5.7.3.2.3.** All unclaimed slots will revert back to USAT for special allocation. Team leads should defend a mixed relay team being added.

### **5.7.4. Paratriathlon Open Division**

- 5.7.4.1.** The event location and course availability will dictate whether a Paratriathlon Open Division wave can be safely offered. All best attempts will be made to have this option available.
- 5.7.4.2.** If the course is deemed safe, paratriathletes can do a non-draft sprint. Please email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org).

- 5.7.4.3.** In order to make the decision, USAT Staff Liaison will coordinate with the National Events Director and the Director of Paralympic Program. Paratriathletes must submit results from an Olympic or non-draft sprint race. USAT will determine the final decision.

## 5.8. Collegiate Club Nationals Scoring

- 5.8.1.** Finishers in the Olympic distance race will earn points based on the following formula: Points = Place. The maximum score is five hundred (500) for any finisher. Students who do not finish the race will earn last place +1 point with a maximum of 501 points. To calculate a team score, each team must have 4 Olympic students. If a team has fewer than 4 students, the team score is comprised of the individual score of each student entered into the race, plus a score of last place +1 (with a maximum of 501 points) for each unraced spot. To encourage high participation, there is an unlimited number of students that can be used for displacement.

Place	Points
1st	1
2nd	2
3rd	3
10th	10
500th	500
501st	501
Do Not Finish (DNF)/Do Not Start (DNS)	Last place +1 (501pt Max)
Do Not Finish (DNF)/Do Not Start (DNS)	Last place +1 (501pt Max)

- 5.8.2.** Finishers in the draft-legal race will earn points based on the following formula: Points =  $(3 \times \text{Place}) - 2$ . Students who do not finish the race will earn last place +1 point. If a team does not have a student competing in the DL event, they will be assigned points for last place +1 in order to calculate a team score. Only the first finisher from each club scores points for his/her club. If a club has a second student in the race, that student will not score, but will displace lower-finishing students from clubs.

Place	Points
1st	1
2nd	4
3rd	7
10th	28
50th	148
51st	151
60th	178
65th	198
70th	208
75th	223
Do Not Finish (DNF)/Do Not Start (DNS)	Last place +1
Do Not Finish (DNF)/Do Not Start (DNS)	Last place +1

- 5.8.3.** Teams in the MR race will earn points based on the following formula: Points = (5 x Place) - 4. The maximum score will be one-hundred and (101) for any team that finishes the event. Clubs that do not finish the race will earn last place +1 point with a maximum of 101 points. Clubs that do not enter a team into the event or otherwise do not start the race will earn last place +1 point with a maximum of 101 points. These points will only count towards the overall club scoring and have no impact on individual or single gender team scoring. The total time for the team is from the start of the 1st team member to the finish of the 4th. Time is continuous and does not stop between students.

Place	Points
1st	1
2nd	6
3rd	11
10th	46
20th	96
21st	100
22nd	101
<b>Do Not Finish (DNF)/Do Not Start (DNS)</b>	<b>Last place +1 (101pt Max)</b>

- 5.8.4.** The scoring of the women's and men's races will be separate, so both the first placed woman and the first placed man will earn first place points.
- 5.8.5.** Protest/Appeal processes will follow the regulations of [World Triathlon Competition Rules](#).
- 5.8.6.** All results must be signed-off by all respective parties (race director, Chair, timer, and one other USAT designate). All penalties must be signed off by both the Chair and the event's head official. Once the results are official the awards can be allocated.
- 5.8.7.** If granted qualification from their conference, students may race in both the Olympic and draft-legal sprint race and their scores from both races may be used to construct a women's/men's club score.
- 5.8.8.** Coaches and club leaders are strongly encouraged to educate their students of all USAT Competitive Rules and should always attend the pre-race briefing that is given by the head official and event director.

## 5.9. Collegiate Club National Championships – Individual Awards

- 5.9.1.** **Draft-legal:** Top five (5) female & male finishers in the draft-legal race will be honored at the awards ceremony.
- 5.9.2.** **Olympic:** Top ten (10) female & male finishers in the Olympic race will be honored at the awards ceremony.
- 5.9.3.** **Combined Individual Champion:** Top five (5) female & male finishers will be determined by adding up points from the draft-legal and Olympic distance races will be honored at the awards ceremony. Low points score wins. In case of a tie, the best placed finisher in the Olympic race will win.
- 5.9.4.** **Individual Splits:** Top female & male times in swim split, bike split, run split, and combined transition split will be honored at the awards ceremony.

- 5.9.5. Paratriathlon Sprint:** Top three (3) male & female paratriathlete finishers in the non-draft sprint distance race for the following categories: standing (this includes below knee amputee and above knee amputee in the same category) visually impaired, and wheelchair will be honored at the awards ceremony.

Race	Award	Calculation
Draft-Legal	Top 5 Individual (Female and Male)	Finishing Place
Olympic	Top 10 Individuals (Female and Male)	Finishing Place
Combined Individual Champion	Top 5 Individuals (Female and Male)	Summation of Olympic and Draft-Legal
Individual Splits	Top 1 Individual in Swim, Bike, Run, and Combined Transition Time (Female and Male)	Fastest Student in Each Element
Paratriathlon Sprint	Top 3 Individuals for standing, visually impaired, and wheelchair categories (Female and Male)	Finishing Place

## 5.10. Collegiate Club National Championships – Club Awards

- 5.10.1. Women's Club:** Score will be determined by adding the scores of the top four (4) finishers from the Olympic distance race and the top finisher from the draft-legal race. The lowest women's club score will win the women's club competition. In case of a points tie, the club with the best-placed female finisher in the Olympic distance race will win. The top ten (10) clubs will be honored at the awards ceremony.
- 5.10.2. Men's Club:** Score will be determined by adding the scores of the top four (4) finishers from the Olympic distance race and the top finisher from the draft-legal race. The lowest men's club score will win the men's club competition. In case of a points tie, the club with the best-placed male finisher in the Olympic distance race will win. The top ten (10) clubs will be honored at the awards ceremony.
- 5.10.3. Mixed Relay:** Score will be determined by the total time for the team is from the start of the 1st team member to the finish of the 4th. Time is continuous and does not stop between students. The fastest team times will determine the finish places of the teams. The top five (5) teams from the MR race will be honored at awards ceremony.
- 5.10.4. Overall Club:** Score will be determined by adding the women's club score, men's club score and MR club score. In case of a points tie, the team with the lowest finishing score in the MR will win. Top ten (10) clubs will be honored at the awards ceremony.
- 5.10.4.1.** If the MR race is cancelled for any reason, it will not be part of the overall club score.
- 5.10.5. Armed Forces Club:** Military academies will be placed in a database and scored against each other. Scoring will be completed for both genders but will not be recognized for awards. Only the overall category (female and male combined in the Olympic, draft-legal, and mixed relay races) will be scored and calculated for award purposes. Top combined team will be honored at the awards ceremony.

Race	Award	Calculation
Women's Club	Top10 Clubs	Top 4 points from Olympic and Top 1 points from Draft-Legal
Men's Club	Top10 Clubs	Top 4 points from Olympic and Top 1 points from Draft-Legal
Overall Club	Top10 Clubs	Summation of Female and Male Club Scores and MR Score
Mixed Relay	Top 5 Clubs	Team's Finishing Place
Armed Forces	Top 1 Combined Club	Summation of points Female and Male Club Scores and MR Score

## **6. Requirement Change Proposals**

- 6.1.** The comment period for all requirement changes proposals will open for one month after the last date of CCNC. Please email [collegiateclub@usatriathlon.org](mailto:collegiateclub@usatriathlon.org) and include the requirement number, name and reasons for the recommended change(s). The CCC and USAT will have one month to review adjustments and share with clubs. Example: last day of CCNC is April 4th, so CCC and USAT will have until June 4th to decide on adjustments and USAT will share the adjusted rules.

