



Collegiate Club Committee Governance and Club Procedures

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1. Objectives

USA Triathlon (**USAT**) works to develop, advance, and promote club-level collegiate triathlon. The Collegiate Club Committee (**CCC**) representatives assist USAT with this objective. 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:

- Provide input about the conditions and goals of Collegiate Clubs which is shared with them by the conferences within the regions.
- Assist USAT with hosting the Collegiate Club National Championships (CCNC) and work with the race directors to coordinate conference events and communicate all event details to the USAT Liaison (as defined below).
- Provide input and explanation about collegiate competitions to embody a fair and safe competition platform for participants.
- Assist USAT with collegiate club governance and competition structure within the 10 regions.
- Help grow the competitive experiences and participatory aspects of collegiate club triathlon.

3. Overview

The CCC will work with their designated USAT Staff Liaison (and, if appointed USAT Board Liaison, together with the **USAT Liaison**). There may be other situations where the CCC works with staff from other areas of the organization, but the USAT Liaison is the main contact and all communications with USAT should, in the first instance, be directed to the USAT Liaison (collegiateclub@usatriathlon.org). The CCC consists of at least one representative from each USAT defined Conference (**Commissioners**), a Chairperson (**Chair**), and the USAT Liaison. The CCC will conduct its business pursuant to USAT bylaws.

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. The Chair is ratified by the USAT Board of Directors and their duties include:

- Set schedules for conference calls and/or email communications of the CCC.
- Facilitate monthly meetings and distribute meeting minutes to the Commissioners and USAT Liaison for the official record and to be placed on the USAT collegiate club public website.
- Serve as a liaison to the USAT Liaison, collegiate clubs, and the Commissioners.
- Help resolve problems/disputes at the conference level.
- Serve as a representative for the CCC when needed.
- Facilitate discussions with key stakeholders on emerging topics of regional and national significance to collegiate triathlon.
- Prepare and present the Committee's annual report to the USAT Liaison.

The Chair can be removed from his/her position by the USAT Liaison for any reason. The Chair may also be elected as a Commissioner.

3.1 Commissioners – The Commissioners, acting through the CCC, 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.

- Commissioner terms are up to three years in length and run from June 1st of their year of appointment until May 31st up to three years later. If a new Commissioner cannot be found within thirty (30) days of a vacancy, the current Commissioner will stay in place so that there is no lapse in representation.
- 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 co-commissioners running as a unit. References in this document to Commissioners include co-commissioners, as applicable. If more than one commissioner is elected to represent a conference, only one Commissioner shall be a formal member of the CCC, unless USAT's written approval is obtained to ensure that the CCC remains in compliance with its athlete representation requirement and other applicable USAT Bylaws. The athlete representation requirement for the CCC is 10%.
- If co-commissioners are at different institutions; the formal member of the CCC is responsible for sharing information amongst the co-commissioners.
- The formal member of the CCC shall be entitled to vote in accordance with these guidelines on behalf of their co-commissioners.
- Commissioners are elected within a four (4)-week process which should be completed by June 1st. The election will be conducted by the following procedure:
 - Nominations from the respective conference will be collected by that conference's commissioner and approved by the Chair for the ballot.
 - All nominees must accept or decline their nomination prior to the deadline. If accepted, a nominee should submit a one (1)-page statement and any supporting documents for the election will be submitted to the conference's commissioner for the ballot.
 - A ballot of all approved nominees will be forwarded by the Chair to all clubs within the respective conference for a vote.
 - One (1) vote per club will be collected and tallied by the Chair.
 - The candidate(s) with the most votes will be the new commissioner/co-commissioners.
 - If necessary, the CCC will submit one (1) vote per region to break any ties.
 - If there is still a tie; the Chair will make the final decision with the help of the USAT Liaison.
- Nominations for commissioners:
 - Occur in even numbered years: South Midwest; Mideast; Mid-Atlantic; Northeast; Florida.
 - Occur in odd numbered years: Northwest; West Coast; Midwest; Southeast; Mountain.
- Commissioners must be formally connected to the Collegiate Club program, the relevant school or college, or the sport of triathlon and multi-sport in general (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 regarding "connection" lies with the USAT Liaison.
- A Commissioner may serve up to three consecutive three-year terms after which the Commissioner is ineligible for service for one year. After this one year gap, the relevant

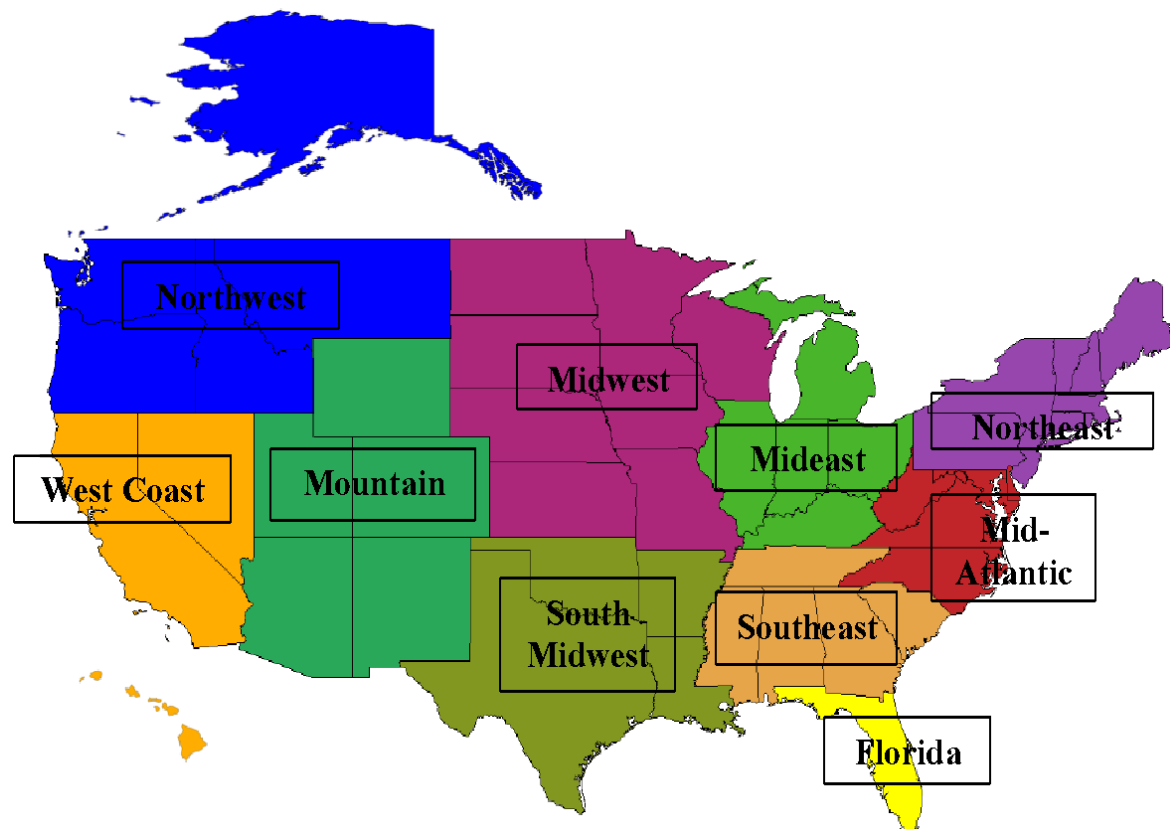
person is eligible for re-election as a Commissioner. The Chair and the USAT liaison are responsible for monitoring the terms and term limits of the Commissioners. The term limit requirement also applies to the Chair.

- 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:
 - Help individuals start a new multisport club at their respective schools.
 - Help current clubs sustain their clubs.
 - Encourage clubs to join and compete in conference events.
 - Participate in the administration of the conference.
 - Promote the improvement of skills and practices for collegiate clubs and students.
- Each Commissioner shall also:
 - help the USAT Liaison maintain 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.
 - participate in all scheduled CCC discussions, conference calls, and the annual CCNC.
 - bring matters of concern to the Chair in a timely fashion.
 - prepare a report of activity and growth within their conference as part of the required year-end report.
 - send updates to all club representatives when asked by the Chair within three (3) days of receiving the information.
 - send conference results to USAT within fifteen (15) days of each conference event.
 - be responsible for reviewing and approving their 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 submitted in a shareable format as prescribed by the Commissioner so that all events from each region are shared.
 - Deadline for submission is June 1 unless an extension deadline is required to finalize details.
 - exercise their responsibilities in a kind, sensitive, thoughtful, and respectful manner as outlined under the USAT Code of Ethics and Code of Conduct.
 - sign the USAT Conflicts of Interest form and return it to USAT in accordance with their instructions. The document can be found on the official USA Triathlon website.
 - attend all meetings, coordinate all conference events, inform USAT of the event name, date, and location and supply all results to USAT Liaison after the events occur.
- If a Commissioner has been derelict of their duties, they can be recommended for removal by the Chair. The USAT Liaison will coordinate with the USAT Board of Directors to approve the removal and approve the new commissioner.
- If for any reason a Commissioner needs to be replaced prior to their term completion (due to removal or needing immediate resignation), the Commissioner election procure (as set forth above) will be followed. The nominated appointee is required to meet all Commissioner standards and regulations stated above and shall serve until the following Commissioner election cycle.
- Each Commissioner shall seek to have a video conference call with clubs in their conference at least four times per year.
- A minimum of three weeks written notice should be given to each club in the conference prior to the meeting.

- 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.
- The agenda shall be distributed to all club reps no later than three (3) days prior to the meeting.
- Minutes from conference meetings should be sent out to all club reps no later than ten (10) days after conference meetings.

3.2. Conferences

USAT Collegiate Club triathlon conferences are associations of neighboring collegiate triathlon clubs and are represented by ten (10) conferences. Institutions from Canadian provinces will be placed in a region based on geographical location. 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 Conference Events

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

3.4 Collegiate Clubs

To participate and score within collegiate triathlon events a club must be:

- A recognized or registered student organization with its school
- A member in good standing in its conferences.
- Registered as a USAT club in good standing, having submitted the appropriate application and club fee to USAT.

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. 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

Definition of student status: Full-time/part-time status is determined by the student's academic institution (as defined by the registrar). Credit requirements may vary by institution. Full-time International or exchange students may be eligible to compete, provided that their advising professor verifies that the student is currently a full-time student.

- Full-time students are eligible to compete at all collegiate club events.
- Part-time students are eligible to compete at all conference events, but participation may be limited at CCNC (see below). 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. These students need not be enrolled in classes in the spring semester (when CCNC occurs). 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. 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.

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

3.6 General Information on Conference Events and CCNC

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.

- **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 triathletes 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.
- **International students:** 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.
- **Schools with no registered collegiate triathlon club:** 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.
- **Current and former elite and collegiate elite triathletes:** these athletes who otherwise satisfy the eligibility requirements of this document, are allowed to compete in collegiate triathlon events
- All students are responsible for ensuring that they are registered under the appropriate collegiate club in the student's online profile with USAT.

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), they 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 above. The student will be subject to all part-time/full-time eligibility definitions as outlined in this document.

3.7 Students

- Students must be full-time students or part-time students (a student must be considered at least a part-time student by their school registrar (i.e., 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
- 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.

3.8 CCNC

- Students must be members in good standing with USAT and their collegiate triathlon club and must possess a current USAT Annual Membership while racing on their collegiate club.

- Each club must submit an eligibility form for students registered for the event. This document 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. 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.

Full-time students:

- Full-time students (as deemed by the school's registrar) are able to participate, score and are eligible for awards in all races.
- 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.
- 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. If student cannot provide this, they will be treated as part-time students.
- Students who do not meet the above requirement(s) but wish to compete should contact their Commissioner, who will email the USAT Liaison to request an exception. Exceptions may be granted by USAT, in its discretion, for unique circumstances. Any decision by USAT is final.

Part-time students:

- Students who do not meet the requirements above will be considered part-time students. 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.

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. Collegiate club students and/or clubs can request an interpretation or clarification of any of the provisions set forth in this document by submitting their request to their conference Commissioner who will forward such request to the USAT Liaison (copying in the Chair). USAT Liaison will provide an interpretation or clarification, where USAT deem it necessary or helpful to do so. All submitted petitions must come from the club's designated representative; this can be a coach or club captain.

Petitions should contain all of the following information:

- All information relevant to the requested petition;
- The name, telephone number, and e-mail address of the petitioner;
- The appropriate club rep of the athletic, club sports, or student club department that is responsible for supervising the student's club;
- All petitions will be reviewed by the USAT Liaison who will endeavor to provide a final resolution within thirty (30) days upon receipt of all required information.

5 Collegiate Club Competitive Requirements

5.1. General

- In order to participate in collegiate triathlon events, a student must meet the student eligibility requirements set forth above and collegiate clubs must fulfill the requirements of set forth above. Proof of eligibility criteria must be furnished promptly to USAT and the CCC upon request.
- In addition to these requirements, collegiate triathlon races must follow the USA Triathlon Multisport Competition Rules (the “**USAT Competition Rules**”). It is each student’s responsibility to understand USAT Competition 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. In the event of a conflict between USAT’s rules or bylaws and the provisions of this document, USAT’s rules or bylaws, as the case may be, will prevail.

5.2. Club Uniform

- Clubs should ensure that students racing on behalf of their club are wearing an official club uniform from the start to finish of the race. At CCNC, students must wear official club uniforms that clearly identify their club.
 - 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.
 - Uniforms may be unzipped during competition; however, the school’s name or initials must remain prominently displayed.
 - Refer to USAT Competition rules for further guidance and information.
<https://www.usatriathlon.org/multisport/rules>
- All obligations regarding uniform will apply for each CCNC event (i.e. Olympic, Sprint, PC Open and Mixed Relay).
- Clubs can request dispensations for other uniform types not covered above from submitting a request to USAT (to the USAT Liaison).
- Students who do not follow these standards during a race will receive a variable time penalty as defined in the USAT Competition Rules.

5.3. Conference Events

- The racing season for each Conference commences immediately after the prior year’s CCNC and concludes with the CCNC in the following year (usually March or April).
- The conference racing schedule is organized by the conference Commissioner and must be communicated to all the club representatives within a conference.
- Students must be a member of their respective club, per their respective club rules/policies and must participate in one conference event during their conference racing schedule that is within a twelve-month period from the end of the preceding CCNC in order to qualify for the next 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.
- All conference events must be USAT sanctioned in order to for competing athletes to earn qualification to the CCNC. All questions regarding sanctioning and the process should be directed to USAT (to the USAT Liaison).
- Conference events may include any combination of a non-draft sprint, draft-legal, an Olympic and/or a MR event but each conference race at a Conference event must be comprised of at

least two (2) of the following disciplines: swimming, cycling, or running. For example, a duathlon. Recommended race distances are set forth below. 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 providing information about the race.

- Conference championship race: each conference is required to hold an annual conference championship race. Each conference must share the date of their annual conference championship race when seeking sanctioning from USA Triathlon.
- The conference championship event will be defined by the race director. It is preferred that the event will be an Olympic distance race to ensure it is an event that is similar to the CCNC.
- All conference events must take place at least thirty (30) days prior to CCNC, unless otherwise approved by USAT. Any exception must be requested in writing to USAT (copying in the Chair) at least thirty (30) days prior to the conference event.
- Conference event scoring will follow the same scoring rubric as CCNC (i.e. low score wins). Further details are set forth below. This applies to all individuals and team scoring. Commissioners will be responsible for compiling, reporting, and distributing this information.
- If there is a tie at a conference championship:
 - 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

- There will be two (2) categories of penalties for non-racing infractions of the requirements set forth in this document.
 - **Conference Level Violations: Any violation committed that involves conference level events.** If 60% of the CCC members (on the basis of one Commissioner, one vote) 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 conference championship. USAT holds the right to enforce a different penalty if deemed appropriate in its sole discretion.
 - **National Championship Level Violations: Any violation committed that involves the CCNC.** If 60% of the CCC members (on the basis of one Commissioner, one vote) 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. USAT holds the right to enforce a different penalty if deemed appropriate in its sole discretion.

5.5. Collegiate Club National Championships Eligibility

- To race at CCNC, all clubs must fulfill the club requirements set forth in this document and their students must meet the student eligibility requirements set forth in this document on the day of the championship event.
- A club or their designated club representative must provide proof of eligibility for all students racing in CCNC for that school. The document should include: the students' names, the institution in which they are enrolled, and the year of enrollment. This can include an official

transcript, unofficial transcript with the institution's name, or a signed letter from the Office of the Registrar. This should be submitted to USAT.

- All clubs must provide proof to their Commissioner that each of their students completed one conference event when submitting proof of enrollment to USAT.
- All students wanting to attend CCNC must be a member of their respective club, per their respective club rules/policies and participate in at least one conference event and do so as a club member within 12 months of the current CCNC (if they do not finish (DNF) the conference event, they will still qualify for CCNC).
- If a student is unable to attend any conference event, such student should submit alternative results to USAT to request a dispensation.
 - The student should provide details of the reason (the reasons that may be considered are: study abroad program (documentation signed by Registrar), injury (signed doctor documentation including dates of inactivity), or enrolment at an institution after the conference season ended (documentation signed by Registrar)).
 - Other extenuating circumstances may be considered by USAT in its sole discretion. The USAT Liaison, in conjunction with other USAT staff, will determine whether a dispensation should be granted and will notify the student in question.

5.6. Collegiate Club National Championships Events

- USAT may host and produce the CCNC itself or may sub-contract the race to a third party organization.
- For each CCNC, a working group will be set up to assist with the organization and conduct of the CCNC. The members of the working group shall be: the contracted race management, the race director or their designate, the USAT Liaison, representatives from the USAT Events team and Officials team and the Chair (or their designee).
- All communications in relation to the CCNC should be forwarded by Commissioners or Clubs to this working group. A USAT member of this working group will be designated to coordinate with the race management company and/or race director so that all communications are funneled through USAT. Commissioners, club representatives and coaches should not reach out directly to the race management company and/or race director.
- **Additional Spot Process.** Any extra spots or special allocations will be decided upon and distributed by USAT at least three (3) days or based on current race director discretion, prior to the relevant event. All requests should be submitted by Clubs to the USAT Liaison. The USAT liaison and the collegiate committee chair will review the submission(s) and USAT shall select the additional students, using a ranking process, in its sole discretion.
- **Draft-Legal Sprint: 750m swim/20km bike/5km run**
The maximum number of entrants per club is two (2) per gender. There will be one (1) wave per gender, with a maximum of eighty (80) athletes. USAT reserves the right to increase the wave size to meet unique needs of the event. Any wave size increases and/or additional spot allocations will be undertaken by USAT in accordance with the process outlined above (Additional Spot Process). Draft legal events are to be conducted in accordance with the USAT Competition Rules.
- **Olympic: 1.5km swim/40km bike/10km run with multiple waves**
There is no maximum number of entrants per club. There will be one (1) seeded wave per gender, with a maximum of one hundred fifty (150) athletes. Any wave size increases and/or additional spot allocations will be undertaken by USAT in accordance with the process outlined above (Additional Spot Process).
Olympic events are to be conducted in accordance with the USAT Competition Rules.

- **Mixed Relay: 250-300m swim/5-8km bike/1.2-2km run (each student must complete this distance)**
 - 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). The order of competition will be in accordance with current World Triathlon rules at the time of CCNC. <https://triathlon.org/documents/competition-rules>
 - Maximum of one (1) scoring relay team per collegiate club. Maximum of one (1) non-scoring relay team per collegiate club and/or per conference. A maximum of sixty-five (65) relay teams will be permitted unless preapproved by USAT. If the 65-relay team capacity is met at any point in the allocation process, a ranking method using the previous year's relay results will be used to determine which teams are allocated to the race (see section 5.7 Mixed Relay Qualification below). Mixed relay events are to be conducted in accordance with the current USAT Competition Rules.
- **Paratriathlon Open Division**
 - The event location and course availability will dictate whether a Paratriathlon Open Division wave can be safely offered. USAT will endeavor to have this option available. All students competing in the Paratriathlon Open Division must have a paratriathlete annual membership.
 - Paratriathletes must submit results from a non-draft sprint race to demonstrate eligibility to race and they should notify USAT of their preference and experience. USAT will determine the final decision with respect to qualifications and the hosting of these races in its sole discretion.

5.7. Collegiate Club National Championships Races Qualifications

- **Draft-Legal Sprint Qualification**
The conference size for each of the men's category and the women's category is defined as the number of clubs from that conference that competed in the previous year's CCNC (that had four (4) Olympic distance participants 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:
 - The top twenty-five (25) finishers from the previous year's DL race from each gender wave earn a starting slot for their club. Example: A University had two (2) finishers in the top twenty-five (25) women and one finisher in the top 25 men – they earn their club two (2) DL slots for the women's race and one slot for the men's race at next year's CCNC. Clubs can select any students to compete from the club.
 - Each conference will be granted two (2) draft-legal slots for each gender. These will be awarded based on individual finishes at the conference championship. There are ten (10) conferences, so a total of twenty (20) slots will be allocated for each gender. If a conference holds a draft-legal race as part of its 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 the finishes in another race at the championship event.
 - Twenty (20) slots will be divided proportionally to the conferences based on the size of their conference, as further described below. These slots will be awarded based on the lowest score from the top three (3) finishes for each individual student at conference events. 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, as described above, the slot would roll down to the next eligible school. There will be roll down for each gender, where necessary. Commissioners are responsible for tracking any roll down process and sharing with the USAT Liaison.

- At USAT's discretion, up to ten (10) slots may be made available for special requests. Special allocations will be decided upon and distributed by USAT (as described above "Additional Spot Process). The first priority will be to provide an opportunity for clubs without an allocated spot to have an athlete in the DL races.
- Clubs are not required to grant a draft-legal slot to the student who earned the slot.
- Clubs have the freedom to develop their own selection criteria, however, 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 (as described above "Additional Spot Process).
- All unclaimed slots will revert back to USAT for special allocation, such special allocations will be distributed at the discretion of USAT.
- **Olympic Wave Seeding and Qualification**
 - The first 150 athletes, for women and men, will be seeded, based on the previous CCNC results. This seeded wave, for women and men, will have one hundred and fifty (150) athletes (i.e., 150 men and 150 women). Wave sizes are at the discretion of USAT and the race officials.
 - The conference size for each of the men's category and the women's category is defined as the number of clubs from that conference that competed in the previous year's CCNC (that had four (4) Olympic distance participants regardless of gender). Allocation of starting slots are handled separately based on gender and the respective conference size separated out by gender.
 - Wave one (1) slot seeding of the top 150 athletes for each gender will be awarded as follows:
 - The top ninety (90) finishers from the previous year's Olympic race (for each of the women's wave and the men's wave) earn a starting slot for their team. Example: A University had two (2) finishers in the top ninety (90) so they earned their club two (2) wave one Olympic slots for next year's CCNC.
 - Each conference will be guaranteed five (5) wave one slots for each gender. These will be awarded based on individual finishes at the most recent conference championship or the overall conference rankings, at the discretion of the conference commissioner prior to the start of the conference season. 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.
 - All remaining wave one (1) slots are awarded based on special requests submitted to USAT. Any current USAT Elite student may submit a request to the USAT Liaison for consideration. All unclaimed slots from wave one (1) will revert back to USAT for special allocation. Special allocations may be distributed based on prior race performances in the same academic year. In addition to race performances, USAT shall make these determinations in accordance with the Additional Slot Process described above.

- **All other waves.** All remaining students will be divided equally between the remaining waves using random selection.
- **Mixed Relay Qualification**
Overall conference size is defined as the number of teams from that conference that competed in the previous year's CCNC with four (4) Olympic distance participants regardless of gender.
 - Each team will be permitted to enter 1 scoring team. In the event the 65-relay team capacity is met at any point in the allocation process, placement into the MR race will be awarded as follows:
 - Team number 1 must complete MR allocation form 21 days in advance of the race to secure their first team. Teams must then register their team within 14 days of the race. Following that deadline, 2nd teams will be allowed to register.
 - 50% of the MR slots are awarded based on the performance at the previous year's CCNC. Each team that places in the top 50% of the overall teams will earn their team one (1) slot.
 - 50% of the MR slots are awarded proportionally based on conference size (women and men calculated separately). The slots will be awarded based on team finish at conference championship. If a team already earned slots as described above, the slot would roll down to the next eligible team.
 - All unclaimed slots will be open to second (2nd) non-scoring team entries.
 - If the 65-relay team capacity is NOT met at any point in the allocation process the teams will be allowed to enter a second (2nd) non-scoring team with placement into the MR race will be awarded as follows:
 - The remaining MR slots are awarded based on the performance at the previous year's CCNC starting with the best placed team earning a 2nd non-scoring slot. If the 65-team capacity has not been met, after the first-place team has been awarded a 2nd non-scoring team, the second (2nd) placed team earns a 2nd non-scoring team slot. Each 2nd team will be awarded in this manner until the 65-team capacity has been met.
 - All unclaimed slots will revert back to USAT for special allocation in its sole discretion.
- **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. If the course is deemed safe, paratriathletes can do a non-draft sprint. To make the decision, USAT will coordinate with the relevant Paralympic High Performance staff. Paratriathletes must submit results from an Olympic or non-draft sprint race to demonstrate eligibility.
 - USAT will determine the final decision with respect to qualifications and the hosting of these races in its sole discretion.

5.8. Collegiate Club Nationals Scoring

- 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)

- Finishers in the draft-legal race will earn points based on the following formula: $\text{Points} = (3 \times \text{Place}) - 2$. 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

- Teams in the MR race will earn points based on the following formula: $\text{Points} = (5 \times \text{Place}) - 4$. The maximum score will be one-hundred and one (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
Do Not Finish (DNF)/Do Not Start (DNS)	Last place +1 (101pt Max)

- 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.
- Protest/Appeal processes will follow the USAT Competition Rules.
- All results must be signed-off by the race director, the event timer and the USAT Liaison or their designate). All penalties must be signed off by the event's head official. Once the results are official the awards can be allocated.
- 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.
- All students should be familiar with the USAT Competition Rules and coaches and club leaders are strongly encouraged to promote this education. Coaches and club leaders should always attend the pre-race briefing that is given by the head official and/or race/event director.

5.9. Collegiate Club National Championships – Individual Awards

- **Draft-legal:** Top five (5) female & male finishers in the draft-legal race will be honored at the awards ceremony.
- **Olympic:** Top ten (10) female & male finishers in the Olympic race will be honored at the awards ceremony. Top three (3) non-binary finishers in the Olympic race will be honored at the awards ceremony.
- **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.
- **Individual Splits:** Top female & male times in swim split, bike split, run split, and combined transition split will be honored at the awards ceremony.
- **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.
- **Non-Binary Division:** Athletes who wish to do so may register in the Non-Binary Division. Athletes racing in this division will be eligible to receive individual awards in the Olympic Distance event.

Race	Award	Calculation
Draft-Legal	Top 5 Individual (Female and Male)	Finishing Place
Olympic	Top 10 Individuals (Female and Male) Top 3 individuals (Non-Binary)	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

- **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.
- **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.
- **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.
- **Overall Club:** Score will be determined by adding the women’s club score, men’s club score and (if the MR race is held) 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.
- **Armed Forces Club:** Military academies will be placed in a database and scored against each other. Scoring will be completed for both genders but individual gender awards will not be granted. Instead, the overall category (female and male combined in the Olympic, draft-legal, and mixed relay races) will be scored and calculated for award purposes. The 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. Changes to this Document

USAT may update this document and its provisions in its sole discretion and will endeavor to review it on an annual basis. Following the CCNC and for a one month period, Commissioners and Clubs may submit suggestions to USAT for inclusion in the next update. USAT will provide a copy of the draft revisions to

the Chair and CCC for review; following such review, USAT shall update the draft, as appropriate, and issue the final version, in its sole discretion.