



CCSA Constitution and Bylaws

REVISION
NUMBER:
1.9

Revision
Date:
7/20/2022

Executive Committee

President — Andy Keller – Northern Michigan University

Vice President — Sam Myers - University of Wisconsin - Green Bay

Treasurer — Kevin Brochman—St. Olaf College

Secretary _ Thomas Smith - Michigan Technological University

Member Institutions

College of St. Scholastica

Michigan Technological University

Northern Michigan University

St. Olaf College

University of Wisconsin-Green Bay

St. Cloud State

Associate Members

Constitution

Article I – Name

The name of the organization shall be the Central Collegiate Ski Association (CCSA).

Article II - Mission

The mission of the CCSA is to provide its member teams and their associated athletes the highest level of collegiate ski racing possible as preparation for success as a region at the NCAA championships.

Article III - Governance

The CCSA will be governed according to its adopted constitution and bylaws.



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Article IV — Membership

1. Full Members
 - a. New Members must submit a formal application and dues to the Association and be voted in by a two-thirds majority of the CCSA member institutions by January 1st of the season for which membership is being sought.
 - b. Withdrawal from the CCSA would require a member to submit a formal notice prior to the annual spring meeting preceding the next competition year that that institution desires to end its association with the CCSA.
 - c. Expulsion and Probation — The CCSA would by simple majority be able to expel or place on probation any institution that is in violation of the CCSA constitution or its bylaws. Non-payment of dues by 12/1 of the year preceding the pending season of competition is grounds for expulsion or probation.
 - d. Reinstatement into the CCSA would require a formal application and a simple majority of CCSA member institutions.
 - e. The CCSA will require dues to be paid by each member institution in the amount of \$400 per gender (if your institution sponsors a Men's & Women's ski team then your dues will be \$800).
 - f. A full member's institution must sponsor skiing as an NCAA varsity sport and comply with all institution, CCSA, and NCAA rules governing athletics and skiing.
2. Associate Members
 - a. Required to pay dues in the amount of \$200 per gender.

Article V — Executive Committee

The executive committee will be comprised of a President, a Vice-President, Treasurer, and a Secretary.

1. Duties of the President
 - a. To preside over all meetings of the association
 - b. To be the official representative of the CCSA and actively work to promote the CCSA as a ski region at the NCAA level
 - c. To enforce adherence to all rules of the association by the member institutions
 - d. To promote communication among CCSA member institutions in an effort to ensure the smooth operation of the association
 - e. To provide all member institutions with all of the information necessary to the administration of a successful association (meeting agendas, times, and locations, NCAA qualification materials, pertinent information from the NCAA, etc.) and be a source for answers to questions regarding the running of a quality CCSA program
2. Duties of the Vice-President
 - a. Assume the duties of the President or President/Secretary in the case of his/her absence.
 - b. It will be the V.P.'s responsibility to actively solicit all CCSA member institutions for a list of their qualifying individuals for awards such as USCSCA Academic All American and communicating this information to the appropriate authority by the appropriate date.
 - c. Calculate the continental cup scoring rankings for Men's and Women's 1st and 2nd Team All CCSA Conference awards.



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- d. To calculate and distribute team scores to CCSA membership and sports information director after all CCSA events in which no scores were calculated by the race organizer and/or timing contractor.
3. Duties of the Treasurer
 - a. To oversee the collection of dues and to accurately maintain all CCSA financial records.
 - b. The treasurer shall prepare a full financial disclosure for the association and present a copy to all members at the annual meeting. The report shall include the current balance in the CCSA account as well as all itemized purchases made on that account during the fiscal year that finishes just prior to the annual meeting.
4. Duties of the Secretary
 - a. To oversee and publish, or act as the liaison between the CCSA and a timing/points system contractor, in publication of the official CCSA Points list(s).
 - b. To accurately maintain a record of, or act as the liaison between the CCSA and a timing/points system contractor, in publication of official results from CCSA National Qualifying Races
 - c. To accurately maintain an official copy of the current Constitution and Bylaws.
 - d. To arrange for the minutes of the annual meeting to be taken, or to take the minutes of the annual meeting.

Article VI — Meetings

The CCSA will hold an annual meeting in the spring of each year.

1. The meetings will be held in a location determined by majority vote of member institutions, and scheduled so as to allow for the adequate discussion of all the issues. Meetings should be scheduled with enough time to conduct all business before 5:00 p.m. adjournment.
2. CCSA Secretary will record meeting minutes.
3. Special meetings may be held in conjunction with the coaches meetings at individual competitions throughout the season as long as agenda items are submitted to the President one (1) week prior to the desired meeting time.
4. USSS Congress – in the event the central region or CCSA member institution is hosting a national format race (US Cross Country Championships, Junior Nationals, Super Tours) a CCSA representative shall travel to the congress with all or a portion of expenses paid by CCSA funds pending approval from the CCSA via majority vote of full member institutions and the health of the CCSA bank account reported by the Treasurer.
 - a. The representative shall voice opinions and concerns on behalf of the CCSA as well as conduct race host specific business.

A quorum must be present for a meeting to be official.

Article VII — Quorum

A majority of CCSA full member institutions shall constitute a quorum.

Article VIII — Voting

1. Decisions shall be made by a majority of affirmative votes of full member institutions.
2. Each full member institution will have one vote per gender team.
3. An institutional proxy may not cast votes.



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Article IX — Eligibility

All CCSA skiers must be certified to be eligible by his/her institution requirements. To be eligible for selection to attend the NCAA National Skiing Championships from the Central Region, and represent an institution, a student-athlete must compete for an institution sponsoring the sport of Skiing and satisfy all NCAA eligibility requirements.

Article X — Amendments

The constitution or bylaws of the CCSA may be amended by a three-quarters (3/4) majority of the member institutions.

Bylaws

1. Scheduling/Calendar

- a. The schedule will be set at the spring meeting prior to the next season of competition. Total number of races – see section 5 (a).
- b. The schedule will be set so as to minimize academic conflict and allow attendance of all member institutions.
- c. The Regional Championships shall be called “NCAA Central Regional Skiing Championships” and will be held no more than two weeks prior to the NCAA Championships and no closer than one week prior to the NCAA Championship. They will be scheduled so as to allow for an end of the season awards banquet.
- d. Any schedule changes made between the spring meeting and the first competition must be approved by a three-quarters majority of CCSA members.
- e. All CCSA events will be open competitions with discretion given to the Executive Committee (President, Vice President, and Treasurer) as to how to administer the open skiers. Only college-age skiers or older who have exhibited, with USSS or FIS point averages, a competitive level at or above the B-seeded collegiate skiers, shall be allowed to compete. Guest athletes shall petition for entry into an event at least one (1) week prior to that event. The Executive Committee shall determine if the skier is qualified to compete. If so, skiers shall be placed in the seeded group or start order by majority vote at the coaches meeting prior to competition.

2. CCSA Competition Rules

- a. Team Size — Teams shall be allowed to enter an unrestricted number of skiers as long as those skiers meet all NCAA eligibility requirements and compete representing the institution that enters them in the competition.
- b. A USSS competitors membership is required for all individual athletes of CCSA member teams. A USSS membership is also required for all CCSA coaching personnel.
- c. Gender starting order will match NCAA format whenever possible based on race venue.
- d. Seeding
 - i. Seeding for CCSA Conference and NCAA Central Regional Championships will be based upon the most recent Central NCAA Qualification Points list for that discipline.
 - ii. Racers without a Central NCAA Qualification ranking will be seeded by majority vote at coaches meeting prior to competition, with their FIS ranking (the default) or their USSS ranking (secondary choice) taken into consideration. World Junior Championship, World Championships, Olympic, and/or U-23 team members shall be added to the A seed, and randomly seeded between positions 3 and 7 or in the front of the start chevron for mass start competitions



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- iii. Seed Groups: Seed groups shall be determined by majority vote at the coaches meeting prior to competition. The top seed Group shall be group A and consist of at least the top 15 ranked skiers on the Central NCAA Qualification points list. The number of subsequent seed groups and number of skiers within each seed group, shall be determined taking into consideration: 1) field size, 2) nature of the course, and 3) weather conditions.
- iv. Open racers shall be seeded by majority vote at coaches meeting prior to competition, with their FIS ranking (the default) or their USSS ranking (secondary choice) taken into consideration.
- e. Ski Wax & Preparation
 - i. Glide: Standardized hydrocarbon wax will be used for all standalone CCSA and CXC Cup events using CCSA Standardized wax chosen by host or selected race liaison. For SuperTour collaborative race events conference will follow USSS wax policies
 - ii. Kick: Non-fluorinated kick wax will be used for all standalone CCSA, CXC Cup and SuperTour collaborative race events conference will follow USSS wax policies
- f. Cold Weather Policy
 - i. The jury will cancel or postpone CCSA competitions below $-18^{\circ}\text{C}/-0.4^{\circ}\text{F}$ ambient air temperature, measured at the coldest point of the course. With difficult weather conditions (e.g. strong wind, high air humidity, heavy snowfall) the jury may, in consultation with CCSA Head Coaches of participating teams and the Chief of Medical responsible for the competition, postpone or cancel the competition. This is in accordance with the FIS Medical Committee guidelines for prevention of cold injuries in snow sports. The purpose of this Cold Weather Policy is to protect the health and safety of the athlete.

3. Team Scoring

- a. Team scores for each race weekend will be based upon the number of eligible member schools competing multiplied by 5 to establish the maximum number of points awarded. If there is a different number of eligible teams in the men's and women's field, the highest number of eligible teams will be used for both genders. Only one athlete is required to constitute an eligible team.
- b. The first place finisher for each gender will receive maximum points and each subsequent finisher will receive one point less. Top five individuals from each eligible team will receive points. A team's score will be determined by the sum of their top three skiers. Highest 4th place skier points will first be used in the event of a tie for single race team results. For Co-ed Day and Weekend Men's and Women's team results, 4th place results from each gender and each day will first be used to break tie and 5th place will be used to break any further ties.
- c. Co-ed team champion, men's team champion, and women's team champion will be calculated for each two-race CCSA event weekend.

4. Awards

- a. The CCSA will award the following titles for the NCAA Central Regional Skiing Championships (paid for by CCSA funds):
 - i. Men's and Women's combined team regional champion
 - ii. Men's team Champion
 - iii. Women's team Champion
 - iv. Men's and Women's First All Regional Team to the top 1-5 individuals
 - v. Men's and Women's Second All Regional Team to the top 6-10 individuals



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- b. The CCSA will award the following titles for the All-CCSA Awards based on the performances of designated CCSA Championship events.:
 - i. Men's Team Champion
 - ii. Women's Team Champion
- c. The CCSA will award the following titles for the All-CCSA Awards based on continental cup scoring of all CCSA regular season and CCSA Championship individual events:
 - i. Men's and Women's First All CCSA Team to the top 1-5 individuals
 - ii. Men's and Women's Second All CCSA Team to the top 6-10 individuals

5. NCAA Qualifying & Points

- a. Central Regional Qualifying Criteria: The Central Region will use qualification races that are preselected as a part of the CCSA season schedule to determine which athletes will qualify for the NCAA national championships. If an event must be canceled due to weather and a make-up event of a similar distance is not possible, scoring only the completed races would be permissible.
- b. The NCAA 40-point scoring system will be used for individual qualification to the NCAA Championship. The top 2 classic and top 2 skate races will be scored for each individual.
- c. Tiebreaker Determination:
If there is a tie in points after combining the two best results classic and two best skate results, the best result will be used to break the tie. If a tie remains, the next best result is used, and so on, until the tie is broken. If after all the results, there is still a tie we will use the lowest USSS point race from the CCSA qualification series as the tiebreaker.
- d. Discretionary Selection:
 - i. If there are extenuating circumstances that prevent an athlete from qualifying a coach can propose a discretionary swap that needs to be approved by majority vote of the CCSA coaches. A proposed swap can only be made by a team already in a qualifying spot. If proposal does not receive a majority vote, then athlete in that spot or the alternate from another team must go. Proposals are due in writing the Tuesday after the NCAA Regional.

6. Race Hosting Procedures

- a. Entries and Fees
 - i. Entry fees are encouraged to be kept as affordable as possible to member institutions. Race entry fee's must range from \$25-\$35 per race (USSS & FIS sanctioned) all inclusive.
 - ii. Entry fees for non-member institutions may be higher than for member institutions, but should be reasonable enough to encourage participation.
 - iii. Entry lists for CCSA-hosted events shall be submitted to the host institution race secretary as required by the host institution, but shall be required no earlier than the Tuesday prior to the race weekend. There will be a \$50/day late fee for each day that the entries are late that shall be paid before an institution will be allowed to race.
 - iv. Entry and trail fees shall be paid at the coaches meeting for each race.
- b. Coaches Meetings
 - i. The coaches meeting shall be held on the night that precedes the first day of competition. Every effort will be made to keep the coaches meeting a maximum of one hour in length.
Meeting time and location will be sent to each coach along with the event information.
- c. Race Courses



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- i. Racecourses will be chosen and groomed to simulate what would be expected at a championship level event. Course difficulty should be similar to what will be experienced by those CCSA racers who will qualify for the NCAA championships.
 - ii. No course shall consist of a single lap longer than ten (10) kilometers in distance.
 - d. Awards
 - i. The distribution and design of awards will be at the discretion of the race organizer.
 - ii. The CCSA will task race organizers to acknowledge and award the following titles for all CCSA attended events.
 - 1. College Individual Top 3 Men and Women
 - 2. Men and Women Team Top 3 (Day and Weekend Totals)
 - iii. The awards presentation for each day should happen as soon after the finish of the last race of the day with time and location of the awards presentation announced over a loudspeaker. All teams are expected to be in attendance regardless of whether or not they will be receiving awards.
 - e. Results
 - i. The results will be scored to reflect the team positions of CCSA full member and associate member teams only.
 - f. Timing
 - i. Two sets of independent timing systems will be used so as to ensure accuracy.
 - g. Protests
 - i. USSS, FIS, and NCAA Skiing rules will be followed for protests.
 - h. Race Cancellation
 - i. FIS, USSS, and NCAA Skiing rules shall be followed for race cancellations. For impacts on rescheduling and NCAA team selection, see section 5 (a).

Document Revision Summary Log

Summary of Changes	Revision #
Amended NCAA qualifying criteria to allow athletes to pre-qual to NCAA champs if they qualify for U23 or Junior World champ teams.	1.1
Removed associate members – St. Cloud state moved to full member. Gender starting order changed to follow NCAA format when able.	1.2
Officer elections – position changes. Funding support from CCSA for rep to USSA Congress. USSA or FIS membership requirement. U23 qualifier MS seeding. Removal of U23, Jr Worlds etc NCAA prequalifies. Ski service/wax rule addition. Fee ranges.	1.3
1 st attempt at wax restriction	1.4
Updated USSA membership requirements (2b), Updated waxing rule to include standardization of HF paraffin (2 e), Changed team scoring system (3 a), added 2 nd team All-CCSA honors (4 c ii).	1.5
Updated ski wax and preparation rule (2e), added cold weather policy rule (2f), changed team scoring system (3a), updated executive committee	1.6
Added 2020-21 Discretionary Selection (5d). Updated NCAA Qualification & Points to adopt the NCAA 40-point scoring system for the 2020-21 season.	1.7
Added 2021-22 Wax standardization products 2e and team scoring 3a. Adjusted discretionary selection wording 5.d.i. Some covid things removed from NCAA Qualification & Points to more permanently adopt the NCAA 40-point scoring system.	1.8

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Updated 2022-2023: Rewording to bylaws 2.d, 2.e, 3a, 5.a, 6.a.1, and 6.d. Also fixed any verbiage to USSA to new terminology of USSS	1.9
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