

# CCAA CONVENOR'S MANUAL

## Role:

The National Convenor will serve as the Technical Advisor and principle spokesperson for the sport and take on a leadership role in all aspects of the sport by advising and assisting individual colleges, hosts and the Board as requested.

## Pre Season

- Read orientation manual – see CCAA website under member info
- Read minutes of last AGM – see CCAA website under member info
- Read “National Championships”, “Sport Specific Playing Regulations and Ranking sections in CCAA Operating Code.
- Post (or have ready access to) CCAA Annual Summary of Deadlines and Contact List from Operating Code.
- Email to the Provincial Convenors (gleam info such as predictions, strengths etc.)
- Conduct a Conference call with Provincial convenors to clarify rules changes if necessary.
- Make initial contact with the host Athletic Director introducing yourself and seek an update on hosting arrangements.
- Provide quotes for pre-season CCAA articles and releases.
- Get to know CCAA Institutions by reviewing CCAA directory and website information.
- Send e-mails to provincial convenors to engage and remind them to send you the following information prior to and during the ranking season (invitational tournaments, championships, conference schedules, hosts, dates.)
- Provincial convenors/statisticians must send national convenor invitational results/league results-weekly and top 5 ranking from their conference.

## *In Season*

- Shall be responsible for contacting the championship Organizing Committee Chair (or designate) by telephone or email a minimum of once per month to assist to verify Hosting guidelines and sport specific guidelines.
- Chair a conference call three months out from the National championships to review with CCAA Staff and Host chair the critical path to National Championships found in CCAA Hosting Manual Appendices.
- Chair a conference call one month out from the National championships to review with CCAA Staff, Host chair and on-site Executive representative to review Tournament information package, coaches meeting and event details.
- Produce Weekly rankings. The 1<sup>st</sup> ranking of the year may be based on last year's final ranking at Nationals if limited league play has taken place and by using the basic rules for ranking teams and the rankings produced by the Provincial Convenors.
- Sit on Bid Selection Committee conference call for choosing subsequent Hosts in respective sports. Winter Sports calls occur in early December and Sports calls occur in early May.
- Submit recommendations to fall workbook or to Vice President programs for discussion at Winter Board Meeting in January.

## *Mid Season (volleyball, basketball, badminton)*

- Make a list of all the Tournaments running during Christmas break.
- Touch base with at least one person from each conference who is in the "know" regarding CCAA Basketball, Volleyball, and Badminton, to get a feel for the conference.
- Chair conference call (basketball and Volleyball), for ranking "adjustments/ results during Christmas Break. Usually held the first Monday after the Christmas break.
- Work with host/CCAA office and NSO Assignors on the appointment and selection of Officials.

- Chair Preliminary Seeding (February) and the Final seeding (March) conference call prior to Nationals.
- Finish weekly rankings. Last ranking are the seeds heading into Nationals.

### **Preparation for the National Championships**

- Sit on selection committee for Coach/Player of the year conducted the week before Nationals.
- Last check in with the Host (find someone to do the minutes at the Coaches meeting (at Nationals)).
- Basketball and Volleyball National Convenors shall contact the Provincial Hosts by telephone the day after the final seeding call, to ensure the tape/DVDs and scoresheets of the final games of each participating team at nationals have been sent to their first round opponents.
- Review the Agenda for the Coaches meeting with the host and ensure the host has someone to take the minutes.
- Review the Championship information package before it is circulated to members.
- Approve the Tournament schedule before it is circulated to members.
- Review the makeup and procedure for the All Star Committee and Protest/Grievance Committee.
- The primary and role function of a CCAA Convenor during National Championships shall be that of Sport Convenor as defined by the Operating Code. The Convenor cannot be coaching during National Championships. In the event that a Sport Convenor is also a participating coach in the Nationals, she/he shall recommend to the Vice-President Programs a qualified alternate to serve as Convenor at the National Championships, prior to the event.

### **At National Championships (includes Open and Level 1 events)**

- Shall represent the Association as National Convenor at all Tournament functions including: meetings, banquets, ceremonies, press conferences etc.

- Shall serve as an ex-officio member of the Tournament Rules Committee and shall attend the Tournament Rules Committee meeting in order to provide information respecting the major playing rules and clarification of items as they arise.
- Before tournament starts review the facilities and introduce yourself to all Tournament Staff, Coaching Staff and Officials.
- Conduct a pre-tournament meeting with Tournament Host, Head Official, CCAA executive (last update before competition begins.) Review rules, assigning, game protocol etc.
- National Convenor will Chair the Coaches meeting.
- National Convenor shall chair the Protest/Grievance committee in the absence of a CCAA Executive Representative.
- National Convenor shall be a member and/or chair the All-Star Committee.
- National Convenor to act as a resource person for Coaches, Host and Officials at Nationals.
- National Convenor to be present at every National Championship game.
- National Convenor will speak at the post tournament awards (closing ceremonies) and participate in the presentation of awards.
- National Convenor must attend the National Championship Awards Banquet and shall present certain Awards. In the absence of an Executive Representative, speak on behalf of the Association at the banquet.
- National Convenor will assign a completion date for the Student-Athlete and Coach Tournament Evaluation forms.

### **After The Nationals**

- National Convenor will participate in the season ending Programs Committee conference call the end of March.
- Prepare motions for Spring Workbook by the beginning of April when applicable to do so.

- Shall be responsible for contacting each participating coach at the National Championship (in their sport) by telephone within **ten (10) days** of the conclusion of the championships to complete the Championship Evaluation Survey. Results and a summary of Championship evaluation forms shall be included in the Convenors' Final report.
- The National Convenor will submit a written report to the Host Review Committee on the National Championships and should include the following:
  - Results from the student-athlete and coach evaluation forms
  - Report on any Suspensions/Infractions from Championship
  - Future recommendations or proposed rule or policy changes from Coaches meeting minutes, from Nationals in general or from the season as a whole.
  - Final Comments overall of the championships.
- Attend Annual General meeting Program meeting and plenary and present the Host review committee report to the Board, which is compiled information from Final Convenor report and Final Host Report.
- Attend to other demands as assigned by VP of Programs
- To identify, encourage and support potential hosts for future National Championships.
- The election of sport convenors shall be according to the following formula:

<u>Even Years</u>	<u>Odd Years</u>
Men's Soccer	Women's Soccer
Women's Basketball	Men's Basketball
Women's Volleyball	Men's Volleyball
Golf	Badminton
	Cross Country Running

- Sport convenors positions shall constitute terms of two years duration. Incumbents may stand for re-election in successive terms.
- The position of Convenors for CCAA Women's sports shall normally be filled by women.