

**Bi-Laws and Guidelines of the  
Utah Cross Country & Track Coaches Association**  
(December 2022)

**Name and Purpose**

Section 1. The name of this organization shall be the Utah Cross Country & Track Coaches Association (UCCTCA)

Section 2. The purpose of this Association shall be:

- A. To advance and promote the sport of cross country & Track throughout the state of Utah.
- B. To encourage participation in cross country & Track in all secondary schools throughout Utah.
- C. To promote the highest possible standards for coaching cross country & Track.
- D. To conduct annual association meetings and/or clinics state-wide and to promote local or regional areas to do the same.
- E. To strive for good public relations by promoting and publicizing cross country & Track.
- F. To work and collaborate with the UHSAA, ADEC Committee and the Executive Committee in the recommendation of rules changes.
- G. To select (2) candidates from each classification each year, who have been voted on by their peers and are deserving of being recognized as Coach of the Year through their example, efforts and positive role as a coach in the sport of cross country & Track.
- H. To cooperate with the UHSAA in furthering the cause of cross country & track throughout the state.

**Membership**

Section 1. MEMBERSHIP: The membership is open to all cross country & track coaches and other interested persons who agree to abide by the bi-laws and guidelines of the UCCTCA.

Section 2. PRIVILEGES: All members shall have the following privileges:

- A. Speaking and voting at all general or special meetings of the UCCTCA.
- B. Receiving all communications sent out by the UCCTCA.
- C. Being eligible for election or appointment to an office or position within the UCCTCA.
- D. Both Coaches and Athletes being eligible for any award presented by the UCCTCA.

Section 3. DUES: The membership dues shall be determined annually by the UCCTCA. This sum shall become due by October 1 each year.

YEARLY DUES are as follows and are subject to change as outlined by the UCCTCA;

1A - \$30	4A - \$40
2A - \$30	5A - \$50
3A - \$40	6A - \$50

**Utah Cross Country & Track Committee Board Members**

Committee, Representatives, Members & Officers: Coaches belonging to the UCCTCA shall be elected by their peers as Classification Representatives (1-2 Representatives per Classification) every 2-

4 years. One member of the previous Classification Representatives will be appointed Chair of the committee and his Classification Representative position will then be filled by voting from the association members. The Chair and committee representatives/members will also appoint a treasurer, a media specialist and any other offices they feel will benefit the association. Coaches in good standing may also be appointed to the committee as an extra member by the current UCCTCA Board Members. Elected officers and district representatives of this association must be members in good standing and must be active cross country & track coaches in Utah.

1. UCCTCA CHAIR: The committee chair shall serve for no more than a 4 years, which will commence at the beginning of the upcoming sports season and shall preside over all regular meetings of the UCCTCA, and shall be the direct contact with the UHSAA Assistant Director over the sport of cross country & track. The committee chair shall extend any appointed positions to a coach in good standing that have been selected by the UCCTCA committee members. The successor to replace the current UCCTCA Chair shall be selected from a current committee member and should generally be voted on by the Committee members, or may be the longest standing member of the UCCTCA Committee. The Committee Chair shall also be the voice for all meetings pertaining to the UHSAA, ADEC or Executive Committees, with the exception that the committee chair has appointed another committee member to represent them in their stead when they are unavailable to attend.
1. TREASURER: The treasurer shall serve by appointment of the UCCTCA Committee with no term length or term limit. The treasurer shall keep a record of all receipts and expenditures of the UCCTCA, provide a budget report to the UCCTCA Committee, and shall assume all other duties that may be delegated by the UCCTCA Committee. The treasurer shall also prepare and mail out all billings and state certificate awards annually.
1. MEDIA SPECIALIST: The media specialists shall serve by appointment of the UCCTCA Committee with no term length or term limit. The media specialist will be responsible for all newsletters, correspondence with coaches when necessary and keeping the UCCTCA website up to date with upcoming events, records, news, etc.
1. CLASSIFICATION REPRESENTATIVES: Each Classification Representative (1-2 Representative per classification) will/may serve up to 4 years. Each representative is responsible to be the point of contact, answer questions, help alleviate concerns, and bring new ideas to the committee from other coaches or regions in their specific classification. They will be the voice on the UCCTCA committee for their specific classification.
1. PAST CHAIR: The past chair shall serve for an extended time that coincides with the current chair. He/she serves as a mentor and assistant to the chair and as a guide to help with a smooth transition are the new leadership.
1. MEMBERS: Additional UCCTCA committee members may be appointed by the UCCTCA committee to be part of the committee and may be appointed or asked to help in a certain capacity or to be an advisor to the committee.

Section 2. REGION REPS: There shall be a region representative for all regions of the UHSAA member schools. Region reps will be responsible for communicating with and collecting information from region schools, providing feedback to the UCCTCA committee about concerns or needs and for encouraging votes for district awards and surveys.

## **Meetings**

ANNUAL MEETING: The annual meeting shall be held in the month of January and may be held again in August as needed. A Coaches clinic can/may be provided during the annual meeting. Due to proximity the annual meeting may be held virtually so that all member associates can attend.

Section 2. UCCTCA COMMITTEE MEETINGS: The UCCTCA Committee meetings shall be held at least 2-4 times per calendar year.

Section 3. SPECIAL UCCTCA COMMITTEE MEETINGS: A special UCCTCA meeting may be held when needed to discuss changes, proposals, concerns or needs of the UCCTCA.

## **Amendment Process**

AMENDMENTS: Proposed amendments to the bi-laws and guidelines of the UCCTCA constitution shall be submitted in writing to the Chair for consideration at the next meeting. If approved for consideration, it shall be presented to the membership at the Annual meeting to inform association members of the changes being made.

## **Procedures – Awards for Coaches**

The UCCTCA shall award the following to coaches for each season following its completion. Award winners must be current UCCTCA members with exception to state coach of the year:

1. State Coach of the Year (2 per classification) – a plaque will be awarded to a Utah high school coach who been selected by his peers. This award is given to a Coach who has been an influence in the sport of cross country and track and who exemplifies true attributes of an exceptional coach. This can include, but not limited to, their influence in the classroom, in the community, among their peers and especially with the student-athletes that they have coached over their years as a Utah high school coach.

## **Procedures – Awards for Runners**

The UCCTCA shall award the following to runners for each season following its completion:

1. All-State Team – a certificate will be awarded to the top athletes from each gender on their performance at the State Meet, as follows:
  1. Cross Country All-State Team – Top 10 Finishers in each classification.
  2. Track & Field All-State Team – Top 8 Finishers each event in each classification.

## **Submission of Proposals**

The UTAH Cross Country & Track Coaches Association (UCCTCA) encourages its members to help make positive changes to cross country & track in Utah. To streamline this process for the UCCTCA, members who wish to bring ideas forward for the association of the membership to consider, must do so in the following manor:

Section 1. Submit a formal written proposal along with the details of the proposal to the UCCTCA committee. The proposal should include the following: purpose and rationale, data and/or research to

support the idea, and the benefits the proposal will bring to cross country or track. Any other important information to help understand the proposal is also welcomed. A survey must be conducted by the UCCTCA in regards to the proposal and shall have no less than 80% favorable support for the proposal. Please include the author's name(s), school, and contact information.

Section 2. For proposals to be considered at the UCCTCA meeting in January, they must be submitted by December 10th prior to the meeting. The proposing author(s) of the proposal shall share the proposal with the UCCTCA Committee to get feedback and suggestions on changes that will help the proposal to move forward. It will/may be presented at the annual meeting before moving on to the UHSAA for consideration.

Section 3: After being presented to the coaches and all data is collected then the proposal(s) will be shared with the UHSAA Assistant Director over cross country and track for consideration. The UHSAA Assistant Director along with the input of the UCCTCA will be reviewed together in order to deem whether the proposal should move forward is by having it presented to the ADEC Committee for their approval. If it meets the approval from the ADEC committee it will then be presented to the Executive Committee for the final approval. If the proposal fails at any level to be supported and approved it will be rejected, unless there is additional information that has been asked to be added in order for it to be approved and implemented.

Section 4. This policy is in place to help members of the UCCTCA to be effective and efficient in creating a proposal that will benefit the sport(s) of cross country & track. The UCCTCA wants to hear and present all well thought out ideas proposals for the association membership and all state UHSAA committees to consider to be for the betterment of Utah cross country and track.

Section 5. Link to the UCCTCA Submission Form for proposal consideration: [Click Here](#)

### **Dissolution**

In the event that the UCCTCA Committee, is dissolved any remaining monies in the UCCTCA account will be distributed to the UCCTCA participating schools or to the UHSAA for the support of any future state meets.