

Responsibility of AD Liaison, Sports Advisor Chairperson and Divisional Sports Advisor

End of season meetings for the selection of all-conference teams is to be held within five (5) calendar days after the last regularly scheduled CCC divisional contest.

End of season 4:30pm meeting at the Aqua Turf is for the discussion of any proposals for the upcoming season. Schedules are not to be discussed at this time. Coaches may meet from 4:00 to 4:30pm to discuss schedules/scrimmages.

AD Liaison Responsibilities:

1. Communicate to all divisional sports advisors (through each school's AD via email) the date, time and location of the end of season meeting. AD liaisons are not required to, but may attend the meeting.
2. AD Liaison is to confirm that the coaches have followed the correct procedures in the selection process when determining the number of all-conference selections.
3. Submit the divisional and over-all standings for each team (via email) to the commissioner within 24 hours following the **end of season meeting. Use the appropriate form – see example below.**
4. Submit the all conference selections for each team (via email) to the commissioner within 24 hours following the **end of season meeting. (see example below)**, list school and then players selected. The AD is responsible for the approval of the all-conference selections.
5. Attend and run the conference 4:30pm meeting at the Aqua Turf (or other designated area) to ensure that all CCC regulations are followed. **The purpose of this meeting is to discuss any new proposals for their sport.**
6. Complete the proposal form designating a vote by school for all of the coach's proposals and submit to commissioner with tournament forms if applicable.

Sport Advisor Chairperson Responsibilities:

1. Set the date, time and location for the head coaches to meet and select all conference athletes.
2. Advise the AD liaison of the end of season date, time and location.
3. Submit the all-conference selections to the AD Liaison within 24 hours of the meeting, if the AD Liaison is not in attendance. **Use the appropriate form (see example below.)**
4. Sit at the head table for the Aqua Turf dinner and present the Champion Certificates to the divisional winners. A few remarks regarding State Tournament results, State Records, etc. is also welcome. (If a chairperson cannot attend, please find a replacement and let the conference secretary know who their replacement will be.)

Divisional Sports Advisors Responsibilities:

1. Attend the end of season all-conference selection meeting and inform all head coaches in their division of the meeting and that their attendance is mandatory. In the event of an emergency, an assistant coach should be their designee.

2. Submit, to the sports chairperson, the all-conference selections for your division and the records (divisional and over-all). **Use the appropriate form (see example below).**
3. Attend the 4:30pm end of season meeting at the Aqua Turf and inform all head coaches in their division of the meeting and that their attendance is mandatory. In the event of an emergency, an assistant coach should be their designee. This meeting will start promptly at 4:30pm. **(Any scheduling of contests or scrimmages must take place between 4:00 and 4:30pm).**

THIS IS THE ONLY FORM THAT WILL BE ACCEPTED WHEN SUMITTING RECORDS AND ALL-CONFERENCE. PLEASE TYPE ALL INFORMATION.

DIVISION STANDINGS AND ALL-CONFERENCE TEAMS

(Sport/Year)

(Division)

(Sport Advisor)

(AD Liaison)

	<u>School</u>	<u>Division Record</u>	<u>Overall Record</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

ALL-CONFERENCE SELECTIONS – Name/School (CORRECT SPELLING)
(List school and players selected for all-conference, for example:)

Wethersfield – Jane Smith, Mary White, Jennifer Black
Tolland – Susan Kelly, Patricia Martin