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# Meet Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Meet Director</td>
<td>Dedra Palmer</td>
<td>WORK: 732-738-5455 x106 CELL: 315-507-0585</td>
</tr>
<tr>
<td></td>
<td>Director of Championships</td>
<td></td>
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<td>MAAC</td>
<td></td>
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<tr>
<td></td>
<td><a href="mailto:dedra.palmer@maac.org">dedra.palmer@maac.org</a></td>
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</tr>
<tr>
<td>Meet Director</td>
<td>Marianne Reilly</td>
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<tr>
<td></td>
<td>Director of Athletics</td>
<td></td>
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<tr>
<td></td>
<td>Manhattan College</td>
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<td></td>
<td><a href="mailto:mreilly01@manhattan.edu">mreilly01@manhattan.edu</a></td>
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</tr>
<tr>
<td>Meet Director</td>
<td>Rick Cole Jr.</td>
<td>WORK: 914-633-2654 CELL: 917-578-6355</td>
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<tr>
<td></td>
<td>Director of Athletics</td>
<td></td>
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<tr>
<td></td>
<td>Iona College</td>
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<tr>
<td></td>
<td><a href="mailto:rcole@iona.edu">rcole@iona.edu</a></td>
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<tr>
<td>Sports Information Contact</td>
<td>Anthony Ruggiero</td>
<td>WORK: 732-738-5455 x201 CELL: 917-847-0790</td>
</tr>
<tr>
<td></td>
<td>Director of New Media/Comm.</td>
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<td>MAAC</td>
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<td></td>
<td><a href="mailto:anthony.ruggiero@maac.org">anthony.ruggiero@maac.org</a></td>
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<tr>
<td>Sports Medicine Director</td>
<td>Doug Straley</td>
<td>WORK: 718-862-7226 CELL: 917-608-5350 FAX: 718-862-8020</td>
</tr>
<tr>
<td></td>
<td>Assoc. AD for Sports Medicine</td>
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<tr>
<td></td>
<td>Manhattan College</td>
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<td></td>
<td><a href="mailto:douglas.straley@manhattan.edu">douglas.straley@manhattan.edu</a></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Institution</td>
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</tr>
<tr>
<td>Trey Clark</td>
<td>Head Track and Field Coach</td>
<td>Lamar University</td>
</tr>
<tr>
<td>Andy Eggerth</td>
<td>Director of Track and Field/Cross Country</td>
<td>Kennesaw State University</td>
</tr>
<tr>
<td>Herman Frazier</td>
<td>Deputy Athletics Director/Chief of Staff</td>
<td>Syracuse University</td>
</tr>
<tr>
<td>Nicole Harvey</td>
<td>Assistant Commissioner/Compliance</td>
<td>Western Athletic Conference</td>
</tr>
<tr>
<td>Angie Lansing, Chair</td>
<td>Senior Woman Administrator</td>
<td>Indiana State University</td>
</tr>
<tr>
<td>Julie Levesque</td>
<td>Senior Woman Administrator</td>
<td>University of Texas at El Paso</td>
</tr>
<tr>
<td>Wendy McFarlane</td>
<td>Head Track and Field/Cross Country Coach</td>
<td>University of Delaware</td>
</tr>
<tr>
<td>Sharlene Milwood-Lee</td>
<td>Head Track and Field/Cross Country Coach</td>
<td>Farleigh Dickinson University</td>
</tr>
<tr>
<td>Ben Paxton</td>
<td>Head Men’s and Women’s Track Coach</td>
<td>Winthrop University</td>
</tr>
<tr>
<td>Shondell Reed</td>
<td>Senior Associate Athletics Director</td>
<td>University of Washington</td>
</tr>
<tr>
<td>Dave Smith</td>
<td>Director of Track and Field/Cross Country</td>
<td>Oklahoma State University</td>
</tr>
<tr>
<td>Matt Utesch</td>
<td>Head Men’s and Women’s Track Coach</td>
<td>Lehigh University</td>
</tr>
<tr>
<td>Secretary-Rules Editor</td>
<td>Mark Kostek</td>
<td>NCAA</td>
</tr>
<tr>
<td>NCAA</td>
<td>Jeff Mlynski</td>
<td>Assistant Director Championships and Alliances</td>
</tr>
<tr>
<td>NCAA</td>
<td>Anjellica Rospond</td>
<td>Coordinator</td>
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</tbody>
</table>
SCHEDULE OF EVENTS
(All Times are Eastern Standard Time)

Thursday, November 10

11 a.m. – 4 p.m.  Course inspection/practice.
                 Weather permitting.

11 a.m. – 4 p.m.  Packet pickup.
                 Tortoise and the Hare Sculpture at Van Cortlandt Park

5:30 p.m.         Mandatory coaches’ meeting.
                 Westchester Marriott (Directions in Appendix A)

Friday, November 11

7:30 a.m.         Course opens to competitors.
                 Please call 315-507-0585 or visit @MAACSports for frost warning
                 or severe weather updates on race day if needed.

9:40 a.m.         Clerking procedure begins for women’s race.

10:30 a.m.        First gun fired (indicating 30 minutes to start).

10:35 a.m.        National Anthem.

10:40 a.m.        Second gun fired (20 minutes to start).
                 Clerking procedure begins for men’s race.

10:50 a.m.        Third gun fired (10 minutes to start).

11 a.m.           Women’s 6K championship race.

11:30 a.m.        First gun fired (30 minutes to start).

11:40 a.m.        Second gun fired (20 minutes to start).

11:50 p.m.        Third gun fired (10 minutes to start).

Noon             Men’s 10K championship race.

Immediately following second race, recognition of top runners and teams.
ACCOMODATIONS

The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

**Headquarter Hotel:**
Westchester Marriott
670 White Plains Road
Tarrytown, NY 10591
Phone: (914)631-2200
Rate: $130/ per night. To secure this rate call the hotel directly by October 20th and indicate you are part of the “NCAA Northeast Cross Country Regional Block”.

**Other Hotels in the Area:**
DoubleTree by Hilton Hotel Fort Lee – George Washington Bridge
2117 Route 4 Eastbound
Fort Lee, NJ 07024
(201) 461-9000
Please call to inquire about room rates.

**COURSE DIAGRAMS/INFORMATION**

Meet information is available at the following link:

**Men’s and women’s course map:**
Men’s:

Women’s:

**DRESSING ROOMS**

There will be limited locker room availability at Draddy Gymnasium on the campus of Manhattan College after the races.

**DRUG TESTING**

Please see the 2016 NCAA Division I Cross Country Pre-Championship Manual for information.

**ENTRY PROCEDURES**

In order to be eligible for participation in the regional and national meets, institutions must submit an NCAA official online entry roster form through DirectAthletics prior to the regional cross country meet. Coaches will be allowed to submit a maximum of 15 student-athletes on the entry form, of which no more than seven must be declared to participate prior to competition. Only the 15 student-athletes listed on the entry form may compete in the regional and/or national championship meets. Coaches will not be able to change the 15 student-athletes on the entry form should the team qualify for the national championship meet.
The entry form will be available beginning at 8 a.m. Eastern time, **Monday, October 31**. **Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 3.** The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 4. A late fine will be assessed in the amount of $400 per team/per gender. **No entries will be received after this deadline.** Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager. Each institution should print a copy of its entry forms to take to the regional and national sites.

The online entry roster form can be accessed through DirectAthletics at [www.directathletics.com](http://www.directathletics.com). If you experience technical difficulty using the online entry system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com); phone: 347-674-3002).

Entries will be posted in the below link by 5 p.m. local time on Monday, November 7. [http://www.maacsports.com/ViewArticle.dbml?DB_OEM_ID=17400&ATCLID=211124198](http://www.maacsports.com/ViewArticle.dbml?DB_OEM_ID=17400&ATCLID=211124198)

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further entry is required for the national meet.

Please follow instructions below to complete your entries for the regional/national championship.

*Please note: If you already have a DirectAthletics account for your team, you should login at [www.directathletics.com](http://www.directathletics.com) and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DirectAthletics meets. If you know you have an account but have forgotten your username/password, you can click the “I forgot my password” link in the login box.*

**STEP 1—Creating a DirectAthletics Account**

*If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:*


2. On the right side (in the New Account Creation box), select your division.

3. Select your team, choosing only the genders for which you are submitting entries. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.

4. Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar
across the top of your account [i.e., Texas (Men)]. If you have a men’s and women’s account, it will usually default to men first.

5. Follow Step 2 below to enter your roster.

**STEP 2—Setting Up Your Online Roster**

*Before submitting your entries for the championships, you must first add all attending student-athletes to your DirectAthletics roster:*

1. On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”

2. Select the number of student-athletes you wish to enter. You can always add more later.

3. Enter your student-athletes’ first names, last names and school years and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)

4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

**STEP 3—Submitting Your Roster/Entries**

*Once your student-athletes are added to your roster, you must submit your roster to the NCAA Division I Championships.*

1. Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division I Championships.

2. Check off the box for each student-athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the “Add New Entry” box.

3. When you have completed your entries, click “Submit”. You MUST click “Submit” to submit your entries.

4. You will see your current, submitted entries on the “View Entries” page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the “View Entries” page. An Email Confirmation will be sent to the email address in your account.

5. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.
Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.

REMINDER: It is the coach’s responsibility to inform the cross country/track and field committee immediately if for some reason a student-athlete entered and selected to compete in any national competition cannot compete.

DECLARATION: All runners entered through DirectAthletics will be assigned a number by the timing company. The coaches will be directed to return the chips and numbers of the runners who will not compete. If an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth, etc. set of chips and bibs), those chips and bibs must be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of the race.

FINAL DECLARATION AND CHECK-IN: Student-athletes must check-in with the clerks at the assigned clerking location up to 80 minutes prior to the start of their race. Teams are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race. Check-in will NOT be allowed at the start line and all teams must report and check-in at the assigned clerking location. When teams check-in at the clerking location, they will be required to show that they have their hip numbers, chips on their spikes/bib, bibs on their jersey, and that their uniforms meet the NCAA logo requirements.

SQUAD SIZE: Teams are limited to a maximum of seven competitors. A team running more than seven will be disqualified and the action will be considered misconduct. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

EVACUATION/SEVERE WEATHER PLAN

Lightning Policy. Following NCAA protocol, we will be using WeatherSentry online lightning detection and weather monitoring system. Once lightning enters the 30-mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters within an eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. We will not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring.

Shelter Locations. Participants and patrons should take shelter in team/personal vehicles. There will be limited transports that will shuttle patrons and participants to the Manhattan College Parking garage located on 242nd Street and Broadway.

Severe Weather Policy for NCAA Cross Country Regional Championships

For the safety of all spectators, student-athletes, officials and coaches the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):
1. The meet director and NCAA cross country/track and field committee will monitor the weather during the week and morning of the championships.

2. A phone number and twitter handle for information on delays and/or postponement has been established. The phone number is 315-507-0585 and the twitter handle is @MAACSports and will be placed in the information with the coaches’ packets and on the meet website. The host will leave a message at the number and twitter handle alerting coaches of different start times or a delay in course inspection times due to inclement weather.

3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. The games committee at the regional will make their recommendation to the NCAA with the NCAA approving the final plan.

4. If the race has already begun and would have to be suspended in the middle of the competition, the cross country/track and field committee would recommend the following:

   **Men's 10,000 meter** - If competition is suspended before the 3,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

   **Women's 6,000 meter** - If competition is suspended before the 2,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.

5. If necessary, competition may be postponed until Saturday, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.

** Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.

** FINISH LINE PROCEDURES **

This event will be timed using the MYLAPS Bib Tags System. Each athlete will be required to wear 4 numbers. The primary number will be the traditional bib number. Each athlete will wear a bib number with a chip affixed to the back of the bib. This bib number must be worn on the front of their singlet. Do not remove the chip. Each athlete will also wear hip numbers on both their right and left side. The chest number with the chip must be worn on the student-athlete’s singlet and must be visible. The hip numbers must also be visible. Please make sure that your athletes do not have their singlet covering any of these numbers.

The order of finish will be verified using a Finishlynx system. A total of 4 Finishlynx cameras will be used (2 photofinish and 2 video cameras). A Lynx Photofinish camera will be placed on
either side of the finishline mats. An additional two Ident lynx (Lynx Video Cameras) video system will be used as a backup. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Coaches and fans can wait for runners outside of the finish.

**MANDATORY COACHES’ MEETING**

Coaches are required to attend the mandatory coaches’ meeting on Thursday, November 10 at 5:30 p.m. (Eastern time zone) at the Westchester Marriott. *Failure to attend the mandatory coaches’ meeting will result in a $200 fine/gender/institution.*

See Appendix A for directions to the Westchester Marriott from Van Cortlandt Park.

**MERCHANDISE**

Merchandise will be available at the course for purchase from 11 a.m. – 4 p.m. Thursday and on Friday from 8 a.m. through the conclusion of the second race. There will be signs directing participants and fans to the merchandise area.

**PACKET PICK UP**

Packets will be available Thursday, November 10, from 11 a.m. – 4 p.m. at the Tortoise and the Hare Sculpture located in Van Cortlandt Park. Packets will also be made available at the mandatory coaches’ meeting at the Westchester Marriott.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.

**PRACTICE SCHEDULE**

Practice at the course is limited to Thursday and the day of competition, weather permitting. The course will be available Thursday from 11 a.m. – 4 p.m. The course will be open at 7:30 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**Please call (315) 507-0585 or visit @MAACSports on race and practice days before leaving for the course for frost warning or severe weather updates if necessary.**

**PROTESTS**

A protest area will be located near the finish line. Forms will be available at the tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee’s ruling and explanation will be posted along with the results of the race. There will be no jury of appeals and the referee’s decision will be final. There will be two 15-minute protest periods, one following each of the races (women and men). Each of the protest windows will begin when the results of the race have been posted at the protest tent.
There is a $50 protest fee (cash only) for each protest. The $50 fee is refundable only if the protest is overturned.

RESULTS/SPORTS INFORMATION

Results.
• Each coach will receive one copy of the official results. Coaches can pick up a hard copy at the headquarter tent located at the finish area. Results will also be posted at http://www.maacsports.com/ViewArticle.dbml?DB_OEM_ID=17400&ATCLID=211124198.
• At the meet - members of the media may pick up results after each race at the headquarter tent located at the finish area.
• Contact Anthony Ruggiero at anthony.ruggiero@maac.org for more information.

SPORTS MEDICINE

The training room is located on the first floor of Alumni Hall. The training room is equipped with treatment tables, taping stations, ice, heat, hot and cold whirlpools, ultrasound and electrical stimulation units. There will also be a training area set up at the course during practice on Thursday and competition on Friday. If you have any special needs, please contact Douglas Straley at 718-862-7226 or by email at douglas.straley@manhattan.edu.

Training Room Hours:

Thursday, November 10: 9 a.m. – 5 p.m.
Friday, November 11: 8 a.m. – 3 p.m.

The training room is located in Alumni Hall on the first floor and there will also be a medical tent located near the finish line of the race.

Trainers on course:

Thursday, November 10
11 a.m. – 4 p.m.
Friday, November 11
Beginning at 8:30 a.m.

Student-athletes must present a prescription or letter of treatment from the institution’s certified trainer in order to administer electric modalities. Modality treatment will only be given with written permission from your institutions’ medical staff. Competing institution’s trainers will not be allowed on the course unless their athlete becomes injured or ill. An ambulance will be onsite for all races.

TENTS

Tents are permissible on the west edge lawn near Broadway on a first come/first serve basis. No staking is allowed.

TRANSPORTATION/PARKING

All transportation needs will be the responsibility of the participating team.

Directions to Course.
The Men’s and Women’s courses are located at Van Cortlandt Park. Driving directions to campus can be found at:
UNIFORMS

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships. Uniforms for all cross country team members must meet the following criteria: (1) school-issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable. Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waist band when the competitor is standing.) Uniforms must allow for competitors’ numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Logos. An institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, arm sleeves, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2.25 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2.25 square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete’s institution. These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes prerace or post race activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.
Appendix A
Directions to Westchester Marriott from Van Cortlandt Park:

Westchester Marriott:
670 White Plains Road
Tarrytown, NY 10591

From Jerome Avenue use the left lane to merge onto the I-87 N via the ramp to New York Thruway/Albany.

Follow I-87 N to NY-100 N/Central Park Ave in Yonkers. Take Exit 5 from I-87N.

Merge onto NY-100 N/Central Park Ave

Turn left to merge onto Sprain Brook Parkway N.

Use the left lane to merge onto I-287 W toward Tappan Zee Bridge

Take exit 1 for NY-119 toward Tarrytown/Saw Mill Parkway and keep right at the fork to merge onto NY-119 W.

Make a U-turn at Old White Plains Road

Westchester Marriott will be on the right after about .10 mile.