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THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
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www.ncaa.org
October 2017

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prior approval is obtained from the Association.
Section 1 • Introduction

During the 2017-18 academic year, the Association will sponsor 90 national championships — 42 for men, 45 for women, and three for both men and women. Of the men’s championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women’s championships, five are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men’s and women’s championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

Section 1•1 Definitions

Pre-Championship Manual. Resource for institutions to prepare for the championship.
Administrative Meeting. Pre-championship meeting for coaches and/or administrators.
Appendices. Any supplemental documents to be provided and distributed through the various resources.
Championship Manager(s). The NCAA staff member(s) responsible for the operational oversight of the championship.
Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.
NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.
Non-predetermined Sites. Those sites that are selected to host at the time of the participant/team selections announcement.
Playing Rules. The rules under which the competition will be conducted.
Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.
Preliminary Rounds. The rounds of the championship before the final or championship round.
Regional Alignment. The geographic location of institutions or regional advisory committees.
Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).
Selection Criteria. Policies and procedures in place to guide the team and/or individual selection process.
Site Selection. Policies and procedures in place to guide the site selection process.
Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.
Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes’ optimal experience.
Executing championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.
Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.
Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.
Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Sport Science Institute website for additional guidance.

Section 4 • Conduct

Section 4·1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution’s withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of...
the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4.2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Divisions II and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I), 18.4.1.5 (Divisions II and III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4.3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4.4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. Click here to see the full misconduct/failure to adhere to policies and procedures.

Section 4.5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.
STUDENT-ATHLETES
A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

POSTSEASON
In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions in which there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests in which there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

HOSTING OPPORTUNITIES
No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4•6  Student-Athlete Experience Survey
After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

Section 5 • Elite 90 Award
The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to ncaa.org.

Section 6 • Fan Travel
NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to ncaa.com/travel to search and book online.

Section 7 • Logo Policy
[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]
A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics
equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

2. The student-athlete’s institution’s official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed $\frac{2}{4}$ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete’s institution’s official uniform and all other items of apparel shall not bear a design element similar to the manufacturer’s trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, “research” is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division II

Section 9•1 Division II Philosophy

1. In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.

2. Higher education has lasting importance on an individual’s future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.
3. Division II members abide by the following principles that help define and distinguish the division:

   a. Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution’s educational mission and assumes presidential involvement and oversight; (Adopted: 1/21/17 effective 8/1/17)

   b. Division II members fund their athletics programs in a manner that aligns with the institution’s budget and educational mission. This method of funding features a “partial scholarship” model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well; (Adopted: 1/21/17 effective 8/1/17)

   c. Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This “Life in the Balance” emphasis facilitates learning through: (Adopted: 1/21/17 effective 8/1/17)

      (1) **Academics.** Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s student body; (Adopted: 1/21/17 effective 8/1/17)

      (2) **Athletics.** Division II supports athletics achievement through highly competitive programs that strive to participate in the division’s 25 national championships, which offer the best access ratio among the NCAA’s three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission; (Adopted: 1/21/17 effective 8/1/17)

      (3) **Community Engagement.** Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and (Adopted: 1/21/17 effective 8/1/17)

      (4) **Post-graduation Success.** Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation; (Adopted: 1/21/17 effective 8/1/17)

   d. Division II members support the utmost in sportsmanship by committing to a “game environment” initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and (Adopted: 1/21/17 effective 8/1/17)

   e. Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division’s governance structure. (Adopted: 1/21/17 effective 8/1/17)

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**Section 9•2 Division II Code of Conduct**

**CONDUCT POLICY STATEMENT**

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.
MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.”

EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in a honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- Public or private reprimand of the individual;
- Disqualification of the individual from further participation in the NCAA championship involved;
- Banishment of the individual from participation in one or more future championships of the sport involved;
- Cancellation of payment to the institution of the Association’s travel guarantee for the individual involved;
- Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.
Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

**Section 9.3 On-Site Administrator at Team Championships**

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and the compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

**Section 9.4 Religious Conflicts**

**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. *(Revised: 1/12/99, 1/8/01, 1/9/01)*

**Individual Championships.** In individual championships, an athlete must compete according to the institution’s policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).
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Section 1•1  NCAA Tournament Operations
Staff Contact Information

Morgan DeSpain
Assistant Director, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6505 / mdespain@ncaa.org

Donisha Carter
Assistant Coordinator, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6652 / dcarter@ncaa.org

Section 1•2  National Committee

The NCAA Division II Men’s and Women’s Cross Country Championships are under the control, direction and supervision of the NCAA Division II Men’s and Women’s Cross Country Committee. Current members of the committee are:

ATLANTIC REGION
Andy Young
Head Women’s Cross Country/Track and Field Coach
Millersville University of Pennsylvania

CENTRAL REGION
Scott Lorek
Head Cross Country/Track and Field Coach
Northwest Missouri State University

EAST REGION
Shawn Green
Assistant Athletics Director/Compliance Coordinator
Southern New Hampshire University

MIDWEST REGION
Alex Eaton
Associate Athletics Director/Senior Woman Administrator
University of Southern Indiana

SOUTH REGION
TBD
TBD
TBD

SOUTH CENTRAL REGION
Dianne Lee
Associate Athletics Director/Senior Woman Administrator
Adams State University

SOUTHEAST REGION
Lee Glenn
Associate Director of Athletics, External Operations
University of North Georgia

WEST REGION
Preston Grey, chair
Head Cross Country/Women’s Track and Field Coach
Azusa Pacific University

For additional information about cross country rules, contact:

Mark Kostek
Secretary-Rules Editor
kostekmt@gmail.com

Rachel Seewald
Associate Director, Championships and Alliances
NCAA Playing Rules and Officiating
317-917-6141 / rseewald@ncaa.org

Section 1•3  Important Dates and Sites

Thursday, Aug. 31
First date of allowable competition.

Before first competition
Deadline for roster submission to TFRRS-XC.

Monday, Oct. 23
Online entry form available at www.directathletics.com — 8 a.m. Eastern time.

Wednesday, Oct. 25
On-time deadline of entry-form submission — 11:59 p.m. Eastern time. Details outlined later in this manual.

Thursday, Oct. 26-Friday, Oct. 27
Late declaration period from 8 a.m. Thursday, Oct. 26, to 11:59 p.m. Friday, Oct. 27. Late declarations will be accepted with a fine of $400 per team per gender.
### CHAMPIONSHIPS DATES AND SITES

#### Regionals
Regional meets will take place Saturday, Nov. 4. Women will run first, followed by the men’s race. Times will be communicated by the respective hosts. The sites of the regional qualifying meets, along with the names and contact information of the meet directors are:

<table>
<thead>
<tr>
<th>Region</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>Lock Haven University of Pennsylvania; Lock Haven, Pennsylvania Aaron Russell (phone: 570-484-2261; email: <a href="mailto:arussell@lockhaven.edu">arussell@lockhaven.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>University of Nebraska at Kearney; Kearney, Nebraska Mannie Reinsch (phone: 308-627-5217; email: <a href="mailto:reinschee@lopers.unk.edu">reinschee@lopers.unk.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>East</td>
<td>Daemen College; Amherst, New York Bridget Niland (phone: 716-839-8346; email: <a href="mailto:bniland@daemen.edu">bniland@daemen.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>Midwest</td>
<td>Cedarville University; Cedarville, Ohio Darren Miller (phone: 937-766-3050; email: <a href="mailto:darrenmille@cedarville.edu">darrenmille@cedarville.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>South</td>
<td>Florida Southern College; Lakeland, Florida Ryan Ritchie (phone: 863-551-4735; email: <a href="mailto:Ritchie@centralfloridasports.com">Ritchie@centralfloridasports.com</a>)</td>
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<tr>
<td>South Central</td>
<td>West Texas A&amp;M University; Canyon, Texas Paul Sweetgall (phone: 806-651-4437; email: <a href="mailto:psweetgall@mail.wtamu.edu">psweetgall@mail.wtamu.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>Southeast</td>
<td>Wingate University; Wingate, North Carolina Michelle Caddigan (phone: 704-233-8174; email: <a href="mailto:caddigan@wingate.edu">caddigan@wingate.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>Western Oregon University; Monmouth, Oregon Randi Lydum (phone: 503-838-8121; email: <a href="mailto:lydumr@wou.edu">lydumr@wou.edu</a>)</td>
<td></td>
</tr>
</tbody>
</table>

#### Finals
The championships finals in 2017 will be held Saturday, Nov. 18, at Angel Mounds in Evansville, Indiana. The University of Southern Indiana and the Evansville Sports Corporation will serve as co-hosts. The women’s 6,000-meter race will be first at 10:15 a.m. Central time, followed by the men’s 10,000-meter race at 11:30 a.m. Central time.

#### DATE FORMULA
The Division II cross country regional qualifying meets are held two weeks before the championships, on Saturday or Sunday. The championships finals are held the Saturday before Thanksgiving.

The date formula for Division II cross country is different for years in which the championships are part of the NCAA Division II National Championships Festival, in which case finals will be held the Saturday of the Festival week and regional meets will be held two weeks before the Festival, on Saturday or Sunday.
FUTURE DATES

Regional meets in 2018 will take place Saturday or Sunday, Nov. 17 or 18. Hosts are as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Hosts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Region</td>
<td>Slippery Rock University of Pennsylvania and SportsPITTSBURGH</td>
</tr>
<tr>
<td>Central Region</td>
<td>Missouri Southern State University</td>
</tr>
<tr>
<td>East Region</td>
<td>TBD</td>
</tr>
<tr>
<td>Midwest Region</td>
<td>TBD</td>
</tr>
<tr>
<td>South Region</td>
<td>Florida Southern College and Central Florida’s Polk County Sports Marketing</td>
</tr>
<tr>
<td>South Central Region</td>
<td>Metropolitan State University of Denver</td>
</tr>
<tr>
<td>Southeast Region</td>
<td>TBD</td>
</tr>
<tr>
<td>West Region</td>
<td>Montana State University Billings</td>
</tr>
</tbody>
</table>

The championship finals will be part of the 2018 NCAA Division II National Championships Festival at Schenley Park in Pittsburgh, Pennsylvania on Saturday, Dec. 1. Slippery Rock University of Pennsylvania and SportsPITTSBURGH will serve as co-hosts.

Section 1.4 Equipment

The host institution shall provide all necessary equipment for the championships unless otherwise noted.

Section 1.5 Rules

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and are modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

The 2017 and 2018 NCAA Men’s and Women’s Track and Field and Cross Country Rules book will be followed for the 2017 cross country season and championships. The men’s races will be 10,000 meters at regional and national meets, and the women’s races will be 6,000 meters at regional and national meets.

Section 1.6 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Division II Manual]

All uniforms must comply with Rule 4-3 in the 2017 and 2018 NCAA Men’s and Women’s Track and Field and Cross Country Rules Book.

LOGOS

Refer to General Administrative Guidelines, Section 7.
Section 2•1 Championships Format

Teams and individuals must participate in their respective regional meet to qualify for the national championships. The top teams and individuals from each region will qualify to the national championships. A total of 32 teams and 24 individuals will advance to the finals. Details regarding selection procedures are outlined later in this manual.

Institutions entering five to seven runners in the regional qualifying meets or national championships must compete as a team. If an institution enters as a team in the regional competition and qualifies for nationals as a team, it must run as a team at nationals. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

ORDER OF EVENTS

For the NCAA Division II Cross Country Championships, the men will run first in even years, and the women will run first in odd years.

SQUAD SIZE

Participating teams are limited to a maximum of seven runners in uniform. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition.

TRAVEL PARTY

Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete. Institutions that qualify a team (five to seven student-athletes) will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes. Transportation expenses and per diem shall be paid for the finals competition and not for regional qualifying meets.

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found on the NCAA website at www.ncaa.org, Division II, Championships, Championships Travel Information.

Section 2•2 Qualifying/Eligibility Requirements

All NCAA cross country results must be reported to the Track and Field Results Reporting System for Cross Country (TFRRS-XC) directly from meet management software using JSON and XML APIs. By standardizing to one format, meet hosts and timers can now upload cross country results to TFRRS-XC seamlessly from compliant meet management software without handling files or manipulating results data. This will simplify the upload process and help eliminate reporting errors.

Please note that support for legacy file formats has been discontinued and results will only be accepted directly from compliant meet management software. Host institutions will be responsible for working with their timing/results companies to ensure that they are using updated and compliant software that supports the submission of all required meet data in the new JSON or XML format. If all required data is not submitted to TFRRS-XC in the necessary JSON or XML format, the results will not be accepted into the results-reporting system, making the results invalid for NCAA championship selections. Detailed results reporting information is located on ncaa.org http://www.ncaa.org/championships/division-ii-mens-and-womens-cross-country

TEAM ROSTERS

Institutions that sponsor NCAA Division II men’s and/or women’s cross country will be required to register and maintain their official team rosters with TFRRS-XC before their first meet. Late rosters will result in a fine of $200 per team per gender, with potential additional fines for repeated violations.

Each student-athlete will be assigned a unique TFRRS-XC tracking identification number that will identify the student-athlete throughout his or her collegiate career. Note: This is the same identification number used for indoor and outdoor track and field, and users will be able to import existing TFRRS athletes into their cross country roster upon logging in. This
identification number will not change from season to season; however, institutions will be required to register their rosters each season to confirm eligibility status.

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2017 cross country results are available for meet hosts, meet directors, and timers at www.tfrrs.org (select the link for Meet Director and the tab for Cross Country). Take particular note of the Frequently Asked Questions document posted, which highlights the following:

1. For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS-XC teams (with TFRRS-XC IDs) at no cost to the meet director/timer. All TFRRS rosters and identification numbers will be available for download in file formats easily imported into timing software;
2. Meet hosts may use their method of choice to manage meet entries.
3. It is the responsibility of the meet directors/timers to collect valid TFRRS-XC IDs from the entering teams, regardless of the meet entry method;
4. Institutions registered with TFRRS-XC also can print out or download their TFRRS-XC rosters (with identification numbers) to facilitate the entry process.

If you experience technical difficulty using the TFRRS-XC system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

MEET RESULTS
It will be the responsibility of the meet HOST to submit complete meet results, (inclusive of all data requirements in the proper JSON or XML format) to TFRRS-XC by midnight Eastern time, one day after the completion of a competition. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host within five days of the performance and not later than 11:59 p.m. Eastern time, Sunday, Nov. 5. Late results submissions that are the basis for championships selections will result in a fine of $200 per team per gender, with potential additional fines for repeated violations.

Meet hosts will be responsible for uploading results electronically with TFRRS-XC identification numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC identification numbers be imported or typed in for each student-athlete before running a meet. Results will be accepted only for student-athletes on the institution’s TFRRS-XC roster form.

When official meet results are uploaded to TFRRS-XC, all performances achieved by eligible NCAA student-athletes, and team scores, will be archived in the results-reporting database.

MINIMUM CONTEST REQUIREMENTS
In order to be eligible to participate in the Division II Cross Country Championships, a member institution must first meet all sport sponsorship requirements and also compete in a minimum of five contests with a minimum of five participants in each of those contests. In accordance with NCAA Bylaw 18.4.2.1 (e), an institution that fails to meet sport sponsorship requirements will be ineligible for championship competition during the year that the requirements were not met, as well as the following academic year. The TFRRS-XC system will be used to track institutions’ minimum contests, so institutions must ensure that all results from their meets are submitted properly. Institutions will not need to submit a minimum contest form before championships selections. If results are not submitted properly, institutions must contact Morgan DeSpain within five days of the meet and not later than 11:59 p.m. Eastern time, Sunday, Nov. 5. Missing or incorrect results will result in a fine of $200 per gender.

Specific policies surrounding minimum contest requirements are as follows:

- **Completion of Contest.** To count as a contest, an institution must participate in and complete the contest. At least five student-athletes must start and finish a race on the same date for it to be considered completion of a contest. Scheduled contests that are canceled or not completed will not be counted.

- **Conference Championship and Regional Qualifying Meet.** An institution may count participation in the conference championship and/or in the regional meet toward meeting the minimum contest requirements, provided at least five student-athletes start and finish a race on that date of competition.

- **No Team Scoring.** A meet at which no team scoring is kept may count as a contest for the purpose of meeting the minimum contest requirements, provided that at least five student-athletes start and finish a race on the same date.

- **One or More Sites.** If an institution has at least five student-athletes competing on the same day at different sites, it may count that as a contest as long as at least five student-athletes start and finish a race on the same day. If an institution has student-athletes competing on the same day at different sites and at least five student-athletes start and
finish the race at each site, the institution may count those as multiple contests.

- **Double Duals.** In counting meets for championship minimum participation, double duals (scoring multiple meets from one competition) will be considered one meet.

(Note: Conference meets may not be conducted in conjunction with NCAA regional qualifying meets.)

**ONLINE ENTRY FORM**

In order to be eligible for participation in the regional and national meets, institutions must submit an online entry form through DirectAthletics before the regional cross country meet. Coaches may enter up to 10 eligible student-athletes on the online entry form, of which not more than seven must be declared to participate the day before competition (regionals and nationals). Coaches may make changes to the 10 student-athletes listed on the entry form up through the end of the online entry period. It is not necessary for student-athletes representing a qualified team at the finals to have competed in regional competition. Any student-athlete competing at regionals and/or nationals must be an NCAA eligible student-athlete.

The online entry form can be accessed through Direct Athletics at [www.directathletics.com](http://www.directathletics.com). The entry form will be available beginning at 8 a.m. Eastern time, Monday, Oct. 23. All online entry forms must be submitted by 11:59 p.m. Eastern time, Wednesday, Oct. 25. Late online entry form submissions may be considered by the committee until 11:59 p.m. Eastern time, Friday, Oct. 27. If allowed, late entry form submissions will result in a fine of $400 per team per gender. Institutions wishing to submit a late entry form must email the NCAA liaison. No late entry form requests will be considered after 11:59 p.m. Eastern time, Friday, Oct. 27. Institutions that have not submitted an entry form by 11:59 p.m. Eastern time, Oct. 27, will not be eligible to compete at the regional meet.

If you experience technical difficulty using the online entry system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com); phone: 347-674-3002).

**CODE OF CONDUCT FORM**

All institutions participating at the regional qualifying meet must submit a completed Code of Conduct form to their respective regional representative on the Division II Cross Country Committee by 5 p.m. Eastern time, Friday, Oct. 27, via electronic mail. **INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BY THE DEADLINE WILL BE ASSESSED A $200 FINE PER TEAM PER GENDER.** The form is available on [ncaa.org](http://ncaa.org) and in Appendix B of this manual.

Any institution that does not submit a Code of Conduct form for the regional or national championships will be assessed an additional $500 fine per team per gender.

**Section 2•3 Selection Procedures**

See Appendix C for detailed selection procedures and criteria.

**Section 2•4 Competition Requirements**

**REPLACEMENTS**

The sports committee may replace qualified individuals or teams unable to advance to the national championships due to injury or illness through the declarations period.

**DECLARATIONS**

The seven student-athletes competing in the regional and national meets must be declared the day before competition. Declarations must be made in person by each coach at the location designated by the host institution. Specific procedures for declarations will be communicated in the Participant Manual for each site. **Late declarations will result in a fine of $200 per team per gender, and payment must be made before competition.**

**SUBSTITUTIONS**

Substitutions are allowed up to 45 minutes before the start of the race at the regional qualifying meets and national championships. A certification of illness or injury by the designated meet physician/athletic trainer is required, and the substitution must be approved by the referee. All participating student-athletes must be eligible to compete.
Appendixes

Contents

Appendix A • Sport Sponsorship

Appendix B • NCAA Division II Championships Code of Conduct

Appendix C • NCAA Division II Men's and Women's Cross Country Championships Selection Procedures

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### Appendix A • Sport Sponsorship

#### ATLANTIC REGION

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<thead>
<tr>
<th>Central Intercollegiate Athletic Association (12)</th>
<th>Livingstone College</th>
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<td>Mountain East Conference (11)</td>
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<td>Notre Dame College (Ohio)</td>
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<td>Urbana University</td>
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<td>Gannon University</td>
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<td>Indiana University of Pennsylvania</td>
<td>West Chester University of Pennsylvania</td>
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<td>Kutztown University of Pennsylvania</td>
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<th>Independent (2)</th>
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<tbody>
<tr>
<td>Bluefield State College</td>
<td></td>
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</tbody>
</table>

*Not eligible for NCAA championship competition.*
### CENTRAL REGION

**Great American Conference (12)**
- Arkansas Tech University (women only)
- University of Arkansas, Monticello
- East Central University
- Harding University
- Henderson State University (women only)
- Northwestern Oklahoma State University
- Oklahoma Baptist University
- Ouachita Baptist University (women only)
- Southeastern Oklahoma State University (women only)
- Southern Arkansas University
- Southern Nazarene University
- Southwestern Oklahoma State University (women only)

**Mid-America Intercollegiate Athletics Association (13)**
- University of Central Missouri
- University of Central Oklahoma (women only)
- Emporia State University
- Fort Hays State University
- Lincoln University (Missouri) (women only)
- Lindenwood University
- Missouri Southern State University
- Missouri Western State University
- Northwest Missouri State University
- Pittsburg State University
- Southwest Baptist University
- Washburn University of Topeka

**Northern Sun Intercollegiate Conference (15)**
- Augustana College (South Dakota)
- Bemidji State University (women only)
- Concordia University, St. Paul
- University of Mary
- University of Minnesota Duluth
- University of Minnesota, Mankato
- Minnesota State University Moorhead
- Minot State University
- Northern State University
- University of Sioux Falls
- Southwest Minnesota State University
- St. Cloud State University (women only)
- Upper Iowa University (women only)
- Wayne State College (Nebraska)
- Winona State University

### EAST REGION

**Central Atlantic Collegiate Conference (14)**
- Bloomfield College
- Caldwell University
- Chestnut Hill College
- Concordia College (New York)
- Dominican College (New York)
- Felician University
- Georgian Court University
- Goldey-Beacom College
- Holy Family University
- Nyack College
- Post University
- University of the Sciences
- Thomas Jefferson University
- Wilmington University (Delaware)

**East Coast Conference (9)**
- University of Bridgeport
- Daemen College
- University of the District of Columbia (women only)
- Long Island University/LIU Post
- Molloy College
- New York Institute of Technology
- Queens College (New York)
- Roberts Wesleyan College
- St. Thomas Aquinas College

**Northeast-10 Conference (15)**
- Adelphi University
- American International College
- Assumption College
- Bentley University
- Franklin Pierce University
- Le Moyne College
- Merrimack College
- University of New Haven
- Pace University
- Saint Anselm College
- Saint Michael’s College
- The College of Saint Rose
- Southern Connecticut State University
- Southern New Hampshire University
- Stonehill College

*Not eligible for NCAA championship competition.*
### MIDWEST REGION

#### Great Lakes Intercollegiate Athletic Conference (12)
- Ashland University
- *Davenport University*
- Ferris State University
- Grand Valley State University
- Lake Superior State University
- Michigan Technological University
- Northern Michigan University (women only)
- Northwood University
- *Purdue University Northwest*
- Saginaw Valley State University
- Tiffin University
- Wayne State University (Michigan)

#### Great Lakes Valley Conference (14)
- Bellarmine University
- Drury University
- University of Indianapolis
- University of Illinois at Springfield
- Lewis University
- Maryville University of Saint Louis
- McKendree University
- Missouri University of Science and Technology
- Quincy University
- Rockhurst University (women only)
- University of Southern Indiana
- Truman State University
- William Jewell College
- University of Wisconsin-Parkside

#### Great Midwest Athletic Conference (13)
- Alderson Broaddus University
- Cedarville University
- Davis and Elkins College
- University of Findlay
- Hillsdale College
- Kentucky Wesleyan College
- Lake Erie College
- Malone University
- Ohio Dominican University
- Ohio Valley University
- Trevecca Nazarene University
- Ursuline College
- Walsh University

#### Independent (1)
- Oakland City University

*Not eligible for NCAA championship competition.*
## SOUTH CENTRAL REGION

### Heartland Conference (8)
- University of Arkansas, Fort Smith
- Dallas Baptist University
- Lubbock Christian University
- Newman University
- Oklahoma Christian University
- Rogers State University
- St. Edward’s University
- Texas A&M International University

### Lone Star Conference (10)
- Angelo State University
- Cameron University (men only)
- Eastern New Mexico University
- Midwestern State University (women only)
- Tarleton State University
- University of Texas of the Permian Basin
- Texas A&M University-Commerce
- Texas A&M University-Kingsville
- West Texas A&M University
- Western New Mexico University

### Rocky Mountain Athletic Conference (15)
- Adams State University
- Black Hills State University
- Chadron State College
- Colorado Christian University
- Colorado Mesa University
- Colorado School of Mines
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- New Mexico Highlands University
- Regis University (Colorado)
- South Dakota School of Mines & Technology
- Western State Colorado University
- *Westminster College (Utah)

## SOUTH REGION

### Gulf South Conference (14)
- *Auburn University at Montgomery
- University of Alabama in Huntsville
- Christian Brothers University
- Delta State University (women only)
- Lee University
- Mississippi College
- University of Montevallo
- University of North Alabama
- Shorter University
- Union University
- Valdosta State University
- University of West Alabama
- University of West Florida
- University of West Georgia

### Southern Intercollegiate Athletic Conference (13)
- Albany State University (Georgia)
- Benedict College
- Central State University
- Claflin University
- Clark Atlanta University
- Fort Valley State University
- Kentucky State University
- LeMoyne-Owen College
- Miles College
- Morehouse College (men only)
- Paine College
- *Spring Hill College
- Tuskegee University

### Sunshine State Conference (9)
- Embry-Riddle Aeronautical University
- Florida Institute of Technology
- Florida Southern College
- Lynn University (women only)
- Nova Southeastern University
- Palm Beach Atlantic University
- Rollins College
- Saint Leo University
- University of Tampa

### Independent (3)
- University of Puerto Rico, Bayaman
- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras

*Not eligible for NCAA championship competition.*
# SOUTHEAST REGION

## Conference Carolinas (11)

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## Peach Belt Conference (11)

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# WEST REGION

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## Great Northwest Athletic Conference (11)

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## Pacific West Conference (14)

<table>
<thead>
<tr>
<th>College</th>
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<tbody>
<tr>
<td>Academy of Art University</td>
<td>Dominican University of California</td>
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<tr>
<td>Azusa Pacific University</td>
<td>Fresno Pacific University</td>
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<tr>
<td>*Biola University</td>
<td>University of Hawaii at Hilo (women only)</td>
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<td>California Baptist University</td>
<td>Hawaii Pacific University</td>
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<td>Chaminade University</td>
<td>Holy Names University</td>
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<td>Concordia University Irvine</td>
<td>Notre Dame de Namur University</td>
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<tr>
<td>Dixie State University</td>
<td>Point Loma Nazarene University (women only)</td>
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*Not eligible for NCAA championship competition.
Appendix B • NCAA Division II
Championships Code of Conduct

Conduct Policy Statement

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution who fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship, will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Misconduct

The championship handbook and NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”

Expectations

Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet, and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (i.e., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

Expectations for Student-Athletes, Coaches and Administrators

• Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
• Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
• Discuss misconduct and possible consequences with all members of the travel party.
• Have an administrator or designee present at all competitions.
• Communicate issues and concerns in an honest and timely manner with NCAA staff.
• Follow team, university and NCAA guidelines throughout all championship-related activities.
• Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
• Abide by state and federal laws, and facility requirements throughout the championship event.
• Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

Possible Penalties for Misconduct

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one, or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

• Public or private reprimand of the individual;
• Financial penalty;
• Disqualification of the individual from further participation in the NCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved;
• Cancellation of payment of the Association’s travel guarantee to the institution for the individuals involved;
• Withholding of all or a portion of the institution’s share of revenue distribution;
• Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
• Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships; and/or
• Cancellation of all or a portion of the honorarium for hosting an NCAA championship.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year’s championships experience is one that you will cherish for years to come.
As a representative (i.e., student-athlete, administrator, coach, manager and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport: **Men’s and Women’s Cross Country**

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Head Coach Signature  Date

SAAC Team Representative's Signature  Date

Sport Supervisor (Director of Athletics or Designee)  Date

**Forms should be emailed before the regional cross country meet to the NCAA Division II Cross Country Committee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.**
2017-18 NCAA Division II Men’s and Women’s Cross Country Committee

<table>
<thead>
<tr>
<th>Regional Chair</th>
<th>Region</th>
<th>Email</th>
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<tbody>
<tr>
<td>Andy Young</td>
<td>Atlantic</td>
<td><a href="mailto:andy.young@millersville.edu">andy.young@millersville.edu</a></td>
</tr>
<tr>
<td>Scott Lorek</td>
<td>Central</td>
<td><a href="mailto:slorek@nwmissouri.edu">slorek@nwmissouri.edu</a></td>
</tr>
<tr>
<td>Shawn Green</td>
<td>East</td>
<td><a href="mailto:s.green@snhu.edu">s.green@snhu.edu</a></td>
</tr>
<tr>
<td>Alex Eaton</td>
<td>Midwest</td>
<td><a href="mailto:aceaton1@usi.edu">aceaton1@usi.edu</a></td>
</tr>
<tr>
<td>*TBD</td>
<td>South</td>
<td></td>
</tr>
<tr>
<td>Dianne Lee</td>
<td>South Central</td>
<td><a href="mailto:diannelee@adams.edu">diannelee@adams.edu</a></td>
</tr>
<tr>
<td>Lee Glenn</td>
<td>Southeast</td>
<td><a href="mailto:lee.glenn@ung.edu">lee.glenn@ung.edu</a></td>
</tr>
<tr>
<td>Preston Grey</td>
<td>West</td>
<td><a href="mailto:pgrey@apu.edu">pgrey@apu.edu</a></td>
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*All south region participants should send code of conduct forms to Donisha Carter at dcarter@ncaa.org.
**Appendix C • NCAA Division II Men’s and Women’s Cross Country Championships Selection Procedures**

2017 NCAA Division II Men’s and Women’s Cross Country Championships Selection Procedures

**Team Selections**
A total of 32 teams will be selected. The process for allocating the berth is outlined below.

**Automatic Qualification**
The top three teams from each regional meet will automatically advance to the championship finals (24 teams).

**At-large Selection**
Eight (8) at-large teams will be selected by the NCAA Division II Men’s and Women’s Cross Country Committee using the below outlined selection criteria (in priority order). There is no limit to the number of at-large teams that may be selected from any given region.

The following are the criteria used by the committee to select at-large teams, in order, until a selection emerges. Criteria 1-4 are to be included in the TFRRS-based computer program. Criteria 5-6, if needed, are up to the judgment of the NCAA Division II Men’s and Women’s Cross Country Committee.

1. Regional place order/performance. A team cannot be selected ahead of a team that placed in front of them at their respective regional championship meet.

2. Head-to-head competition versus other teams under consideration for at-large selection.
   a. Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs 1 (i.e. 1vs2, 1vs3, 1vs4, etc.) to determine which is the best of the eight teams to fill out the 25th-32nd team spots for the National Championship field after the other 24 teams have already been automatically advanced. For example, the fourth-place finishing team in each of the eight regions are compared and the best of those eight teams advances as the 25th team. After that fourth-place team advances, then the fifth-place team from that region would then move up and be compared to the remaining seven fourth-place teams. The best of those eight teams would be the next team selected to advance as the 26th team and so forth until the 32-team field is selected.
   b. For each of the 1 vs 1 comparisons, either there will be a tie and the committee will move on, or one team will be eliminated if that team has a direct losing record to the other team in consideration. (Rationale: The team with a losing record to any of the other eight teams cannot be the best due to the loss).
   c. An overall win-loss record of the full eight teams is not to be used. (Rationale: A team that amasses a great quantity of wins over weak opponents is not necessarily better than a team with quality head to head wins).

3. Results against common Division II opponents (through second tier).
a. Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs 1 (i.e. 1 vs 2, 1 vs 3, 1 vs 4, etc.).

b. Second Tier: For each of the 1 vs 1 comparisons, either there will be a tie or one team will be eliminated if that team has fewer net wins than the other team in consideration. Net wins are to be calculated as follows:
   - Each team will get a win for any direct victory against a common competitor.
   - Each team will get a loss for any direct loss against a common competition.
   - Each team will get a win for any victory against a second-degree common competitor (i.e. team A beats team B, team B beats team C, team C beats team D, so team A gets a win against team D).
   - Each team will get a loss for any defeat against a second degree common competitor (i.e. Team A loses to team B, team B loses to team C, team C loses to team D). If there are both wins and losses in the common competitor chain, this will not be counted for or against a team.
   - Net Wins = (Direct wins + 2nd Degree Wins) – (Direct losses +2nd Degree Losses)

Rationale for Second Tier
   - Net wins provides a more accurate assessment of a record rather than winning percentage, where 1-0 would be better than 10-1.
   - Net wins rewards a team for winning against common competitors, but also penalizes a team for losing against a common competitor. If only wins were counted, 4-2 would be worse than 8-12.
   - Net wins, when combined with 2nd degree comparisons, rewards a team for beating a very strong team, as the stronger team is likely to generate many 2nd degree “wins” for the team in question.
   - Including common comparisons to the 2nd degree allows for more data in a situation where limited data may be available.
   - Including common comparisons to the 2nd degree allows teams that do not travel outside of their region to benefit from beating teams in their region who have done well against common competitors.

4. Regional meet point gap ratio.

   a. Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs 1, 1 vs 2, etc.

   b. Comparing the team being considered for an at-large bid to the team that placed directly in front of them in the regional results only if that team has already advanced via an at-large selection, not as an automatic selection.

   c. Example: In Region A, 4th place team scores 80 points, 5th place team (under that consideration) scores 100 points. 80/100=0.8 ration. In Region B, 4th place team scores 180 points and 5th place team scores 200 points. 180/200=0.9 ration. A higher ratio would be deemed the closer performance, so in this example, Region B would go over Region A.
5. Results against common non-Division II opponents.

- Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs 1, 1 vs 2, etc.

6. In the case of a comparison between any two of the eight teams under consideration for an at-large bid in which there is no data generated from the above criteria, the process will be advance by the judgement of the NCAA II Men’s and Women’s Cross Country Committee. Regular season success and strength of schedule will be taken into account.

Definitions

- **A-Team Definition** – An “A-Team” is defined as having at least four of the members of the seven that represent each institution at their NCAA Regional XC Championships.

- **Late-season Performance** – The committee will use data from regular season meets starting with the date that is seven weeks (51 days) out from the NCAA Division II Regional Championships (except for a Fall Sports Festival year when it will be nine weeks (65 days)) that have at least four of the seven runners represented on a team that competed for a team in the regional championships (minimum race distance for women is 5k/3 mile and for men 7k). Meaning no “B” team results can count against or help a team being considered for selection. For example, a team cannot be penalized for running a split squad or having non-varsity runners competing at a meet.

- **Regional Point Gap Ratio** – The regional point gap ratio is only used to measure the strength of top teams. A team that is selected automatically is not necessarily a top team thus the comparison would be faulty.

Breaking Team Ties

In the case of a tie-breaker when comparing teams under consideration at a regular season meet/race that includes DI, DIII, NAIA or NJCAA schools, those schools must be taken out of the scoring comparisons by the committee unless used as a common opponent. For example, a team could lose to another team in a large meet with various non-Division II schools factored into the scoring, but still beat them head-to-head if the two teams were scored only against each other as a dual meet.

Additional Individual Selections

After the 32 selected teams have been determined, a minimum 24 additional individuals per gender are selected to compete at the NCAA Championships.

1. The top two individuals who are not part of a qualifying team will automatically advance to the championship (16 individuals).

2. All individuals who finish in the top five at the regional meet and are not part of a qualifying team automatically will advance to the championship.

3. The next eight individuals will be selected at-large. There is no limit to the number of at-large individuals that may be selected from the same region. The top individual from each region
not receiving an automatic qualifying spot and not on a qualifying team, will be compared head-to-head using the same model as in the at-large team selection process. Place at the regional meet and strength of region are factored into the formula when comparing at-large individuals using the following equation:

\[
\text{[# of team qualifiers from the region] / [Individual regional placing]} = \text{Individual score ratio}
\]

The individual with the highest score using the above equation will be selected first. This will account for and reward individuals competing well in stringer regions, based on the number of teams that region qualifies to championships. When an individual receives an at-large selection, the next non-qualifying individual from that region will move up to the consideration round of eight individuals.

- **Example:**

  Region A Individual:
  Individual finishes 15th
  5 teams qualify
  \(\frac{5}{15} = 0.33\)

  Region B Individual:
  Individual finishes 12th
  3 teams qualify
  \(\frac{3}{12} = 0.25\)

  Individual from Region A would qualify.

**Breaking Individual Ties**

If a situation occurs where two or more individuals are vying for the last qualifying spot, the tie will be broken by selecting the individual with the highest individual placement at his/her regional.