# Table of Contents

Meet Personnel .......................................................... 3

Division I Men’s and Women’s Cross Country/Track and Field Committee Members .... 4

Schedule of Events ....................................................... 5

Accommodations ........................................................ 6

Course Diagrams/Information ......................................... 7

Dressing Rooms .......................................................... 7

Drug Testing .............................................................. 7

Entry Procedures .......................................................... 7-8

Declarations ............................................................... 9

Evacuation/Severe Weather Plan .................................... 10

Finish Line Procedure .................................................. 11

Packet Pickup ............................................................ 11

Mandatory Coaches’ Meeting ......................................... 12

Merchandise .............................................................. 12

Practice Schedule ....................................................... 12

Protests ........................................................................ 12

Results/Sports Information ............................................. 12

Sports Medicine .......................................................... 13

Tents ............................................................................ 13

Transportation/Maps ..................................................... 13-16

Uniforms ....................................................................... 17
# Meet Personnel

<table>
<thead>
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<th>Name</th>
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SCHEDULE OF EVENTS
(All Times are Pacific Standard Time)

Thursday, November 9

Noon – 5 p.m. Course inspection/practice.
Weather permitting.

4 – 4:30 p.m. Packet pickup.
Jefferson Golf Course Banquet Room

4:30 p.m. Mandatory coaches’ meeting.
Jefferson Golf Course Banquet Room

Friday, November 10

7:30 a.m. Course opens to competitors.
Please call Terrell Singleton at 940-923-9819 /@UWTrack for frost
warning or severe weather updates on race day if needed.

9:10 a.m. Clerking procedure begins for women’s race.
10:00 a.m. First gun fired (indicating 30 minutes to start).

10:05 a.m. National Anthem.

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

10:20 a.m. Third gun fired (10 minutes to start).

10:30 a.m. Women’s 6K championship race.

11:00 a.m. First gun fired (30 minutes to start).
11:10 a.m. Second gun fired (20 minutes to start).

11:20 a.m. Third gun fired (10 minutes to start).

11:30 a.m. 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.

Area Hotels:

Headquarter Hotel: Crowne Plaza
1113 6th Avenue, Seattle, WA 98101
Contact Person: Beth Harwood
206-676-3923  BHarwood@cphotelseattle.com
8 min, 3.73 miles from course

Rate: $165

Courtyard by Marriott Seattle Lake Union
925 Westlake Ave North, Seattle, WA 98109
206-213-0100
9 min, 5.43 miles from course

Renaissance Seattle Hotel by Marriott
515 Madison St, Seattle, WA 98104
206-583-0300
8 min, 3.6 miles from course

Silver Cloud Hotel, Broadway
1100 Broadway, Seattle, WA 98122
206-325-1400
8 min, 3.95 miles from course

SpringHill Suites by Marriott Downtown Seattle
1800 Yale Avenue, Seattle, WA 98101
206-254-0500
9 min, 3.18 miles from course
COURSE DIAGRAMS/INFORMATION
Men’s and women’s course maps and additional campus information:

DRESSING ROOMS
Men’s and women’s locker rooms will be available in the administration building for teams after the competition. There are no lockers. Only one shower is available in each locker room.

DRUG TESTING
Please see the 2017 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 championships. 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 30. Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 2. The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 3. 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. If you experience technical difficulty using the online entry system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Entries will be posted at www.gohuskies.com/crosscountry by 5 p.m. local time on Monday, November 6.

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 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.*

**REMEMBER:** 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.

**DECLARATIONS:** Onsite declarations will be held during packet pick up from 4 – 4:30 p.m., Thursday, November 9 at the Jefferson Golf Course Banquet Room. If an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of chips and bibs), those additional 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, but 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.

Please note that teams and/or individuals that check-in late and not in accordance with the times outlined in this manual will jeopardize participation in their race, will have a letter sent to their institutional athletics director and will have a financial fine assessed for failing to abide by championship policies.

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. Should shelter be necessary due to inclement weather, teams will be directed to the clubhouse or for cover.

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. The host will leave a message at the following number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number 940-923-9819 will be placed in the information with the coaches’ packets and on the meet website.
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**

Timing will be kept using timing chips given to coaches at the packet pickup on Thursday. Coaches are responsible for their team’s chips and assigning them to the appropriate participant. Volunteers will collect the chips from the runners in the corral upon completion of the race.

Runners should continue to run through the timing system at the finish and continue to move through the chute as quick as possible. Water and trainers will be available if needed in the corral area. Coaches and fans can wait for the runners outside of the finish area. Athletes must return their chip before leaving the corral. It is the responsibility of the competitor and the coach to turn in their chips.

**PACKET PICK UP**

Packets will be available Thursday, November 9, from 4 – 4:30 p.m. at the Jefferson Golf Course clubhouse banquet room. Located on the second level of the clubhouse.
Course maps and descriptions will also be available and host representatives will be there to answer any questions about the course.

**MANDATORY COACHES’ MEETING**

Coaches are required to attend the mandatory coaches’ meeting on Thursday, November 9 at 4:30 p.m. (Pacific Standard Time) at the Jefferson Golf Course clubhouse banquet room. Prior to the meeting starting coaches may pick up their packets beginning at 4 p.m. Hors d’oeuvres and drinks will be served at the coaches meeting. Located on the second level of the clubhouse.

Failure to attend the mandatory coaches’ meeting will result in a $200 fine/gender/institution.

**MERCHANDISE**

Merchandise will be available for purchase from 1 – 4 p.m. Thursday in the Jefferson Golf Course clubhouse and at the course Friday from 9 a.m. through the conclusion of the second race.

**PRACTICE SCHEDULE**

Practice at the course is limited to Thursday and the day of competition, weather permitting. The course will be available Thursday from noon – 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.

**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 $100 protest fee (cash only) for each protest. The $100 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 media Tent. Results will also be posted on the NCAA website (NCAA.com).
• At the meet - members of the media may pick up results after each race at the media tent/Interview tent. 
• Contact Michael Bruscas at mbruscas@uw.edu for more information.

Each coach will receive one copy of the official results. Results will also be posted on the NCAA website (NCAA.com). Coaches may pick up results packets in the media tent. Although NCAA awards are not provided at the regional championships, the USTFCCCA will provide awards that will be presented at the end of the last race. This will include a medal for the top 25 individuals from each gender, and top two teams from each gender will receive a plaque.

SPORTS MEDICINE

There will be a training tent set up for the Thursday practice session as well as Friday’s competition. This will be located on the course near the finish line. If you have any special needs, please contact Katie Kaminsky at (231) 944-2705 or by email at Katkam@uw.edu.

Trainers at course: 
Thursday, November 9 noon – 5 p.m.
Friday, November 10 7:30 a.m. – end of meet

The training room is located under a tent near the start line.

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 student-athlete becomes injured or ill. An ambulance will be onsite for both races.

TENTS

Teams looking to rent tents for this event should contact Abbey Party Rents at 206-362-3222 no later than 5 p.m. on Monday, November 6th. The host will coordinate the setup of all tents and randomly assign teams. Tents will be set up by noon on November 9th.

TRANSPORTATION/PARKING

All transportation needs will be the responsibility of the participating team.
Directions to Course

From Airport to Silver Cloud Hotel:
Merge onto WA-518 E
Merge onto I-5 N toward Seattle
Take the Dearborn St/James St exit 164A
Turn right onto James St
Turn left onto Broadway

From Airport to Courtyard by Marriott:
Merge onto WA-518 E
Merge onto I-5 N toward Seattle
Take exit 167 toward Mercer St
Turn right onto Fairview Ave N
Turn left onto Valley St

From Airport to Crowne Plaza
Merge onto WA-518 E from Airport Express
Take WA-509 N and N to 1st Ave in Seattle
Take the Seneca Street exit from WA-99N
Take Spring st to 6th Ave

SpringHill Suites
Merge onto WA-518 E
Merge onto I-5 N toward Seattle
Take the Olive Way exit 166
Turn left onto E Denny Way
Turn left onto Yale Ave

From I-5 North and South to the Course
I-5 to Columbian Way exit 163A
Left at the first light on Spokane St.
Second right on Beacon Avenue South
1/4 mile to club house, parking on the right.
The Jefferson Golf Course is located at 4101 Beacon Avenue South, Seattle, WA 98108.
DIRECTIONS

From Airport to Downtown Exits:
- Merge onto WA-518 E,
- Take I-5 North towards Seattle
- Stay on I-5 N. for approx. 12 mi.
- Downtown exit 6A-8.

From Downtown Exits to Course:
From Downtown Exits:
- Get on I-5 South
- From I-5 S, exit on S. Columbian Way, Exit #163
- Turn left onto Spokane St.
- Turn right onto Beacon Ave S
- Turn left on Cheasty S.
- Team parking will be on the right
PARKING FOR TEAM VEHICLES IS IN THE LOT ACROSS FROM THE TEAM ENTRANCE ON CHEASTY BLVD. S. BUSSES SHOULD PARK OFF SITE.

THE COACHES MEETING WILL TAKE PLACE IN THE CLUBHOUSE, SECOND FLOOR MEETING ROOM.
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; they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments, including arm and leg-warmers, 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-warmers, wristbands, visors and hats) 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.