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November 2017

On behalf of the University of Louisville, the city of Louisville, and the NCAA, it is our privilege to congratulate you and your institution on being selected to the 2017 NCAA Division I Men’s and Women’s Cross Country Championship. It is the hope of all involved that all participating institutions and student-athletes enjoy their time while in Louisville.

Louisville plays host to some of the premier sporting events in the world, including the Kentucky Derby, multiple PGA Championships, six NCAA Men’s Basketball Final Fours, and this will be the third time the NCAA Division I Cross Country Championships will call Louisville home. We have no doubt E.P. “Tom” Sawyer State Park will serve as an outstanding venue for this year’s Championship. I also know the hospitality shown by the people of Louisville will make this one of the more memorable NCAA Cross Country Championships in recent years.

Attached you will find a manual that is to be utilized in conjunction with the NCAA Division I Men’s and Women’s Cross Country Championship information, located at NCAA.ORG. Please contact Danny Plasencia, from the University of Louisville staff at 502-852-2473 or Jeff Mlynski, from the NCAA Championships staff at 317-874-7154 if you have any questions regarding this information.

Congratulations on a successful season and best of luck while competing in Louisville.

Sincerely,

University of Louisville Athletics
Schedule of Events (all times EST)

**Thursday, November 16**
9 a.m. – 5 p.m.  
Course Inspection E.P. Tom Sawyer State Park  
10 a.m. – 2 p.m.  
Banquet wristband pick-up, located in team tent area (see page 20)

5:45 p.m.  
2017 NCAA XC Championships Banquet, Doors and buffet open  
6:30 p.m.  
Program starts  
Churchill Downs, 700 Central Avenue, Louisville, KY 40208  
Specific banquet registration information will be provided to qualifying teams via the selection email.

**Friday, November 17**
9 a.m. – 5 p.m.  
Course Inspection  
E.P Tom Sawyer State Park

10 a.m. – 2 p.m.  
NCAA Declarations & Packet Pickup  
Sawyer-Hayes Community Center, located at 2201 Lakeland Road, Louisville KY

2 - 3:30 p.m.  
NCAA Press Conference  
Sawyer-Hayes Community Center, located at 2201 Lakeland Road, Louisville, KY

4 - 5 p.m.  
NCAA Mandatory Technical Meeting for Coaches  
Sawyer-Hayes Community Center, located at 2201 Lakeland Road, Louisville, KY

**Saturday, November 18**
8:30 a.m.  
Course opens for participants  
(Please check Twitter at UOFLTRACKXC for possible frost or weather delays)

8:30 a.m.  
Gates open for spectators

9:25 a.m.  
Clerking begins for women’s competitors

10:15 a.m.  
First gun fired (indicating 30 minutes to start)

10:25 a.m.  
Second gun fired (20 minutes to start)

10:35 a.m.  
Third gun fired (10 minutes to start)

10:37 a.m.  
National Anthem

10:45 a.m.  
Women’s Championship 6K Race

11:15 a.m.  
First gun fired (indicating 30 minutes to start)

11:25 a.m.  
Second gun fired (20 minutes to start)

11:35 a.m.  
Third gun fired (10 minutes to start)

11:45 a.m.  
Men’s Championship 10K Race

Approx. 12:45 p.m.  
Presentation of Awards
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trey Clark</td>
<td>Head Track and Field Coach</td>
<td>Lamar University</td>
<td>211 Redbird Lane, Beaumont, Texas 77710</td>
<td>409-880-8318</td>
<td><a href="mailto:trey.clark@lamar.edu">trey.clark@lamar.edu</a></td>
</tr>
<tr>
<td>Milan Donley</td>
<td>Meet Management/Director of</td>
<td>University of Kansas</td>
<td>1651 Naismith Drive, Lawrence, Kansas 66045</td>
<td>785-864-7971</td>
<td><a href="mailto:mdonley@ku.edu">mdonley@ku.edu</a></td>
</tr>
<tr>
<td>Andy Eggerth</td>
<td>Director of Track and Field/</td>
<td>Kennesaw State University</td>
<td>590 Cobb Avenue – Mailbox 0201, Kennesaw, GA 30144</td>
<td>470/578-2801</td>
<td><a href="mailto:aeggerth@kennesaw.edu">aeggerth@kennesaw.edu</a></td>
</tr>
<tr>
<td>Herman Frazier</td>
<td>Deputy Athletics Director/Chief of Staff</td>
<td>Syracuse University</td>
<td>1301 East Colvin Street, Syracuse, New York 13244-5020</td>
<td>785-864-7971</td>
<td><a href="mailto:hrfrazie@syr.edu">hrfrazie@syr.edu</a></td>
</tr>
<tr>
<td>Sean Harris</td>
<td>Assistant Director, Sports Management and Championships</td>
<td>Pac-12 Conference</td>
<td>360 3rd Street, 3rd Floor, San Francisco, California 94107</td>
<td>253-249-8705</td>
<td><a href="mailto:sharris@pac-12.org">sharris@pac-12.org</a></td>
</tr>
<tr>
<td>Nicole Harvey</td>
<td>Senior Associate Athletic Director</td>
<td>University of Central Florida</td>
<td>12698 Gemini Blvd. S. Room 125, Orlando, Florida 32816</td>
<td>407-823-4297</td>
<td><a href="mailto:nicole.harvey@ucf.edu">nicole.harvey@ucf.edu</a></td>
</tr>
<tr>
<td>Angie Lansing, Chair</td>
<td>Senior Woman Administrator</td>
<td>Indiana State University</td>
<td>401 North 4th Street, Arena 104B, Terre Haute, Indiana 47809</td>
<td>812/237-4091</td>
<td><a href="mailto:angie.lansing@indstate.edu">angie.lansing@indstate.edu</a></td>
</tr>
<tr>
<td>Julie Levesque</td>
<td>Senior Woman Administrator</td>
<td>University of Texas at El Paso</td>
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<td>915/747-7698</td>
<td><a href="mailto:jmlevesque@utep.edu">jmlevesque@utep.edu</a></td>
</tr>
<tr>
<td>Wendy McFarlane</td>
<td>Head Track and Field/Cross Country Coach</td>
<td>University of Delaware</td>
<td>621 S. College Avenue, 134 Delaware Field House, Newark, Delaware</td>
<td>302-831-8738</td>
<td><a href="mailto:wendym@udel.edu">wendym@udel.edu</a></td>
</tr>
<tr>
<td>Sharlene Milwood-Lee</td>
<td>Head Track and Field/Cross Country Coach</td>
<td>Farleigh Dickinson University</td>
<td>1000 River Road, Teaneck, New Jersey 07502</td>
<td>201-692-2242</td>
<td><a href="mailto:sharlene_milwood-lee@fd.edu">sharlene_milwood-lee@fd.edu</a></td>
</tr>
<tr>
<td>Mike Nelson</td>
<td>Head Cross Country/Assistant Track Coach</td>
<td>Marquette University</td>
<td>1532 W. Clybourn Ave, Milwaukee, Wisconsin 53233</td>
<td>414-288-5105</td>
<td><a href="mailto:michael.nelson@marquette.edu">michael.nelson@marquette.edu</a></td>
</tr>
<tr>
<td>Ben Paxton</td>
<td>Head Men’s and Women’s Track Coach</td>
<td>Winthrop University</td>
<td>1162 Eden Terrace, Rock Hill, South Carolina 29733</td>
<td>803/323-2129</td>
<td><a href="mailto:paxtonb@winthrop.edu">paxtonb@winthrop.edu</a></td>
</tr>
<tr>
<td>Secretary-Rules Editor</td>
<td>Mark Kostek</td>
<td>NCAA</td>
<td>515-208-8300</td>
<td><a href="mailto:kostekmt@gmail.com">kostekmt@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>NCAA</td>
<td>Jeff Mlynski</td>
<td>Assistant Director</td>
<td>Championships and Alliances, P.O. Box 6222, Indianapolis, Indiana 46206</td>
<td>317/917-6503</td>
<td><a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a></td>
</tr>
<tr>
<td>NCAA</td>
<td>Anjellica Rospo</td>
<td>Coordinator</td>
<td>Championships and Alliance, P.O. Box 6222, Indianapolis, Indiana 46206</td>
<td>317/917-6075</td>
<td><a href="mailto:arospond@ncaa.org">arospond@ncaa.org</a></td>
</tr>
</tbody>
</table>
# Lead Meet Officials

**Meet Referee:** Doug Allen

**Head Clerk of the Course:** Craig Hopkins

**Assistant Clerks:**
- Larry Bemis
- Vicki Rowland

**Head Starter:** Fred Geswein

**Recall Starters:**
- Lillie Brunson
- Kathy Johnson
- Carter Lohr
- Patty Rouse

**Head Finish Line Official:** Jerry Mohr

**Course Supervisor:** Jay Carnes

**Announcer:** Dennis McNulty

**Timing and Results:** Sean Laughlin, Record Timing
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Championship</td>
<td>Danny Plasencia</td>
<td>(502) 718-8806</td>
<td><a href="mailto:dannyp@gocards.com">dannyp@gocards.com</a></td>
</tr>
<tr>
<td>Meet Director</td>
<td>David Lawhorn</td>
<td>(502) 330-1933</td>
<td><a href="mailto:lawho9@aol.com">lawho9@aol.com</a></td>
</tr>
<tr>
<td>Assistant Meet Manager</td>
<td>Troy Killian</td>
<td>(502) 376-6451</td>
<td><a href="mailto:tkillian@louisvillesports.org">tkillian@louisvillesports.org</a></td>
</tr>
<tr>
<td>Awards/Banquet</td>
<td>Ronee Baxter</td>
<td>(502) 424-7552</td>
<td><a href="mailto:ronee@gocards.com">ronee@gocards.com</a></td>
</tr>
<tr>
<td>Media Relations</td>
<td>Kim Pemberton</td>
<td>(502) 445-9435</td>
<td><a href="mailto:KimP@gocards.com">KimP@gocards.com</a></td>
</tr>
<tr>
<td>Volunteers</td>
<td>Taylor Bucklin</td>
<td>(203) 921-5354</td>
<td><a href="mailto:bucklin@gocards.com">bucklin@gocards.com</a></td>
</tr>
</tbody>
</table>
Athletic Training Services

The Athletic Training Staff at University of Louisville would like to welcome you to the 2017 NCAA Cross Country Championships held in Louisville, Kentucky at E.P. ‘Tom’ Sawyer State Park on November 18, 2017. It is our hope your stay in Louisville will be enjoyable, fully accommodated, and safe.

At E.P. ‘Tom’ Sawyer State Park, there will be 2 medical tents for your medical necessities. The primary medical tent will be located adjacent to the finish line, and will contain water, ice, basic modalities, treatment tables, and first aid supplies. Our team physicians, chiropractors, host team athletic training personnel, and triage area will be located at the primary medical tent. There will also be a 2nd tent (team camp tent) in the team camp area where basic pre-race modalities, water, and injury ice can be found. There will not be physicians or chiropractors located at the team camp tent.

Members of the University of Louisville Sport Medicine Athletic Training Staff will be at the course two hours prior to the first race. An ambulance will be on site 30 min prior to the start of the meet through the conclusion of the men’s race. There will also be physicians and a host team chiropractor located in the primary medical tent 1 hour prior to the start of the first race. One certified athletic trainer will be available at the course while it is open for practice on Thursday and Friday. Water and injury ice at the team camp tent will also be available on Thursday and Friday. A team physician will be on call during practice hours on Friday as well.

Please contact Aaron Mangum or Take Ando to facilitate seeing a physician. Our main Athletic Training Facility is located in Cardinal Park on Belknap campus, located approximately 25 minutes from the course, and can be made available by prior arrangement. If your team will not be traveling with a Certified Athletic Trainer, please send signed written instructions with the student-athlete so that proper accommodations can be made. Modality treatment will only be given with written permission by the student-athletes institutions’ sports medicine staff.

Competing institution’s medical personnel will not be permitted on the course during the races unless their student-athlete becomes injured or ill. Furthermore, only University of Louisville Sports Medicine Staff members will be permitted in the finish chute following each race.

Credentials will be available for pick-up at packet pick-up from 10 a.m. – 2 p.m., Friday, November 17.
Below is a list of contact information to assist you in caring for your athletes.

Aaron Mangum, MAT, ATC – Host Assistant Athletic Trainer  
Office: (502) 852-2498  
Cell: (502) 648-8483  
Email: aaron@gocards.com  
2125 S. Floyd St, Louisville, KY 40292 (12 miles from park)

Take Ando, MA, ATC - Host Seasonal Assistant Athletic Trainer  
Cell: (808) 724-5546

Dr. Jessica Stumbo, University of Louisville Sports Medicine Primary Care Physician  
*Please contact Aaron Mangum or Take Ando to facilitate accommodations to see a team physician.

KentuckyOne Health Jewish Hospital Downtown (3 miles from U of L Belknap Campus)  
Office: (502) 587-4011  
Address: 200 Abraham Flexner Way, Louisville, KY 40202

KentuckyOne Health Jewish Hospital Medical Center East (8 miles from E.P. Tom Sawyer State Park)  
Office: (502) 259-6000  
Address: 3920 Dutchmans Lane, Louisville, KY 40207

Hume Pharmacy (10216 Taylorsville Rd, Louisville, KY 40299)  
Delivers 12 – 6 p.m.  
Office: (502) 267-7453  
Fax: (502) 267-7455

Walgreen’s 24hr Pharmacy (12101 Shelbyville Rd)  
Office: (502) 244-7037

Please contact us if we can be of any assistance to you and your team. We very much look forward to meeting you at the NCAA Division I Cross Country Championships at E.P. ‘Tom Sawyer’ State Park.
Media/Press Conference Information

If you have any questions, please contact Kim Pemberton of the University of Louisville Sports Information Department at (502) 445-9435 or via email at kimp@gocards.com

NCAA Media Obligations
ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR MEDIA OBLIGATIONS.

Participation applies to all pre- and post-event press conferences and/or interview requests by the NCAA and its broadcast partners.

Failure to participate may result in misconduct, as determined by the NCAA Division I Cross Country/Track and Field Committee.

Student-athletes are allowed a maximum of a 10-minute cooling off period following their event before meeting with the media. If the student-athlete is ready prior to the 10 minutes, he or she can participate in interviews as soon as they are ready. However, they are not allowed to leave the competition area before conducting their media interviews. Interviews will be conducted in the mixed zone or interview room.

In the event that a student-athlete has been selected for drug testing, he or she must fulfill all media obligations before going to the drug testing center.

Website
NCAA.COM is the official website for the NCAA Division I Men's and Women's Cross Country Championships.

The below websites will house additional meet information, as well as information about Louisville, Kentucky.

- www.GoCards.com
- www.GoToLouisville.com

Credential Requests
For all credential requests, please visit www.NCAA.com/media to begin the application process for the NCAA Division I Cross Country Championships. A confirmation email with additional information for media will be sent once the request has been approved. Should you experience any difficulties in applying for credentials, please contact Kim Pemberton at the University of Louisville via phone (502) 445-9435 or email Kimp@GoCards.com.

Meet Results
Meet results can be obtained online and in person.

- For those not attending the event, please visit NCAA.COM.
- At the meet, members of the media and coaching staffs may pick up results following the race. Media members can obtain results by displaying their credentials at the results distribution center, located in the building adjacent to the finish line. Coaches can obtain a copy of results near the finish line.
• Additionally, at the conclusion of the championships and once the results have been deemed final, an email will be sent to all participating schools SID and head coach, from the host institution's SID, Kenny Klein (Kenny@GoCards.com).

Press Conferences
Pre-Race:
A pre-race press conference with selected coaches and student-athletes will be held at Sawyer Hayes Center located at 2201 Lakeland Road, Louisville, KY on Friday, Nov. 17, from 2 - 3:30 p.m. A member of the NCAA media team or the University of Louisville sports information office will contact selected universities to participate in the pre-meet press conference.

Post-Race:
A post-race mixed zone area will be implemented for interviews following the conclusion of each respective race. Media members will not be allowed access to the student-athletes during the 10-minute cooling off period. At the end of the period, members of the Louisville sports information staff will escort student-athletes to the mixed zone area, located near the finish line. All competing student-athletes will be required to pass through the mixed zone. We remind coaches and student-athletes that all appropriate NCAA regulations regarding participation in post-event interviews and other regulations regarding apparel will apply.

Photography
There will be a photo box at the finish line area as well as near the start line. Photographers are expected to stay inside any roped off areas and must show credentials to gain admittance into media-only areas. You are permitted to shoot the runners on the course, but MAY NOT interfere with the participants directly or indirectly. **Only photographers approved by the NCAA will be allowed into the finish chute area.**

Press Materials
Please send all press materials, including notes and information guides, for the event to:

Athletic Dept, SAC Bldg
University of Louisville
Attn: Kim Pemberton
2100 S. Floyd Street
Louisville, KY 40292
Meet Information

Awards
Awards will be presented at the projected time of 12:45 p.m. for both the women and men. Team awards are presented to the top four teams. The top 15 individuals will be recognized and will receive an NCAA award. The USTFCCCA All America awards presentation, recognizing the top 40 individuals, will take place in a separate awards ceremony immediately following the conclusion of the NCAA awards ceremony. The award ceremonies will take place in the awards area located directly in front of the video board near the finish line.

Banquet:
The NCAA Cross Country Championships Banquet will take place on Thursday, November 16, at Churchill Downs, 700 Central Avenue, Louisville, KY 40208. The doors and buffet will open starting at 5:45 p.m. and the program will start at 6:30 p.m. Banquet wristband pick-up area and additional banquet tickets can be purchased in the team tent area at E.P. Tom Sawyer State Park during practice on Thursday from 10 a.m. – 2 p.m. We will also have a table at the entrance of Churchill Downs for any teams who were unable to make it to E.P. Tom Sawyer State Park to pick-up banquet wristbands or purchase extra banquet tickets. Please note that there are limited extra tickets available and will be distributed for purchase on a first come first serve basis.

The banquet menu will consist of mixed green salad, roasted lemon garlic chicken and red roasted potatoes, pasta marinara, pasta primavera with cream sauce and vegetables, assorted fall bistro vegetables and dessert including brownies, lemon bars, and cookies.

Participating institutions will receive additional information about the banquet (i.e. parking and check-in) via email after Championship selections have been posted.

Each institution that qualifies a team will receive seven (7) banquet tickets for their student-athletes and an additional three (3) non-athletes per team to be used for coach(es), administrator(s) and/or manager(s). Teams that qualify 1-3 student-athletes will receive one (1) non-athlete ticket for the coach. Teams that qualify 4 student-athletes will receive two (2) non-athlete tickets for use by coach and administrator or manager.

Each team will be required to submit their banquet ticket requests by no later than Tuesday, November 14 at noon Eastern to Anjellica Rospond, arospond@ncaa.org, as outlined in the selections letter. Teams will be responsible for utilizing the tickets requested or submitting payment for unused tickets. Additionally, tickets not requested by the deadline will preclude teams from attending the banquet. Teams must check-in at the banquet. A limited number of additional banquet tickets may be available for purchase during banquet ticket pickup or onsite at Churchill Downs for $40 each, on a first-come, first serve basis. Cash and checks (made out to the University of Louisville Athletic Association) will be accepted. NO CREDIT CARDS.

Credentials
All credentials will be issued during packet pickup. Each institution that qualifies a team will receive a maximum of 13 credentials (eight student-athletes (7 declared and 1 replacement), three coaches, one administrator and one manager). Institutions qualifying individuals to the championships will receive a credential for each student-athlete and up to four additional (three coaches and one administrator/manager). Each institution will be allowed one additional credential if a medical trainer or physician is accompanying the team. The medical credential will be
administered by the host school’s sports medicine staff at packet pickup. All medical credentials require the individual to be present and show their photo identification to receive the credential.

Teams will also be allowed to purchase up to a maximum of ONE additional manager, administrator OR massage therapist credential at the cost of $10.

Course Practice
The course will be open for practice at the following times:

- Thursday, November 16, 9 a.m. – 5 p.m.
- Friday, November 17, 9 a.m. – 5 p.m.

The course MAY be closed due to weather or during early-morning hours if there is considerable frost on the race course. Runners will not be able to run on the course until it is cleared by meet management in order to preserve best possible course conditions for Saturday races. Please check Twitter at UOFLTRACKXC for possible frost or weather delays.

Evacuation/Severe Weather Plan

Lightning Policy
Following NCAA protocol, we will be using an online lightning detection and weather monitoring system. Once lightning enters a 30-mile radius of the competition venue, 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
All participants and spectators should return to their vehicles. As a last resort, the activities building, located North of the finish line will be available for participants to seek shelter.

Severe Weather Policy for NCAA Cross Country 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, heavy snow, lightning):

1. The meet director and NCAA cross country/track and field committee will monitor the weather during the week and morning of the championships.

2. A central information Twitter account for information on delays and/or postponement has been established. The twitter handle is UOFLTRACKXC. The host will leave a message at this Twitter handle alerting coaches of different start times or a delay in course inspection times due to inclement weather.

3. The NCAA Cross Country/Track and Field Committee, in consultation with the host and head referee, will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day.
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 they 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 they would recommend postponement until the next day.

5. If necessary, competition may be postponed until the next day, 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 NCAA Cross Country/Track and Field Committee reserve the right to make changes to the above policies and schedules as they see fit.**

**Course Markings:**
White lines, natural boundaries, and fencing will mark the course. Umpires will be stationed on the course. Kilometer and mile markers will be located at all men’s and women’s mile and kilometer locations.

**Declarations/Entry Forms:**
Institutions are required to declare during packet pickup on Friday between 10 a.m. and 2 p.m. at the Sawyer-Hayes Center, located at 2201 Lakeland Road, Louisville, KY. The runners declared for the national championships may be different than those that competed at the regional meet, but all must have appeared on the original entry form submitted prior to the regional championships. 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 at the clerking tent no later than 20 minutes prior to the start of the race. **Please note that institutions qualifying as a team will receive no more than eight total student-athlete credentials regardless of how many student-athletes are declared.** Teams are encouraged to declare down as far as possible during packet pickup. For additional information regarding entry forms and declarations please see the Division I Cross Country Pre-Championship Manual.

**Championships Clerking/Check-in Process**
The window for check-in will open 80 minutes prior to the start of each race (9:25 a.m. for the women and 10:25 a.m. for the men). Teams are encouraged to check-in as soon as possible, but not later than 20 minutes prior to their race.

**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.**
When teams check-in at the clerking tent, they will be required to show that they have their hip numbers, chips on their spikes, bibs on their jersey, and that their uniforms meet the NCAA logo requirements. The head clerk will apply a small colored dot sticker to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for assistant clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra chips and bibs for additional student-athletes beyond the seven (7) that were declared.

Reminder: Teams are limited to a maximum of seven (7) 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.

**Teams will NOT be allowed to check-in at the start line. All teams must check-in at the clerking tent.**

The head clerk controls the master list of all the teams/individual qualifiers that have and have not completed the check-in process. The clerks at the start line will only be responsible for ensuring teams have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

If a team is missing from a box, the assistant clerk will communicate via radio to the head clerk. If a team has not checked in with the head clerk, the head clerk will radio the assistant clerk(s) to see if they are at the start line and have them report immediately to the tent for check-in.

**NCAA Division I Cross Country Championships Protest Process**

A protest tent/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 will be returned should the protest be upheld.

**Locker Rooms:**

Locker rooms and showers will be made available on race day. The showers will be located at the Recreation Building, which is directly north of the finish line. There are eight (8) showers available in each locker room (men and women). Teams will be responsible for bringing their own towels and toiletries.

**Drug Testing:**

Please see the 2017 NCAA Division I Cross Country Pre-Championships Manual for information.

*Note: If championship drug testing is NOT taking place at the championship and an individual record is set, the NCAA will assist with coordinating the test, but it will be the institutions responsibility to pay for any costs associated with the testing.*
Packet Pick-Up:
Declarations and packet pick-up will be from 10 a.m. to 2 p.m. on Friday, November 17, at the Sawyer-Hayes Center, located at 2201 Lakeland Road, Louisville, KY.

Meetings:
All meetings are scheduled for Friday, November 17 at the Sawyer-Hayes Center, located at 2201 Lakeland Road, Louisville, KY.

NCAA Press Conference with select student-athletes and coaches 2 - 3:30 p.m.
NCAA Mandatory Coaches Technical Meeting 4 – 5 p.m.

NOTE: Failure to attend the coaches’ technical meeting will result in a minimum $200 fine/gender/institution.

Scoring:
NCAA rules for cross-country scoring will be followed. For scoring procedures, please consult the 2017-2018 NCAA Men’s & Women’s Track and Field/Cross Country Rules Book.

Spectator Parking/Admission:
Admission will be $10 per person and paid to the parking attendant when pulling into the parking lot at the course. Cash will be the only form of payment allowed.

Results:
Each participating team will receive one copy of the official results as soon as possible after the NCAA Committee has verified the finishes. Results will also be available at the following websites:

- NCAA.COM
- www.GOCARDS.COM

Tent Rental:
“Rent and Rave” has tents, heaters, and generators available for rent by teams attending the 2017 NCAA Division I Men’s and Women’s Cross Country Championships. Teams can call 502-245-9966 and ask for Frank Tominson to reserve any equipment needs. Deadline to order is Monday, November 13 at 5 p.m. EASTERN TIME.

Merchandising and Programs:
Official NCAA cross country championships merchandise and programs may be purchased at the course November 17 and 18. The merchandise tent will be open on Friday from 10 a.m. until 4 p.m. and on Saturday, the merchandise tent will be open from 9 a.m. until 2 p.m.

NCAA Academic Recognition Program – Elite 90 Award:
The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA’s 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics at elite90@ncaa.org or 317-917-6222. All documents, including eligibility and nomination forms can be obtained at the following location – Elite 90 forms. The deadline to submit your student-athlete is 5 p.m. Eastern, Tuesday, November 14.
Student-Athlete Participation Awards
For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:

After the championship, Main Gate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at www.NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267), or your NCAA championship manager.


Uniforms/Misconduct

[Reference: Rules 4-3 in the Rules Book and Bylaw 12.5.4 in the NCAA Manual.]

Uniform and logo rules contained in Rules 4-3 shall apply in all championship related events, press conferences 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:

- All cross country team members must wear identical school-issued uniforms clearly indicating through color, logo and combination of all worn outer garments, that members are from the same team;
- Pants may be of any length, but must have identical color;
- 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 2¼ 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 2¼ 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 pre-race 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.

The logo restriction on student-athletes’ apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and competition or who participate in news conferences.
Please note that those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect prior to August 11, 1998. Also, the logo restriction on student-athletes’ apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution’s mascot during NCAA championships events.

**Misconduct (Bylaw 31.1.10)**

**Misconduct Incident to Competition.** 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 following this action. Other acts of misconduct may be dealt with at the governing sports committee’s convenience.

**Penalty for Misconduct.** A 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 competition or practice:

a) Public or private reprimand of the individual;
b) Disqualification of the individual from further participation in the NCAA championship involved;
c) Banishment of the individual from participation in one or more following championships of the sport involved;
d) Cancellation of payment to the institution of the Association’s travel guarantee for the individuals involved;
e) Withholding of all or a portion of the institution’s share of revenue distribution;
f) Banishment of the institution from participation in one or more following championships in which its team in that sport otherwise would be eligible to participate;
g) Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
h) Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
i) Financial or other penalties different from (a) through (h) above, but only if they have prior approval of the Division I Competition Oversight Committee.
EMERGENCY ACTION PLAN
E. P. ‘Tom’ Sawyer State Park
3000 Freys Hill Rd

Emergency Phone Numbers:
Emergency Medical Services (EMS): 911
University of Louisville Police: (502) 852-6111
Cardinal Park Athletic Training Room: (502) 852-0123

Athletic Trainers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Cell Phone</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Mangum</td>
<td>Assistant Athletic Trainer (TF/CC)</td>
<td>(502) 648-8483</td>
<td>(502) 852-2498</td>
</tr>
<tr>
<td>Blake LeBlanc</td>
<td>Director of Rehabilitation</td>
<td>(502) 681-7138</td>
<td>(502) 852-8778</td>
</tr>
<tr>
<td>Take Ando</td>
<td>Seasonal Assistant Athletic Trainer (TF/CC)</td>
<td>(808) 724-5546</td>
<td>(502) 852-4033</td>
</tr>
</tbody>
</table>

Emergency Communication:
☐ Cellular Telephone on site with Certified Athletic Trainer or Coaching Staff

Emergency Equipment:
☐ Athletic Training Kit available on bus during cross country practices.
☐ Splint Bag, Biohazard/First Aid Kit, Crutches, Oxygen Tank, and AED available during home cross-country meets.

Emergency Procedures:
1. Perform Emergency CPR and First Aid
2. Instruct coach or manager to call 911 and provide the following information:
   a) Who you are
   b) Identify victim and problem (name, age, sex, condition, what happened, care being provided)
   c) Where you are
   d) Any additional information
   e) *BE THE LAST TO HANG UP
3. Notify Team Physician and/or athletic trainer if not on site
4. Meet ambulance and direct to appropriate site
   a) From Westport Rd turn onto Frey Hills Rd towards E. P. Tom Sawyer Park and in one half mile turn right into main parking lot of E. P. Tom Sawyer Park. Entrance to course will be ahead on the left.
   b) Designate an individual to "flag down" and direct to scene.
   c) Ambulance will enter course through trail head in main parking lot.
   d) Control injury site, limit care providers etc.
5. Assist with care as needed. Go with athlete only if there is adequate remaining athletic training coverage; otherwise send a coach or manager.
ACCESS TO TEAM PARKING

All team parking should be accessed via Hurstbourne Parkway; team parking should NOT be accessed through the main entrance on Westport Road.

DIRECTIONAL MARKS

- Red: Denotes route heading north on North Hurstbourne
- Blue: Denotes route heading south on North Hurstbourne

TEAM PARKING DIRECTIONS

**Heading East on Westport Road**
- Turn right onto N Hurstbourne Road
- Take the KY-146 (La Grange Road) ramp
- Turn left onto KY-146
- Take the 2nd right to stay on Lakeland Road
- Take the 1st left onto Freys Hill Road
- Turn left at signs for TEAM PARKING LOT

**Heading West on Westport Road**
- Turn left onto N Hurstbourne Road
- Take the KY-146 (La Grange Road) ramp
- Turn left onto KY-146
- Turn left onto Lakeland Road
- Take the 2nd right to stay on Lakeland Road
- Take the 1st left onto Freys Hill Road
- Turn left at signs for TEAM PARKING LOT

**Heading North on N Hurstbourne Road**
- Turn left onto the KY-146 ramp
- Turn left onto KY-146
- Turn left onto Lakeland Road
- Take the 2nd right to stay on Lakeland Road
- Take the 1st left onto Freys Hill Road
- Turn left at signs for TEAM PARKING LOT

**Heading South on N Hurstbourne Road**
- Take the KY-146 (La Grange Road) ramp
- Turn left onto KY-146
- Turn left onto Lakeland Road
- Take the 2nd right to stay on Lakeland Road
- Take the 1st left onto Freys Hill Road
- Turn left at signs for TEAM PARKING LOT
Directions
To E.P. Tom Sawyer State Park

Heading East on Westport Road
Turn right onto North Hurstbourne Road
Take the KY-146 (La Grange Road) ramp
Turn left onto KY-146
Turn left onto Lakeland Road
Turn right at the 3-way stop
Take the first left onto Freys Hill road
Turn left at the signs for TEAM PARKING LOT

Heading West on Westport Road
Turn left onto North Hurstbourne Road
Take the KY-146 (La Grange road) ramp
Turn left onto KY-146
Turn left onto Lakeland Road
Turn right at the 3-way stop
Take the first left onto Freys Hill road
Turn left at the signs for TEAM PARKING LOT

Heading North on North Hurstbourne Road
Turn left onto the KY-146 Ramp
Turn left onto KY-146
Turn left onto Lakeland Road
Turn right at the 3-way stop
Turn left at signs for TEAM PARKING LOT

Heading South on North Hurstbourne Road
Take the KY-146 (La Grange Road) ramp
Turn left onto KY-146
Turn left onto Lakeland Road
Turn right at the 3-way stop
Take the first left onto Freys Hill road
Turn left at signs for TEAM PARKING LOT

PARKING

Northern Entrance (Entering Freys Hill Road from Westport Road)
All traffic will enter the park via the Westport Road entrance. City Police will be assisting with the flow of traffic at all times.