The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2017 NCAA Division III Cross Country Regional Championships. Included in this manual is information about the championship location, site, entry procedures, travel, lodging and reimbursement. Coaches are strongly encouraged to read the entire manual and make use of the coaches’ checklist.
### SECTION 2 – Host Personnel and Contact Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Meet Director</td>
<td>Patrick Hager&lt;br&gt;Head Cross Country Coach&lt;br&gt;&lt;br&gt;<a href="mailto:Patrick.hager@houghton.edu">Patrick.hager@houghton.edu</a></td>
<td>Work: 585-567-9369&lt;br&gt;Cell: 717-512-2882</td>
</tr>
<tr>
<td></td>
<td>Kiaira Cooper&lt;br&gt;Cross Country/T&amp;F Meet Manager&lt;br&gt;&lt;br&gt;<a href="mailto:Kiaira.cooper@houghton.edu">Kiaira.cooper@houghton.edu</a></td>
<td>Work: 585-567-9556&lt;br&gt;Cell: 678-682-1465</td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Thomas Thomasson&lt;br&gt;Associate Director of Athletics&lt;br&gt;Rutgers, The State University of New Jersey, Camden&lt;br&gt;<a href="mailto:thomass@camden.rutgers.edu">thomass@camden.rutgers.edu</a></td>
<td>Work: 856-225-2746&lt;br&gt;Cell: 856-225-2746</td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Liz H. Homrig&lt;br&gt;Assistant Director, Championships and Alliances&lt;br&gt;<a href="mailto:lhomrig@ncaa.org">lhomrig@ncaa.org</a></td>
<td>Work: 317-917-6245&lt;br&gt;Cell: 317-966-0035&lt;br&gt;Fax: 317-917-6235</td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>Jason Mucher&lt;br&gt;Associate Director of Athletics for Compliance and Communication&lt;br&gt;<a href="mailto:Jason.mucher@houghton.edu">Jason.mucher@houghton.edu</a></td>
<td>Work: 585-567-9276&lt;br&gt;Cell: 719-482-8596&lt;br&gt;Fax: 585-567-9365</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Deanna Hand&lt;br&gt;Associate Director of Athletics for Sport Medicine&lt;br&gt;<a href="mailto:Deanna.hand@houghton.edu">Deanna.hand@houghton.edu</a></td>
<td>Work: 585-567-9563&lt;br&gt;Cell: 585-610-6054&lt;br&gt;Fax: 585-567-9365</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Jason Mucher&lt;br&gt;Associate Director of Athletics for Compliance and Communication&lt;br&gt;<a href="mailto:Jason.mucher@houghton.edu">Jason.mucher@houghton.edu</a></td>
<td>Work: 585-567-9276&lt;br&gt;Cell: 719-482-8596</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Matt Webb&lt;br&gt;Associate Director of Athletics for Internal Operations/br&gt;<a href="mailto:matthew.webb@houghton.edu">matthew.webb@houghton.edu</a></td>
<td>Work: 585-567-9489&lt;br&gt;Cell: 585-808-0571&lt;br&gt;Fax: 585-567-9365</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Kiaira Cooper&lt;br&gt;Cross Country/T&amp;F Meet Manager&lt;br&gt;<a href="mailto:Kiaira.cooper@houghton.edu">Kiaira.cooper@houghton.edu</a></td>
<td>Work: 585-567-9556&lt;br&gt;Cell: 678-682-1465&lt;br&gt;Fax: 585-567-9365</td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Kiaira Cooper&lt;br&gt;Cross Country/T&amp;F Meet Manager&lt;br&gt;<a href="mailto:Kiaira.cooper@houghton.edu">Kiaira.cooper@houghton.edu</a></td>
<td>Work: 585-567-9556&lt;br&gt;Cell: 678-682-1465</td>
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### Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Section</th>
<th>Liaison</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>Thomas Thomasson Jr., chair</td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td></td>
<td>Associate Director of Athletics and Recreational Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rutgers, The State University of New Jersey, Camden</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Camden, New Jersey 08102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 856-225-2746</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 609-970-2092</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:tthomass@camden.rutgers.edu">tthomass@camden.rutgers.edu</a></td>
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<th>Central</th>
<th>Jessica Devine, Cross Country/Outdoor Track and Field Liaison</th>
<th>Sept. 1, 2021</th>
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<tbody>
<tr>
<td></td>
<td>Head MW Track and Field Coach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of Minnesota, Morris</td>
<td></td>
</tr>
<tr>
<td></td>
<td>600 East 4th Street, PE Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morris, Minnesota 56267</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 608-738-1170</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:jkdevine@morris.umn.edu">jkdevine@morris.umn.edu</a></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>Otterbein University</td>
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</tr>
<tr>
<td></td>
<td>1 South Grove Street</td>
<td></td>
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<tr>
<td></td>
<td>Westerville, Ohio 43081</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 330-280-3975</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
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<tr>
<th>Mideast</th>
<th>Donald Nichter, Indoor Track and Field Liaison</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Dickinson College</td>
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<td>Kline Center</td>
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<tr>
<td></td>
<td>Carlisle, Pennsylvania 17013</td>
<td></td>
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<tr>
<td></td>
<td>Cell: 717-385-5316</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:nichter@dickinson.edu">nichter@dickinson.edu</a></td>
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<th>Derek Stanley, Indoor/Outdoor Track and Field Liaison</th>
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<tbody>
<tr>
<td></td>
<td>Head MW Cross Country/Asst. MW Track and Field Coach</td>
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</tr>
<tr>
<td></td>
<td>University of Wisconsin-La Crosse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>La Crosse, Wisconsin 54601</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 608-785-8185</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 317-919-4699</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:dstanley@uwlax.edu">dstanley@uwlax.edu</a></td>
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<tr>
<th>New England</th>
<th>Marlee Berg, Cross Country/Outdoor Track and Field Liaison</th>
<th>Sept. 1, 2021</th>
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<tbody>
<tr>
<td></td>
<td>Assistant Track and Field Coach/Assistant to the AD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Westfield State University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Athletic Dept/577 Western Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Westfield, Massachusetts 01085</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 978-337-8133</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:mberg@westfield.ma.edu">mberg@westfield.ma.edu</a></td>
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<tr>
<th>South/Southeast</th>
<th>Natalie Bach-Prather, Indoor/Outdoor Track and Field Liaison</th>
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<tbody>
<tr>
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<td>Head MW Cross Country/Track and Field Coach</td>
<td></td>
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<tr>
<td></td>
<td>East Texas Baptist University</td>
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<tr>
<td></td>
<td>1 Tiger Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marshall, Texas 75671</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office: 903-923-2242</td>
<td></td>
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<tr>
<td></td>
<td>Cell: 903-742-9464</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a></td>
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<tr>
<th>West</th>
<th>Michael Orechia, Cross Country Liaison</th>
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<tbody>
<tr>
<td></td>
<td>Director Cross Country/Track and Field</td>
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</tr>
<tr>
<td></td>
<td>University of Puget Sound</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1500 N. Warner St. #1044</td>
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</tr>
<tr>
<td></td>
<td>Tacoma, WA 98416</td>
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</tr>
<tr>
<td></td>
<td>Office: 253-879-3453</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell: 425-773-3274</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:morechia@ups.edu">morechia@ups.edu</a></td>
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SECTION 4 – Championship History

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<tr>
<td>1993  North Central College</td>
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<td>1994  Williams College</td>
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<td>2005  University of Wisconsin, La Crosse</td>
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<td>2006  Calvin College</td>
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<td>2007  New York University</td>
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<td>2008  State University College at Cortland</td>
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<td>2009  North Central College</td>
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<td>2010  Haverford College</td>
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<td>2014  North Central College</td>
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<td>2015  University of Wisconsin-Eau Claire</td>
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<tr>
<td>2016  North Central College</td>
<td>2016  Johns Hopkins University</td>
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SECTION 5 – Championship Location and Competition Site

**Competition Site.**

Houghton College – Field of Dreams

**Competition Site Maps.**

The men’s and women’s course maps are included as Appendixes C and D.

For additional information, please go to the host website located at the following link: http://athletics.houghton.edu/sports/2017/9/7/CROSS_0714141513.aspx.
Directions.

**From Rochester, NY**
Travel South on 1-390. Exit onto 408 at Mount Morris. Follow 408 South to Nunda. Turn right onto 436 South. Follow 436 West to Portageville. Turn left onto 19A. Take 19A to Fillmore. In Fillmore, go straight through town into 19 South. Houghton is 4 miles South of Fillmore, on route 19. To the XC course, pass the Kerr-Pegula Fieldhouse (on right). Turn left into large parking lot, and entrance to course is through the parking lot.

**From Buffalo, NY:**
Travel on 1-90 (New York State thruway) to route 400. Take 400 South. At the end of 400, begin traveling South on 16. Take 16 to Yorkshire. At a stop light in Yorkshire, turn left onto 39 East. Follow 39 East into downtown Arcade. At a light in Arcade, turn right onto 98 South. Route 98 subtly becomes route 243. Follow 243 into Caneadea. At a flashing light, turn left onto route 19 North. Houghton is 4 miles North of Caneadea on route 19. To the XC course, pass the main entrance to Houghton College on your left, and take a right into a large parking lot. The entrance to the course is through the parking lot.

**From Binghamton, NY and NYC**
Travel on I-86 West. Take exit 30 towards Belmont/Wellsville. Turn right onto route 19 North. Pass through Belfast, Oramel, and Candeadea. Houghton is 4 miles North of Caneadea on route 19. To the XC course, pass the main entrance to Houghton College on your left, and take a right into a large parking lot. The entrance to the course is through the parking lot.

**Locker Rooms.**
Houghton College Athletic Center locker rooms will be available after the races for your convenience. There are locker rooms in the Nielsen Center and the Kerr-Pegula Athletic Complex. Student-athletes must provide their own towels.

**Parking / Admission.**
Parking to the regional cross country meet is free. Admission is $5 for adults, $3 for student (with presentation of student ID), and FREE for 12 years and under.

**SECTION 6 – Entry Procedures and Championship Format**

**Entry Procedures.**

**Entry Forms.** Only the 10 student-athletes listed on the entry form may compete in the regional championship meet. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. (See the Pre-Championships Manual for guidelines.)

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, Oct. 30. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 5.** Institutions submitting late entries are subject to a fine of $400 per gender. Any exceptions to the roster
policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager, Liz Homrig. Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. After the regional championships, coaches will have until 9 p.m. Eastern standard time the Sunday prior to nationals to make changes to their roster for the national championship on Direct Athletics. The system will shut down at 9 p.m. Eastern time sharp so please give yourself enough time to make the necessary changes to your rosters. If there are no changes to the 10 student-athletes on the entry form, coaches will still need to declare their team in TFFRS. No action will constitute a scratch. 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.

**Administrative Meeting.**

The NCAA site representative and meet director will conduct a mandatory administrative meeting the day before competition (Friday) or not later than two hours prior to the start of competition to review championship matters. It is mandatory that each institution is represented at the meeting. An institution missing the meeting will be assessed a $200 fine per gender unless prior arrangements have been made with the NCAA liaison (Liz Homrig, lhomrig@ncaa.org) at least 48 hours prior to the meeting.

The meeting will be held Friday, Nov. 10 at 4 p.m. in the Kerr-Pegula Fieldhouse on the bleacher-end of the indoor track.

**Final Declaration – Clerking and Check-In Procedure.**

The window for check-in will open 80 minutes prior to the start of each race. Student-athletes are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams and individuals check-in at the clerking tent, they will be required to show that they have their bibs on their jersey, chips are securely attached to the appropriate location (shoe or bib), 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 process. The clerking tent is also where teams are required to return any extra chips/bibs for additional student-athletes beyond the seven that were declared. Reminder: Teams may not run more than seven student-athletes.

Student-athletes will NOT be allowed to check-in at the start line. All student-athletes must check-in at the clerking tent located immediately adjacent to the start line 20 minutes prior to the start of the race.
The head clerk controls the master list of all the team and individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring runners have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

Packet Pick-Up.

Packets will be available Friday, Nov. 10, from 3 to 5 p.m., located in Kerr-Pegula Fieldhouse Indoor Track.

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

Practice Schedule.

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from Noon to 4:30 p.m. Friday, Nov. 10. The course will be open at 9 a.m. the morning of the race.

**Please call Jason Mucher or check @hchighlanders Twitter feeds for severe weather updates on race day if needed**

Finish-Line Procedures.

Details on the timing chips and championship bibs are located in Appendix A.

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men’s and women’s splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute to their designated box for retrieval of their warm up apparel. Runners need not maintain their order of finish in the chute. Water and athletic trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute.

Results.

Coaches can pick-up a copy of results at near the finish line. Official results will also be posted on the host website in a printable format.

Protests.

A protest and appeals tent/table will be located near the finish line by the coaches’ only results area. Forms will be available in the at this tent/table 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. The 15-minute protest period does not begin until the results of the last race have been posted.

**Medical.**

The following information pertains to athletic training and medical coverage for the championships:

- The medical tent on-site will be open from 11a.m. until 4:30 p.m. Friday, Nov. 10 and will be supplied with ice and water. From 8a.m. until 9:30 a.m. Saturday, Nov. 11, an athletic trainer will be available for modality treatment; i.e. muscle stim, ultrasound, combination stim/US, hot packs and ice, in the Kerr-Pegula Field House Athletic Training Room. A written script will be needed from visiting teams’ athletic trainer/team physician for ultrasound and e-stim. From 8:30 a.m. -1:30 p.m. Saturday, Nov. 11, athletic trainers will be at the course and in the medical tent.

- Athletic trainers will be available Friday in the Kerr-Pegula Field House Athletic Training Room. Saturday, athletic trainers will only be available in the medical tent at the course. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

- Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from 11 a.m. until 4:30 p.m. Friday, Nov. 10 in the Kerr-Pegula Athletic Training room. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing modality treatment Saturday, Nov. 11 must schedule an appointment with the head athletic trainer.

- Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

**Athletic Training Contact Information.**

<table>
<thead>
<tr>
<th>Deanna Hand: Associate Director of Athletics for Sports Medicine</th>
<th>Office</th>
<th>585-567-9563</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell</td>
<td>585-610-6054</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>585-567-9365</td>
<td></td>
</tr>
</tbody>
</table>

**Weather Policy.**

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 associate director of athletics for sports medicine, meet director, and NCAA site representative will monitor the weather during the week and morning of the regional championships.

2. A phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host can leave a message at that number alerting coaches of different
start times or a delay in course inspection times due to inclement weather. This number (678-682-1465) will be placed in the information with the coaches’ packets and on the meet website. The Twitter feed is @hchighlanders

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. All consideration should be taken in regards to the policies toward Sunday competition for each institution.

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

   a. **Women’s 6,000 Meter.** If competition is suspended before the 2,000-meter 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.

   b. **Men’s 8,000 Meter.** If competition is suspended before the 3,000-meter 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.

** 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.

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**Drug Testing.**

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that postevent NCAA drug testing will occur at this regional championships event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.
### Uniforms.

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the regional championships.

Uniforms for all cross country team members must meet the following criteria: (1) school issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable.

Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waistband when the competitor is standing.)

Uniforms must allow for competitors’ numbers to be placed above the waist (front and back).

### Logo Policy.

The provisions of Bylaw 12.5.3 indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-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, and 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 restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-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, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame 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. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

### Misconduct.

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.
Criticism of Officials.
Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

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 races) 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 acts of misconduct may be dealt with at the governing sports committee’s convenience.

SECTION 7 – Squad Size

Squad Size.
Teams are limited to a maximum of seven competitors. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, student-athletes will compete as individuals.

SECTION 8 – Awards

USTFCCCA Awards.
After the conclusion of the regional meet the USTFCCCA representative will present 35 men’s All-Region medallions and 35 women’s All-Region medallions. In addition, each region will receive one men’s team champion plaque and one women’s team championship plaque.

Awards Ceremony.
The awards ceremony will be held at 2 p.m. at Kerr-Pegula Fieldhouse Indoor Track.

SECTION 9 – Host City Spectator Information

Websites.
Please see the following websites for spectator and venue information: http://athletics.houghton.edu/sports/2017/9/7/CROSS_0714141513.aspx.
Parking.
Spectator parking is located at the Firehall Parking lot, which is adjacent to the Field of Dreams cross country course. Overflow parking will be located just south of that lot, on route 19, at the Houghton Wesleyan Church.

SECTION 10 – Championships Operations

Emergency / * Evacuation Plan.
*See Appendix E for an emergency/evacuation plan for the regionals.

Lightning Policy. The purpose of this lightning policy is to provide a uniform code of procedures to follow during weather where the risk of lightning strike is high. This is done to protect the health and well-being of the student-athletes.

Ceasing Activity. The NCAA has made arrangements through Schneider Electric to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically. In case there are issues with the Schneider Electric weather monitoring system, the SkyScan Lightning Detector (portable, electronic) and Internet Doppler radar will be used.

The primary method of communication, in case of inclement weather, will be through the public address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.

Flash-to-Bang Method. The flash-to-bang method will also be used as a visual reference.

Shelter Locations.
Safe shelter for the Field of Dreams is the Houghton Volunteer Fire Department, but due to the large number of participants and fans, the Kerr-Pegula Field House will also serve as a safe shelter location. Another option is a personal vehicle or bus making sure the doors are closed and the windows up. **Evacuation to a substantial building can considerably lower the risks of lightning injury compared with those remaining outside. The primary choice for a safe structure is any fully enclosed substantial building. Ideally the building should have plumbing, electric wiring, and telephone service. The lightning current is more likely to follow these pathways to ground which aids in electrically grounding the structure**
Appendix A – Chips/Bibs Special Instructions

COACHES
All coaches will receive bib numbers and chips for each participant as part of the packet obtained during packet pick-up Friday, Nov. 10. Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant’s singlet.
  - Branded bib number with timing strip MUST be worn on the front. Generic black/white bib shall be worn on the back.
  - Two hip numbers are to be worn on each hip and visible at the finish line. Do not cover with singlet.

- Sixteen safety pins.

RUNNERS AND COACHES
Participants must wear timing chips and bibs in order to receive finishing time and place. The Chronotrack (chip) system will record times. All finishes will be verified by Finish Lynx cameras prior to release official results.

Attaching Timing Chips.
- Branded bib number with timing strips MUST be worn in front. Generic black/white bib shall be worn on back.
- Two hip numbers to be worn on each hip and visible at the finish line. Do not cover with singlet.
Appendix B – Schedule of Events

(All Times are local)

**Friday, Nov. 10**

Noon – 3:30 p.m.  
Course inspection/practice.

3 – 5 p.m.  
Packet pickup.  
Kerr-Pegula Fieldhouse: Indoor Track

4 p.m.  
Mandatory administrative meeting.  
Kerr-Pegula Fieldhouse: Indoor Track

**Saturday, Nov. 11**

9 a.m.  
Course opens.

9:40 a.m.  
Clerking begins for men’s race.  
Clerking time period is from 9:40 a.m. to 10:40 a.m.

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

10:35 a.m.  
National Anthem.

10:40 a.m.  
Second gun fired (20 minutes to start).  
Men’s competitors must report to assigned boxes.  
Clerking process is completed for men’s race.  
Clerking process begins for women’s race.  
Clerking time period is from 10:40 to 11:40 a.m.

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

11 a.m.  
Men’s 8,000-meter championship race.

11:45 a.m.  
First gun fired (30 minutes to start).

11:55 a.m.  
Second gun fired (20 minutes to start).  
Women’s competitors must report to assigned boxes.  
Clerking process is completed for women’s race.

12:05 p.m.  
Third gun fired (10 minutes to start).

12:15 p.m.  
Women’s 6,000-meter championship race.

2 p.m.  
Awards ceremony.
Appendix D – Men’s 8,000 Meter Course Map
Appendix E – Safety and Security Plan

In the event of an emergency, call 911

Fire Safety
If a fire begins here, leave the arena and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet on the Burke Soccer Field.

If the fire alarm sounds:
• Go to the door (if there is any evidence of smoke in the room, crawl to the door).
• Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
• Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside on the Burke Soccer.
• If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call Campus Safety at 585-567-9333).

Tornado and Severe Weather
In the event of a tornado or severe weather, proceed to the hallway surrounding the arena. All doors leading into the hallway should be closed. The arena area is strictly prohibited for shelter use. Stay away from windows and doors and do not go outside.

General Safety
All individuals should remain in the designated safe areas until campus safety officers announce that the immediate danger has passed.

Emergency Situations & Who to Call
Emergency situations call for prompt action and common sense. For a major emergency, dial State Police at 911. For a minor emergency call Campus Safety. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate college officials at 585-567-9333 from a campus telephone.
Evacuations
Situations that may require evacuation can include the following:

**Building Evacuation**
- Evacuate when the building’s alarm system sounds or when instructed to do so by Campus Safety or other designated College personnel.
- Aid those needing assistance (disabled individuals will be directed to a specific area of refuge).
- In case of fire, do not use elevators.
- Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.
- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.
- Do not return to an evacuated building unless told to do so by Campus Safety or a designee.

**Campus Evacuations**
If a situation occurs that requires a section of or the entire campus to be evacuated, staff, faculty, students and visitors will be directed to a safe location.
- Remain in the designated assembly area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator, Campus Safety and/or designee.

**Campus Evacuation Areas: Athletics**
- In the event of an evacuation or emergency requiring large scale evacuation, you will instructed to gather in a designated site. Designated gathering sites for emergency and evacuations are:
  - Reinhold Campus Center
  - Wesley Chapel
  - Nielsen PEC
  - Kerr-Pegula Athletic Complex

**Bomb Threats**
If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.
- Clear the area.
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device.
- Call Campus Safety at 585-567-9333.
- If you receive a bomb threat by telephone, follow these directions:
o Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.

o Immediately call Belmont State Police at 911 or Campus Safety at 585-567-9333. Provide as much information as possible from the bomb-threat call.

o Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the New York State Police or Campus Safety.

o Move to a safe location and wait for Campus Safety or the police.

**In the event of an explosion**
- Immediately evacuate the building using established evacuation routes.
- From a landline, call Belmont State Police police at 911 or Campus Safety at 585-567-9333.
- Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so.
- Do not use cell phones in close proximity to suspicious packages.

**Campus Violence**

**General Guidelines**
- It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities.
- The College will support criminal prosecution for any act of physical violence against a College employee or student while on campus.
- With the help of local police, the College will help to enforce orders of protection and/or ban threatening persons from College property. All orders of protection should be reported to Campus Safety immediately. If an incident evolves into a crime, Campus Safety will contact the New York State Police to assist in taking control of the situation.

**What to do if an actual violent situation occurs.**
- Call 911. If possible, call Campus Safety at 585-567-9333.
- Try to flee or hide if not directly confronted.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say.
- Listen attentively, and report any and all threatening documents to Campus Safety immediately.
- If it can be done safely, clear the area of other personnel and students.
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.
Medical Emergencies
In case of a medical emergency please call 911 and then contact Campus Safety at 585-567-9333. Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainers and EMT on site.

While you are waiting for assistance
- Administer CPR/AED as the situation warrants
- Do not leave the victim alone
- Clear the room of unnecessary spectators
- Send someone to watch for and direct emergency personnel
- Stay calm
- Protect the victim from further harm

Remember
- Do not move the victim unless his/her life is threatened
- AVOID contact with blood/bodily fluids.
- Protect the victim’s privacy by not discussing the situation in public

Locations of Automated External Defibrillator (AED):
Kerr-Pegula Field House- AED located on the 1st floor to the right of the weight room door.
  - Additional AED for Athletic Events (provided by the Certified Athletic Trainers)- location is counter in the Kerr—Pegula Field House Athletic Training Room.
Nielsen Physical Education Center – AED located on the 1st floor to the left of the red emergency doors for the pool.
  - Additional AED for Athletic Events (provided by the Certified Athletic Trainers)- on a wall hook in the Nielsen Physical Education Center Athletic Training Room.
Campus Center – AED located on the wall to the right of the Safety and Security Office.

Building Directions from XC Course
Kerr-Pegula Field House
1. Depart parking lot and take right on route 19
2. Take 2nd left onto Campground Dr.
3. Follow drive to Kerr-Pegula Fieldhouse

If you have questions about these safety procedures or require additional assistance, please contact Houghton College’s Campus Safety (24 Hours) at 585-567-9333
Local Emergency Contact Information

**Head of Campus Security**
Ray Parlett
585-808-5371

**New York State Police (Belmont, NY)**
585-365-2611

**Cuba Urgent Care**
585-968-2000

**Houghton Fire Department**
585-567-8229 or 911
Appendix F – Coaches’ Checklist

Make hotel reservations and provide hotel with your team’s rooming list.  

Read and understand the medical section of this manual and act if needed.  

Read and understand the weather, drug-testing, uniforms and, logo and misconduct policies.  

Make any desired roster changes for national championships on DirectAthletics no later than 9 p.m. Nov. 12. **If no changes, coaches will still need to log on to TFFRS and declare their team. No action will result in a scratch.**

Post Championship

Complete the championship evaluations survey. You will receive a link to the survey in an e-mail after the championships. All responses are confidential and used to enhance future championships.