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## Meet Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>Jeff Martin, Associate Head Track &amp; Field Coach</td>
<td>Office: 812-237-4332, Cell: 812-878-1669</td>
</tr>
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<td></td>
<td><a href="mailto:Jeffrey.martin@indstate.edu">Jeffrey.martin@indstate.edu</a></td>
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</table>
2018-19 DIVISION I MEN’S AND WOMEN’S CROSS COUNTRY/TRACK & FIELD COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>City, State</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trey Clark</td>
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</tr>
<tr>
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<td>Deputy Athletics Director/Chief of Staff</td>
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<tr>
<td>Sean Harris</td>
<td>Assistant Director, Sports Management and Championships</td>
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<td>Jennifer Lawlor</td>
<td>Senior Associate Athletic Director/ Senior Woman Administrator</td>
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<td>TBD</td>
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<tr>
<td>Julie Levesque, Chair</td>
<td>Senior Woman Administrator</td>
<td>University of Texas at El Paso</td>
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<td>El Paso, Texas 79968</td>
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<td><a href="mailto:jlevesque@utep.edu">jlevesque@utep.edu</a></td>
</tr>
<tr>
<td>Wendy McFarlane-Smith</td>
<td>Head Track and Field/Cross Country Coach</td>
<td>University of Delaware</td>
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<td>Newark, Delaware</td>
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<tr>
<td>Sharlene Milwood-Lee</td>
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<td>Head Cross Country/Assistant Track Coach</td>
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<tr>
<td>Secretary-Rules Editor</td>
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<td>Mark Kostek</td>
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<tr>
<td>NCAA</td>
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<tr>
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<td>NCAA</td>
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<tr>
<td>Anjellica Rospond</td>
<td>Coordinator</td>
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</tr>
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SCHEDULE OF EVENTS
(All Times are Eastern Standard Time)

Thursday, November 8

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

11 a.m. – 3 p.m.  Packet pickup.
                  Wabash Valley Family Sports Center (Main Building)
                  599 S Tabortown St, Terre Haute, IN 47803

4:30 p.m.         Mandatory coaches’ meeting.
                  Wabash Valley Family Sports Center (Main Building)
                  599 S Tabortown St, Terre Haute, IN 47803

Friday, November 9

9 a.m.            Course opens to competitors.
                  Please call 231-578-8302 or following on Twitter @IndStTrackField
                  or @XCTownUSA for frost warning or severe weather updates on
                  race day if needed.

9:55 a.m.         Clerking procedure begins for women’s race.

10:45 a.m.        First gun fired (30 minutes to start of women’s race).

10:50 a.m.        National Anthem.

10:55 a.m.        Second gun fired (20 minutes to start of women’s race).
                  Clerking procedure begins for men’s race.

11:05 a.m.        Third gun fired (10 minutes to start of women’s race).

11:15 a.m.        Women’s 6K championship race.

11:45 a.m.        First gun fired (30 minutes to start of men’s race).

11:55 a.m.        Second gun fired (20 minutes to start of men’s race).

12:05 p.m.        Third gun fired (10 minutes to start of men’s race).

12:15 p.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:**

- **Candlewood Suites**
  
  721 Wabash Avenue  
  Terre Haute, IN 47807  
  (812) 234-3400  
  Fax: (812) 234-3144

- **Comfort Suites**
  
  501 East Margaret Avenue  
  Terre Haute, IN 47802  
  (812) 235-1770, (812) 424-6423  
  Fax: 235-1770

- **Days Inn & Suites**
  
  101 West Margaret Avenue  
  Terre Haute, IN 47802  
  (812-232-8006)  
  Fax: (812) 232-6064

- **Drury Inn**
  
  3040 U.S. 41 South  
  Terre Haute, IN 47802  
  (812) 238-1206  
  (800) DRURYINN, (378-7946)  
  Fax: (812) 238-1206

- **Fairfield Inn & Suites**
  
  475 East Margaret Avenue  
  Terre Haute, IN 47802  
  (812) 235-2444, (800) 228-2800  
  Fax: (812) 235-2444

- **Hampton Inn Terre Haute**
  
  3325 U.S. 41 South  
  Terre Haute, IN 47802  
  (812) 242-2222, (800) HAMPTON (426-7866)

- **Holiday Inn Terre Haute**
  
  3300 US Highway 41 South  
  Terre Haute, IN 47802  
  (812) 232-6081  
  (888) HOLIDAY (465-4329)

- **Holiday Inn Express**
  
  2645 South Jo Fox Street  
  Terre Haute, IN 47802  
  (812) 234-3200, (888) HOLIDAY (465-4329)

- **Motel 6**
  
  1 West Honey Creek Drive  
  Terre Haute, IN 47802  
  812 917-2262 Fax (812) 917-2266

- **Pear Tree Inn by Drury**
  
  3050 U.S. 41 South  
  Terre Haute, IN 47802  
  (812) 234-4268, (800) DRURYINN, (378-7946)  
  Fax: (812) 234-4268

- **Quality Inn**
  
  555 South Third Street  
  Terre Haute, IN 47807  
  (812) 235-3333, (800) 329-7466  
  Fax: (812) 232-9563

- **Springhill Suites**
  
  3304 U.S. 41 South  
  Terre Haute, IN 47802  
  (800) 721-7033, (812) 235-0696

- **Super 8**
  
  3089 S 1st Street  
  Terre Haute, IN 47802  
  812-232-4890  (800) 800-800

- **La Quinta Inn & Suites Terre Haute**
  
  451 E. Margaret Ave.  
  Terre Haute, IN 47802  
  (812)244-1144
COURSE DIAGRAMS/INFORMATION
Men’s and women’s course maps and additional campus information:
www.xctownusa.com and Page(s) 17 & 18

DRESSING ROOMS
Locker rooms and showers will be made available on race day. The showers will be located in the Indiana State University Arena (Fifth & Chestnut Streets) which is located on the Indiana State University Campus.

DRUG TESTING
Please see the 2018 NCAA Division I Cross Country Pre-Championship Manual for information.

Note that if drug testing does not occur during this championship round and/or a test is required outside of the standard championship protocol (e.g. national record, world junior record, etc.), the cost associated with such a test will be the responsibility of the tested student-athlete’s institution.

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 12 student-athletes on the entry form, of which no more than seven must be declared to participate prior to competition. Only the 12 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 12 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 29. Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 1. The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 2. 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.xctownusa.com & www.gosycamores.com by 5 p.m. local time on Monday, November 5.

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 “Login Trouble” link next to the login box.*

**STEP 1—Creating a DirectAthletics Account**

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


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

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

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

5. Follow Step 2 below to enter your roster.

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

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

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

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

3. Enter your student-athletes’ first names, last names and school years and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)
4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

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

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

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

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

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

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

5. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.

*Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.*

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

**DECLARATIONS:** Onsite declarations will be held during packet pickup from 11 a.m. – 3 p.m., Thursday, November 8 at the Wabash Valley Family Sports Center (Main Building), 599 S Tabortown St, Terre Haute, IN 47803. 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. The LaVern Gibson Championship Cross Country Course Management considers the main building of the Wabash Valley Family Sports Center, the restrooms/concessions area and cars/buses to be safe shelters.

If activities have been suspended, outside activity can resume only when lightning or thunder has not been detected for 30 minutes within the eight-mile warning ring. The clock restarts every time lightning or thunder is detected during the 30 minutes. No persons should be outside within the competition facility until the all clear has been given.

Once the all clear has been given and the facility has reopened, an announcement will be made over the facility’s public address system.

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. Information on delays and/or postponements will be available at 231-578-8302 and on Twitter at @IndStTrackField or @XCTownUSA. The host will provide all necessary information alerting coaches of different start times or delays in course inspection times due to any inclement weather.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. The games committee at the regional will make their recommendation to the NCAA with the NCAA approving the final plan.

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

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

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

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

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

**FINISH LINE PROCEDURES AND TIMING/RESULTS**

The order of finish will be verified with Finish Lynx system. Two Lynx cameras will be on each of the finish line mats. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Volunteers will be there to help remove all timing chips from competitor shoes. All timing chips **MUST be returned** prior to exiting the finish area. Coaches and fans can wait for runners outside of the finish chute.

Utilizing chip technology, unofficial results will be posted and available in real time both onsite and online. However, note that results from chip technology are not official results. Results will not become official until the timing company has completed all necessary video review and the official protest window has closed.

**PACKET PICK UP**

Packets will be available Thursday, November 8, from **11 a.m. – 3 p.m.** at Wabash Valley Family Sports Center (Main Building), 599 S Tabortown St, Terre Haute, IN 47803
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 8 at 4:30 p.m. at Wabash Valley Family Sports Center (Main Building), 599 S Tabortown St, Terre Haute, IN 47803. Failure to attend the mandatory coaches’ meeting will result in a minimum of a $200 fine/gender/institution.

**MERCHANDISE**

Merchandise will be available at the course for purchase from 11 a.m. – 3 p.m. Thursday and on 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 11 a.m. – 4 p.m. The course will be open at 9 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 PICKUP/SPORTS INFORMATION**

Results.
- Each coach will receive one copy of the official results. Coaches can pick up a hard copy at the protest tent located directly behind the finishing chute. Results will also be posted at www.xctownusa.com, www.gosycamores.com, & www.timingmd.net.
- At the meet - members of the media may pick up results after each race at the protest tent located directly behind the finishing chute.
- Contact Andrew Hile, Athletics Communicate for Cross Country and Track & Field at Ahile1@sycamores.indstate.edu for more information.
SPORTS MEDICINE

The training room is located at 567 N. 5th St. The training room is equipped with the usual modalities found in an athletic training venue. There will also be a training area set up at the course during practice on Thursday and competition on Friday. If you have any special needs, please contact Cody Inskeep, Athletic Training Services at 870-405-8750 (cell) or by email at cody.inskeep@indstate.edu.

Training Room Hours:

Thursday, November 8 from 8 a.m. – 4 p.m., or as needed.

The training room is located at 567 N. 5th St. in the Student Services Building, first door on the right.

Trainers at course:  
Thursday, November 8 11 a.m. – 4 p.m.  
Friday, November 9 Beginning at 9 a.m.

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

TENTS

Teams may set-up camp behind the start line at the north end of the facility.

Complete Outdoor is the ONLY authorized business to set up tents within the facility. If you need to rent a tent, chairs, tables, or heaters please call George Patterson at Complete Outdoor Rental at 812-299-1777.

TRANSPORTATION/PARKING

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

Directions to Course.
The LaVern Gibson Championship Cross Country Course is located at 599 S Tabortown St, Terre Haute, IN 47803. Driving directions to the course can be located at www.xctownusa.com. See Page 15.

Team parking will be available at the north end of the facility by the start line and team camp area. See Page 16.
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.
DIRECTIONS/PARKING:

Wabash Valley Family Sports Center
599 South Tabortown Road
Terre Haute, IN 47803

From Indianapolis (east)
Take I-70 west toward St. Louis. Take the IN-59 exit, Exit 23. Turn left (south) onto IN-59. Turn right in .3 mile on IN-42/W. Continue on IN-42 for 7 miles. Turn right onto S. Tabortown Road. In .5 of a mile turn left into the Wabash Valley Family Sports Center.

From St. Louis (west)
Take I-70 east towards Indianapolis. Take the US-40E/IN-46W exit, Exit 11, Towards Terre Haute. Continue for 2.3 miles. Turn right onto State Road 42/IN-42. You will pass through one roundabout. In 4.5 miles, you will turn left onto South Tabortown Road. In .5 of a mile turn left into the Wabash Valley Family Sports Center.

From Chicago (north)

From Evansville (south)
Take US-41 North towards Terre Haute. Merge onto IN-641 N. In 6 miles, IN-641 N will become US-40 E/IN-46. Continue for 2.3 miles. Turn right onto State Road 42/IN-42. You will pass through one roundabout. In 4.5 miles, you will turn left onto South Tabortown Road. In .5 of a mile turn left into the Wabash Valley Family Sports Center.