



**2018 DIVISION I
CROSS COUNTRY
CHAMPIONSHIPS**

*ROCK HILL, SC • Winthrop University and Rock Hill/
York County Convention & Visitors' Bureau, Hosts*

***PARTICIPANT
2018-19 MANUAL***

Regionals

Table of Contents

Meet Personnel.....	3
Division I Men’s and Women’s Cross Country/Track and Field Committee Members	4
Schedule of Events.....	5
Accommodations	6
Course Diagrams/Information	6
Dressing Rooms.....	6
Drug Testing.....	6
Entry Procedures.....	6
Declarations	8
Evacuation/Severe Weather Plan	9
Finish Line Procedure and Timing/Results.....	10
Packet Pickup	11
Mandatory Coaches’ Meeting	11
Merchandise	11
Practice Schedule.....	11
Protests.....	11
Results Pickup/Sports Information	11
Sports Medicine	12
Tents.....	12
Transportation/Parking Information	13
Uniforms	13
Maps.....	14

Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Meet Director	Name Ben Paxton Head M&W Track/ Cross Country Coach paxtonb@winthrop.edu	Office: 803-323-2129 x6237 Cell: 803-524-6096
Sports Information Contact	Name: Rick Rogers Media Relations Email rogersr@winthrop.edu	Office: 803-323-2129 x6067 Cell: 843-327-0773
Sports Medicine Contact	Jeff Lahr Assistant Athletic Director AT lahrj@winthrop.edu	Office: 803-323-2129 x 6248 Cell: 803-242-1770



2018-19 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE

<p>Trey Clark Head Track and Field Coach Lamar University 211 Redbird Lane Beaumont, Texas 77710 Office: 409-880-8318 Email: trey.clark@lamar.edu</p>	<p>Milan Donley Meet Management/Director of Kansas Relays University of Kansas 1651 Naismith Drive Lawrence, Kansas 66045 Office: 785-864-7971 Email: mdonley@ku.edu</p>	<p>Andy Eggerth Director of Track and Field/Cross Country Kennesaw State University 590 Cobb Avenue – Mailbox 0201 Kennesaw, GA 30144 Office: 470-578-2801 Email: aeggerth@kennesaw.edu</p>
<p>Herman Frazier Deputy Athletics Director/Chief of Staff Syracuse University 1301 East Colvin Street Syracuse, New York 13244-5020 Office: 315-443-2561 Email: hfrrazier@syr.edu</p>	<p>Sean Harris Assistant Director, Sports Management and Championships Pac-12 Conference 360 3rd Street, 3rd Floor San Francisco, California 94107 Office: 253-249-8705 Email: sharris@pac-12.org</p>	<p>Jennifer Lawlor Senior Associate Athletic Director/ Senior Woman Administrator Monmouth University 400 Cedar Avenue West Long Branch, New Jersey 07764 Office: 732-571-3604 Email: jlawlor@monmouth.edu</p>
<p>TBD</p>	<p>Julie Levesque, Chair Senior Woman Administrator University of Texas at El Paso 500 West University Avenue El Paso, Texas 79968 Office: 915-747-7698 Email: jmlevesque@utep.edu</p>	<p>Wendy McFarlane-Smith Head Track and Field/Cross Country Coach University of Delaware 621 S. College Avenue, 134 Delaware Field House Newark, Delaware Office: 302-831-8738 Email: wendym@udel.edu</p>
<p>Sharlene Milwood-Lee Head Track and Field/Cross Country Coach Farleigh Dickinson University 1000 River Road Teaneck, New Jersey 07502 Office: 201-692-2242 Email: sharlene_milwood-lee@fd.edu</p>	<p>Mike Nelson Head Cross Country/Assistant Track Coach Marquette University 1532 W. Clybourn Ave. Milwaukee, Wisconsin 53233 Office: 414-288-5105 Email: michael.nelson@marquette.edu</p>	<p>TJ Shelton Associate Director of Athletics The Ohio State University 2400 Olentangy River Rd. 10th Floor Columbus, Ohio 43210 Office: 614-247-4531 Email: shelton.143@osu.edu</p>
<p>Secretary-Rules Editor Mark Kostek Cell: 515-208-8300 Email: kostekmt@gmail.com</p>	<p>NCAA Jeff Mlynski Assistant Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Fax: 317-917-6237 Cell: 317-874-7154 Email: jmlynski@ncaa.org</p>	<p>NCAA Anjellica Rospond Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6075 Fax: 317/917-6237 Email: arospond@ncaa.org</p>

SCHEDULE OF EVENTS

(All Times are Eastern Standard Time)

Thursday, November 8

- 11 a.m. – 5 p.m. **Course inspection/practice.**
Weather permitting.
- 6 – 6:45 p.m. **Packet pickup.**
Upper Concourse Winthrop Coliseum
- 7 p.m. **Mandatory coaches' meeting.**
Winthrop Coliseum

Friday, November 9

- 7:30 a.m. **Course opens to competitors.**
Please visit @wupax and @visitycsports for frost warning or severe weather updates on race day if needed.
- 9:40 a.m. Clerking procedure begins for women's race.
10:30 a.m. First gun fired (30 minutes to start of women's race).
- 10:35 a.m. **National Anthem.**
- 10:40 a.m. Second gun fired (20 minutes to start of women's race).
Clerking procedure begins for men's race.
- 10:50 a.m. Third gun fired (10 minutes to start of women's race).
11 a.m. **Women's 6K championship race.**
- 11:30 a.m. First gun fired (30 minutes to start of men's race).
11:40 a.m. Second gun fired (20 minutes to start of men's race).
11:50 p.m. Third gun fired (10 minutes to start of men's race).
Noon **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:

Hotel link: <https://mmxreservations.com/fer/#/rockhill?pageCode=NCAAXCsouth>

COURSE DIAGRAMS/INFORMATION

Men's and women's course maps and additional campus information:

6K /10K Maps will be online at www.winthropeagles.com and are attached in the appendix of this manual.

DRESSING ROOMS

No dressing room/ locker room facilities available at this site.

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.winthropeagles.com on the NCAA Regional Link 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:

1. Go to www.directathletics.com/ncaa.html.
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 6 – 6:45 p.m., Thursday, November 8 at the Winthrop Coliseum/Packet Pickup. 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. Winthrop Coliseum will be available as a safe shelter location in the event of inclement weather.

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 803-524-6096, winthropeagles.com, twitter: @wupax, @visitycsports. 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 2018 NCAA Southeast Regional will be timed by FlashResults. Live results and final results will be covered on their website: FlashResults.com and uploaded to TFRRS-XC as well.

The order of finish will be verified with Finish Lynx system. Two Lynx cameras will be on each of the finish line mats. A secondary video system will be used as a backup. 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 6 - 6:45 p.m. in the upper concourse of the Winthrop Coliseum. Winthrop Coliseum is located adjacent to the team parking area. Proceed upstairs for pickup. WU Coliseum address: 1162 Eden Terrace, Rock Hill, SC.

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 7 p.m. at the Winthrop Coliseum. **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 2 – 5 p.m. Thursday and on Friday from 8 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. – 5 p.m. The course will be open at 7:30 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**Please call 803-524-6096 or visit @wupax or @visitycsports at Twitter on race and practice days before leaving for the course for frost warning or severe weather updates if necessary.

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 Winthrop Coliseum. Results will also be posted at FlashResults.com and Winthropeagles.com.
- At the meet - members of the media may pick up results after each race at Winthrop Coliseum.
- Contact Rick Rogers media coordinator/Winthrop at rogersr@winthrop.edu.

TRANSPORTATION/PARKING

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

Directions to Course.

The Winthrop Coliseum/Farm course is located at 1162 Eden Terrace / Winthrop Coliseum. Driving directions to the course can be located at winthropeagles.com.

Team parking will be available at Winthrop Coliseum / South Parking Lot Adjacent to Tennis Facility.

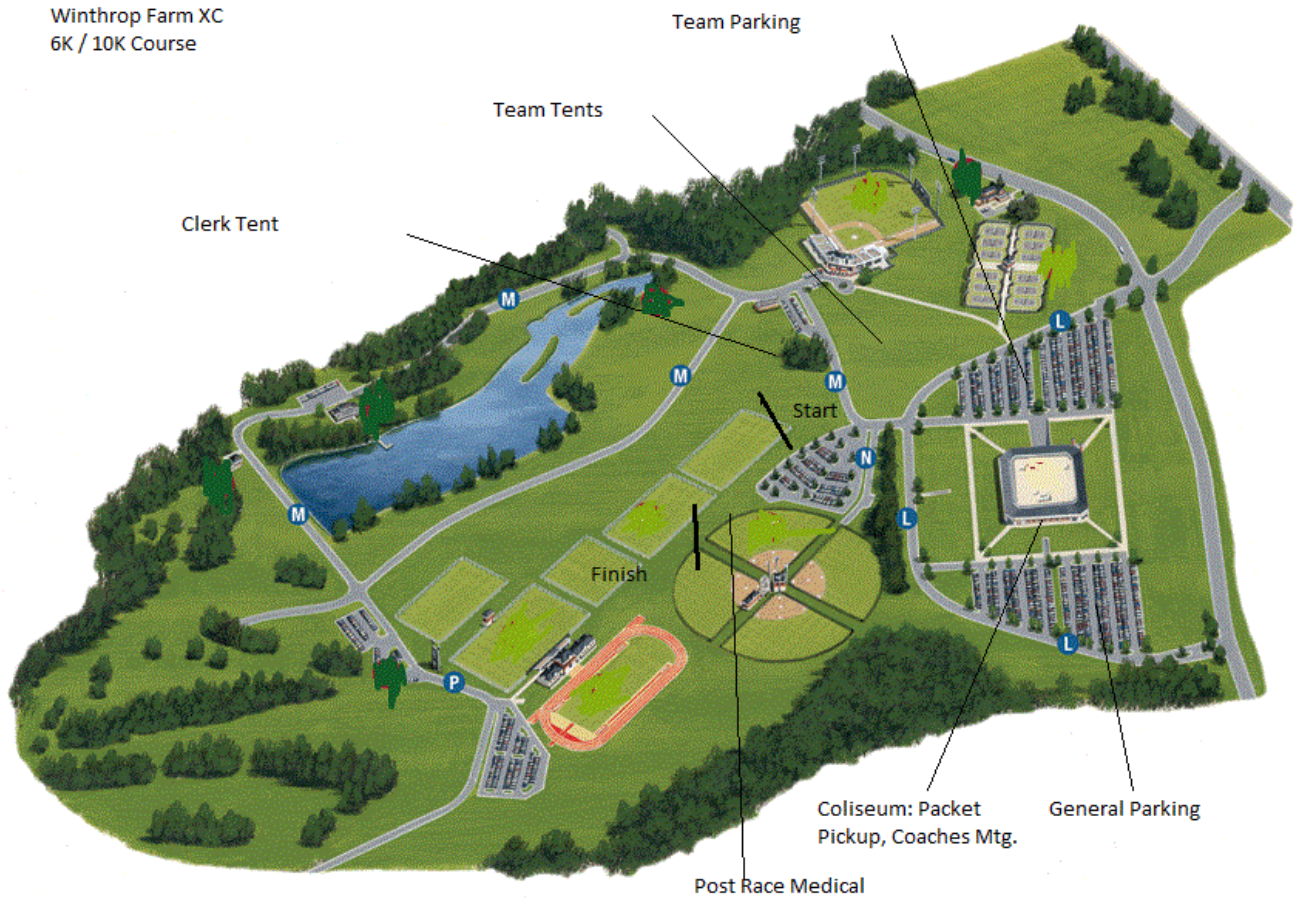
UNIFORMS

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.

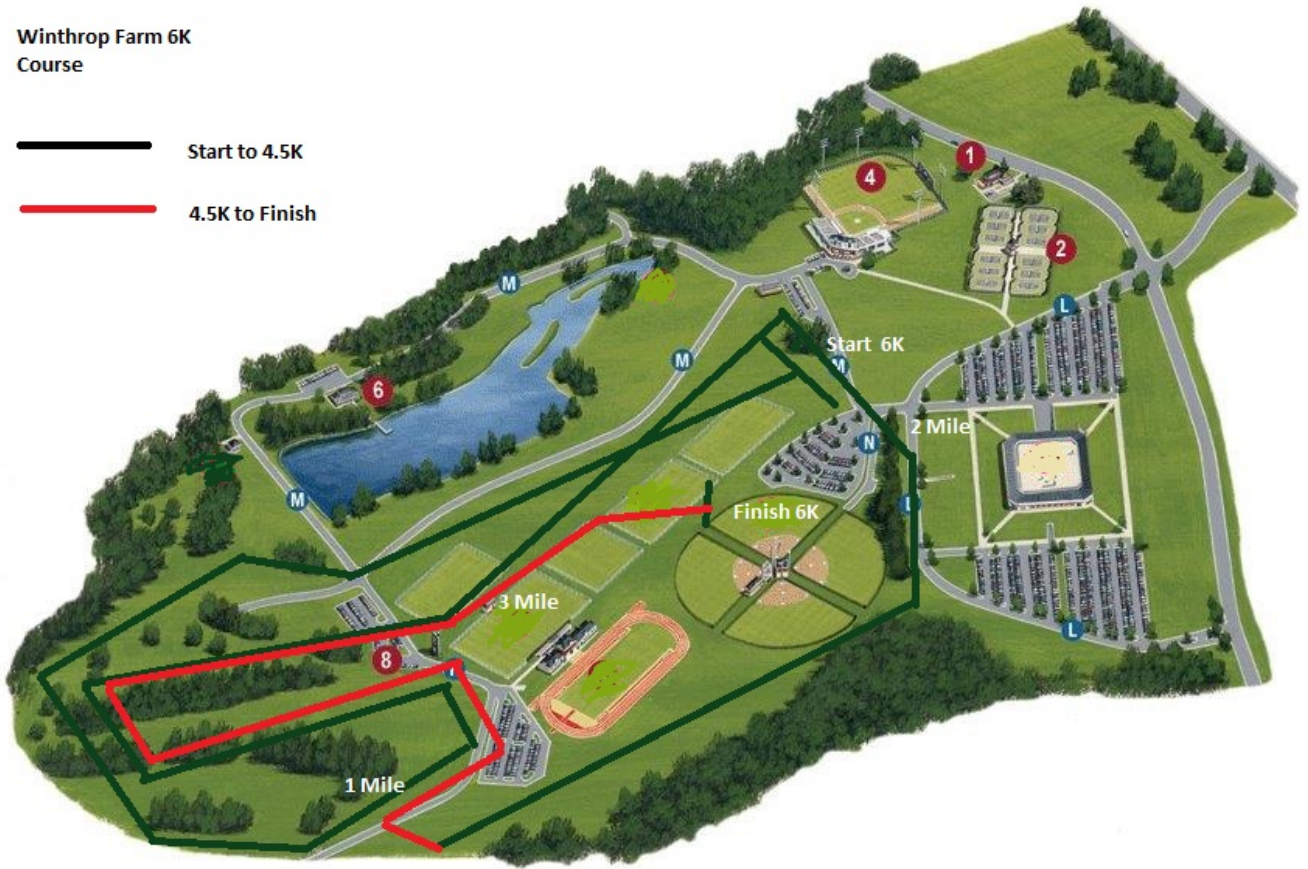
Facility Layout



Women's 6k Course Map

Winthrop Farm 6K Course

- Start to 4.5K
- 4.5K to Finish



Men's 10k Course Map

