



2019 DIVISION I  
**CROSS COUNTRY**  
**CHAMPIONSHIPS**  
BETHLEHEM, PA • *Lehigh University, Host*

***PARTICIPANT***  
***2019-20 MANUAL***

*Regionals*

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## Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
<b>Meet Director</b>	Dale Townsend Asst. Dir. Athletic Facilities & Events <a href="mailto:Dat205@lehigh.edu">Dat205@lehigh.edu</a>	Office: 610-758-6976 Cell: 484-357-2605
<b>Sports Information Contact</b>	Jeremy Clausen Asst. Dir. Sports Communications <a href="mailto:Jrc319@lehigh.edu">Jrc319@lehigh.edu</a>	Office: 610-758-5101 Cell: 570-854-6730
<b>Sports Medicine Contact</b>	Tim Doane Director of Sports Medicine <a href="mailto:tdoane@lehigh.edu">tdoane@lehigh.edu</a>	Office: 610-758-6755 Cell: 610-533-6265



**2019-20 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE**

<p><b>Trey Clark</b> Head Track and Field Coach Lamar University 211 Redbird Lane Beaumont, Texas 77710 Office: 409-880-8318 Email: <a href="mailto:trey.clark@lamar.edu">trey.clark@lamar.edu</a></p>	<p><b>Abbie Day</b> Assistant AD/Academic Services University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250 Office: 410-455-1533 Email: <a href="mailto:anday@umbc.edu">anday@umbc.edu</a></p>	<p><b>Milan Donley, chair</b> Meet Management/Director of Kansas Relays University of Kansas 1651 Naismith Drive Lawrence, Kansas 66045 Office: 785-864-7971 Email: <a href="mailto:mdonley@ku.edu">mdonley@ku.edu</a></p>
<p><b>Elvis Forde</b> Head Coach Track &amp; Field and Cross Country Temple University 1800 North Broad Street Philadelphia, Pennsylvania 19121 Office: 267-721-4217 Email: <a href="mailto:elvis.forde@temple.edu">elvis.forde@temple.edu</a></p>	<p><b>Sean Harris</b> Assistant Director, Sports Management and Championships Pac-12 Conference 360 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor San Francisco, California 94107 Office: 253-249-8705 Email: <a href="mailto:sharris@pac-12.org">sharris@pac-12.org</a></p>	<p><b>Amy Horst</b> Head Cross Country and Track Coach Loyola University Maryland 4501 North Charles Street Baltimore, Maryland 21210 Office: 410-617-2991 Email: <a href="mailto:alhorst@loyola.edu">alhorst@loyola.edu</a></p>
<p><b>Jennifer Lawlor</b> Senior Associate Athletic Director/ Senior Woman Administrator Monmouth University 400 Cedar Avenue West Long Branch, New Jersey 07764 Office: 732-571-3604 Email: <a href="mailto:jlawlor@monmouth.edu">jlawlor@monmouth.edu</a></p>	<p><b>Ervin Lewis</b> Senior Associate AD of Operations University of North Florida 1 UNF Drive Jacksonville, Florida 32224 Office: 904-620-1534 Email: <a href="mailto:e.lewis@unf.edu">e.lewis@unf.edu</a></p>	<p><b>Wendy McFarlane-Smith</b> 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: <a href="mailto:wendym@udel.edu">wendym@udel.edu</a></p>
<p><b>Sharlene Milwood-Lee</b> Head Track and Field/Cross Country Coach Farleigh Dickinson University 1000 River Road Teaneck, New Jersey 07502 Office: 201-692-2242 Email: <a href="mailto:sharlene_milwood-lee@fd.edu">sharlene_milwood-lee@fd.edu</a></p>	<p><b>TJ Shelton</b> Associate Director of Athletics The Ohio State University 2400 Olentangy River Rd. 10<sup>th</sup> Floor Columbus, Ohio 43210 Office: 614-247-4531 Email: <a href="mailto:shelton.143@osu.edu">shelton.143@osu.edu</a></p>	
<p><b>Secretary-Rules Editor</b> <b>Mark Kostek</b> Cell: <a href="tel:515-208-8300">515-208-8300</a> Email: <a href="mailto:kostekmt@gmail.com">kostekmt@gmail.com</a></p>	<p><b>NCAA</b> <b>Jeff Mlynski</b> 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: <a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a></p>	<p><b>NCAA</b> <b>TBD</b> Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: Fax: 317/917-6237 Email:</p>

## **SCHEDULE OF EVENTS**

*(All Times are Eastern Standard Time)*

### **Thursday, November 14**

- |                  |   |
|------------------|---|
| 11 a.m. – 4 p.m. | <b>Course inspection/practice.</b><br>Weather permitting.   |
| 6:15 – 7 p.m.    | <b>Packet pickup.</b><br>Cundey Varsity House (Smith Center)<br>121 Goodman Drive<br>Bethlehem, PA 18015              |
| 7 p.m.           | <b>Mandatory coaches' meeting.</b><br>Cundey Varsity House (Smith Center)<br>121 Goodman Drive<br>Bethlehem, PA 18015 |

### **Friday, November 15**

- |            |   |
|------------|---|
| 7:30 a.m.  | <b>Course opens to competitors.</b><br>Please call 610-758-1160 or check twitter @LehighSports 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. | <b>National Anthem.</b>   |
| 10:40 a.m. | Second gun fired (20 minutes to start of women's race).<br>Final check-in at clerk's tent for women's competitors.<br>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.    | <b>Women's 6K championship race.</b>  |
| 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).<br>Final check-in at clerk's tent for men's competitors.  |
| 11:50 p.m. | Third gun fired (10 minutes to start of men's race).  |
| Noon       | <b>Men's 10K championship race.</b>   |

**Immediately following second race, recognition of top runners and teams will take place on the field at Goodman Stadium. Teams should sit in the stands on the west side.**

## ACCOMODATIONS

The following is a list of area hotels in Bethlehem, Pennsylvania and their contact information. Many additional hotels do exist nearby in Allentown and Easton. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

### **Area Hotels:**

Rates vary and change frequently. Inquire with each hotel for a "Lehigh University" rate which could provide a slight discount.

Historic Hotel Bethlehem  
437 Main St., Bethlehem, PA 18018  
610-625-5000  
[www.hotelbethlehem.com](http://www.hotelbethlehem.com)

Holiday Inn Express & Suites  
2201 Cherry Ln., Bethlehem, PA 18015  
610-838-6110  
[www.ihg.com/holidayinnexpress/hotels/us/en/bethlehem](http://www.ihg.com/holidayinnexpress/hotels/us/en/bethlehem)

Courtyard by Marriott Bethlehem  
2220 Emrick Blvd., Bethlehem, PA 18020  
610-625-9500  
[www.marriott.com/hotels/travel/abebc-courtyard-bethlehem-lehigh-valley-i-78/](http://www.marriott.com/hotels/travel/abebc-courtyard-bethlehem-lehigh-valley-i-78/)

Comfort Suites University - Bethlehem  
120 W. Third St., Bethlehem, PA 18015  
610-882-9700  
[www.choicehotels.com/pennsylvania/bethlehem/comfort-suites-hotels/pa209](http://www.choicehotels.com/pennsylvania/bethlehem/comfort-suites-hotels/pa209)

SureStay Collection by Best Western at Lehigh Valley Hotel  
300 Gateway Dr., Bethlehem, PA 18017  
610-866-5800  
[www.lehighvalleyhotel.com](http://www.lehighvalleyhotel.com)

Candlewood Suites Bethlehem South  
1630 Spillman Dr, Bethlehem, PA 18015  
(610) 849-4100  
<https://www.ihg.com/candlewood/hotels/us/en/bethlehem/abesd/hoteldetail>

## COURSE DIAGRAMS/INFORMATION

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

The course maps are located on [Lehighsports.com](http://Lehighsports.com)

Women's 6K

[https://lehighsports.com/documents/2017/7/17//6K\\_XC\\_Oct16.pdf?id=3319](https://lehighsports.com/documents/2017/7/17//6K_XC_Oct16.pdf?id=3319)

Men's 10K

[https://lehighsports.com/documents/2017/7/17//10K\\_XC\\_Oct16.pdf?id=3321](https://lehighsports.com/documents/2017/7/17//10K_XC_Oct16.pdf?id=3321)

## DRESSING ROOMS

One large locker room will be available to each gender in the Goodman Stadium House. The Stadium House is located ~50 yards south of the start/finish area. No towels or locks will be provided to competitors. No bags or personnel belongings should be dropped or stored in the locker rooms. These spaces are strictly for post-race showers, changing room or restroom for participants only.

## DRUG TESTING

Please see the 2019 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](http://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, November 4**. **Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 7**. The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 8. A late fine will be assessed in the amount of \$400 per team/per gender. **No entries will be received after this deadline**. 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](http://www.directathletics.com). If you experience technical difficulty using the online entry system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com); phone: 347-674-3002).

Entries will be posted at <http://lehighsports.com/ncaacrosscountry> by 5 p.m. local time on Monday, November 11.

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](http://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](http://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 6:15 – 7 p.m., Thursday, November 14 at the Cundey Varsity House (Smith Center). 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 SkyScan lightning detection and AccuWeather Professional to monitor weather patterns and any foreseeable lightning in the area. 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.** Inclement weather shelter locations for participants and spectators will be under the Goodman Stadium grandstands. In the event of lightning within the 30-mile radius of Goodman Campus, announcements will be made over the public address system located at the start/finish area. If runners are on the course, the Goodman Campus Emergency Alert System located on top of the roof of Stabler Arena will be used to make the announcement to clear the course and to seek shelter in the nearest buildings which would include Rauch Fieldhouse and Stabler Arena.

### **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., lightning, 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 610-758-1160 and @LehighSports twitter handle. 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 the D-I women's race at 9:00am and men's race at 10:00am. D-III regional will take place on Saturday, November 16<sup>th</sup> at 11:00am and 12 Noon.

*\*\* 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**

Mitchell Timing will be using two Finishlynx cameras synced with two Full Automatic Timing (F.A.T.) cameras and two video back-up cameras for all races. IPICO system with 2 chip per runner. There will be three split mats. One at the 1-mile mark, one at the 2-mile women's mark (approx. 4.25 mile mark for men) and a third mark to be determined.

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. Coaches and fans should wait outside of the finish area. After runners leave the finish area, they will need to remove their chips and give them to their coach as soon as possible. Coaches should collect their chips and return them to the chip return area located in the Meet Management Tent located east of the Start Line.

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. Results will be posted on the Mitchell Timing Group

website following each race and will be uploaded into the TFRRS system upon meet completion.

### **PACKET PICK UP**

Packets will be available Thursday, November 14, from 6:15 – 7 p.m. at the Smith Center inside of the Cundey Varsity House (121 Goodman Drive, Bethlehem, PA 18015)

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 14 at 7 p.m. at the Smith Center inside of the Cundey Varsity House (121 Goodman Drive, Bethlehem, PA 18015. **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. – 4 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 7:30 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**\*\*Please call 610-758-1160 or check twitter handle @LehighSports 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 the meet management tent located behind the start line. Results will also be posted at <http://lehighsports.com/ncaacrosscountry> or <http://www.mitchelltiming.com/>
- At the meet - members of the media may pick up results after each race at the meet management tent located behind the start line.
- Contact Jeremy Clausen at [jrc319@lehigh.edu](mailto:jrc319@lehigh.edu) for more information.

## SPORTS MEDICINE

The training room is located inside the Goodman Stadium House. The training room is equipped with hydrocollator, ultrasound, ice machine & limited medical supplies. 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 Tim Doane at 610-533-6265 or by email at [tdoane@lehigh.edu](mailto:tdoane@lehigh.edu).

### Training Room Hours:

Thursday, November 14: Contact Tim Doane for special needs  
Friday, November 15 from 9 – 11 a.m.

The training room is located inside Goodman Stadium House.

<b>Trainers at course:</b>	Thursday, November 14	On - Call
	Friday, November 15	Beginning at 8 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 or in the finish chute unless their student-athlete becomes injured or ill. An ambulance will be onsite for both races.

## TENTS

Team tents shall remain on the south or west side of Goodman Stadium. No team tents will be permitted near the start/finish line area or anywhere on the north side of Goodman Stadium.

For any teams looking to rent tents please contact Rain or Shine Tents at 484-553-0542 and ask for Bob Shubach. All rental tent orders are on a first-come, first-serve basis and supply is limited. Deadline to place tent orders is Friday, November 8<sup>th</sup> if any are still available.

## TRANSPORTATION/PARKING

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

**Directions to Course.**

The best address to use for driving directions is 124 Goodman Drive, Bethlehem, PA 18015. This address is for Lehigh University's Stabler Arena.

<https://www1.lehigh.edu/about/maps-directions/goodman-directions>

All parking for team and spectator vehicles will be in the general parking lots adjacent to Stabler Arena. No parking is permitted along College Drive or Goodman Drive. Team vehicles are not permitted to drop off student-athletes on College Drive. Participants and spectators are to walk from the parking lots at Stabler Arena and walk to the start/finish area located on the north side of Goodman Stadium. Event Staff will be located on Goodman Drive to direct traffic into the parking lots accordingly.

**ADMISSION**

Spectator Parking Fee is \$5.00. Admission fee for adults is \$8.00 and \$4.00 for children. All will be collected at the parking booths upon arrival to the parking lots. Cash and credit cards will be accepted. There will be no advance sales for this event.

**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.

