

PARTICIPANT 2019-20 MANUAL

Regionals

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Meet Personnel

<u>Title</u>	<u>Name</u>	Phone Number
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2019-20 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE

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NCAA TBD

Coordinator Championships and Alliance

P.O. Box 6222

Indianapolis, Indiana 46206

Office:

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SCHEDULE OF EVENTS

(All Times are Eastern Standard Time)

Thursday, November 14

10 a.m. – 5:30 p.m. Course inspection/practice.

Weather permitting.

5 – 6 p.m. Packet pickup.

Bryant Hall at Scott Stadium (Directions in appendix A)

6 p.m. **Mandatory coaches' meeting**.

Bryant Hall at Scott Stadium (Directions in appendix A)

Friday, November 15

7 a.m.	Course opens to competitors. Please visit @uvatfcc for frost warning or severe weather updates on race day if needed.
9:10 a.m. 10 a.m.	Clerking procedure begins for women's race. First gun fired (30 minutes to start of women's race).
10:05 a.m.	National Anthem.
10:10 a.m. 10:20 a.m.	Second gun fired (20 minutes to start of women's race). Final check-in at clerk's tent for women's competitors. Clerking procedure begins for men's race. Third gun fired (10 minutes to start of women's race).
10:30 a.m.	Women's 6K championship race.
11 a.m. 11:10 a.m.	First gun fired (30 minutes to start of men's race). Second gun fired (20 minutes to start of men's race). Final check-in at clerk's tent for men's competitors.
11:20 a.m. 11:30 a.m.	Third gun fired (10 minutes to start of men's race). 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:

- Double Tree
 - o Address: 990 Hilton Heights Rd., Charlottesville, VA 22901
 - o Phone: 434-973-2121
- Courtyard North
 - o Address: 638 Hillsdale Dr., Charlottesville, VA 22901
 - o Phone: 434-973-2121
- Homewood Suites
 - o Address: 2036 India Rd., Charlottesville, VA 22901
- Cavalier Inn
 - Address: 105 North Emmet Street, Charlottesville, VA 22903
 - o Phone 434-269-8111
- Fairfield Inn
 - o Address: 577 Branchland Boulevard, Charlottesville, VA 22901
 - o Phone: 434-964-9411
- La Quinta
 - o Address: 1803 Emmet St N., Charlottesville, VA 22901
 - o Phone: 434-293-6188
- Holiday Inn
 - Address: 1901 Emmet St., Charlottesville, VA 22901
 - o Phone: 434-977-7700
- Hyatt Place
 - o Address: 2100 Bond St., Charlottesville, VA 22901
 - o Phone: 434-995-5200
- Hampton Inn
 - o Address: 900 W. Main Street, Charlottesville, VA
 - o Phone: 434-923-8600
- Holiday Inn Airport
 - Address: 5920 Seminole Trail, Ruckersville, VA 22968
- Hilton Garden Inn
 - o Address: 1793 Richmond Rd., Charlottesville, VA 22911
 - o Phone: 434-979-4442

COURSE DIAGRAMS/INFORMATION

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

https://virginiasports.com/sports/2018/5/22/sports-c-xctrack-spec-rel-home-meet-info-html.aspx

Course maps also available in Appendix C and D.

DRESSING ROOMS

Please contact Sean Diminick (sdiminick@virginia.edu) if you need information regarding dressing rooms. There will be no on-site locker rooms. Showers will be available off site on UVA grounds.

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 <u>DirectAthletics</u> 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. 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.VirginiaSports.com 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 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 studentathletes 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, <u>you must submit your roster to the NCAA</u> 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 5-6 p.m., Thursday, November 14 at Bryant Hall Scott Stadium. 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 <u>must</u> 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. All athletes on a given team must arrive at check-in together with complete running uniform as outlined in section below. Any uncorrected violations will be forwarded to the NCAA enforcement staff per the terms of the bylaw. 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 <u>five</u> <u>to seven</u> 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 an 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 there are no lightning strikes inside the warning ring.

Shelter Locations. Teams will need to return their vehicles in the event of severe weather. In the case of an extended delay, teams can transport to their hotel, and will be kept up to date via email and text message regarding weather information.

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 on twitter @uvatfcc. 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

We will be using IPICO chip timing (with primary and backup mats) in conjunction with FinishLynx Full Color Cameras to verify close finishes. The IdentiLynx Pro will be used for head- on full-frame video to capture bib numbers of those runners who may have lost their chips on the course. Runners will be given two IPICO chips to wear on their shoes (secured by bread ties) and the chips will be collected by volunteers in a "holding pen" beyond the finish line. Runners will not need to stay in finish order.

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 14, from 5 – 6 p.m. at Bryant Hall at Scott Stadium.

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 6 p.m. at Bryant Hall at Scott Stadium. 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 on Friday 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 10 a.m. - 5:30 p.m.. The course will be open at 7 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**Please visit @uvatfcc 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 media tent. Results will also be posted at www.flashresults.com.
- At the meet members of the media may pick up results after each race at the Timing/Media Tent.
- Contact Stephanie Withey at 864-380-3852 for more information.

SPORTS MEDICINE

At Panorama Farms Cross Country Course, there will be a medical tent equipped for medical needs. The medical tent will be located adjacent to the finish line. The tent will contain water, ice, basic modalities, treatment tables, and first-aid supplies. Water coolers also will be available in the team camp area.

Members of our Sport Medicine Staff will be at the course two hours prior to the first race. An ambulance will be on site one hour prior to the start of the meet and will remain through the conclusion of the women's race. Physicians will be located in the medical tent one hour prior to the start of the first race.

A certified athletic trainer will be available at the course while it is open for practice. A team physician will be on call during practice hours on Thursday, November 14. Please contact Shelley Blakey to set up an appointment with a physician. Our main Athletic Training Room is on the first floor of the McCue Center, located approximately 15 minutes from the course and can be made available by prior arrangement. If your team will not be traveling with a Certified Athletic Trainer, please send signed written instructions with the student-athlete(s), so that proper accommodations can be made.

The following will be provided at the course on Friday, November 15: Certified Athletic Trainers, Sports Medicine Student Volunteers, Therapeutic Modalities, Basic First Aid Supplies, Sports Medicine Physicians, Ambulance, Water, Ice, and Sports Drinks. Below is a list of contact information to assist you in caring for your athletes.

Host Athletic Trainers: Office: (434) 982-5450

Kat Barnes, MA, ATC, LAT Brittany Winter, MS, ATC sjc8g@virginia.edu Bw8hq@virginia.edu

University of Virginia Hospital Operator: (434) 924-0000 Emergency Dept: (434) 924-2231

CVS Pharmacy (Barracks Road Shopping Center): (434) 293-9151

Please contact us if we can be of any assistance to you and your team.

TENTS

Teams should contact Skyline Tents for rental of teams tents. Skyline Tents will place all team tents in an open area directly between the starting line and finishing line at the course. Team signs will be placed on your tent. Please contact Lee French by telephone at (434) 295-7977 or by email at lee@skylinetentcompany.com no later than Friday, November 1st.

TRANSPORTATION/PARKING

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

Directions to Course.

The Panorama Farms course is located at the end of Panorama Road, Earlysville, VA 22936. Driving directions to the course can be located at https://virginiasports.com/facilities/?id=13 or in a appendix B.

Team parking will be available on-site.

UNIFORMS

The entire venue at Panorama Farms is considered to be the Competition Area. From 7 am when the course is open for warmups, until the awards ceremony is completed, all athletes must remain in uniform(competition or warmups). 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.

APPENDIX A: Driving Directions to Bryant Hall, Address: 1815 Stadium Rd, Charlottesville, VA

From the East/West: I-64 to exit 118B (Culpeper-Charlottesville). Take second exit (sign will say University of Virginia Information Center and Business 250 East) and bear right onto Ivy Rd. At second stoplight, turn right on to Alderman Rd. Go 8/10ths of a mile and Scott Stadium will be on left side. Continue straight and turn left onto George Welsh Way (beside Student Activities Building). Continue around the stadium until you see Bryant Hall.

From the North: Take Route 29 south into Charlottesville (Emmet St.). Turn right at Ivy Rd. Go the next stoplight and turn left onto Alderman Rd. Stay on Alderman Rd. for 8/10ths of a mile and Scott Stadium will be on left side. Continue straight and turn left onto George Welsh Way (beside Student Activities Building). Continue around the stadium until you see Bryant Hall.

From the South: Take Route 29 to Business Route 250 East (sign will say University of Virginia Information Center) and bear right onto Ivy Rd. At second stoplight, turn right on to Alderman Rd. Go 8/10ths of a mile and Scott Stadium will be on left side. Continue straight and turn left onto George Welsh Way (beside Student Activities Building). Continue around the stadium until you see Bryant Hall.

APPENDIX B: Driving Directions to Panorama Farms

From the West: Take I-64 to exit 118B (Rt. 29 North). Proceed north on Rt. 29 / Rt. 250 Bypass several miles. Take exit for Rt. 29 North towards Washington and proceed on 29N for .25 mile. Turn left at Hydraulic Rd., and proceed West for 1.7 miles. Turn left on Earlysville Rd. and proceed for 2.5 miles. Turn left onto Panorama Rd. and proceed for .75 mile. Panorama Rd. will then turn into the driveway for Panorama Farms. Continue along the driveway and follow signs for parking.

From the East: Take I-64 to exit 124 (Rt. 250) north towards Charlottesville. Proceed 4.2 miles on Rt. 250. Turn right on Hydraulic Rd. and proceed for 2.1 miles. Turn left on Earlysville Rd. and proceed for 2.5 miles. Turn left onto Panorama Rd. and proceed for .75 mile. Panorama Rd. will then turn into the driveway for Panorama Farms. Continue along the driveway and follow signs for parking.

From the South: Follow Rt. 29 North into Charlottesville. At the junction of Rt. 29 & I-64, Rt. 29 becomes Rt. 29 / Rt. 250 bypass. Proceed on the bypass for several miles and follow the exit for Rt. 29 North towards Washington. Proceed on 29N for .25 mile. Turn left at Hydraulic Rd., and proceed West for 1.7 miles. Turn left on Earlysville Rd. and proceed for 2.5 miles. Turn left onto Panorama Rd. and proceed for .75 mile. Panorama Rd. will then turn into the driveway for Panorama Farms. Continue along the driveway and follow signs for parking.

From the North: Follow Rt. 29 South towards Charlottesville. Approximately 10 miles north of Charlottesville, look for signs to the airport. Follow signs for Earlysville and the airport and turn right on Airport Rd. Proceed approximately 1 mile on Airport Rd. until stop sign. Turn Left onto Dickerson Rd. and proceed approximately 1 mile to Earlysville Rd. Turn left on Earlysville Rd. towards Charlottesville and proceed 1.5 miles to Panorama Rd. Turn right on Panorama Rd. and proceed for .75 mile. Panorama Rd. will then turn into the driveway for Panorama Farms. Continue along the driveway and follow signs for parking.

Appendix C

UNIVERSITY OF VIRGINIA PANORAMA FARMS 6K COURSE MAP



Appendix D

UNIVERSITY OF VIRGINIA PANORAMA FARMS 10K COURSE MAP

