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## Meet Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet Director</strong></td>
<td>Ben Clarke</td>
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<tr>
<td></td>
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<td></td>
<td><a href="mailto:clarke@wsu.edu">clarke@wsu.edu</a></td>
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<tr>
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</tr>
</tbody>
</table>
## 2019-20 Division I Men’s and Women’s Cross Country/Track & Field Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Institution/Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<tr>
<td>Secretary-Rules Editor</td>
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<tr>
<td>Mark Kostek</td>
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<tr>
<td>NCAA</td>
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<tr>
<td>Jeff Mlynski</td>
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</table>
SCHEDULE OF EVENTS
(All Times are Pacific Standard Time)

Thursday, November 14

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

5 – 6 p.m. Packet pickup.
The Rankich Club Room at Martin Stadium

6 p.m. Mandatory coaches’ meeting.
The Rankich Club Room at Martin Stadium.

Friday, November 15

8:30 a.m. Course opens to competitors.
Please call 509-553-9465 for frost warning or severe weather
updates on race day if needed.

10:10 a.m. Clerking procedure begins for women’s race.
11:00 a.m. First gun fired (30 minutes to start of women’s race).

11:05 a.m. National Anthem.

11:10 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.
11:20 a.m. Third gun fired (10 minutes to start of women’s race).
11:30 a.m. Women’s 6K championship race.

12:00 p.m. First gun fired (30 minutes to start of men’s race).
12:10 p.m. Second gun fired (20 minutes to start of men’s race).
Final check-in at clerk’s tent for men’s competitors.
12:20 p.m. Third gun fired (10 minutes to start of men’s race).
12:30 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:
Please view appendix B on page 15

COURSE DIAGRAMS/INFORMATION
Men’s and women’s course maps:
Please view appendix A on page 14

DRESSING ROOMS
No locker rooms will be made available before or after the race so please plan accordingly.

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 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 https://wsucougars.com/sports/2019/9/2/NCAAWest%20rwhitmore.mmm@gmail.comRegional.aspx 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 log in 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 5 – 6 p.m., Thursday, November 14 at the Rankich Club in Martin 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 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 a 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.** Meet personnel and media should proceed to the Golf Course Clubhouse. Student-Athletes and Coaches should head to their team vans in McDonald Park and Patrons will be shuttled back to their vehicles.

**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 509-553-9465. 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 independent Finish Lynx and chip systems will be used as well as a secondary video system as a backup. Splits points will be at each kilometer.

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. Chips will already be affixed to each runner’s bib and do not need to be returned. 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 PICKUP**

Packets will be available Thursday, November 14, from 5:00 – 6:00 p.m. the Rankich Club in Martin Stadium. Please see Appendix C for the Coaches Meeting location and Parking Map.

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 6:00 p.m. at the Rankich Club in Martin 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 from 2:00 p.m. – 4:00 p.m. Thursday and on Friday from 9:00 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 11:00 a.m. – 4:00 p.m. The course will be open at 8:30 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**Please call 509-553-9465 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 of the results which will be posted at the whiteboard by the finish line area.
- At the meet - members of the media may pick up results after each race at the Colfax Golf clubhouse.
- Contact Devon Lucal at devon.lucal@wsu.edu for more information.
SPORTS MEDICINE
The athletic training room is located at Bohler Athletic Complex, Room M4. The athletic training room is equipped with the following for your team use:

- Ice/ice Bags
- Foam Rollers
- E-stim/Ultrasound Unit
- Moist Heat Packs.

There will also be an athletic training area set up at the course during practice on Thursday and competition on Friday. If you have any special needs, please contact Alanna Newsom at 412-865-7209 or by email at alanna.baginski@wsu.edu.

Training Room Hours:

- Thursday, November 14 from 8:00 a.m. – 5:00 p.m.
- Friday, November 15 from 8:00 a.m. – 5:00 p.m.

The athletic training room is located at:

Bohler Athletic Complex, Room M4
1445 NE Cougar Way, Ave.
Pullman, WA 99164-1602

Trainers at course:

- Thursday, November 14
  10:30 a.m. – 4:30 p.m.
- Friday, November 15
  Beginning at 8:00 a.m.

Student-athletes must present a prescription or letter of treatment from the institution’s certified athletic trainer in order to administer electric modalities. Modality treatment will only be given with written permission from your institution’s medical staff. Competing institutions’ athletic 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
There will be a barricaded area off of Fairway 7 near the start line where teams will be able to place a tent. Tents and patio heaters can be supplied by American Onsite in Spokane, WA. Please reach out to Jermaine Yeldon at Jermaine@americanonsite.net or at 253-606-2189. All reservations need to be made no later than Friday, October 26.

TRANSPORTATION/PARKING
All transportation needs will be the responsibility of the participating team.

Directions to Course.
The Washington University Cross Country Course is located at:
Colfax Golf Club  
2402 N. Cedar Street  
Colfax, WA 99111

Team parking will be available at McDonald Park which is located directly north of the golf course. Buses can drop off and pick up at the course but must park behind Rosaures (632 N. Main St. Colfax, WA 99111).

**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.
Appendix A
Appendix B

HOTELS

PULLMAN, WASHINGTON
(Approximately 16 miles away from Colfax)

American Travel Inn
515 South Grand Avenue, Pullman, WA
(509) 334-3500

Best Western Wheatland Inn (LOCATED IN COLFAX)
701 North Main, Colfax, WA 99111
(509) 397-0397

Cougar Land Motel
150 West Main Street, Pullman, WA 99163
(509) 334-3535

Hilltop Inn & Restaurant
928 NW Olsen Street, Pullman, WA 99163
(509) 332-0928

Holiday Inn Express
1190 SE Bishop Boulevard, Pullman, WA 99163
(509) 334-4437

Manor Lodge Motel
455 SE Paradise Street, Pullman, WA 99163
(509) 334-2511

Nendel's Inn
915 East Main Street, Pullman, WA 99163
(509) 332-2646

Quality Inn Paradise Creek
1400 SE Bishop Boulevard, Pullman, WA 99163
(509) 332-0500

Marriott Residence Inn
1255 NE North Fairway Road, Pullman, WA 99163,
(509) 332-4400

Marriott Courtyard
1295 NE North Fairway Road, Pullman, WA 99163,
(509) 332-1500

MOSCOW, IDAHO
(Approximately 25 miles from Colfax)

Best Western Plus, University Inn
1516 Pullman Road, Moscow, ID 83843
(208) 882-0550
Fairfield Inn & Suites
1000 W Pullman Rd, Moscow ID 83843
(208) 882-4600

Hillcrest Motel
706 North Main Street, Moscow, ID 83843
(208) 882-7579

Idaho Inn
645 West Pullman Road Moscow, ID 83843
(208) 885-1480

La Quinta Inn & Suites
185 Warbonnet Drive, Moscow, ID 83843
(208) 882-5365

Palouse Inn
101 Baker Street, Moscow, ID 83843
(208) 882-5511

Royal Motor Inn
120 West 6th Street, Moscow, ID 83843
(208) 882-2581

Super 8 Motel
175 Peterson Drive, Moscow, ID 83843
(208) 883-1503

LEWISTON, IDAHO/CLARKSTON, WASHINGTON
(Approximately 45 miles from Colfax)

Cedars Inn
1716 Main Street, Lewiston, ID 83501
(208) 743-9526

Comfort Inn
2128 8th Avenue, Lewiston, ID 83501
(208) 798-8090

GuestHouse Inn & Suites
1325 Main Street, Lewiston, ID 83501
(208) 746-3311

Holiday Inn Express
2425 Nez Perce Drive, Lewiston, ID 83501
(877) 863-4780

Inn America
702 21st Street, Lewiston, ID 83501
(208) 746-4600

Red Lion Hotel
621 21st street, Lewiston, ID 83501
(208) 799-1000
Best Western RiverTree Inn
1257 Bridge Street, Clarkston, WA 99403
(509) 758-9551

Quality Inn & Suites
700 Port Drive, Clarkston, WA 99403
(509) 758-9500

SPOKANE, WASHINGTON
(Approximately 59 miles from Colfax)

Courtyard by Marriott
401 North Riverpoint Boulevard, Spokane, WA
(509) 456-7600

Davenport Hotel and Tower
10 South Post Street, Spokane, WA
(509) 455-8888

DoubleTree by Hilton
322 North Spokane Falls Court, Spokane, WA
(509) 455-9600

Fairfield Inn by Marriott
311 North Riverpoint Boulevard, Spokane, WA
(509) 747-9131

Hampton Inn
2010 South Assembly Road, Spokane, WA
(509) 747-1100

Hilton Garden Inn
9015 US 2, Spokane, WA
(509) 244-5866

Holiday Inn Express
801 North Division, Spokane, WA
(509) 328-8505

Hotel Lusso
808 West Sprague Street, Spokane, WA
(509) 747-9750

Hotel Ruby
901 West 1st Street, Spokane, WA
(509) 747-1041

Howard Johnson Inn
3033 North Division, Spokane, WA
(509) 326-5500

Montvale Hotel – 1005 West 1st Avenue, Spokane, WA
(509) 747-1919

Oxford Suites – 115 West North River Drive, Spokane, WA
(509) 353-9000
Red Lion Hotel at the Park
303 West North River Drive, Spokane, WA
(509) 326-8000

Red Lion River Inn
700 North Division, Spokane, WA
(509) 326-5577
Appendix C

Coaches Meeting Map

Meeting Location – Rankin Club at Martin Stadium (use premium seating entrance elevator up to level two through the glass doors and to the right)

Buss Drop Off – Corner of Wilson Road and Stadium Way