



*2021 DIVISION I*

# **CROSS COUNTRY CHAMPIONSHIPS**

**HUNTSVILLE, AL**

*University of North Alabama and Huntsville Sports Commission*

## ***SOUTH REGION PARTICIPANT 2021-22 MANUAL***

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## Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
<b>Meet Director</b>	Name: Jeremy Provence Title: Head Cross Country Coach University of North Alabama Email: <a href="mailto:jprovence@una.edu">jprovence@una.edu</a>	Office: 256-765-4477 Cell: 479-462-6603
<b>Sports Information Contact</b>	Name: Jeff Hodges Title: Senior Associate Athletic Director – Communications Email: <a href="mailto:sportsinformation@una.edu">sportsinformation@una.edu</a>	Office: 256-765-4477 Cell: 256-762-0326
<b>Sports Medicine Contact</b>	Name: Melanie Schaefer Title: Assistant Athletic Trainer Email: <a href="mailto:mschaefer1@una.edu">mschaefer1@una.edu</a>	Office: 256-765-5020 Cell: 931-675-1662



**2021-22 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY AND TRACK & FIELD COMMITTEE**

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<p><b>Matt Roe</b> Head Coach Cross Country/Track and Field Butler University 510 West 49<sup>th</sup> Street Indianapolis, IN 46208 Office: 317-940-9921 Email: <a href="mailto:mroe@butler.edu">mroe@butler.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>Dave Smith</b> Director – Track and Field and Cross Country Oklahoma State University 220 Athletic Center Stillwater, Oklahoma 74078 Office: 405-742-0725 Email: <a href="mailto:dave.smith@okstate.edu">dave.smith@okstate.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> Associate Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Cell: 317-874-7154 Email: <a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a></p>	<p><b>NCAA</b> <b>Micaela Liddane</b> Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6513 Email: <a href="mailto:mliddane@ncaa.org">mliddane@ncaa.org</a></p>

## **SCHEDULE OF EVENTS**

**(All Times are Central Standard Time)**

### **Tuesday, November 9**

1:00 PM                    **Mandatory coaches' meeting.**  
Virtual link: <https://us06web.zoom.us/j/86260223709>

### **Thursday, November 11**

10:00 AM – 5:00 PM   **Course inspection/practice.**  
Weather permitting.

2:00 – 5:00 PM        **Packet pickup.**  
John Hunt Cross Country Running Park  
2151 Airport Road SW  
Huntsville, AL 35801

### **Friday, November 12**

6:30 AM                    **Course opens to competitors.**  
Please call Melanie Schaefer at 931-675-1662 for frost warning or severe weather updates on race day if needed.

7:10 AM                    Clerking procedure begins for women's race.  
8:00 AM                    First gun fired (30 minutes to start of women's race).

8:05 AM                    **National Anthem.**

8:10 AM                    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.

8:20 AM                    Third gun fired (10 minutes to start of women's race).

8:30 AM                    **Women's 6K championship race.**

9:00 AM                    First gun fired (30 minutes to start of men's race).  
9:10 AM                    Second gun fired (20 minutes to start of men's race).  
Final check-in at clerk's tent for men's competitors.

9:20 AM                    Third gun fired (10 minutes to start of men's race).

9:30 AM                    **Men's 10K championship race.**

**Immediately following second race, recognition of top runners and teams.**

## COVID-19 CODE OF CONDUCT ATTESTATION AND PRE-ARRIVAL REQUIREMENTS

Each participating team will be required to attest that their team will adhere to the NCAA COVID-19 Code of Conduct throughout their time participating in the championships, as well as follow all pre-arrival requirements. Additional information on this process will be provided at a later date.

## ACCOMODATIONS

The following link provides 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 links can be found [here](#).

## COURSE DIAGRAMS/INFORMATION

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

You can find links to each course map on this page:

<https://www.huntsvillesports.org/events/ncaa-2021-d1-cross-country-south-regional/>

[6K Map](#)

[10K Map](#)

## DRUG TESTING

Please see the 2021 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 14 student-athletes on the entry form, of which no more than seven must be declared to participate prior to competition. Only the 14 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 14 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 1. Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 4.** The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 5. 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 by the host at <https://www.huntsvillesports.org/events/ncaa-2021-d1-cross-country-south-regional/> by 5 p.m. local time on Monday, November 8.

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

**DECLARATIONS:** Onsite declarations will be held during packet pickup from 2:00 – 5:00 PM, Thursday, November 11 at the John Hunt Cross Country Running Course. If an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of hip numbers, chips and bibs), those additional hip numbers, chips and bibs **must** be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of each respective race.

**FINAL DECLARATION AND CHECK-IN:** The head coach of each institution will be allowed to complete the check-in process on behalf of their team and/or student-athlete(s). Coaches will be required to ensure student-athletes comply with all uniform and logo requirements as well as ensuring their student-athletes report to the starting line not only wearing their hip numbers, bibs and chips, but wearing the **proper** hip numbers, bibs and chips. Uniform and logo rules contained in Rule 22-3 of the NCAA Cross Country/Track and Field Rule Book and Bylaw 12.5.4 in the NCAA Manual shall apply. Failure to comply with these championship policies and the requirements surrounding uniform and logo rules may result in disqualification.

Coaches must check-in their student-athletes with the clerks at the assigned clerking location up to 80 minutes prior to the start of their race. Coaches are encouraged to check-in as soon as possible, but not later than 20 minutes prior to the race. Check-in will **NOT** be allowed at the start line and coaches must check-in all teams/student-athletes at the assigned clerking location. Again, be reminded that if an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of hip numbers, chips and bibs), those additional hip numbers, chips and bibs **must** be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of each respective race.

**Please note that teams and/or individuals that are checked-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 (7) 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.**

**For Lightning:** Teams will be directed back to their busses. Spectators will be directed back to their vehicles. With the absence of a substantial building, a hard-topped metal vehicle with the windows closed provides good protection. Note that small outdoor buildings including dugouts, rain shelters, sheds, etc., are NOT SAFE.

**For Tornadoes:** At John Hunt Park, take cover in the shallow ditches along the sides of the inactive runways. Lie flat on the upper half of the bank; do not go to the very bottom because water will flow there. Avoid the deep ditches as the lower banks are steep and they will be muddy and slick.

People should not take cover in the pedestrian underpass running beneath Airport Road in John Hunt Park. This tunnel is open at both ends and becomes a "wind tunnel" or venturi; winds are accelerated to high speed and suck debris and rain through it.

### **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 @HSVsports and @UNACrossCountry. 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**

This meet will be timed with an Ipico bib chip system and verified by Lynx cameras. Two Lynx cameras will be used for the primary timing. A complete Ipico and Lynx back up system will also be used. Timing mats will also be used on the course at split points. Hy-Tek Meet Manager will be used for seeding and to upload to TFRRS-XC. Athletes will be issued bibs for front and rear chest area, hip numbers will be used on both hips. Runners need not maintain their order after they cross all four of the timing mats.

Utilizing chip technology, unofficial results and team scoring will be available in real time and on our web site. These results and scores are unofficial until an official review is done, scoring displacers are set and the official protest period has expired.

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 11, from 2:00 – 5:00 PM at John Hunt Cross Country Running Park.

2151 Airport Road  
Huntsville, Alabama 35801

When heading west on Airport Rd, turn left onto Russell Brown Drive. Follow the road around to the left and the cross country course and parking lot will be on your right.

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 virtual coaches' meeting on Tuesday, November 9 at 1:00 PM at <https://us06web.zoom.us/j/86260223709>. **Failure to attend the mandatory virtual coaches' meeting will result in a minimum of a \$200 fine/gender/institution.**

## MERCHANDISE

Merchandise will be available at the course on competition day.

## PRACTICE SCHEDULE

Practice at the course is limited to Thursday and the day of competition, weather permitting. The course will be available Thursday from 10:00 AM – 5:00 PM. The course will be open at 6:30 AM. the morning of the race unless there is frost on the ground or additional weather concerns.

\*\*Please call Melanie Schaefer at 931-675-1662 or visit @HSVsports and @UNACrossCountry 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 Meet Management. Results will also be posted at <http://xt.anet.live/30txc3>.
- At the meet - members of the media can visit <http://xt.anet.live/30txc3> for race results.
- Contact Jeff Hodges at [sportsinformation@una.edu](mailto:sportsinformation@una.edu) for more information.

## SPORTS MEDICINE

The training room is located near the finish line. The training room is equipped with Treatment Tables, Ice, Ice Bags, Ice Wrap, Electrical Stimulation, Massage Stick, and Stretch Band. There will 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 Melanie Schaefer at 931-675-1662.

### Training Room Hours:

Thursday, November 11 from 9:30 AM – 5:00 PM.  
Friday, November 12 from 6:30 AM – 10:30 AM.

The training room is located near the finish line.

<b>Trainers at course:</b>	Thursday, November 11	9:30 AM – 5:00 PM.
	Friday, November 12	Beginning at 6:30 AM.

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

To reserve a tent contact Mark Holland

Email: [mark@chattanoogatent.com](mailto:mark@chattanoogatent.com)

Office: 423-266-6744

Cell: 423-595-9534

All orders must be reserved in advance with a signed rental reservation and a 50% deposit. Payment in full is due November 9th at 5 PM. Any cancellation within thirty days from the install date will result in forfeiture of the deposit.

1- 10’ X 10’ Frame Tent 8’ Eave Height – White	\$200.00
1- 10’ X 20’ Frame Tent 8’ Eave Height – White	\$300.00
1- 20’ X 20’ Frame Tent 8’ Eave Height – White	\$500.00
1- 8’ X 20’ Sidewall Panel – White	\$60.00
4- panels Needed for 20X20	
1- 8’ X 10’ Sidewall Panel – White	\$30.00
4 - panels Needed for 10X10	
6 - panels Needed for 10X20	
1- Black Folding Plastic Chair	\$1.50
1- 6’ Banquet Table	\$9.25

Team tents can be used provided they are properly and safely secured and staking is done so that it doesn’t puncture underground hazards.

## TRANSPORTATION/PARKING

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

### Directions to Course.

The John Hunt Cross Country Running Course course is located at 2151 Airport Road SW Huntsville, Alabama 35801. Driving directions to the course can be located at <https://www.huntsvillesports.org/events/ncaa-2021-d1-cross-country-south-regional/>.

## UNIFORMS AND LOGOS

Uniform and logo rules contained in Rule 22-3 of the NCAA Cross Country/Track and Field Rule Book and Bylaw 12.5.4 in the NCAA Manual shall apply in all championship related events, press

conferences and award ceremonies. Competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships.

The 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.

## MISCONDUCT

**Misconduct Incident to Competition** - If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during break in the continuity of the championship when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing following the action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

**Penalty for misconduct** - A governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of competition or practice.

- (a) Public or private reprimand of the individual;
- (b) Disqualification of the individual from further participation in the NCAA championship involved;
- (c) Banishment of the individual from participation in one or more following championships of the sport involved;
- (d) Cancellation of payment to the institution of the Association's travel guarantee for individuals involved;
- (e) Withholding of all or a portion of the institution's share of the revenue distribution;
- (f) Banishment of the institution from participation in one or more following championships in which its team in that sport otherwise would be eligible to participate;
- (g) Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- (h) Cancellation of all or a portion of the honorarium for hosting an NCAA Championship; and
- (i) Financial or other penalties different from (a) through (h) above, but only if they have prior approval of the Division I Competition Oversight Committee.

## IMPORTANT LINKS

Virtual Coaches' Meeting: <https://us06web.zoom.us/j/86260223709>

Maps: [6K Map](#) [10K Map](#)

Timing: <https://xpresstiming.com/Live/2021/XC/NCAASouthRegional/>