



2023 DIVISION I
CROSS COUNTRY
CHAMPIONSHIPS
BETHLEHEM, PA • Lehigh University, Host

PARTICIPANT
2023-24 MANUAL
Regionals

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Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Meet Director	Dale Townsend Asst. Dir. Athletic Facilities dat205@lehigh.edu	Office: 610-758-6976 Cell: 484-357-2605
Sports Information Contact	Maddie Arnold Asst. Dir. Sports Comm. mja423@lehigh.edu	Office: 610-758-5101 Cell: 610-217-3188
Sports Medicine Contact	Tim Doane Asst. AD for Sports Medicine tsd3@lehigh.edu	Office: 610-758-6755 Cell: 610-533-6265



2023-24 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY AND TRACK & FIELD COMMITTEE

Ritchie Been Head Track and Field Coach Alabama State University Office: 334-229-8331 Email: rbeene@alasu.edu	Blake Boldon Senior Associate Athletics Director & Director of Drake Relays Drake University Office: 515-271-3007 Email: blake.boldon@drake.edu	Jason Drake Head Track and Field & Cross Country Coach California State University, Fresno Office: 206-240-3343 Email: jdrake@csufresno.edu
Emily Fulton Assistant AD – Operations and Finance, SWA Virginia Military Institute Office: 540-597-5874 Email: fultonee@vmi.edu	Kerri Inman Director of Cross Country/Track and Field Manhattan College Office: 202-270-8205 Email: kgallagher01@manhattan.edu	Sydney Griffin Assistant AD – Strategy and Operations U.S. Military Academy Office: 678-756-6163 Email: Sydney.griffin@westpoint.edu
Karina Handeland Senior Associate Athletic Director University of Portland Office: 503-943-7808 Email: handelan@up.edu	Ervin Lewis Senior Associate AD of Operations University of North Florida Office: 904-620-1534 Email: e.lewis@unf.edu	Diane Turnham Senior Woman Administrator Middle Tennessee State University Office: 615-898-2938 Email: diane.turnham@mtsu.edu
Connie Price-Smith Head Track and Field & Cross Country Coach University of Mississippi Office: 253-249-8705 Email: cmprices@olemiss.edu	Dave Smith Director – Track and Field and Cross Country Oklahoma State University Office: 405-742-0725 Email: dave.smith@okstate.edu	Cody Brousek Director of Operations University of Nebraska- Lincoln Office: 402-472-6468 Email: cbrousek@huskers.com
Secretary-Rules Editor Mark Kostek Cell: 515-208-8300 Email: kostekmt@gmail.com	NCAA Jeff Mlynski Associate Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Cell: 317-874-7154 Email: jmlynski@ncaa.org	NCAA Lindsey Eldred Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6747 Email: leldred@ncaa.org

SCHEDULE OF EVENTS

(All Times are Eastern Standard Time)

Tuesday, November 7

1:00 p.m.

Mandatory virtual coaches' meeting (via Zoom).

[Join Zoom Meeting](#)

ID: 93207232339

Passcode: 573169

Thursday, November 9

11:00 a.m. – 4:00 p.m.

Course inspection/practice.

Weather permitting. Please call 610-758-1160 or visit Twitter handle @LehighSports for any weather updates if needed

11:00 a.m. – 4:00 p.m.

Packet pickup.

Delph Pavilion – located right behind the start line

Friday, November 10

8:00 a.m.

Course opens to competitors.

Please call 610-758-1160 or visit Twitter handle @LehighSports for frost warning or severe weather updates on race day if needed.

10:40 a.m.

Clerking procedure begins for women's race.

11:30 a.m.

First gun fired (30 minutes to start of women's race).

11:35 a.m.

National Anthem.

11:40 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.

11:50 a.m.

Third gun fired (10 minutes to start of women's race).

12:00 p.m.

Women's 6K championship race.

12:30 p.m.

First gun fired (30 minutes to start of men's race).

12:40 p.m.

Second gun fired (20 minutes to start of men's race).

Final check-in at clerk's tent for men's competitors.

12:50 p.m.

Third gun fired (10 minutes to start of men's race).

1:00 p.m.

Men's 10K championship race.

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

ACCOMODATIONS

The following link provides a list of area hotels and their contact information. Participating institutions are responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

Area Hotels: <https://www.discoverlehighvalley.com/hotels/>

COURSE MAPS

Men's and women's course maps:

https://lehighsports.com/documents/2018/9/25//6K_10K_XC_Composite_Sept18.pdf?id=3857

DRESSING/LOCKER ROOMS

One locker room will be available to each gender in the Goodman Stadium House. The Stadium House is located ~100 yards south of the start/finish area. No towels or locks will be provided. No bags or personnel belongings should be dropped or stored in the locker rooms. These spaces are strictly for post-race showers, to be used as a changing room and/or restroom purposes for the participants only.

MOTHER'S ROOM

A private Mother's Room will be made available, on request, for use at the competition venue. To secure such a room, please notify Dale Townsend at least 48 hours prior to arrival at dat205@lehigh.edu.

DRUG TESTING

Please see the 2023 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, October 30**. **Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 2**. The late deadline,

with fine, for regional entries is 5 p.m. Eastern on Friday, November 3. 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 by the host at <https://lehighsports.com/sports/2013/8/15/2013NcaaXCRegionalChamps.aspx> by 5 p.m. local time on Monday, November 6.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further entry is required for the national meet.

Please follow instructions below to complete your entries for the regional/national championship.

Please note: If you already have a DirectAthletics account for your team, you should login at www.directathletics.com and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DirectAthletics meets. If you know you have an account but have forgotten your username/password, you can click the “Login Trouble” link next to the login box.

STEP 1—Creating a DirectAthletics Account

If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:

1. Go to www.directathletics.com/ncaa.html.
2. On the right side (in the New Account Creation box), select your division.
3. Select your team, choosing only the genders for which you are submitting entries. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.
4. Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account [i.e., Texas (Men)]. If you have a men’s and women’s account, it will usually default to men first.
5. Follow Step 2 below to enter your roster.

STEP 2—Setting Up Your Online Roster

Before submitting your entries for the championships, you must first add all attending student-athletes to your DirectAthletics roster:

1. On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”
2. Select the number of student-athletes you wish to enter. You can always add more later.
3. Enter your student-athletes’ first names, last names and school years and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)
4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

STEP 3--Submitting Your Roster/Entries

Once your student-athletes are added to your roster, you must submit your roster to the NCAA Division I Championships.

1. Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division I Championships.
2. Check-off the box for each student-athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the “Add New Entry” box.
3. When you have completed your entries, click “Submit”. You MUST click “Submit” to submit your entries.
4. You will see your current, submitted entries on the “View Entries” page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the “View Entries” page. An Email Confirmation will be sent to the email address in your account.
5. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.

Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.

REMINDER: It is the coach’s responsibility to inform the cross country/track and field committee immediately if for some reason a student-athlete entered and selected to compete in any national competition cannot compete.

DECLARATIONS: Onsite declarations will be held during packet pickup from 11:00am – 4:00 p.m., Thursday, November 9 at the Delph Pavilion located behind the start line. 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. Inclement weather shelter locations for participants and spectators will be under the Goodman Stadium grandstands. In the event of lightning within the 10-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 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 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

Leone Timing & Results will be utilizing the ChronoTrack Systems to time and score the races. Athletes will be provided with disposable chips along with front & back bibs and hip numbers. Timing mats will be used on the course for the following split locations. A split mat will be at the 1-mile mark for both courses, a split mat will be located at a shared part of the courses (women's 2-mile and the men's 4.5-mile mark), and a split location for the men's course will be at the 5K.

The order of finish will be verified with Finish Lynx system. Two Lynx cameras will be on each of the finish line mats.

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 spectators should wait outside of the finish area at all times.

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 9, from 11:00am – 4:00pm at the Delph Pavilion located behind the start line during course review.

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 7 at 1:00 p.m.

[Join Zoom Meeting](#)

ID: 93207232339

Passcode: 573169

Failure to attend the mandatory virtual coaches' meeting will result in a minimum of a \$200 fine/gender/institution.

MERCHANDISE

Merchandise will be available for purchase near the entrance to Goodman Stadium from approximately 10:00 a.m. through the end of the men's race on Friday November 10th only.

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 8:00 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 our 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.

- Results will be posted at <https://www.leonetiming.com/>. There will be a limited number of results that will be printed and available if coaches do not have smartphones to review the results online through <https://www.leonetiming.com/>
- At the meet - members of the media may access race results at <https://www.leonetiming.com/> a limited number of results will be printed and available after each race at the Meet Management tent located near the starting line.
- Contact Maddie Arnold, Lehigh Univ. Asst. Dir. Of Sports Communication at mja423@lehigh.edu or 610-758-5101 for more information.

SPORTS MEDICINE

The training room is located inside of 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.

Training Room Hours:

Thursday, November 9 (contact Tim Doane for special needs)
Friday, November 10 from 9:00 a.m. – 11:30 a.m.

The training room is located inside the Goodman Stadium House.

Trainers at the course:	Thursday, November 9	11 a.m. – 4 p.m.
	Friday, November 10	Beginning at 8:00 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

Institutions are strongly encouraged to bring their own pop-up tents. There will be NO warming tent for runners. All 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 for tent order is Friday, October 27th.

If teams elect to bring their own institutional tents, they must ensure they are securely fixed to withstand wind and that they are set-up in host approved locations due to utility and irrigation lines in the surrounding areas of the course and Goodman Stadium.

TRANSPORTATION/PARKING

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

Directions to Course.

The best address to use for driving directions to the Lehigh University course is 124 Goodman Drive, Bethlehem, PA, 18015. This address is actually for Lehigh University's Stabler Arena. Parking attendants and signage will be present to help direct traffic into the lots accordingly.

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. Participants and spectators are to walk from the Stabler Arena parking lots to the start/finish area or their team tent areas. Any supplies or bags must be carried to their team areas (no drop off via vehicles will be permitted).

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.

