PARTICIPANT
2018-19 MANUAL

VOLLEYBALL | SOCCER | FIELD HOCKEY | CROSS COUNTRY
# FESTIVAL TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EVENT INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>HOST WELCOME LETTER</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>NCAA AND HOST FESTIVAL CONTACT INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.1 FESTIVAL MANAGEMENT CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.2 NCAA FESTIVAL CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3.3 CHAMPIONSHIPS MANAGEMENT CONTACTS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.4 ATHLETIC TRAINING CONTACTS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.5 MEDIA SERVICES CONTACTS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3.6 OTHER FESTIVAL OPERATIONS CONTACTS</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>AWARDS, MERCHANDISE, PROGRAM INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>4.1 NCAA ACADEMIC RECOGNITION PROGRAM – ELITE 90</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>4.2 TROPHIES AND AWARDS</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4.3 PARTICIPATION AWARDS</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4.4 TEAM GPAS</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4.5 MERCHANDISE</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>4.6 PROGRAMS</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>CREDENTIAL INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5.1 CREDENTIALS</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5.2 SENIOR-LEVEL ADMINISTRATOR CREDENTIALS</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5.3 MEDIA CREDENTIALS</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5.4 REQUESTS FOR ADDITIONAL CREDENTIALS</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>DRUG TESTING POLICIES</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>FACILITY INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>7.1 CHAMPIONSHIP FACILITIES</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>7.2 EMERGENCY/SEVERE WEATHER POLICIES</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>7.3 FACILITY REGULATIONS AND POLICIES</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>7.4 HOSPITALITY</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>7.5 LOCKER ROOMS</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>7.6 PARKING</td>
<td>10</td>
</tr>
<tr>
<td>SECTION 8. GENERAL PUBLIC</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>8.1 SPECTATOR BEHAVIOR</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>8.2 DISABILITY INFORMATION/ACCESS</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>SECTION 9. HOTEL INFORMATION</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>9.1 LODGING</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>9.2 HOTEL PARKING</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>9.3 HOTEL REGISTRATION AND CHECK-IN/PARTICIPANT REGISTRATION ON-SITE</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>9.4 HOTEL SECURITY</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>9.5 STUDENT-ATHLETE BREAKFAST</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>9.6 STUDENT-ATHLETE LOUNGES</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>9.7 TEAM MEETING ROOMS</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>9.8 FAN LODGING</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>SECTION 10. LAUNDRY</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>10.1 CONTACT INFORMATION</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>SECTION 11. MEDIA SERVICES INFORMATION</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>11.1 BROADCAST/WEBCAST INFORMATION</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>11.2 CREDENTIAL REQUESTS AND PICK UP</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11.3 CHAMPIONSHIP WEBSITE</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11.4 MEDIA LIAISON</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11.5 MEDIA PARKING</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11.6 PHOTO/VIDEO REGULATIONS</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11.7 POST-COMPETITION INTERVIEWS</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>11.8 RESULTS</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>SECTION 12. MEDICAL SERVICES INFORMATION</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>12.1 ATHLETIC TRAINING</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>12.2 CONCUSSION MANAGEMENT</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>12.3 LOCAL EMERGENCY NUMBERS</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>SECTION 13. PARTICIPANT EXPECTATIONS &amp; GUIDELINES</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>13.1 CHAMPIONSHIPS CODE OF CONDUCT</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>13.2 SPORTSMANSHIP</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>13.3 SPORTS WAGERING</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>13.4 TOBACCO BAN</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>
SECTION 1. EVENT INTRODUCTION

The NCAA and Division II will conduct the 2018 NCAA Division II National Championships Festival Nov. 27-Dec. 1, in Pittsburgh. This is a unique event that brings together six national championships in one city, including men’s and women’s soccer, men’s and women’s cross country, field hockey, and women’s volleyball.

In addition to the NCAA championship events, the Division II National Championships Festival features an opening ceremony and closing celebration, social opportunities for student-athletes and community engagement events throughout the week. The primary goal of the festival is to enhance the student-athletes’ championship experience while creating awareness and exposure for Division II sports by hosting multiple championships in a specified time period.

All information regarding the festival can be found at www.ncaa.com/diifestival.
SECTION 2.  HOST WELCOME LETTER

Dear Festival Participant,

Congratulations and welcome to the 2018 NCAA Championship Festival. SportsPITTSBURGH, Slippery Rock University and Clarion University are honored to host this prestigious event. We hope you enjoy your experience in Pittsburgh.

Please refer to the sport specific participant manual to assist with your arrangements and facilitate your Festival preparation.

The championship staff we have assembled is an outstanding group of athletics administrators whose expertise in conducting NCAA championships will assure an excellent competitive environment and experience for each participating team.

The Road to Pittsburgh has been an exciting one and we wish you the best of luck as you complete your journey!

Sincerely,

Jennifer Hawkins
Executive Director
SportsPITTSBURGH

Wendy Snodgrass
Director of Athletics
Clarion University

Paul Lueken
Director of Athletics
Slippery Rock University
SECTION 3.  NCAA AND HOST FESTIVAL CONTACT INFORMATION

3.1  FESTIVAL MANAGEMENT CONTACTS

<table>
<thead>
<tr>
<th>NCAA Division II Festival Coordinator</th>
<th>Host Division II Festival Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>John Baldwin</strong></td>
<td><strong>Michelle Perry</strong></td>
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<tr>
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</tr>
</tbody>
</table>

3.2  NCAA FESTIVAL CONTACTS

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<thead>
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<th>John Baldwin</th>
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</tbody>
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<tr>
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<tr>
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<td>Email: <a href="mailto:rjones@ncaa.org">rjones@ncaa.org</a></td>
</tr>
</tbody>
</table>
### 3.3 CHAMPIONSHIPS MANAGEMENT CONTACTS

<table>
<thead>
<tr>
<th>Men's Soccer</th>
<th>Women's Soccer</th>
<th>Field Hockey</th>
<th>Men's and Women's Cross Country</th>
<th>Volleyball</th>
</tr>
</thead>
</table>
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| **Mark Bedics**  
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### 3.4 ATHLETIC TRAINING CONTACTS

Athletic trainers will be provided to support medical services at each competition venue. Specific contact information can be found in each sport specific participant manual.

### 3.5 MEDIA SERVICES CONTACTS

<table>
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<tr>
<th>NCAA Media Services Coordinators</th>
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### 3.6 OTHER FESTIVAL OPERATIONS CONTACTS

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|                           | Joe Bright  
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Email: jbright@markeys.com |

### SECTION 4. AWARDS, MERCHANDISE, PROGRAM INFORMATION

#### 4.1 NCAA ACADEMIC RECOGNITION PROGRAM – ELITE 90

The Elite 90 Award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution which has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site.
Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form, please go to the NCAA website at: http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program

For field hockey, nomination forms must be submitted by **5 p.m. Eastern time, Tuesday, Nov. 20.**

For men’s and women’s soccer, nomination forms must be submitted by **5 p.m. Eastern time, Tuesday, Nov. 20.**

For women’s volleyball, nomination forms must be submitted by **5 p.m. Eastern time, Tuesday, Nov. 20.**

For men’s and women’s cross country, nomination forms must be submitted by **5 p.m. Eastern time, Wednesday, Nov. 21.**

For any questions, please contact Mark Bedics at mbedics@ncaa.org.

### 4.2 TROPHIES AND AWARDS

Each student-athlete, team and individual, advancing to the final site will receive a participant medal and/or mini-trophy to commemorate their achievement, depending on their final placing in their respective championship.

In addition to awards, the national championship winning teams will receive national champion T-shirts and hats to commemorate their achievements.

Additional awards will be available for purchase, using the following link: [http://www.mtmrecognition.com/ncaa/](http://www.mtmrecognition.com/ncaa/).

### 4.3 PARTICIPATION AWARDS

An online gift-suite will house the participation awards provided to members of the official travel party. See Appendix 1.4 for details.

### 4.4 TEAM GPAS

Please provide your team's cumulative grade point average during the online registration process. The team with the highest grade-point average in each sport among those at the Division II National Championships Festival will be publicly honored during opening ceremonies.

- This figure should take into account all members of the team, including non-traveling members and red-shirts.
- These figures should be cumulative reflecting spring 2018 and should not include the GPAs of current freshmen.

For any questions, please contact John Baldwin at jbaldwin@ncaa.org.
4.5 MERCHANDISE

Official NCAA championship merchandise will be on sale throughout the festival at the competition venues. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. All information regarding pre-orders will be emailed directly to the head coach of each participating team after advancement to the finals site.

4.6 PROGRAMS

To access the NCAA Championship electronic programs, please visit [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

SECTION 5. CREDENTIAL INFORMATION

5.1 CREDENTIALS

Members of the official travel party for each participating institution will receive participant or team personnel credentials for the duration of the festival. For sport specific credential information, please see the credential section in each sport section of this manual.

5.2 SENIOR-LEVEL ADMINISTRATOR CREDENTIALS

If senior level administrators from participating institutions wish to request additional credentials, they must complete the online credential request form sent directly to institutions after selections. Each participating institution will be allowed a maximum of eight (8) total administrator credentials. These credentials may only be used by the university president, athletics director, senior woman administrator and faculty athletics representative, plus one designated guest for each. These credentials will grant admission to the championship events only and can be picked up on site in Pittsburgh. These credentials will not grant access to opening ceremonies; additional wristbands for the opening ceremonies will be available for purchase through the team/individual registration portal (Planning Point).

Conference office administrators may request a maximum of four (4) total administrator credentials. These credentials follow the same guidelines mentioned above and may only be used by the conference commissioner and senior woman administrator, plus their designated guests.

Persons requesting senior level administrator credentials must show valid photo identification to receive their credentials.

5.3 MEDIA CREDENTIALS

Members of the media should go to [www.ncaa.com/media](http://www.ncaa.com/media) to request credentials.

5.4 REQUESTS FOR ADDITIONAL CREDENTIALS

Outside of the credentials mentioned in Sections 6.1 and 6.2, no additional credentials are available for purchase or will be provided. All additional personnel may purchase a ticket to attend the championships.
SECTION 6. DRUG TESTING POLICIES

Participating Institution’s Notification
For field hockey, men’s and women’s soccer and women’s volleyball, the institutional representative will be notified of drug testing no sooner than two hours before the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

For cross country, couriers will notify student-athletes of their selection for drug testing.

Athlete Notification
Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. Any selected student-athlete must complete his/her interview before reporting for drug testing. An institutional representative must be present in the drug testing venue.

Media Obligations
Each team is provided a 10-minute postgame cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of his/her media obligations have been fulfilled.

Next Day Testing
If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately after the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the next day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Prolonged Test
If the student-athlete’s team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA. The designated team host is prepared to assist if needed.

Testing Process
Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the
drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

SECTION 7. FACILITY INFORMATION

7.1 CHAMPIONSHIP FACILITIES

- The Men’s and Women’s Cross Country Championships will take place at Schenley Park on Saturday, December 1.
- The Field Hockey Championship will take place at Rooney Field on the campus of Duquesne University Thursday, November 29 and Saturday, December 1.
- The Men’s and Women’s Soccer Championships will take place at Highmark Stadium Thursday, November 29 and Saturday, December 1.
- The Women’s Volleyball Championships will take place at the A.J. Palumbo Center on the campus of Duquesne University Thursday, November 29-Saturday, December 1.

7.2 EMERGENCY/SEVERE WEATHER POLICIES

The NCAA Championship Manager in conjunction with the on-site tournament manager and NCAA championship committee members will be monitoring weather and any emergency related issues that may occur during or surrounding competition. These same individuals will make the final decisions related to all on-site information to be announced to coaches, participants and spectators at the competition venues. The NCAA and local organizing committee (LOC) have prepared critical incident plans which are located in hard-copy form in the NCAA Division II National Championships Festival headquarters operations room at the NCAA operations room at the Westin Convention Center in downtown Pittsburgh. In addition, the emergency/evacuation plan each individual championship site can be found in the respective sport manuals.

Lightning Policy – The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. Absence of rain or clouds does not guarantee that a lightning strike will not occur; therefore, these conditions will not come into effect when making the decision to suspend activity. Once lightning occurs within an eight-mile radius, the NCAA staff liaison, games committee chair and tournament manager will notify the appropriate authority at the practice or event. The practice or event will be stopped and the athletes, support staff and spectators will be instructed to find a safe shelter.

Return to Play – Once an activity has been suspended, the activity will not start again until after 30 minutes from the last strike. Therefore, with each strike of lightning the timer will begin counting until another 30 minutes has lapsed without a strike.

7.3 FACILITY REGULATIONS AND POLICIES

To ensure the safety of participants and spectators, each of the NCAA Division II National Championship Festival venues will adhere to the following facility regulations as a general policy across competition sites.
### Restricted Items:
- Firearms
- Artificial Noisemakers
- Alcohol
- Glass Containers
- Metal Containers
- Weapons of Any Kind
- Aerosol Spray Cans
- Beach balls
- Backpacks / Large Bags
- Fireworks
- Laser Pointers
- Wrenches / Pliers
- Pets *(except service animals)*
- Food or Drink
- Recording Devices of Any Kind, Audio or Video

### Acceptable Items:
- Seat Cushions
- Binoculars
- Blankets
- Sunscreen
- Rain Jackets/Ponchos *(outdoor venues only)*

### 7.4 HOSPITALITY

Hospitality areas for media, coaches, volunteers and officials will be provided at the competition venues and only the appropriate credentialed personnel will be granted access.

### 7.5 LOCKER ROOMS

Locker room assignments, if available and applicable by sport, will be communicated at the administrator/coaches meeting by the NCAA championship manager and tournament host.

### 7.6 PARKING

Each venue offers team bus and/or van parking for participants. The specific parking locations. Please refer to the respective sport manual for details.

### SECTION 8. GENERAL PUBLIC

#### 8.1 SPECTATOR BEHAVIOR

The NCAA promotes good sportsmanship by student-athletes, coaches and fans. It is requested that all spectators cooperate in supporting the participating student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal.

#### 8.2 DISABILITY INFORMATION/ACCESS

The A.J. Palumbo Center, Rooney Field and Highmark Stadium are all ADA compliant. Throughout the venues, seats are held in various areas for patrons who require wheelchair access, as well as those with visual and hearing impairments and for those with limited mobility, but do not require the use of a wheelchair. Cross country will be contested in Shenley Park which is a public park located in downtown Pittsburgh.

### SECTION 9. HOTEL INFORMATION
9.1 LODGING

For teams and individual qualifiers at the 2018 NCAA Division II National Championships Festival, the NCAA has blocked hotel rooms at the following hotel properties in Pittsburgh for official travel parties only:

- Omni William Penn - $139* per night, plus taxes
- Wyndham Grand Pittsburgh Downtown - $139* per night, plus taxes
- The Westin Convention Center Pittsburgh - $139* per night, plus taxes

*Note – These rates are NCAA group contracted rates and only official travel parties will be guaranteed accommodation at these rates. Current tax rates for each hotel property are 14%

Reservations will not be accepted until championship selections are announced.

All championship participants will be allocated room reservations based on the following hotel room formula. Requests for rooms above and beyond the published formula will be handled on a case-by-case basis as space allows. Hotel selection and room types are a preference and should not be considered final until hotel confirmation numbers are received.

Championship participants are mandated to stay at the official NCAA hotel properties for the event. Each hotel will feature a student-athlete interactive and study lounge and breakfast will be provided each morning at the hotel for members of the official travel parties. Any additional room requests will be taken on a case-by-case basis after selection announcements for all sports at the festival.

<table>
<thead>
<tr>
<th>Championship Participants</th>
<th>NCAA Room Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s and Women’s Cross Country (Individual)</td>
<td>1 qualifier: 1 room plus 1 non-athlete room 2 qualifiers: 1 double room plus 1 king non-athlete room 3 qualifiers: 1 double room and 1 king room plus 1 king non-athlete room</td>
</tr>
<tr>
<td>Men’s and Women’s Cross Country (Team)</td>
<td>4 double rooms and 2 king rooms per team</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>15 double rooms and 2 king rooms per team</td>
</tr>
<tr>
<td>Men’s and Women’s Soccer</td>
<td>12 double rooms and 4 king rooms per team</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>14 double rooms and 2 king rooms per team</td>
</tr>
</tbody>
</table>

*Note: The NCAA contracted hotel agreements to handle the final qualifying numbers for each sport, so sleeping rooms will be provided as needed, based on school’s final qualifying number of student-athletes.

Any participants staying outside the official NCAA hotel block will not be reimbursed.
NOTE: The NCAA provides per diem reimbursement for all participating teams to remain on-site through the conclusion of the festival Saturday evening, Dec. 1, regardless of advancement/elimination at the championships. Teams departing early will receive reduced per diem.

9.2 HOTEL PARKING

In addition to hotel self- and valet parking options, the Local Organizing Committee has secured the following rates for parking during the Championships Festival:

**Garage Parking:**
The LOC has partnered with Pittsburgh Parking Authority to secure a short term lease that will be active from November 25th until December 1st for $130, or $18 per day. This pass will provide in and out privileges, along with access to the garages when they are “full”. The garages that are suggested for use are:

**Oliver Garage:** For guests staying at the Embassy Suites. Located on Oliver Avenue across the street from the Embassy Suites

**Grant Street Transportation Center:** For guests staying at the Westin Convention Center Hotel. Located on Eleventh Street behind the Westin Convention Center Hotel.

**Mellon Square Garage:** For guests staying at the Omni William Penn. Located on William Penn Place across the street from the Omni William Penn

**Ft. Duquesne & 6th:** For guests staying at the Wyndham Grand. Located on Ft. Duquesne Blvd. behind the Wyndham Grand

To purchase your passes, please contact:

**Bill Conner**
Asst. Director of Parking Services
412-560-2544

**Bus Parking:**
Teams utilizing motor coaches for transportation can utilize the parking lots at PPG Paints Arena for $20 per day with in and out privileges.

To purchase your passes, please contact:

**Mike Oberst**
Box Office Manager, PPG Paints Arena
412-804-2677

9.3 HOTEL REGISTRATION AND CHECK-IN/PARTICIPANT REGISTRATION ON-SITE

Upon arrival, complete your hotel check-in at the front desk for room keys. Then proceed to the registration area near the student-athlete lounge in your assigned hotel property for Festival participant registration. Hours of Festival registration at the official hotel properties is noted below:
• Monday, Nov. 26; 3-6 p.m. Eastern Time
• Tuesday, Nov. 27; 8 a.m.-5 p.m. Eastern Time
• Wednesday-Friday, Nov. 28-30; 8 a.m.-11 p.m. Eastern Time

During registration, participants will receive:
• Credentials for official travel party members,
• Breakfast information for official travel party members,
• Wristbands for admission to Opening Ceremonies,
• Competition venue parking pass(es)
• Participant medallions
• Division II gift

9.4 HOTEL SECURITY
Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 13 of this manual.

9.5 STUDENT-ATHLETE BREAKFAST
During the NCAA Division II Festival, participants are provided a morning breakfast at each hotel property served from 6:30 – 9:30 a.m. Breakfast will be available to teams beginning Wednesday, November 28 through Saturday, December 1.

Complimentary breakfast will be provided for the official travel party and is included in the daily room rate. Breakfast will include: orange juice, milk, coffee, teas, assorted whole fruit, bagels, assorted cereals and several hot breakfast items.

IMPORTANT NOTE -- NCAA participants must show participant credentials to enter the student-athlete breakfast rooms and credentials should be worn at all times. If you do not show a participant credential, you will not be allowed access.

9.6 STUDENT-ATHLETE LOUNGES
The NCAA is providing an interactive student-athlete lounge at each of the three participant hotel properties. This designated area is where teams will pick up their registration information and will be provided informational services specific to the Division II National Championships Festival during your stay.

Throughout the festival, the student-athlete lounges will feature free internet/Wi-Fi service, gaming stations, televisions and snacks for NCAA student-athletes. There will also be an information desk located in the lounge for any questions about Pittsburgh or the festival.

Access to the lounge will be granted only to individuals wearing their participant credentials. Once in the lounge, credentials should be worn at all times.

Student-Athlete Lounge Hours
• Tuesday, Nov. 27*; 8 a.m. – 5 p.m. Eastern Time
• Wednesday, Nov. 28; 8 a.m. – 11 p.m. Eastern Time
Thursday, Nov. 29; 8 a.m. – 11 p.m. Eastern Time
Friday, Nov. 30; 8 a.m. – 11 p.m. Eastern Time
Saturday, Dec. 1; 8 a.m. - Noon
* Please note the student-athlete lounge hours are adjusted Tuesday, Nov. 27 for opening ceremonies.

SPECIAL PROGRAMMING PROVIDED BY SPORTSPITTSBURGH WILL BE AVAILABLE IN EACH LOUNGE ON WEDNESDAY, THURSDAY AND FRIDAY NIGHTS FROM 6 – 9 P.M.

<table>
<thead>
<tr>
<th>Time</th>
<th>WESTIN</th>
<th>WYNDHAM</th>
<th>OMNI</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 – 9 p.m.</td>
<td>Trivia Night</td>
<td>Caricature/Screen Printing</td>
<td>Photobooth Wall</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>THURSDAY</td>
<td>Photobooth Wall</td>
<td>Trivia Night</td>
<td>Caricature/Screen Printing</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Caricature/Screen Printing</td>
<td>Photobooth Wall</td>
<td>Trivia Night</td>
</tr>
</tbody>
</table>

9.7 TEAM MEETING ROOMS
Team meeting rooms will be available at each hotel property for participants. There will not be any AV equipment or food/beverages. Meeting rooms are available by reservation only and can be reserved for a maximum of one hour.

To reserve a team meeting room, please contact Jessica Arnold (phone: 317-917-6449 or email: jarnold@shortstravel.com).

9.8 FAN LODGING
The DoubleTree by Hilton Pittsburgh Downtown is offering a $119 nightly room rate for lodging for fans and other Festival attendees. Those wishing to secure lodging at the DoubleTree can do so by directing requests to 1-800-222-TREE (8733) or by using the personalized web link below:


SECTION 10. LAUNDRY

10.1 CONTACT INFORMATION
Laundry services will be available at the A.J. Palumbo Center for volleyball, Rooney Field for field hockey and Highmark Stadium for soccer. Teams are responsible for doing their own laundry at the venue. Contact information is available in the sport specific participant manuals.

SECTION 11. MEDIA SERVICES INFORMATION

11.1 BROADCAST/WEBCAST INFORMATION
NCAA.com will stream live all portions of the festival that are not being telecast. To access the live stream, go to www.NCAA.com, select video and winter championships live schedule.

11.2 CREDENTIAL REQUESTS AND PICK UP

Media credentials can be requested at www.ncaa.com/media. Valid photo identification must be displayed to receive a media credential.

11.3 CHAMPIONSHIP WEBSITE

All information regarding the NCAA Division II National Championships Festival is available at www.ncaa.com/diifestival.

11.4 MEDIA LIASON

Mark Bedics and David Lentz (MBEDIC@NCAA.ORG and DLENTZ@NCAA.ORG), NCAA championships and alliances – media services will serve as the media liaisons for the 2018 NCAA Division II National Championships Festival. Please refer to the NCAA/host staff directory at the front of this manual for additional contact information along with sport-specific media liaison contacts.

11.5 MEDIA PARKING

Media designated parking will be available at each competition venue for credentialed media.

11.6 PHOTO/VIDEO REGULATIONS

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography.

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

In the event that NCAA Photos is not providing a photographer for the championship event, the NCAA in its discretion may grant a limited license for one selected photographer to shoot and sell photographs under the specified terms and conditions. With approval of the NCAA, the host/LOC may grant one limited license to a qualified photographer if a photographer requests a limited license and agrees to meet all terms and conditions herein. In the event that more than one photographer requests a limited license, the host/LOC shall work with the NCAA to determine which applicant shall be granted a license. The grant by the NCAA for a photographer to take photographs is a privilege subject to revocation.

To qualify for the single license that may be granted if NCAA Photos will not be on-site, a photographer must not be otherwise credentialed for the event or employed by editorial photographers such as newspapers, magazines and major wire services. The primary purpose is to protect the Association’s intellectual property and to ensure that student-athletes are protected from entities attempting to
exploit their images. Please abide by the following regulations if you plan to work with any non-
editorial or non-NCAA Photos photographers.

For any questions, please contact Levida Maxwell, Coordinator of Corporate and Broadcast Alliances, via phone: 317-917-6356 or email: lmaxwell@ncaa.org.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution’s head coach, during periods that are off limits to general media.

The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach’s shows.

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. Copyright infringement could result in a financial penalty of up $50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

11.7 POST-COMPETITION INTERVIEWS

Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or an individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10-minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.
SECTION 12. MEDICAL SERVICES INFORMATION

12.1 ATHLETIC TRAINING

Certified athletic trainers will be available at each facility throughout practice and competition.

A schedule of available athletic training staff per championship is provided in the appropriate sport section of this manual. For any questions related to the availability schedule, please contact the NCAA championship manager for your respective sport. During each administrative meeting, an athletic training representative will present additional information (i.e., equipment, etc.) available to teams/individuals in the training room facilities.

12.2 CONCUSSION MANAGEMENT

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Medicine Handbook for additional guidance on concussions online at:  

12.3 LOCAL EMERGENCY NUMBERS

In case of emergency, dial 9-1-1.
SECTION 13. PARTICIPANT EXPECTATIONS & GUIDELINES

13.1 CHAMPIONSHIPS CODE OF CONDUCT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championships will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

NOTE: A new Code of Conduct form need only be resubmitted if the travel party has changed from the preliminary round.

13.2 SPORTSMANSHIP

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials’ proper enforcement
of the rules governing related actions.

13.3 SPORTS WAGERING

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

13.4 TOBACCO BAN

The use of tobacco products, including vaping, is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products, including vaping, during a practice or competition shall be disqualified for the remainder of that practice or competition.

13.5 ALCOHOL POLICY

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

13.6 ETHICAL BEHAVIOR BY COACHES

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical
standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:
1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

13.7 MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of 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 the competition or practice.

13.8 FAILURE TO ADHERE TO POLICIES

To review the Failure to Adhere to Policies Outline, please go to:

13.9 STUDENT-ATHLETE EXPERIENCE RESEARCH

The NCAA will use a web-based survey targeted at student-athletes participating in final rounds of NCAA championships. Student-athletes will be provided with the link to the survey via email in order to improve response. Therefore, participating institutions are requested to forward the survey link to participating student-athletes.
SECTION 14. SCHEDULE OF EVENTS

14.1 SCHEDULE OF EVENTS

The full schedule of events for the festival is located in the appendixes and will be posted in the student-athlete lounges. A public schedule of events for the festival is located at www.ncaa.com/diifestival.

14.2 OPENING CEREMONIES

Opening Ceremonies will kick off the Festival week for official travel party members on the evening of Tuesday, November 27. All attendees must wear their designated credentials and wristbands in order to board the bus and upon entry into the venue, no exceptions. Should you wish to purchase additional wristbands for additional coaches, administrators, or student-athletes who are not members of the official travel party, please do so during the online festival registration process. Additional wristbands purchased must be used by institutional personnel and/or student-athletes and may not be distributed to the general public.

Opening Ceremonies will include a formal program, dinner, and entertainment, as well as bus transportation to/from the three team hotel properties to the Opening Ceremonies site.

Attire for Opening Ceremonies is casual. Team- or institutional-issued apparel is appropriate.

14.3 COMMUNITY ENGAGEMENT

During the 2018 Festival in Pittsburgh, Division II will be hosting a number of community engagement activities both on- and off-site from hotels and competition venues. Community engagement efforts will be led by Jill Willson from the NCAA staff. Jill will communicate directly with participating teams and individuals regarding specific community engagement activities.

14.4 CLOSING CELEBRATION

A Closing Celebration be held at PPG Place on the evening of Saturday, December 1 and will feature a DJ, the debut of a week-long highlight video, and recognition of the six national champion teams. This event will mark the conclusion of the Festival.

Attendance at the Closing Celebration is highly encouraged but is not mandatory. National champion teams should plan to attend the Closing Celebration, as they will be presented with their championship trophies at that time.

The Closing Celebration is open to the public. Attire for Opening Ceremonies is casual. Team- or institutional-issued apparel is appropriate.

14.5 EVENT CONCLUSION

The Closing Celebration will mark the end of the 2018 Division II National Championships Festival.
SECTION 15. SECURITY

Security personnel will provide 24-hour surveillance at the competition facilities and at the designated participant hotels. In case of an emergency, refer to Section 13.3 of this manual.

SECTION 16. TICKET INFORMATION

16.1 TICKET PRICES

Individuals must purchase championship tickets for access to each of the competition venues. There will not be an All-Festival tickets sold at this year’s Festival.

Ticket prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>All Session (All Week)</th>
<th>Single Session (Single Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOCCER:</strong></td>
<td></td>
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<tr>
<td>Adult</td>
<td>$20</td>
<td>$15</td>
</tr>
<tr>
<td>Student/Child</td>
<td>$15</td>
<td>$10</td>
</tr>
<tr>
<td>Group</td>
<td>-</td>
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<tr>
<td><strong>FIELD HOCKEY:</strong></td>
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<td>Group</td>
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<tr>
<td><strong>CROSS COUNTRY:</strong></td>
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<tr>
<td>Per Car</td>
<td>$10 per car</td>
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SECTION 17. TRAVEL INFORMATION

17.1 TRAVEL POLICIES

For the 2018-19 NCAA Division II championship travel policies, please visit the following website:


17.2 INSTITUTIONAL TRAVEL ARRANGEMENTS

Once selected, institutions should contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Individual team sports (cross country) located within 500 miles of the competition site and teams (field hockey, soccer and volleyball) located within 600 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances
warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

All participating Field Hockey, Men’s and Women’s Soccer and Women’s Volleyball teams should book travel to arrive no later than 3 p.m. Eastern time Tuesday, Nov. 27 in order to allow participants to attend the opening ceremonies.

**NOTE: Opening ceremony attendance for Cross Country teams and individuals is optional.**

Additionally, for the 2018 NCAA Division II National Championships Festival, the NCAA provides per diem for all days that participants of the institution’s official travel parties are on-site. The NCAA will also provide a full dinner during the opening plus daily breakfasts.

Participants are permitted to depart the Festival once eliminated from competition. For those eliminated teams wishing to stay on-site through the conclusion of the Festival, the NCAA will provide per diem for all days on-site.

**17.3 TRAVEL EXPENSE SYSTEM**

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. For more information about the Travel Expense System (TES), including per diem allowance policies, please go to: http://www.ncaa.org/championships/travel/championships-travel-information.

**17.4 LOCAL AREA INFORMATION**

Directions and maps, local area attractions, weather information, and a list of local restaurants along with a free visitors’ guide can all be found at https://www.visitpittsburgh.com/

**17.5 LOCAL TRANSPORTATION INFORMATION**

The Pittsburgh International Airport is no more than 20 minutes by car from downtown Pittsburgh and provides more than 400 flights daily to 74 destinations on 17 airlines. Visit the Pittsburgh International Airport website at http://www.flypittsburgh.com/ for more information.

**SECTION 18 APPENDIXES**

APPENDIX 18.1 – DIVISION II CODE OF CONDUCT FORM
APPENDIX 18.2 – SCHEDULE OF EVENTS (OVERVIEW)
APPENDIX 18.3 – MAP OF PITTSBURGH
APPENDIX 18.4 – STUDENT-ATHLETE PARTICIPATION AWARDS

**18.1 DIVISION II CODE OF CONDUCT FORM**

http://www.ncaa.org/sites/default/files/2016DIICH__CodeofConductForm_2016_08_03.pdf
## 18.2 SCHEDULE OF EVENTS (OVERVIEW)

### TUESDAY, NOV. 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>7 p.m.</td>
<td><strong>NCAA National Championships Festival Opening Ceremonies</strong> <em>(Bus departures from team hotels at 6 and 6:15 p.m.)</em></td>
<td>TopGolf</td>
</tr>
</tbody>
</table>

### WEDNESDAY, NOV. 28

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>9 a.m.-6:10 p.m.</td>
<td>Soccer Team Practices</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>9 a.m.-6:15 p.m.</td>
<td>Volleyball Team Practices</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>11 a.m.-4:45 p.m.</td>
<td>Field Hockey Team Practices</td>
<td>Arthur J. Rooney Athletic Field</td>
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### THURSDAY, NOV. 29

<table>
<thead>
<tr>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>Men’s Soccer Semifinal Game 1</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>Noon</td>
<td>Women’s Volleyball Quarterfinal Game 1</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Field Hockey Semifinal Game 1</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Men’s Soccer Semifinal Game 2</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 2</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Field Hockey Semifinal Game 2</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Women’s Soccer Semifinal Game 1</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 3</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>7:30 p.m.</td>
<td>Women’s Volleyball Quarterfinal Game 4</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>Women’s Soccer Semifinal Game 2</td>
<td>Highmark Stadium</td>
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### FRIDAY, NOV. 30

<table>
<thead>
<tr>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>9 a.m.-4:30 p.m.</td>
<td>Cross Country Course Open for Practice</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>11 a.m.-1:45 p.m.</td>
<td>Field Hockey Team Practices</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>11 a.m.-3:45 p.m.</td>
<td>Soccer Team Practices</td>
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<tr>
<td>4 p.m.</td>
<td>Women’s Volleyball Semifinal Game 1</td>
<td>A.J. Palumbo Center</td>
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<tr>
<td>6:30 p.m.</td>
<td>Women’s Volleyball Semifinal Game 2</td>
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### SATURDAY, DEC. 1

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>11 a.m.</td>
<td>Men’s Cross Country 10,000-meter championship race</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>Noon</td>
<td>Men’s Soccer Championship Game</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Women’s Cross Country 6,000-meter championship race</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>Field Hockey Championship Game</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Cross Country Awards Ceremony</td>
<td>Schenley Park</td>
</tr>
<tr>
<td>2 p.m. approx.</td>
<td>Men’s Soccer Awards Ceremony</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Women’s Soccer Championship Game</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Women’s Volleyball Championship Game</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>3 p.m. approx.</td>
<td>Field Hockey Awards Ceremony</td>
<td>Arthur J. Rooney Athletic Field</td>
</tr>
<tr>
<td>5 p.m. approx.</td>
<td>Women’s Soccer Awards Ceremony</td>
<td>Highmark Stadium</td>
</tr>
<tr>
<td>5 p.m. approx.</td>
<td>Women’s Volleyball Awards Ceremony</td>
<td>A.J. Palumbo Center</td>
</tr>
<tr>
<td>7 p.m.</td>
<td><strong>NCAA National Championships Festival Closing Ceremonies</strong></td>
<td>PPG Place</td>
</tr>
</tbody>
</table>
18.3 MAP OF PITTSBURGH

NCAA Fall Festival
PITTSBURGH HOTELS

1 | Embassy Suites Pittsburgh Downtown - 225 rooms
2 | Omni William Penn Hotel - 894 rooms
3 | Westin Convention Center Pittsburgh - 416 rooms
3 | Wyndham Grand Pittsburgh Downtown - 712 rooms

Schenley Park
Located 3.5 miles from Downtown
HOW TO GET YOUR
Student-Athlete Participation Awards

For 2018-2019, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy ohannoy@maingateinc.com, MainGate Customer Service (866-943-7267) or the NCAA championship manager.

Place your order at NCAA-Awards.com
# MEN'S AND WOMEN'S CROSS COUNTRY SECTION TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>1.1 INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>1.2 HOST WELCOME AND INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>2. CONTACT INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>2.1 NCAA STAFF AND COMMITTEE ROSTER</td>
<td>3</td>
</tr>
<tr>
<td>2.2 HOST PERSONNEL</td>
<td>4</td>
</tr>
<tr>
<td>3. KEY DATES</td>
<td>4</td>
</tr>
<tr>
<td>4. CHAMPIONSHIP FORMAT</td>
<td>5</td>
</tr>
<tr>
<td>4.1 RULES</td>
<td>5</td>
</tr>
<tr>
<td>4.2 AWARDS</td>
<td>5</td>
</tr>
<tr>
<td>5. CHAMPIONSHIP OPERATIONS</td>
<td>6</td>
</tr>
<tr>
<td>5.1 VENUE HOSPITALITY</td>
<td>6</td>
</tr>
<tr>
<td>5.2 BANNERS AND ARTIFICIAL NOISEMAKERS</td>
<td>6</td>
</tr>
<tr>
<td>5.3 CHAMPIONSHIP WEBSITES</td>
<td>6</td>
</tr>
<tr>
<td>5.4 LOST AND FOUND</td>
<td>6</td>
</tr>
<tr>
<td>5.5 RESTROOMS</td>
<td>6</td>
</tr>
<tr>
<td>5.6 SCORING/TIMING</td>
<td>6</td>
</tr>
<tr>
<td>5.7 SECURITY</td>
<td>7</td>
</tr>
<tr>
<td>5.8 SPECTATOR ENTRANCE</td>
<td>7</td>
</tr>
<tr>
<td>5.9 SPECTATOR GUIDELINES</td>
<td>7</td>
</tr>
<tr>
<td>5.10 EMERGENCY/EVACUATION PLAN</td>
<td>7</td>
</tr>
<tr>
<td>6. COMPETITION SITE</td>
<td>8</td>
</tr>
<tr>
<td>6.1 SITE MAP</td>
<td>8</td>
</tr>
<tr>
<td>6.2 TEAM TENTS</td>
<td>8</td>
</tr>
<tr>
<td>6.3 STARTING BOXES</td>
<td>8</td>
</tr>
<tr>
<td>6.4 SITE INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>6.5 PARKING</td>
<td>8</td>
</tr>
<tr>
<td>6.6 DIRECTIONS FROM HOTEL TO SITE</td>
<td>9</td>
</tr>
<tr>
<td>7. MEDIA SERVICES</td>
<td>9</td>
</tr>
<tr>
<td>7.1 SCORING/RESULTS</td>
<td>10</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>7.2</td>
<td>CHAMPIONSHIP WEBSITE</td>
</tr>
<tr>
<td>7.3</td>
<td>WORKING MEDIA FACILITIES</td>
</tr>
<tr>
<td>7.4</td>
<td>MEDIA INTERVIEW AREA</td>
</tr>
<tr>
<td>7.5</td>
<td>MEDIA PARKING</td>
</tr>
<tr>
<td>7.6</td>
<td>CREDENTIALS FOR MEDIA</td>
</tr>
<tr>
<td>7.7</td>
<td>INTERVIEW POLICIES</td>
</tr>
<tr>
<td>7.8</td>
<td>MEDICAL</td>
</tr>
<tr>
<td>8.1</td>
<td>MEDICAL EXAMINATIONS</td>
</tr>
<tr>
<td>8.2</td>
<td>ATHLETIC TRAINING</td>
</tr>
<tr>
<td>8.3</td>
<td>EMERGENCY/HOSPITAL INFORMATION</td>
</tr>
<tr>
<td>8.4</td>
<td>SCHEDULE OF EVENTS</td>
</tr>
<tr>
<td>9.1</td>
<td>ADMINISTRATIVE MEETING</td>
</tr>
<tr>
<td>9.2</td>
<td>COMMUNITY ENGAGEMENT</td>
</tr>
<tr>
<td>9.3</td>
<td>PRACTICE SCHEDULE</td>
</tr>
<tr>
<td>9.4</td>
<td>DECLARATIONS/PACKET PICK-UP</td>
</tr>
<tr>
<td>9.5</td>
<td>CHAMPIONSHIP SCHEDULE</td>
</tr>
<tr>
<td>9.6</td>
<td>OPENING AND CLOSING CEREMONIES</td>
</tr>
<tr>
<td>10.1</td>
<td>PARTICIPANT EXPECTATIONS AND GUIDELINES</td>
</tr>
<tr>
<td>10.2</td>
<td>COMPETITOR NUMBERS</td>
</tr>
<tr>
<td>10.3</td>
<td>CREDENTIALS</td>
</tr>
<tr>
<td>10.4</td>
<td>EQUIPMENT AND UNIFORM CHECK</td>
</tr>
<tr>
<td>10.5</td>
<td>PARTICIPANT PRONUNCIATION FORM</td>
</tr>
<tr>
<td>10.6</td>
<td>POST-CHAMPIONSHIP/COMPETITION SITE EVALUATION</td>
</tr>
<tr>
<td>10.7</td>
<td>PROTEST PROCEDURES/APPEALS</td>
</tr>
<tr>
<td>10.8</td>
<td>SQUAD SIZE</td>
</tr>
<tr>
<td>10.9</td>
<td>SUBSTITUTES</td>
</tr>
<tr>
<td>11.1</td>
<td>LOGO POLICY</td>
</tr>
<tr>
<td>11.2</td>
<td>APPENDIXES</td>
</tr>
<tr>
<td>10.10</td>
<td>APPENDIX A: TELECONFERENCE AGENDA</td>
</tr>
<tr>
<td>10.11</td>
<td>APPENDIX B: EMERGENCY EVACUATION PROCEDURES</td>
</tr>
<tr>
<td>10.12</td>
<td>APPENDIX C: SCHENLEY PARK MAPS</td>
</tr>
<tr>
<td>10.13</td>
<td>APPENDIX D: PRONUNCIATION FORM</td>
</tr>
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</table>
SECTION 1. WELCOME

1.1 INTRODUCTION
Congratulations on your selection to the 2018 NCAA Division II Men’s and Women’s Cross Country Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2018 NCAA Division II Men’s and Women’s Cross Country Pre-Championships Manual. Additional information regarding the championships is available on NCAA.com and on NCAA.org (NCAA.org, Division II, Championships, II Cross Country).

1.2 HOST WELCOME AND INFORMATION
SportsPITTSBURGH, Clarion University and Slippery Rock University are proud to host the 2018 NCAA Division II National Championships Festival. Pittsburgh and the surrounding area have an outstanding history of hosting quality running events. We hope you enjoy your visit and are able to experience a little of what Pittsburgh has to offer during your time here. We wish you all the best of luck in the championships!

SECTION 2. CONTACT INFORMATION

2.1 NCAA STAFF AND COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Atlantic Region</th>
<th>Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Young</td>
<td>Jared Bruggeman</td>
</tr>
<tr>
<td>Head Women’s Cross Country Coach</td>
<td>Athletics Director</td>
</tr>
<tr>
<td>Millersville University of Pennsylvania</td>
<td>Missouri Southern State University</td>
</tr>
<tr>
<td><a href="mailto:andy.young@millersville.edu">andy.young@millersville.edu</a></td>
<td><a href="mailto:bruggeman-j@mssu.edu">bruggeman-j@mssu.edu</a></td>
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<table>
<thead>
<tr>
<th>East Region</th>
<th>Midwest Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn Green</td>
<td>Alex Eaton</td>
</tr>
<tr>
<td>Asst. Athletics Director/Compliance Coordinator</td>
<td>Associate Athletics Director/SWA</td>
</tr>
<tr>
<td>Southern New Hampshire University</td>
<td>University of Southern Indiana</td>
</tr>
<tr>
<td><a href="mailto:s.green@snhu.edu">s.green@snhu.edu</a></td>
<td><a href="mailto:aceaton1@usi.edu">aceaton1@usi.edu</a></td>
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<table>
<thead>
<tr>
<th>South Region</th>
<th>South Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Makofski</td>
<td>Jennifer Buddle</td>
</tr>
<tr>
<td>Assoc. AD/SWA</td>
<td>Asst. AD &amp; Compliance Coordinator</td>
</tr>
<tr>
<td>University of Montevallo</td>
<td>South Dakota School of Mines &amp; Technology</td>
</tr>
<tr>
<td><a href="mailto:makofskidb@montevallo.edu">makofskidb@montevallo.edu</a></td>
<td><a href="mailto:jennifer.buddle@sdsmt.edu">jennifer.buddle@sdsmt.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Southeast Region</th>
<th>West Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Glenn</td>
<td>Preston Grey, chair</td>
</tr>
<tr>
<td>Associate Director of Athletics, External Relations</td>
<td>Head Cross Country Coach</td>
</tr>
<tr>
<td>University of North Georgia</td>
<td>Azusa Pacific University</td>
</tr>
<tr>
<td><a href="mailto:lee.glenn@ung.edu">lee.glenn@ung.edu</a></td>
<td><a href="mailto:pgrey@apu.edu">pgrey@apu.edu</a></td>
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NCAA Staff Liaisons
Kim Duyst
Championships Contractor
NCAA
kduyst@ncaa.org
Cell: 209-535-1449

Linda Godby
Assistant Coordinator of Championships
NCAA
lgodby@ncaa.org
Office: 317-917-6507

2.2 HOST PERSONNEL

Cross Country Tournament Director
Phil Racicot
Operations Director
Pittsburgh Three Rivers Marathon, Inc.
phil.racicot@p3r.org
Office: 412-586-7785 x110
Cell: 412-448-6567

Media Coordinator
Jon Holtz
Sports Information Director
Slippery Rock University
jonathan.holtz@sru.edu
Office: 724-738-2777
Cell: 585-734-2185

Athletic Training
Stacy Arend
Athletic Trainer
Slippery Rock University
stacy.arend@sru.edu
Office: 724-738-4308
Cell: 702-630-3977

SECTION 3. KEY DATES
This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the national championships.

☐ 4 p.m. Eastern time, Tuesday, Nov. 20: Mandatory conference call for coaches of all participating teams. Conference call information is listed below:
Number: 844-621-3956
Passcode: 12409748

☐ 5 p.m. Eastern time, Wednesday, Nov. 21: Official championship travel parties will be required to stay at one of the official NCAA hotel properties for the event and must finalize their hotel arrangements through an online reservation system, PlanningPoint, no later than 48 hours after selection to the championships. A link to the reservation system will be emailed to all head coaches immediately after their selection to the championships.
**NOTE: during festival years all participants WILL BE required to stay at NCAA contracted hotels**

- 5 p.m. Eastern time, Wednesday, Nov. 21: Code of Conduct form due to Linda Godby at lgodby@ncaa.org  **NOTE: this step is not necessary if your travel party has not changed from the preliminary round.**

- 5 p.m. Eastern time, Wednesday, Nov. 21: Elite 90 nomination forms due. Visit NCAA.org for all details.

- 5 p.m. Eastern time, Friday, Nov. 23: Team Pronunciation Form due to Linda Godby at lgodby@ncaa.org.

- 5 p.m. Eastern time, Sunday, Nov. 25: Media credential requests due online at www.ncaa.com/media.

- 5 p.m. Eastern time, Sunday, Nov. 25: Additional Administrative Credential Request form due to Lisa Rogers at lrogers@ncaa.org.

**SECTION 4. CHAMPIONSHIP FORMAT**

Teams and individuals qualify for the national championships through participation in the regional meets. Teams and individuals advancing to the finals will receive official notification by 6 p.m. Eastern time, Monday, Nov. 19. A total of 34 teams and 24 individuals will be selected. The process for allocating the berths is as follows:

**Teams (34)**
- The top three teams from each regional meet will automatically advance to the championship finals (24 teams total).
- Ten (10) at-large teams will be selected by the NCAA Division II Men’s and Women’s Cross Country Committee using the selection criteria found here. There is no limit to the number of at-large teams that may be selected from any given region.

**Individuals (24 minimum)**
- The top two individuals who are not part of a qualifying team will automatically advance to the championship finals (16 individuals total).
- All individuals who finish in the top five at the regional meet and are not part of a qualifying team will automatically advance to the championships finals.
- The next eight individuals will be selected at-large.

**4.1 RULES**

The 2018 championship will be conducted according to the 2017-2018 Cross Country and Track and Field Rules Book. Questions regarding the interpretation of rules should be addressed to Mark Kostek (515-208-8300).

**4.2 AWARDS**

NCAA Championship Awards

Awards will be presented following the men’s race to the top 15 individuals and top four teams from the men’s and women’s races. The national champion teams will receive hats and t-shirts as part of the NCAA Locker Room Program and will be presented with the national team trophy for photo opportunities.
Additional Award Ordering
Teams interested in ordering additional awards can visit http://www.mtmrecognition.com/ncaa/. In order to be eligible to purchase an additional award, the student-athlete must have competed in the respective event.

Elite 90 Awards
For information on the Elite 90 awards, please see the general festival participant manual.

Locker Room Program
The national championship teams will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented at the course after the final race.

Participant Medallions
Participant medallions will be provided to all student-athletes competing in the championships. These medallions will be distributed at Festival Registration.

Student-Athlete Participation Awards
For information on the participation awards, please see the general festival participant manual.

SECTION 5. CHAMPIONSHIP OPERATIONS

5.1 VENUE HOSPITALITY
Light snacks and POWERADE product will be available for the student-athletes at the championships on race day. Equipment carrying any branding other than POWERADE will not be permitted during NCAA Championships and all products should be consumed out of the NCAA-provided POWERADE branded cups only. Hospitality will not be provided for coaches.

5.2 BANNERS AND ARTIFICIAL NOISEMAKERS
No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery. Team flags/banners used by spectators will be permitted at the championships, but must remain off of the competition course. This policy will be strictly enforced.

5.3 CHAMPIONSHIP WEBSITES
The official website for the championships is available at www.NCAA.com. Additional information specific to participants can be found on NCAA.org.

5.4 LOST AND FOUND
The lost and found area is located at the announcer tent near the finish line.

5.5 RESTROOMS
Permanent and temporary restroom facilities will be available on-site.

5.6 SCORING/TIMING
Leone Timing will be the official timers of the championships. Chips, bibs and hip numbers will be distributed in the packets. The races will be scored according to the 2017 and 2018 NCAA Cross Country/Track and Field Rules Book.
5.7 SECURITY
Security will be on site the day of the championship. Security will be located at the entrance of the course.

5.8 SPECTATOR ENTRANCE
Schenley Park will be open for spectators starting at 10 a.m. Dec 1. Spectators will park on the Carnegie Mellon University campus at the East Campus Garage. Shuttles will bring spectators to the course entrance on Schenley Drive.

5.9 SPECTATOR GUIDELINES
The courses will be monitored by designated marshals throughout the races. Spectators must be respectful of the competing student-athletes and should be aware of the runners at all times. Spectators shall remain off the actual course and should not cut across the course if they might impede a runner’s progress. Only the appropriate officials/volunteers and competitors are allowed in the finish area.

5.10 EMERGENCY/EVACUATION PLAN
Following NCAA protocol, the host will be using WxSentry 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 an eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. Activities will not begin until 30 minutes have passed since the last lightning strike inside the warning ring.

For the safety of all spectators, student-athletes, officials and coaches the following procedures will be used in case of severe weather:

1. The meet director, NCAA championships manager and NCAA Division II Men’s and Women’s Cross Country Committee will monitor the weather during the week and morning of the championships.

2. Email will be used to communicate a change in schedule to all coaches and officials. The NCAA will send out an email notifying coaches and officials of the start times or a delay in course inspection times due to inclement weather.

3. The NCAA cross country committee, in consultation with the NCAA championships manager, host and head referee, will determine whether the start of the meet will be delayed or if the meet will be postponed until the following day.

4. If the race has already started and a suspension would need to take place in the middle of the competition, the committee will recommend the following:

   **Men’s 10,000-meter** - if competition is suspended before the lead runner reaches the 3,000-meter mark, the race may be run the same day with a two-hour delay from the time the race was stopped, weather permitting. If competition is suspended after the lead runner reaches the 3,000-meter mark, the race will be postponed until the next day.

   **Women’s 6,000-meter** - if competition is suspended before the lead runner reaches the 2,000-meter mark, the race may be run the same day with a two-hour delay from the time the race was stopped, weather permitting. If competition is suspended after the lead runner reaches the 2,000-meter mark, the race will be postponed until the next day.

5. If necessary, competition may be postponed until the next day, per NCAA policy, with similar if not the same start times. This information will be communicated with all involved institutions.
* The 2,000 and 3,000-meter marks for the course must be clearly marked to ensure above procedures can be adequately followed.

** Appropriate provisions will be made to the competition site to ensure the safety of competitors and general public/spectators. The NCAA cross country committee reserves the right to make changes to the above policies and schedules as they see fit.

An announcement will be made by the public address system advising of the problem and occupants should at that time leave the area for the closest designated shelter. Do not leave the designated shelter until an all clear is advised by the department of public safety or a representative of the department of public safety.

SECTION 6. COMPETITION SITE

6.1 SITE MAP

See Appendix C for complete map of the Schenley Park.

6.2 TEAM TENTS

Team tents can be set up beginning Friday, Nov. 30. This area will be unsecured so each institution is responsible for any loss or damaged property. We recommend that you do not leave any personal/valuable items at the course overnight. Signage will direct teams to team tent area near start line.

6.3 STARTING BOXES

Starting boxes will be assigned to teams and individuals by a random draw. Starting box assignments will be published online at NCAA.org Wednesday, Nov. 21, and a copy of the assignments will be included in the packets.

6.4 SITE INFORMATION

Created in 1889 with land donated by heiress Mary Schenley, the park contains 456 acres of trails, woods and attractions. A daily destination for university students, business people and outdoor enthusiasts, the park also hosts major annual events such as the Vintage Grand Prix and the Pittsburgh Race for the Cure.

6.5 PARKING

Signs will be posted to direct participants, spectators, and other officials to the designated parking lots.

Team Parking. Team drop-off will take place at the course entrance at the top of Schenley Drive, prior to the Schenley Drive street closure on Saturday. On Saturday, team vehicles should follow parking attendant’s instructions to move through the street closure to park along Schenley Drive. Team buses will follow Schenley Drive through the second closure, taking the first left after the barricade onto W Circuit Road. Team buses should park along the right side of W Circuit Road toward the top of W Circuit Road.

Spectator Parking. Spectators will park on the Carnegie Mellon University campus at the East Campus Garage. Shuttles will bring spectators to the course entrance on Schenley Drive.

Officials, Volunteers and Staff. Parking will take place along Schenley Drive. Please follow parking attendant’s instructions to park along Schenley Drive.
### 6.6 DIRECTIONS FROM HOTEL TO SITE

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Street</th>
<th>Distance</th>
<th>Approximate time (without traffic):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Omni William Penn</strong></td>
<td><strong>Schenley Park</strong></td>
<td>3.4 miles</td>
<td>8 minutes</td>
</tr>
<tr>
<td>530 William Penn Place</td>
<td>Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15219</td>
<td>Pittsburgh, Pennsylvania 15213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Head southwest on William Penn Place toward Oliver Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Continue onto Cherry Way</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Use any lane to turn left onto Boulevard of the Allies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Continue straight to stay on Boulevard of the Allies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Continue straight onto Panther Hollow Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Destination will be on the left</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Westin Convention Center</strong></th>
<th><strong>Schenley Park</strong></th>
<th>Distance</th>
<th>Approximate time (without traffic):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Penn Avenue</td>
<td>Street</td>
<td>3.6 miles</td>
<td>9 minutes</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15222</td>
<td>Pittsburgh, Pennsylvania 15213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Head west on Penn Avenue toward 10th Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Turn left at the 1st cross street onto 10th Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Continue straight onto William Penn Place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Turn left onto Seventh Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Keep left at the fork, follow signs for Interstate 579 South/Liberty Bridge/Monroeville/Interstate 376 East and merge onto I-579 South</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Take the exit toward I376 E/Oakland/Monroeville</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Continue onto Boulevard of the Allies</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Continue straight to stay on Boulevard of the Allies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Continue straight onto Panther Hollow Road</td>
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<tr>
<td>- Destination will be on the left</td>
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<table>
<thead>
<tr>
<th><strong>Wyndham Grand</strong></th>
<th><strong>Schenley Park</strong></th>
<th>Distance</th>
<th>Approximate time (without traffic):</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Commonwealth Place</td>
<td>Street</td>
<td>3.6 miles</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Pittsburgh, Pennsylvania 15222</td>
<td>Pittsburgh, Pennsylvania 15213</td>
<td></td>
<td></td>
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<tr>
<td>- Head south on Commonwealth Place</td>
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<tr>
<td>- Turn left onto Boulevard of the Allies</td>
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<tr>
<td>- Continue straight to stay on Boulevard of the Allies</td>
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</tr>
<tr>
<td>- Continue straight onto Panther Hollow Road</td>
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<tr>
<td>- Destination will be on the left</td>
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### SECTION 7. MEDIA SERVICES

Important information regarding NCAA media policies is located online at [www.ncaa.com/media](http://www.ncaa.com/media). For media questions specific to the 2018 Division II cross country championships, please contact Jon Holtz (724-738-4925; jonathan.holtz@sr.edu).
7.1 SCORING/RESULTS
Once results are official for each race, a copy of the results will be posted near the finish line on the results board. Additional copies will be printed for coaches only. Live results will be available at www.NCAA.com.

7.2 CHAMPIONSHIP WEBSITE
For more information about the Division II Cross Country Championship please visit the following link: https://www.ncaa.com/d2festival.

7.3 WORKING MEDIA FACILITIES
Working media will have space allocated to them at the media tent near the finish line.

7.4 MEDIA INTERVIEW AREA
Media Interviews will take place in the media tent near the finish line. The tent will be marked for media personnel only.

7.5 MEDIA PARKING
Media parking will be available in the Officials/Volunteer/Media parking area marked on the map in Appendix C. Media must show their NCAA media credential to the parking attendant.

7.6 CREDENTIALS FOR MEDIA
All media credential requests, including requests for institutional sports information personnel, must be submitted online at www.ncaa.com/media. Media credentials can be picked up in the media tent at Schenley Park between 9:30 a.m. and 12:30 p.m. Eastern time Saturday, Dec. 1. For questions regarding media credentials, please contact Jon Holtz (724-738-4925; jonathan.holtz@sru.edu).

7.7 INTERVIEW POLICIES
Immediately after a 10-minute cooling-off period, interviews will open to all certified members of the news media; any coach and student-athlete requested by the media will be available for interviews.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10-minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.
8.1 MEDICAL EXAMINATIONS

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete’s on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete’s injury, illness or medical condition poses a potentially life-threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

8.2 ATHLETIC TRAINING

Certified athletic trainer(s) will be available on-site for the three days of practice, along with race day. Additionally, trainer(s) will be available on-call during your stay to assist in the care of your student-athletes.

On Wednesday, Thursday and Friday, Nov. 28-30, a certified athletic trainer will be on site for the duration of course availability (9 a.m. to 4 p.m.). The medical tent will be adjacent to the finish line area. We will have a team physician on-call and available for office services if needed. On practice days, we will NOT have any electrical modalities available at the course; we will have basic first aid supplies, moist heat packs and ice/ice bags available. If an athletic trainer will not be traveling with your team, please provide needed supplies or a stocked medical kit.

For practice days, if you have a student-athlete with medical treatment needs such as electrical stimulation, ultrasound, etc., we will offer the opportunity for them to obtain treatment at our athletic training tent.

On Saturday, Dec. 1, we will have multiple certified athletic trainers, as well an EMS and a team physician on-call for the event. The medical tent will be available beginning 7:30 a.m. On race day, we will have electrical stimulation and ultrasound available in the medical tent, along with items provided on practice days.

If you have any questions or special requests, please contact Stacy Arend at 702-630-3977 or stacy.arend@sru.edu.

8.3 EMERGENCY/HOSPITAL INFORMATION

<table>
<thead>
<tr>
<th>Hospitals near Schenley Park</th>
<th>Urgent Care Facilities near Schenley Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPMC Presbyterian</td>
<td>UPMC Urgent Care Shadyside</td>
</tr>
<tr>
<td>200 Lothrop St.</td>
<td>5231 Centre Ave</td>
</tr>
<tr>
<td>Pittsburgh, PA 15219</td>
<td>Pittsburgh, PA 15232</td>
</tr>
<tr>
<td></td>
<td>Phone: 412-623-4114</td>
</tr>
</tbody>
</table>

Hours of Operation: 9 a.m.-9 p.m.
SECTION 9. SCHEDULE OF EVENTS

9.1 ADMINISTRATIVE MEETING
A mandatory administrative meeting will be held at 11:30 a.m. Eastern time, Thursday, Nov. 29 at the Westin Convention Center. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the course. Institutions failing to have representations at the meetings will be fined $200 per team per gender.

9.2 COMMUNITY ENGAGEMENT
Detailed information regarding the community engagement event will be communicated directly from Jill Willson (jwillson@ncaa.org) to teams.

9.3 PRACTICE SCHEDULE
The course will be available for practice from 9 a.m. to 4:30 p.m. Wednesday, Nov. 28, Thursday, Nov. 29, and Friday, Nov. 30, and beginning at 8:30 a.m. Saturday, Dec. 1. A certified athletic trainer will be available during these times.

9.4 DECLARATIONS/PACKET PICK-UP
Declarations and packet pick up will be held from 9 to 11 a.m. Eastern time Thursday, Nov. 29, at the Westin Convention Center. Declarations must be made in person. The seven student-athletes competing in the meet must be declared at this time. Coaches can declare student-athletes from the entry form submitted on Direct Athletics or any other eligible student-athletes. A representative of the student-athletes’ institution must declare for a team/individual. Late declarations will result in a fine of $200 per team per gender.

9.5 CHAMPIONSHIP SCHEDULE

**Tuesday, Nov. 27**
- Opening Ceremonies (Optional)
- Course not available for practice

**Wednesday, Nov. 28**
- 9 a.m. to 4:30 p.m.
- Course open for practice
- Trainers available on site

**Thursday, Nov. 29**
- 9 a.m. to 4:30 p.m.
- Course open for practice
- Trainers available on site

- 9 to 11 a.m.
- Declarations/packet pick-up – Westin Convention Center

- 11:30 a.m.
- Administrative meeting – Westin Convention Center

**Friday, Nov. 30**
- 9 a.m. to 4:30 p.m.
- Course open for practice
- Trainers available on site
Saturday, Dec. 1
8:30 a.m. Course available for participants
10 a.m. Gates open to spectators
10:45 a.m. National anthem

Men’s 10,000-Meter Championship Race
9:40 a.m. Men’s competitors clerking procedure begins (80 minutes prior to start)
10:40 a.m. Men’s competitors called to the start line (approximately 20 minutes to start)
10:50 a.m. Second call to the start line (10 minutes to start)
10:55 a.m. Start line is cleared of all non-competitors (5 minutes to start)
10:57 a.m. Runners at the start line for instructions
11 a.m. Start of Men’s 10,000-meter championship race

Women’s 6,000-Meter Championship Race
10:55 a.m. Women’s competitors clerking procedure begins (80 minutes prior to start)
11:55 a.m. Women’s competitors called to the start line (approximately 20 minutes to start)
12:05 p.m. Second call to the start line (10 minutes to start)
12:10 p.m. Start line is cleared of all non-competitors (5 minutes to start)
12:12 p.m. Runners at the start line for instructions
12:15 p.m. Start of Women’s 10,000-meter championship race
1:15 p.m. (tentative) Present team trophies to men’s and women’s team champions

After the conclusion of the women’s race, the national champion teams will receive hats and t-shirts as part of the NCAA Locker Room Program and will be presented with the national team trophy for photo opportunities.

9.6 OPENING AND CLOSING CEREMONIES

Opening ceremonies for the NCAA Division II National Championships Festival will be held Tuesday, Nov. 27. Attendance for cross country teams and individuals will be optional. Teams and individuals wanting to attend the opening ceremonies must RSVP. If teams do NOT send notification of their plans to attend the ceremonies, they will NOT receive per diem for Tuesday, Nov. 27, nor will they receive credentials for opening ceremonies. Teams arriving early to attend opening ceremonies should submit a travel exception through the NCAA Travel Expense System when submitting for championship reimbursement. Additional questions on the travel exception request process can be directed to travel@ncaa.org.
SECTION 10. PARTICIPANT EXPECTATIONS AND GUIDELINES

10.1 COMPETITOR NUMBERS

Participating student-athletes will be assigned numbers by the timing company. Bibs, hip numbers, and chips will be included in the team packets, along with a roster of each assigned number.

10.2 CREDENTIALS

Each team will receive credentials for their official travel party. Media credentials must be requested online at www.ncaa.com/media. Athletic trainer credentials must be requested through the designated host trainer. Only one medical credential is available per institution per gender. ANY MISUSE OF CREDENTIALS WILL RESULT IN A MISCONDUCT.

10.3 EQUIPMENT AND UNIFORM CHECK

Uniform and logo rules contained in Rules 4-3 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. Uniforms for all cross country team members must meet the following criteria:

- All cross country team members must wear identical school-issued uniforms clearly indicating through color, logo and combination of all worn outer garments, that members are from the same team.
- Pants may be of any length, but must have identical color.
- 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.

Note: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk at initial check-in. Violators shall be warned, given the chance to correct the violation, and reported as provided in the rule. If violations are not corrected, institutions will be fined $200 per team per gender.

10.4 PARTICIPANT PRONUNCIATION FORM

Please complete the pronunciation form (Appendix D) and return to Linda Godby (lgodby@ncaa.org) by Friday, Nov. 23.

10.5 POST-CHAMPIONSHIP/COMPETITION SITE EVALUATION

After the championships, coaches will be provided (via e-mail) a link to an online championships survey. Coaches should complete the survey themselves and forward it on to all participating student-athletes. Coaches’ assistance in forwarding the e-mail is crucial to this process. We appreciate your involvement in helping the NCAA with this important work.

10.6 PROTEST PROCEDURES/APPEALS

All protests must be filed on the official protest form, available at the designated protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official race results have been posted. All institutions involved in the protest will be notified of the protest and the decision. The referee’s decision shall be written
on each copy of the protest from. One copy shall be returned to the protesting coach and one shall be placed in the committee’s files. A $50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. Final decisions rests with the referee. No further appeal is available.

**Correctable Error.** Within 72 hours after the last event of a meet, results can be corrected if administrative errors are detected (i.e., incorrect calculation of team, individual or combined-event scores, timing error).

### 10.7 SQUAD SIZE

Participating teams are limited to a maximum of seven runners in uniform. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

### 10.8 SUBSTITUTES

Substitutions are allowed up to 45 minutes before the start of the race at the championships. A certification of illness or injury by the designated meet physician/athletic trainer is required, and the substitution must be approved by the referee. All participating student-athletes must be eligible to compete. The possible substitute must be on initial entry form.

### 10.9 LOGO POLICY

Per NCAA Bylaw 12.5.4, an institution’s official uniform and all other items of apparel (that is, team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2-1/4 square inches, including any additional material (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). 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 of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete’s institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

### SECTION 11. APPENDIXES

- **APPENDIX A:** TELECONFERENCE AGENDA
- **APPENDIX B:** EMERGENCY PROCEDURES
- **APPENDIX C:** SCHENLEY PARK MAPS
Call-in Number: 844-621-3956
Passcode: 12409748

1. Welcome.
2. Division II National Championships Festival Overview.
3. Registration website.
5. Travel and per diem.
6. Credentials.
7. Daily breakfast.
8. Parking (hotel and venues).
9. Student-athlete lounge.
10. Misconduct/drug testing.
11. Opening ceremonies.
12. Closing celebration.
13. Special interest stories.
14. Tickets.
15. Sport-specific information.

- ELITE 90 INFORMATION
- CODE OF CONDUCT FORMS
- COACHES/ADMINISTRATIVE MEETING
- PACKET PICK-UP
- PRESS CONFERENCE
- GAMES COMMITTEE
- SCHEDULE OF EVENTS/PRACTICE SCHEDULE
- FACILITY INFORMATION
- TRAVEL PARTY/SQUAD SIZE/BENCH
- UNIFORM REQUIREMENTS/LOGO POLICY
- TRAINING ROOM
- MERCHANDISE
• AWARDS
• LAUNDRY
• OTHER SPORT-SPECIFIC ITEMS.

16. Questions.

17. Adjournment.
INTRODUCTION
The NCAA, Slippery Rock University and Sports Pittsburgh are committed to offering a safe, entertaining and fulfilling experience to participants, spectators, volunteers and race officials. The event staff works diligently and closely with City of Pittsburgh, Allegheny County and other governmental officials and agencies to ensure the best race day event. If severe weather or an emergency or crisis situation arises, we will be steadfast in making community-first decisions.

Guiding Principles:

- Our top priority is the health and safety of race participants, their families, spectators, volunteers, vendors, event staff and sponsors.
- We will respond quickly and thoroughly. We will be respectful and mindful of the impact of the crisis and develop a clear communication chain.
- We will be responsive and keep in mind that bad news does not get better with time and will inform stakeholders of our actions and intended actions.
- The NCAA, Race Director and Public Safety form the chain of command regarding any emergency situations.

Emergency Preparedness Weather:

In extraordinary weather conditions, we may require modifications to how events are set up and torn down and how vehicles are used in order to minimize lawn damage. In the event of extreme weather conditions that would have an effect on participant and visitor safety the NCAA and public safety officials have the ability to delay or postpone all or portions of the event.

Emergency Preparedness How to Report a Non-Weather Emergency:

Response time is critical to saving and protecting lives. We ask that all focus on the following to initiate a quick response:

1. Call 911 or instruct a bystander to call. Let the 911 operator know your location.
2. Locate a staff member in the vicinity with an event radio and inform them of the issue.

In the event that an emergency has been reported please follow the direction of trained emergency response personnel and staff members in the immediate vicinity.
MEN’S CHAMPIONSHIP

BOB O’CONNOR GOLF COURSE
SCHENELY PARK
PITTSBURGH, PA
MEN’S 10,000M

Follow START and loop entire field, once you have arrived at the X, this is the end of 1st loop. Then follow loop for a second time, once you have arrived at X, this is the end of 2nd loop. Follow loop for third time, once you have arrived at X this will be three complete loops. Then follow the loop for the 4th time, once you have arrived at the X this will be 4 complete loops. On the fifth and final loop, go to F and follow arrows to the Finish.

Parking for teams is along Schenley Drive near start and finish area.

1st Loop 1000, 1 Mile, 2000
2nd Loop 3000, 2 Mile, 4000
3rd Loop 3 Mile, 5000, 6000
4th Loop 4 Mile, 7000, 8000, 5 Mile
5th Loop 9000, 6 Mile
WOMEN’S CHAMPIONSHIP

BOB O’CONNOR GOLF COURSE
SCHENELY PARK
PITTSBURGH, PA
WOMEN’S 6,000M

Follow START and loop entire field, once you have arrived at the X, this is the end of 1st loop. Then follow loop for a second time, once you have arrived at X, this is the end of 2nd loop. On the third and final loop, go to the F and follow arrows to FINISH.

Parking is along Schenley Drive near start and finish area.

1st Loop 1000, 1 Mile, 2000
2nd Loop 3000, 2 Mile, 4000
3rd Loop 3 Mile, 5000

Bob O’Connor Club House
2018 NCAA Division II Men’s and Women’s Cross Country Championships
Team Pronunciation Form
(Please Print)

School

Team Colors

Team Nickname

<table>
<thead>
<tr>
<th>Student-Athlete(s) Name</th>
<th>Phonetic Pronunciation</th>
<th>Previous Individual Placement at Nationals w/Year</th>
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<tr>
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2017 National Team Finish

2016 National Team Finish

Head Coach

Assistant Coach(es)