



2019 DIVISION II
CROSS COUNTRY
CHAMPIONSHIPS

PRE-CHAMPIONSHIPS
2019-20 MANUAL

NCAA General Administrative Guidelines

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THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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Section 1 • Introduction

During the 2019-20 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

Section 1.1 Definitions

Pre-championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and/or administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Manager. The NCAA staff member(s) responsible for the operational oversight of the championship.

Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Non-predetermined Sites. Those sites that are selected to host at the time of the participant/team selections announcement.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

Selection Criteria. Policies and procedures in place to guide the team selection process.

Site Selection Criteria. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.20 in the NCAA Division I Manual, Constitution 3.3.4.17 in the NCAA Division II Manual, and Constitution 3.2.4.17 in the NCAA Division III Manual.]

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 Sport Science Institute website](#) for additional guidance.

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.2 in the NCAA Division I Manual and Bylaws 18.4.1.4 and 31.2.3 in the NCAA Divisions II and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and 31.2.2 (Division I); 31.2.3 (Divisions II and III), and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4•4 Misconduct/Failure to Adhere to Policies

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. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. [Click here](#) to see the full misconduct/failure to adhere to policies and procedures outline.

Section 4•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

POSTSEASON

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.

HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

Section 5 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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 that 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 finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to ncaa.org.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations

on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division II

Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and

Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; *(Adopted: 1/14/12 effective 8/1/12)*
- h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- i. Recognizing the need to "Balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- j. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(Revised: 1/14/97, 1/14/02 effective 8/1/02)*
- k. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)*
- l. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/14/97)*

Section 9•2 Division II Code of Conduct

CONDUCT POLICY STATEMENT

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 athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the

GENERAL ADMINISTRATIVE GUIDELINES

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 championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... **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.**”

EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;

- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

Section 9•3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

Section 9•4 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (*Revised: 1/12/99, 1/8/01, 1/9/01*)

Individual Championships. In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).

Division II Cross Country

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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Section 1•2 National Committee

The NCAA Division II Men's and Women's Cross Country Championships are under the control, direction and supervision of the NCAA Division II Men's and Women's Cross Country Committee. **Current members of the committee are as follows:**

ATLANTIC REGION

Andy Young

Head Women's Cross Country/Track and Field Coach
Millersville University of Pennsylvania

EAST REGION

TBD

SOUTH REGION

Dawn Makofski

Associate Athletic Director for Compliance/Senior Woman Administrator
University of Montevallo

SOUTHEAST REGION

Lee Glenn, chair

Associate Director of Athletics, External Operations
University of North Georgia

CENTRAL REGION

Jared Bruggeman

Director of Athletics
Missouri Southern State University

MIDWEST REGION

Alex Eaton

Associate Athletics Director/Senior Woman Administrator
University of Southern Indiana

SOUTH CENTRAL REGION

TBD

WEST REGION

Chris Bradford

Head Cross Country/Track and Field Coach
California State Polytechnic University, Pomona

For additional information about cross country rules, contact:

Mark Kostek

Secretary-Rules Editor
kostekmt@gmail.com

Rachel Seewald

Associate Director, Championships and Alliances
NCAA Playing Rules and Officiating
317-917-6141 / rseewald@ncaa.org

Section 1•3 Important Dates and Sites

Thursday, Sept. 5	First date of countable competition for championship qualification minimums.
Before first competition	Deadline for roster submission to TFRRS-XC.
Monday, Oct. 28	Regional online entry form available at www.directathletics.com — 8 a.m. Eastern time.
Wednesday, Oct. 30	On-time deadline of entry form submission for regionals — 11:59 p.m. Eastern time. Details outlined later in this manual.

DIVISION II CROSS COUNTRY

Thursday, Oct. 31-Friday, Nov. 1	Late declaration period from 8 a.m. Thursday, Oct. 31 to 11:59 p.m. Friday, Nov. 1 for regionals. Late declarations will be accepted with a fine of \$400 per team per gender.
Friday, Nov. 8	Deadline for submission of Code of Conduct form to regional representative – 5 p.m. Eastern time. Late submission will result in a fine of \$200 per team per gender. Details outlined later in this manual.
Saturday, Nov. 9	Regional meets (women first, men second). Start times will be publicized on the meet websites and in the respective regional participant manuals.
Sunday, Nov. 10	Deadline for member institutions to have completed minimum contests. Results from all meets must be submitted by 11:59 p.m. Eastern time.
Monday, Nov. 11	Notification of selected teams and individuals.
Friday, Nov. 15	Championship starting box assignments will be published online at ncaa.org .
Friday, Nov. 22	Championship declarations/packet pickup and mandatory administrative meeting (locations and times will be communicated in the Participant Manual).
Saturday, Nov. 23	Championships finals (women - 1 p.m. Eastern time; men - 2:15 p.m. Eastern time).

CHAMPIONSHIPS DATES AND SITES

Regionals

Regional meets will take place Saturday, Nov. 9. Women will run first, followed by the men's race. Times will be communicated by the respective hosts. The sites of the regional qualifying meets, along with the names and contact information of the meet directors are as follows:

Atlantic	Lock Haven University of Pennsylvania; Lock Haven, Pennsylvania Aaron Russell (phone: 570-484-2261; email: arussell@lockhaven.edu)
Central	Missouri Southern State University; Joplin, Missouri Jared Bruggeman (phone: 417-625-9317; email: bruggeman-J@mssu.edu)
East	Thomas Jefferson University; Philadelphia, Pennsylvania Dave Thomas (phone: 215-951-5373; email: david.thomas@jefferson.edu)
Midwest	University of Southern Indiana and Evansville Sports Corporation; Evansville, Indiana Eric Marvin (phone: 812-421-2200; email: emarvin@evansvillesports.org)
South	Florida Southern College and Central Florida's Polk County Sports Marketing; Lakeland, Florida Marc Zimmerman (phone: 863-551-4726; email: zimm@centralfloridasports.com)
South Central	West Texas A&M University; Canyon, Texas Paul Sweetgall (phone: 806-651-4437; email: psweetgall@wtamu.edu)
Southeast	Wingate University; Wingate, North Carolina Michelle Caddigan (phone: 704-233-8174; email: caddigan@wingate.edu)
West	Western Oregon University; Monmouth, Oregon Randi Lydum (phone: 503-838-8121; email: lydumr@wou.edu)

Finals

The 2019 championships finals will be held Saturday, Nov. 23 at Haggin Oaks Golf Complex in Sacramento, California. California State University, Sacramento and the Sacramento Sports Corporation will serve as hosts. The women's 6,000-meter race will be first at 10 a.m. Pacific time, followed by the men's 10,000-meter race at 11:15 a.m. Pacific time.

DATE FORMULA

The Division II cross country regional qualifying meets are held on a Saturday two weeks before the championships. The championships finals are held the Saturday before Thanksgiving.

The date formula for Division II cross country is different for years in which the championships are part of the NCAA Division II National Championships Festival, in which case finals will be held the Saturday of the Festival week and regional meets will be held two weeks before the Festival, on Saturday.

FUTURE DATES

Regional meets in 2020 will take place Saturday, Nov. 7. Hosts are as follows:

Atlantic Region	Slippery Rock University of Pennsylvania and SportsPITTSBURGH
Central Region	TBD
East Region	TBD
Midwest Region	University of Southern Indiana and Evansville Sports Corporation
South Region	Saint Leo University and Tampa Bay Sports Commission
South Central Region	Metropolitan State University of Denver
Southeast Region	TBD
West Region	Montana State University Billings

The championship finals in 2020 will be held Saturday, Nov. 21, at Angel Mounds in Evansville, Indiana. The University of Southern Indiana and the Evansville Sports Corporation will serve as co-hosts.

Section 1•4 Equipment

The host institution shall provide all necessary equipment for the championships unless otherwise noted.

Section 1•5 Rules

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and are modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

The 2019 and 2020 NCAA Men's and Women's Track and Field and Cross Country Rules book will be followed for the 2019 cross country season and championships. The men's races will be 10,000 meters at regional and national meets, and the women's races will be 6,000 meters at regional and national meets.

Section 1•6 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Division II Manual]

All uniforms must comply with Rule 4-3 in the 2019 and 2020 NCAA Men's and Women's Track and Field and Cross Country Rules book.

LOGOS

[Refer to General Administrative Guidelines, Section 7.](#)

Section 2 • Determination of Championship Participation

Section 2•1 Championships Format

Teams and individuals must participate in their respective regional meet to qualify for the national championships. The top teams and individuals from each region will qualify for the national championships. A total of 34 teams and 24 individuals will advance to the finals. Details regarding selection procedures are outlined later in this manual.

Institutions entering five to seven runners in the regional qualifying meets or national championships must compete as a team. If an institution enters as a team in the regional competition and qualifies for nationals as a team, it must run as a team at nationals. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

ORDER OF EVENTS

For the NCAA Division II Cross Country Championships, the men will run first in even years, and the women will run first in odd years.

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.

TRAVEL PARTY

Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete. Institutions that qualify a team (five to seven student-athletes) will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes. Transportation expenses and per diem shall be paid for the finals competition but not for regional qualifying meets.

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. [Travel policies](#) are located on the NCAA website at www.ncaa.org, Division II, Championships, Championships Travel Information.

Section 2•2 Qualifying/Eligibility Requirements

All NCAA cross country results must be reported to the Track and Field Results Reporting System for Cross Country (TFRRS-XC) directly from meet management software using JSON and XML APIs. By standardizing to one format, meet hosts and timers can now upload cross country results to TFRRS-XC seamlessly from compliant meet management software without handling files or manipulating results data. This will simplify the upload process and help eliminate reporting errors.

Please note that support for legacy file formats has been discontinued and results will only be accepted directly from compliant meet management software. Host institutions will be responsible for working with their timing/results companies to ensure that they are using updated and compliant software that supports the submission of all required meet data in the new JSON or XML format. If all required data is not submitted to TFRRS-XC in the necessary JSON or XML format, the results will not be accepted into the results-reporting system, making the results invalid for NCAA championship selections. Detailed results reporting information is located on [ncaa.org](http://www.ncaa.org) (<http://www.ncaa.org/championships/division-ii-mens-and-womens-cross-country>).

TEAM ROSTERS

Institutions that sponsor NCAA Division II men's and/or women's cross country will be required to register and maintain their official team rosters with TFRRS-XC **before their first meet. Late rosters will result in a fine of \$200 per team per gender, with potential additional fines for repeated violations.**

Each student-athlete will be assigned a unique TFRRS-XC tracking identification number that will identify the student-athlete throughout his or her collegiate career. **Note:** This is the same identification number used for indoor and outdoor track and field, and users will be able to import existing TFRRS athletes into their cross country roster upon logging in. This identification number will not change from season to season; however, institutions will be required to register their rosters each season to confirm eligibility status.

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2019 cross country results are available for meet hosts, meet directors, and timers at www.tfrrs.org (select the link for Login/Register). Take particular note of the Frequently Asked Questions document posted, which highlights the following:

1. For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS-XC teams (with TFRRS-XC IDs) at no cost to the meet director/timer. All TFRRS-XC rosters and identification numbers will be available for download in file formats easily imported into timing software;
2. Meet hosts may use their method of choice to manage meet entries;
3. It is the responsibility of the meet directors/timers to collect valid TFRRS-XC IDs from the entering teams, regardless of the meet entry method; and
4. Institutions registered with TFRRS-XC also can print out or download their TFRRS-XC rosters (with identification numbers) to facilitate the entry process.

If you experience technical difficulty using the TFRRS-XC system, contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

MEET RESULTS

It will be the responsibility of the meet **HOST** to submit complete meet results (**inclusive of all data requirements in the proper JSON or XML format**) to TFRRS-XC by **midnight Eastern time, one day after the completion of a competition**. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host within five days of the performance and not later than 11:59 p.m. Eastern time, Sunday, Nov. 10. **Late results submissions that are the basis for championships selections will result in a fine of \$200 per team per gender, with potential additional fines for repeated violations.**

Meet hosts will be responsible for uploading results electronically with TFRRS-XC identification numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC identification numbers be imported or typed in for each student-athlete before running a meet. Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form.

When official meet results are uploaded to TFRRS-XC, all performances achieved by eligible NCAA student-athletes, and team scores, will be archived in the results-reporting database.

NOTE: PLEASE ENSURE MEET RESULTS INCLUDE ALL TEAMS AND INDIVIDUALS. DO NOT SCORE MEETS AS NCAA DIVISIONS ONLY. THEY MUST BE SCORED AS THE MEET WAS RUN.

MINIMUM CONTEST REQUIREMENTS

In order to be eligible to participate in the Division II Cross Country Championships, a member institution must first meet all sport-sponsorship requirements and also compete in a minimum of five contests, with a minimum of five participants in each of those contests. The TFRRS-XC system will be used to track institutions' minimum contests, so institutions must ensure that all results from their meets are submitted properly. If results are not submitted properly, institutions must contact Liz Homrig within five days of the meet and not later than 11:59 p.m. Eastern time, Sunday, Nov. 10. Missing or incorrect results will result in a fine of \$200 per team per gender.

Specific policies surrounding minimum contest requirements are as follows:

- **Completion of Contest.** To count as a contest, an institution must participate in and complete the contest. At least five student-athletes must start and finish a race on the same date for it to be considered completion of a contest. Scheduled contests that are canceled or not completed will not be counted.
- **Course Length.** To count as a contest, an institution must compete on a course that is a minimum of 6,000 meters for men and 4,000 meters for women. Competition conducted on courses not meeting the minimum lengths will **NOT** count.
- **Conference Championship and Regional Qualifying Meet.** An institution may count participation in the conference championship and/or in the regional meet toward meeting the minimum contest requirements, provided at least five student-athletes start and finish a race on that date of competition. In order to be eligible to compete at the regional, a team must have at least four meets with five participants. If a team enters regionals with four meets with five participants, that team **MUST** run a minimum of five participants.
- **No Team Scoring.** A meet at which no team scoring is kept may count as a contest for the purpose of meeting the minimum contest requirements, provided that at least five student-athletes start and finish a race on the same date.
- **One or More Sites.** If an institution has at least five student-athletes competing on the same date at different sites, it may count that as a contest as long as at least five student-athletes start and finish a race on the same date. If an institution has student-athletes competing on the same date at different sites and at least five student-athletes start and finish the race **at each site**, the institution may count those as multiple contests.

- **Double Duals.** In counting meets for championship minimum participation, double duals (scoring multiple meets from one competition) will be considered one meet.

(Note: Conference meets may not be conducted in conjunction with NCAA regional qualifying meets.)

ONLINE ENTRY FORM

In order to be eligible for participation in the regional and national meets, institutions must have met outlined minimum qualifications requirements and submit an online entry form through DirectAthletics during the outlined entry period. Coaches may enter up to 10 eligible student-athletes on the online entry form, of which not more than seven must be declared to participate during packet pickup (regionals and nationals). Coaches may make changes to the 10 student-athletes listed on the entry form up through the end of the online entry period, but will **NOT** be able to make changes to online entries if the team qualifies for the national championships. It is not necessary for student-athletes representing a qualified team at the finals to have competed in regional competition. Any student-athlete competing at regionals and/or nationals must be an NCAA eligible student-athlete.

The online entry form can be accessed through DirectAthletics at www.directathletics.com. The entry form will be available beginning at 8 a.m. Eastern time, Monday, Oct. 28. All online entry forms must be submitted by 11:59 p.m. Eastern time, Wednesday, Oct. 30. **Late online entry form submissions may be considered by the committee until 11:59 p.m. Eastern time, Friday, Nov. 1. If allowed, late entry form submissions will result in a fine of \$400 per team per gender. Institutions wishing to submit a late entry form must email the NCAA liaison. No late entry form requests will be considered after 11:59 p.m. Eastern time, Friday, Nov. 1. Institutions that have not submitted an entry form by 11:59 p.m. Eastern time, Friday, Nov. 1, will not be eligible to compete at the regional meet.**

If you experience technical difficulty using the online entry system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

CODE OF CONDUCT FORM

All institutions participating at the regional qualifying meet must submit a completed Code of Conduct form via email to their respective regional representative on the Division II Cross Country Committee **by 5 p.m. Eastern time, Friday, Nov. 8. INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BY THE DEADLINE WILL BE ASSESSED A \$200 FINE PER TEAM PER GENDER.** The form is available on ncaa.org and in [Appendix B](#) of this manual.

Any institution that does not submit a Code of Conduct form for the regional or national championships will be assessed an additional \$500 fine per team per gender.

Section 2•3 Selection Procedures

See [Appendix C](#) for detailed selection procedures and criteria.

Section 2•4 Competition Requirements

REPLACEMENTS

The sports committee may replace qualified individuals or teams unable to advance to the national championships due to injury or illness through the declarations period.

DECLARATIONS

The seven student-athletes competing in the regional and national meets must be declared during packet pickup. Declarations must be made in person by each coach at the location designated by the host institution. Specific procedures for declarations will be communicated in the Participant Manual for each site.

SUBSTITUTIONS

Substitutions are allowed up to 45 minutes before the start of the race at the regional qualifying meets and national 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.

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Appendix A • Sport Sponsorship

ATLANTIC REGION

Central Intercollegiate Athletic Association (12)

Bowie State University

Claflin University

Elizabeth City State University

Fayetteville State University

Johnson C. Smith University

Lincoln University (Pennsylvania)

Livingstone College

Saint Augustine's University

Shaw University

Virginia State University

Virginia Union University

Winston-Salem State University

Mountain East Conference (10)

University of Charleston (West Virginia)

Concord University

Davis & Elkins College

Fairmont State University

Glenville State College

Urbana University

West Liberty University

West Virginia State University (women only)

West Virginia Wesleyan College

Wheeling University

Pennsylvania State Athletic Conference (17)

Bloomsburg University of Pennsylvania

California University of Pennsylvania

Clarion University of Pennsylvania (women only)

East Stroudsburg University of Pennsylvania

Edinboro University of Pennsylvania

Gannon University

Indiana University of Pennsylvania

Kutztown University of Pennsylvania

Lock Haven University of Pennsylvania

Mansfield University of Pennsylvania

Mercyhurst University

Millersville University of Pennsylvania (women only)

University of Pittsburgh, Johnstown

Seton Hill University

Shippensburg University of Pennsylvania

Slippery Rock University of Pennsylvania

West Chester University of Pennsylvania

Independent (2)

Bluefield State College

Salem International University

CENTRAL REGION

Great American Conference (12)

Arkansas Tech University (women only)

University of Arkansas, Monticello

East Central University

Harding University

Henderson State University (women only)

Northwestern Oklahoma State University

Oklahoma Baptist University

Ouachita Baptist University (women only)

Southeastern Oklahoma State University (women only)

Southern Arkansas University

Southern Nazarene University

Southwestern Oklahoma State University (women only)

Mid-America Intercollegiate Athletics Association (13)

University of Central Missouri

University of Central Oklahoma (women only)

Emporia State University

Fort Hays State University

Lincoln University (Missouri) (women only)

Missouri Southern State University

Missouri Western State University

University of Nebraska at Kearney

Newman University

Northwest Missouri State University

Pittsburg State University

Rogers State University

Washburn University of Topeka

Northern Sun Intercollegiate Conference (16)

Augustana College (South Dakota)
 Bemidji State University (women only)
 Concordia University, St. Paul
 University of Mary
 University of Minnesota, Crookston
 University of Minnesota Duluth
 Minnesota State University, Mankato
 Minnesota State University Moorhead

Minot State University
 Northern State University
 University of Sioux Falls
 Southwest Minnesota State University
 St. Cloud State University (women only)
 Upper Iowa University (women only)
 Wayne State College (Nebraska)
 Winona State University

EAST REGION**Central Atlantic Collegiate Conference (14)**

Bloomfield College
 Caldwell University
 Chestnut Hill College
 Concordia College (New York)
 Dominican College (New York)
 Felician University
 Georgian Court University

Goldey-Beacom College
 Holy Family University
 Nyack College
 Post University
 University of the Sciences
 Thomas Jefferson University
 Wilmington University (Delaware)

East Coast Conference (8)

University of Bridgeport
 Daemen College
 University of the District of Columbia (women only)
 Molloy College

New York Institute of Technology
 Queens College (New York)
 Roberts Wesleyan College
 St. Thomas Aquinas College

Northeast-10 Conference (14)

Adelphi University
 American International College
 Assumption College
 Bentley University
 Franklin Pierce University
 Le Moyne College
 University of New Haven

Pace University
 Saint Anselm College
 Saint Michael's College
 The College of Saint Rose
 Southern Connecticut State University
 Southern New Hampshire University
 Stonehill College

MIDWEST REGION**Great Lakes Intercollegiate Athletic Conference (12)**

Ashland University
 Davenport University
 Ferris State University
 Grand Valley State University
 Lake Superior State University
 Michigan Technological University

Northern Michigan University (women only)
 Northwood University
 Purdue University Northwest
 Saginaw Valley State University
 Wayne State University (Michigan)
 University of Wisconsin-Parkside

Great Lakes Valley Conference (15)

Bellarmino University
 Drury University
 University of Indianapolis
 University of Illinois at Springfield
 Lewis University
 Lindenwood University
 Maryville University of Saint Louis
 McKendree University

Missouri University of Science and Technology
 Quincy University
 Rockhurst University
 University of Southern Indiana
 Southwest Baptist University
 Truman State University
 William Jewell College

DIVISION II CROSS COUNTRY

Great Midwest Athletic Conference (13)

Alderson Broaddus University
Cedarville University
University of Findlay
Hillsdale College
Kentucky Wesleyan College
Lake Erie College
Malone University

Ohio Dominican University
Ohio Valley University
Tiffin University
Trevecca Nazarene University
Ursuline College (women only)
Walsh University

Independent (1)

Oakland City University

SOUTH CENTRAL REGION

Lone Star Conference (16)

Angelo State University
University of Arkansas, Fort Smith
Cameron University
Dallas Baptist University
Eastern New Mexico University
Lubbock Christian University
Midwestern State University (women only)
Oklahoma Christian University

St. Edward's University
Tarleton State University
University of Texas of the Permian Basin
Texas A&M International University
Texas A&M University-Commerce
Texas A&M University-Kingsville
West Texas A&M University
Western New Mexico University

Rocky Mountain Athletic Conference (16)

Adams State University
Black Hills State University
Chadron State College
Dixie State University
University of Colorado, Colorado Springs
Colorado Christian University
Colorado Mesa University
Colorado School of Mines

Colorado State University-Pueblo
Fort Lewis College
Metropolitan State University of Denver
New Mexico Highlands University
Regis University (Colorado)
South Dakota School of Mines & Technology
Western State Colorado University
Westminster College (Utah)

Independent (1)

*University of Texas at Tyler

SOUTH REGION

Gulf South Conference (13)

Auburn University at Montgomery
University of Alabama in Huntsville
Christian Brothers University
Delta State University (women only)
Lee University
Mississippi College
University of Montevallo

Shorter University
Union University
Valdosta State University
University of West Alabama
University of West Florida
University of West Georgia

Southern Intercollegiate Athletic Conference (13)

Albany State University (Georgia)
 Benedict College
 Central State University
 Clark Atlanta University
 Fort Valley State University
 Kentucky State University
 Lane College

LeMoyne-Owen College
 Miles College
 Morehouse College (men only)
 Paine College
 Spring Hill College
 Tuskegee University

Sunshine State Conference (9)

Embry-Riddle Aeronautical University
 Florida Institute of Technology
 Florida Southern College
 Lynn University
 Nova Southeastern University

Palm Beach Atlantic University
 Rollins College
 Saint Leo University
 University of Tampa

Independent (4)

University of Puerto Rico, Bayamon
 University of Puerto Rico, Mayaguez

University of Puerto Rico, Rio Piedras
 *Savannah State University

SOUTHEAST REGION**Conference Carolinas (12)**

Barton College
 Belmont Abbey College
 Chowan University
 Converse College (women only)
 Emmanuel College (Georgia)
 Erskine College

King University
 Lees-McRae College
 Limestone College
 University of Mount Olive
 North Greenville University
 Southern Wesleyan University

Peach Belt Conference (12)

Augusta University
 Clayton State University
 Columbus State University
 Flagler College
 Francis Marion University
 Georgia College

Georgia Southwestern State University
 Lander University
 University of North Carolina at Pembroke
 University of North Georgia (women only)
 University of South Carolina Aiken
 Young Harris College

South Atlantic Conference (12)

Anderson University (South Carolina)
 Carson-Newman University
 Catawba College
 Coker University
 Lenoir-Rhyne University
 Lincoln Memorial University

Mars Hill College
 Newberry College
 Queens University of Charlotte
 Tusculum College
 University of Virginia's College at Wise
 Wingate University

*Not eligible for NCAA championship competition.

WEST REGION

California Collegiate Athletic Association (12)

University of California, San Diego

California State Polytechnic University, Pomona

California State University, Chico

California State University, East Bay

California State University, Los Angeles

California State University, Monterey Bay

California State University, San Bernardino (women only)

California State University, San Marcos

California State University, Stanislaus

Humboldt State University

San Francisco State University

Sonoma State University (women only)

Great Northwest Athletic Conference (11)

University of Alaska Anchorage

University of Alaska Fairbanks

Central Washington University

Concordia University Portland

Montana State University Billings

Northwest Nazarene University

Saint Martin's University

Seattle Pacific University

Simon Fraser University

Western Oregon University

Western Washington University

Pacific West Conference (12)

Academy of Art University

Azusa Pacific University

Biola University

Chaminade University

Concordia University Irvine

Dominican University of California

Fresno Pacific University

University of Hawaii at Hilo (women only)

Hawaii Pacific University

Holy Names University

Notre Dame de Namur University

Point Loma Nazarene University (women only)

*Not eligible for NCAA championship competition.

Appendix B • NCAA Division II Championships Code of Conduct



NCAA DIVISION II CHAMPIONSHIPS CODE OF CONDUCT

Conduct Policy Statement

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

Misconduct

The championship handbook and NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: **“... 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.”**

Expectations

Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (i.e., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

Expectations for Student-Athletes, Coaches and Administrators

- Submit an accurate and complete Division II Code of Conduct form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.

- Abide by state and federal laws, and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

Possible Penalties for Misconduct

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 the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

- Public or private reprimand of the individual;
- Financial penalty;
- Disqualification of the individual from further participation in the NCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved;
- Cancellation of payment of the Association's travel guarantee to the institution for the individuals involved;
- Withholding of all or a portion of the institution's share of revenue distribution;
- Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
- Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships; and/or
- Cancellation of all or a portion of the honorarium for hosting an NCAA championship.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year's championships experience is one that you will cherish for years to come.

RETURN BY: 5 p.m. ET, Nov. 8

CHAMPIONSHIPS

As a representative (i.e., student-athlete, administrator, coach, manager and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport: Men's and Women's Cross Country

Institution: _____

[illegible]

Head Coach Signature

Date _____

Sport Supervisor (Director of Athletics or Designee)

Date

Forms should be emailed before the regional cross country meet to the NCAA Division II Cross Country Committee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.

2019-20 NCAA Division II Men's and Women's Cross Country Committee

Regional Chair

Andy Young
Damian Smithhisler
Katie Rees
Gregory Richard
Dawn Makofski
Kim Vinson
Lee Glenn
Chris Bradford

Region

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East
Midwest
South
South Central
Southeast
West

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Appendix C • NCAA Division II Men's and Women's Cross Country Championships Selection Procedures

2019 NCAA Division II Men's and Women's Cross Country Championships Selection Procedures

The NCAA Division II Cross Country Committee has the responsibility of confirming the field of participants for the cross country championships. To be eligible to participate in the NCAA Division II Men's and Women's Cross Country Championships, teams and individuals must qualify through participation in their respective NCAA regional cross country meet. The process for allocating the berths is outlined below.

Definitions

- A-Team Definition – An “A-Team” is defined as having at least five of the members of the seven that represent each institution at their NCAA Regional Cross Country Championships. No “B” team results can count against or help a team being considered for selection. For example, a team cannot be penalized for running a split squad or having non-varsity runners competing at a meet.
- Late-season Performance – The committee will use data from meets starting with the date that is seven weeks (51 days) out from the NCAA Division II Regional Championships [except for a Fall Sports Festival year when it will be nine weeks (65 days)], and concluding after the culmination of the NCAA Division II Regional Championships.
- Race Distance: To be counted for at-large procedures, meets must have competitors race a minimum race distance of 5,000 meters for women and 7,000 meters for men.
- Regional Point Gap Ratio – The regional point gap ratio is only used to measure the strength of top teams. A team that is selected automatically is not necessarily a top team thus the comparison would be faulty.

Team Selections

A total of 34 teams will be selected. The process for allocating the berth is outlined below.

Automatic Qualification

The top three teams from each regional meet will automatically advance to the championship finals (24 teams).

At-large Selection

Ten at-large teams will be selected by the NCAA Division II Men's and Women's Cross Country Committee using the below outlined selection criteria (in priority order). There is no limit to the number of at-large teams that may be selected from any given region.

The following are the criteria used by the committee to select at-large teams, in order, until a selection emerges. Criteria 1-4 are to be included in the TFRRS-based computer program. Criteria 5, if needed, are up to the judgment of the cross country committee.

1. Regional place order/performance. A team cannot be selected ahead of a team that placed in front of them at their respective regional championship meet.
2. a. Head-to-head competition versus other teams under consideration for at-large selection.

- (1) Each of the eight-teams under consideration in the current comparison will be viewed one duo at a time, 1 vs. 1 (i.e., 1 vs. 2, 1 vs. 3, 1 vs. 4, etc.) to determine which is the best of the eight teams to fill out the 25th-34th team spots for the national championship field after the other 24 teams have already been automatically advanced. For example, the fourth-place finishing team in each of the eight regions are compared and the best of those eight teams advances as the 25th team. After that fourth-place team advances, then the fifth-place team from that region would then move up and be compared to the remaining seven fourth-place teams. The best of those eight teams would be the next team selected to advance as the 26th team and so forth until the 34-team field is selected.
 - (2) For each of the 1 vs. 1 comparisons, either there will be a tie and the committee will move on, or one team will be eliminated if that team has a direct losing record to the other team in consideration. (Rationale: The team with a losing record to any of the other eight teams cannot be the best due to the loss).
 - (3) An overall win-loss record of the full eight teams is not to be used. (Rationale: A team that amasses a great quantity of wins over weak opponents is not necessarily better than a team with quality head to head wins).
- b. Results against common Division II opponents (through second tier).
- (1) Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs. 1 (i.e., 1 vs. 2, 1 vs. 3, 1 vs. 4, etc.).
 - (2) Second Tier: For each of the 1 vs. 1 comparisons, either there will be a tie or one team will be eliminated if that team has fewer net wins than the other team in consideration. Net wins are to be calculated as follows:
 - Each team will get a win for any distinct, winning common competitor chain (A beats B, B beats C).
 - Each team will get a loss for any distinct, losing common competitor chain. (A loses to B, B loses to C).
 - Each team will get a win for any victory against a second-degree common competitor (i.e. team A beats team B, team B beats team C, team C beats team D, so team A gets a win against team D).
 - Each team will get a loss for any defeat against a second-degree common competitor (i.e. Team A loses to team B, team B loses to team C, team C loses to team D).
 - If there are both wins and losses in the common competitor chain, for either first or second degree opponents in common, this will not be counted for or against a team.
 - Each common competitor chain (both 1st and 2nd degree) must be unique. The same meet between the same two teams cannot be used in two different chains for any two teams under consideration.
 - Within each common competitor chain (both first and second degree), each link must represent a different competition. Chains using the same meet in multiple links should not be counted for or against a team.
 - Net Wins = (Direct Wins + Common Competitor Wins) – (Direct losses + Common Competitor Losses)

Rationale for Second Tier

- Net wins provide a more accurate assessment of a record rather than winning percentage, where 1-0 would be better than 10-1.
- Net wins reward a team for winning against common competitors, but also penalizes a team for losing against a common competitor. If only wins were counted, 4-2 would be worse than 8-12.
- Net wins, when combined with second-degree comparisons, rewards a team for beating a very strong team, as the stronger team is likely to generate many second-degree “wins” for the team in question.
- Including common comparisons to the second-degree allows for more data in a situation where limited data may be available.
- Including common comparisons to the second-degree allows teams that do not travel outside of their region to benefit from beating teams in their region who have done well against common competitors.

NOTE: During this step, head-to-head competition and common DII opponents will be evaluated simultaneously.

3. Regional meet point gap ratio.
 - a. Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs. 1, 1 vs. 2, etc.
 - b. Comparing the team being considered for an at-large bid to the team that placed directly in front of them in the regional results only if that team has already advanced via an at-large selection, not as an automatic selection.
 - c. Example: In Region A, sixth place team scores 80 points, seventh place team (under that consideration) scores 100 points. $80/100=0.8$ ratio. In Region B, fifth place team scores 180 points and sixth place team scores 200 points. $180/200=0.9$ ratio. A higher ratio would be deemed the closer performance, so in this example, Region B would go over Region A.
4. Results against common non-Division II opponents.
 - Each of the eight teams under consideration in the current comparison will be viewed one duo at a time, 1 vs. 1, 1 vs. 2, etc.
5. In the case of a comparison between any two of the eight teams under consideration for an at-large bid in which there is no data generated from the above criteria, the process will be advance by the judgement of the NCAA II Men’s and Women’s Cross Country Committee. Regular season success and strength of schedule will be taken into account.

Breaking Team Ties

In the case of a tie-breaker when comparing teams under consideration at a regular season meet/race that includes DI, DIII, NAIA or NJCAA schools, those schools must be taken out of the

scoring comparisons by the committee unless used as a common opponent. For example, a team could lose to another team in a large meet with various non-Division II schools factored into the scoring, but still beat them head-to-head if the two teams were scored only against each other as a dual meet.

Additional Individual Selections

After the 34 selected teams have been determined, a minimum 24 additional individuals per gender are selected to compete at the NCAA Championships.

1. The top two individuals who are not part of a qualifying team will automatically advance to the championship (16 individuals).
2. All individuals who finish in the top five at the regional meet and are not part of a qualifying team automatically will advance to the championship.
3. The next eight individuals will be selected at-large. There is no limit to the number of at-large individuals that may be selected from the same region. The top individual from each region not receiving an automatic qualifying spot and not on a qualifying team, will be compared head-to-head using the same model as in the at-large team selection process. Place at the regional meet and strength of region are factored into the formula when comparing at-large individuals using the following equation:

$$[\text{\# of team qualifiers from the region}] / [\text{Individual regional placing}] = \text{Individual score ratio}$$

The individual with the highest score using the above equation will be selected first. This will account for and reward individuals competing well in stringer regions, based on the number of teams that region qualifies to championships. When an individual receives an at-large selection, the next non-qualifying individual from that region will move up to the consideration round of eight individuals.

- Example:

Region A Individual:
Individual finishes 15th
5 teams qualify
 $5/15 = 0.33$

Region B Individual:
Individual finishes 12th
3 teams qualify
 $3/12 = 0.25$

Individual from Region A would qualify.

Breaking Individual Ties

If a situation occurs where two or more individuals are vying for the last qualifying spot, the tie will be broken by selecting the individual with the highest individual placement at his/her regional.

If a tie still remains after the tie breaking procedure has been applied, all tied student-athletes will be selected to the championships.

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