

## **MEN'S AND WOMEN'S CROSS COUNTRY SECTION TABLE OF CONTENTS**

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## SECTION 1. WELCOME

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### 1.1 INTRODUCTION

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Congratulations on your selection to the 2023 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 2023 NCAA Division II Men's and Women's Cross Country Pre-Championships Manual. Additional information regarding the championships is available on [NCAA.com](https://www.ncaa.com) and on [NCAA.org](https://www.ncaa.org) (NCAA.org, Division II, Championships, II Cross Country).

### 1.2 HOST WELCOME AND INFORMATION

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Missouri Southern State University is proud to host the 2023 NCAA Division II Cross Country Championships. Missouri Southern State and the community of Joplin are excited about the opportunity to host the championships and are prepared to serve any of your team's needs.

This manual contains the latest details for this year's championships. Please look over the information carefully. If you have any inquiries, please do not hesitate to contact Rob Mallory at 417-625-9317 or [mallory-r@mssu.edu](mailto:mallory-r@mssu.edu).

The 2023 NCAA Division II Men's and Women's Cross Country Championships will serve as an excellent showcase of talented student-athletes and we hope that this year's championships will be a great experience for you and your team. Congratulations on your qualification to the 2023 NCAA Division II Men's and Women's Cross Country Championships!

We wish you all the best of luck in the championships!

## SECTION 2. CONTACT INFORMATION

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### 2.1 NCAA STAFF AND COMMITTEE ROSTER

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#### Atlantic Region

Andrew Huber  
Assistant Director of Athletics  
West Chester University of Pennsylvania  
[ahuber@wcupa.edu](mailto:ahuber@wcupa.edu)

#### East Region

Zach Emerson  
Assistant Director of Athletics  
Franklin Pierce University

#### Central Region

Sage Woodham, chair  
Associate Director of Athletics  
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#### Midwest Region

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**South Region**

Mike Rosolino  
Head Cross Country/Track and Field Coach  
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**Southeast Region**

Jason Bryan  
Head Cross Country/Track and Field Coach  
Catawba College  
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**NCAA Staff Liaisons**

Ashley Jenkins  
Assistant Director of Championships  
NCAA  
[acaldwell@ncaa.org](mailto:acaldwell@ncaa.org)  
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Cell: 317-730-4790

[ehoge@ashland.edu](mailto:ehoge@ashland.edu)

**South Central Region**

Katelyn Smith  
Director of Athletics  
Adams State University  
[ksmith@adams.edu](mailto:ksmith@adams.edu)

**West Region**

Randi Lydum  
Director of Athletics  
Western Oregon University  
[lydumr@mail.wou.edu](mailto:lydumr@mail.wou.edu)

Lance Pederson  
Coordinator of Championships  
NCAA  
[lpedersen@ncaa.org](mailto:lpedersen@ncaa.org)  
Office: 317-917-6257  
Cell: 317-935-9546

## 2.2 HOST PERSONNEL

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**Cross Country Tournament Director**

Rob Mallory, Director of Athletics  
Office: 417-625-9574  
Cell: 812-484-4345  
Email: [mallory-r@mssu.edu](mailto:mallory-r@mssu.edu)

**Assistant Meet Director/Facility Manager**

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Office: 417-625-3576  
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Email: [reid-c@mssu.edu](mailto:reid-c@mssu.edu)

**Marketing Coordinator**

Markie Mc Coy, Game Management, Promotions and Community Engagement  
Office: 417-625-3075  
Cell: 417-439-9180  
Email: [mccoy-m@mssu.edu](mailto:mccoy-m@mssu.edu)

**Media Coordinator**

Spencer Greathouse, Director of Athletic Communications  
O: 417-625-9359  
C: 785-639-3777  
Email: greathouse-s@mssu.edu

**Athletic Training**

Amanda Wolf, Associate Head Athletic Trainer  
Office: 417-625-3174  
Cell: 417-529-4448  
Email: wolf-a@mssu.edu

**Merchandise Manager**

Erin Parrigon, University Bookstore Manager  
Office: 417-625-3035  
Email: [perigon-e@mssu.edu](mailto:perigon-e@mssu.edu)

**Data/Timing/Results Crew**

Rick Streeter, Leone Timing  
Email: [rick@leonetiming.com](mailto:rick@leonetiming.com)

**Meet Referee:** Mike Mulvney

**Finish Line Judge:** Tom Rutledge

**Starters:** Sam Sinani, Rich Ludwig and Larry Able

### SECTION 3. KEY DATES

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

- ☐ 5 p.m. Eastern time, Wednesday, Nov. 8: Code of Conduct form due. Access Form [HERE](#) **\*\*NOTE: this step is not necessary if your travel party has not changed from regionals. \*\***
- ☐ 5 p.m. Eastern time, Friday, Nov. 10: Team Pronunciation Form due to Lance Pedersen at [lpedersen@ncaa.org](mailto:lpedersen@ncaa.org)
- ☐ 5 p.m. Eastern time, Sunday, Nov. 12: Media credential requests due online at [www.ncaa.com/media](http://www.ncaa.com/media).
- ☐ 5 p.m. Eastern time, Wednesday, Nov. 15: Elite 90 nomination forms due. Visit [NCAA.org](http://NCAA.org) for all details.

## SECTION 4. CHAMPIONSHIP FORMAT

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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. 6. 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 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

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The 2023 championship will be conducted according to the [2023-24 Cross Country and Track and Field Rules Book](#). Questions regarding the interpretation of rules should be addressed to Mark Kostek, secretary rules editor (515-208-8300).

## 4.2 AWARDS

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### NCAA Championship Awards

Awards will be presented after the second race to the top 15 individuals and top four teams from the men's and women's races.

### Additional Award Ordering

Teams interested in ordering additional awards can visit <https://services.mtmrecognition.com/ncaa/OrderChampionshipAdditionalAward.aspx>. In order to be eligible to purchase an additional award, the student-athlete must have competed in the respective event.

### Elite 90 Awards

The Elite 90 Award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. 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 for that

championship All ties are broken by the number of credits completed. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site banquet.

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>).

Nomination forms must be submitted by 5 p.m. Eastern time, Wednesday, Nov. 15.

Contact NCAA Staff with questions at [elite90@ncaa.org](mailto:elite90@ncaa.org) or 317-917-6222.

#### 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 with the national team trophy at the course after the final race for photo opportunities.

#### Participant Medallions

Participant medallions will be provided to all student-athletes competing in the championships. These medallions will be distributed at packet pick-up.

#### Student-Athlete Participation Awards

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

## **SECTION 5. CHAMPIONSHIP OPERATIONS**

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### **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**

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The official website for the championships is available at [NCAA.com](https://www.ncaa.com). Additional information specific to participants is located at [NCAA.org](https://www.ncaa.org).

#### **5.4 DRUG TESTING**

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All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The 2021-22 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2021-22 Drug-Testing Programs booklet or the NCAA Web site ([www.ncaa.org/drugtesting](https://www.ncaa.org/drugtesting)) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Additional information regarding the NCAA's championship drug-testing program are located at [www.ncaa.org/drugtesting](https://www.ncaa.org/drugtesting).

#### **5.5 LOST AND FOUND**

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The lost and found area is located at the Cross Country Building, by the Starting Line. Any items that have been found will be announced over the PA system.

#### **5.6 CHAMPIONSHIP MERCHANDISE**

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Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel

through Event 1, Inc., the official souvenir merchandiser for the NCAA. Merchandise will be available for purchase at the following times and locations.

Friday, Nov. 17, 9 a.m. to 3 p.m. in the lobby of the North Endzone Facility.  
Saturday, Nov. 18, 9 a.m. at the Cross Country Course by the Results board

## **5.7 CONCESSIONS**

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Concessions are located next to the Finish Line Corral.

## **5.8 PROGRAMS**

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LEARFIELD is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms). The program is free to view and can be downloaded and printed in any way you see fit. Using a digital platform will allow Learfield to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and LEARFIELD encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

## **5.9 MASCOTS**

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Live animal mascots are not permissible.

## **5.10 RESTROOMS**

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Portable unites are located immediately west of the start line, the team camp area, as well as, the football stadium restrooms to the south of the finish line.

## **5.11 SCORING/TIMING**

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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 [2023 and 2024 NCAA Cross Country and Track and Field Rules Book](#).

## **5.12 SECURITY**

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There will be six officers who will serve as security for the championships. One officer will be located at the student-athlete entrance, one at the intersection and northwest entrance, one at the southwest entrance, one at the south parking lot and two will walk throughout the course. An officer will direct traffic as well.

## **5.13 SPECTATOR ENTRANCE**

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The first spectator entrance is located on the corner of the Newman Road and Duquesne Road intersection. This entrance is closest to the “Bowl” parking area. The second spectator entrance is located just south of the cross country course and adjacent to the

North Endzone Facility. This entrance is best for parking located south and west of the football stadium.

#### 5.14 SPECTATOR GUIDELINES

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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.

#### 5.15 EMERGENCY/EVACUATION PLAN

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Following NCAA protocol, the host will be using MxVision Weather Sentry 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. A text-messaging system will be used to communicate a change in schedule to all coaches and officials. The host will send out a text message alert 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**

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### **6.1 SITE MAP**

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Detailed course and competition site maps are included in **Appendix A**.

### **6.2 PARTICIPANT ENTRANCE**

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There are three entrances into the cross country facility. The participant entrance is located at the participant warm-up area (i.e., tent city) which is located immediately north of the cross country course. Participants can cross Newman Road and enter the facility near the start line. The area will have several course marshals and law enforcement officers to control vehicle and pedestrian traffic on Newman to ensure that only participants enter through participant entrance.

### **6.3 TEAM TENTS**

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Team tents can be set up in the large field on the north side of Newman Road (just across Newman Road from the Cross Country Course). Tents can be set up starting on Friday, Nov. 17. This area will be unsecured so each institution is responsible for any loss or damaged property. This is not located within the admission ticket area so all spectators will be able to access this area without having paid admission.

### **6.4 SPECTATOR ENTRANCE**

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Detailed course and competition site maps are included in **Appendix A**.

## **6.5 SECURITY PROCEDURES**

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All bags, backpacks and packages are subject to inspection prior to entering the Tom Rutledge Cross Country Course. As a reminder, the following items are not permitted to be brought in for the safety of our guests: weapons, knives, or any other type of sharp objects. Please leave any unnecessary articles secured within your vehicle to expedite your entry into the grounds. Missouri Southern is not responsible for fire, theft, damage or loss of vehicle including articles left within.

## **6.6 STARTING BOXES**

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Starting boxes will be assigned to teams and individuals by a random draw. Starting box assignments will be published online at [NCAA.org](https://www.ncaa.org) Friday, Nov. 10 and a copy of the assignments will be included in the packets.

## **6.7 Facility**

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Water and restroom facilities will be available to participants and coaches in the starting area. In the finish area there will be water, sports drinks and limited snacks for the competitors immediately at the exit from the finish corral.

Spectators can use the Fred G. Hughes Stadium as well for restroom facilities.

## **6.8 PARKING**

---

Teams may park in the College Heights Christian Church Parking Lot (north side of Newman Road) which is located northeast of the cross country course immediately off of Newman Road. Signage will be available throughout the parking lot to help direct traffic as it relates to parking. There will also be a mowed path through to the warm-up/team tent area from the parking lot.

## **6.9 DIRECTIONS TO THE COURSE**

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The MSSU Tom Rutledge Cross Country course is located on the eastern portion of the Missouri Southern State University campus in the Robert W. Plaster Sports Complex. It is directly located at the intersection of Duquesne Road and Newman Road in the south eastern quadrant. Printable directions and a campus map can be found by visiting <https://www.mssu.edu/map.php>

## SECTION 7. MEDIA SERVICES

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### 7.1 CHAMPIONSHIP WEBSITES

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The official website for the championships is available at [www.NCAA.com](http://www.NCAA.com). Additional information specific to participants can be found on [NCAA.org](http://NCAA.org).

### 7.2 CREDENTIAL FOR MEDIA

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Please visit [www.ncaa.com/media](http://www.ncaa.com/media) for all NCAA media policies and to submit media credential requests, including requests for institutional sports information personnel. Media credentials will be available for pickup in the lobby of the North Endzone Facility during 8 a.m. to 5 p.m. Friday, Nov. 17 and starting at 8 a.m. Central time, Saturday, Nov. 18. For questions regarding media credentials, please contact Spencer Greathouse, 417-625-9359; [greathouse-s@mssu.edu](mailto:greathouse-s@mssu.edu)). **A photo ID is required to pick up media credentials**

### 7.3 MEDIA INTERVIEW AREA

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Media interviews will take place in the media tent near the finish line. The area will be marked for media personnel only. This tent will be the same location as clerking.

### 7.4 MEDIA SERVICES

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Media hospitality and services will be located near the cross country building by the finish line. The area will be marked for media personnel only. Media facilities are also available in the NEZ, room 205, on race day. For specific needs contact Cori Reid, 417-625-3576; [reid-c@mssu.edu](mailto:reid-c@mssu.edu).

### 7.5 RESULTS

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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](http://www.NCAA.com) and on the Leone Timing [website](#).

### 7.6 WEBCAST INFORMATION

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The championships will be streamed live on [NCAA.com](http://NCAA.com). To access the live stream, go to [www.NCAA.com](http://www.NCAA.com). A link to view the races will be available on the day of the championships.

## **7.7 SCORING/RESULTS**

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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 [NCAA.com](http://NCAA.com) and on the Leone Timing [website](#).

## **7.8 MEDIA PARKING**

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Media parking will be available in the Officials/Volunteer/Media parking area marked on the map in **Appendix B**. Media must show their NCAA Media Credential to the parking attendant.

## **7.9 INTERVIEW POLICIES**

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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.

## **7.10 VIDEOTAPING/PHOTOGRAPHY**

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The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 31.6.4.3. 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](http://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](http://NCAAPhotos.com) for

non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.). 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. 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 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.

## **SECTION 8. MEDICAL**

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### **8.1 MEDICAL EXAMINATIONS**

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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**

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Certified athletic trainer(s) will be available at the NEZ for the two days of practice, and in the med tent on race day. Additionally, athletic trainer(s) will be available on-call during your stay to assist in the care of your student-athletes.

On Thursday and Friday, Nov. 16 and 17, a certified athletic trainer will be at the NEZ for the duration of course availability (9 a.m. to 4 p.m., closed from 12-1 pm). 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. We will NOT have any electrical modalities available at the course; we will have ice/ice bags available. If an athletic trainer will not be traveling with your team, please provide needed supplies or a stocked medical kit.

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 room at the NEZ, first Floor, during practice times. If not accompanied by an athletic trainer, then your school's medical staff must provide the specifications for treatment requested.

On Saturday, Nov. 18 we will have multiple certified athletic trainers, as well an EMS and a team physician on-site for the event. The medical tent will be available beginning 7:30 a.m.

If you have any questions or special requests, please contact Amanda wolf at 417-625-3174 or [wolf-a@mssu.edu](mailto:wolf-a@mssu.edu).

### **8.3 CONCUSSION MANAGEMENT**

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The NCAA has adopted legislation that requires all active member institutions to have a concussion-management plan for their student-athletes. Participating 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.

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 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 Guideline on Concussions” online at [www. NCAA.org/health-safety](http://www.NCAA.org/health-safety).

#### **8.4 CREDENTIALS FOR MEDICAL PERSONNEL**

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Institutional athletic trainers/physicians may request a medical credential by contacting Amanda Wolf (417-625-3174; [wolf-a@mssu.edu](mailto:wolf-a@mssu.edu)). Medical credentials can be picked up at packet pick-up.

#### **8.5 FIRST AID**

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The main medical tent will be located at the finish line. A medical vehicle will follow the runners in each race. The official meet physician/athletic trainer will be designated and communicated at the coaches meeting. All medical scratches/substitutions must be approved by the official meet physician/athletic trainer.

#### **8.6 EMERGENCY/HOSPITAL INFORMATION**

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##### Hospital and Emergency Services Information

Freeman Health Systems 1102 W. 32 <sup>nd</sup> Joplin, MO 64804	Mercy Hospital 100 Mercy Way Joplin, MO 64804
Freeman Urgent Care-Joplin 1130 E 32 <sup>nd</sup> St Joplin, MO 64801 417-347-2273	Mercy Convenient Care 1313 S Rangeline Joplin, MO 64801 417-623-2207
Freeman Urgent Care-Webb City 1010 S Madison Ave Webb City, MO 64870	

For an emergency, dial 911. Local Police Department is 417-623-3131; Local Fire Department is 417-624-0313; Local EMS is 417-623-3347.

### **SECTION 9. SCHEDULE OF EVENTS**

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#### **9.1 ADMINISTRATIVE MEETING**

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A mandatory administrative meeting will be held virtually at 1:00p.m. Central time, Thursday, Nov. 9. An email link to the meeting will be sent out to all qualified teams. 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 representation at the meeting will be fined \$200 per team per gender.

**Access the Meeting here –**

[Click here to join the meeting](#)

Meeting ID: 255 500 754 086

Passcode: jvoTPo

[Download Teams](#) | [Join on the web](#)

## 9.2 BANQUET

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The banquet will be held Friday, Nov. 17 at 5:00 – 6:00 p.m., at the Leggett and Platt Athletic Center. Doors will open at 5:00 with the program starting at 5:30. We will be having heavy Hors-d'oeuvres, photo opportunities for the travel parties, and a DJ. The Elite 90-Award winners will be announced at this event. Parking for the event is available anywhere on campus, including at the football stadium and NEZ.

Each school will be allotted event tickets for the official travel party. Teams will receive tickets for the participating student-athletes (up to seven) and two non-athletes. Individuals will receive tickets for the participating student-athletes and one non-athlete. If two or more individuals qualify from the same institution, they will only receive one additional banquet ticket (not one for each individual qualifier). Teams will receive their event ticket allotment during packet pick-up. There will be a limited amount of additional tickets for sale on a first-come, first-serve basis. Additional banquet tickets may be requested in advance, with payment of \$40.00 due at packet pick-up. **Only cash will be accepted as form of payment.**

To request banquet tickets, please contact Ryan Snyder at [Snyder-r@mssu.edu](mailto:Snyder-r@mssu.edu), or 417-625-9815.

**NOTE:** Attire for the banquet is school/team apparel.

## 9.3 CLERKING PROCEDURES

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The window for check-in will open 80 minutes before the start of each race. Teams are encouraged to check in as soon as possible, but not later than 20 minutes before to their race.

When teams check in at the clerking tent, they will be required to show that they have their hip numbers, chips on their spikes, bibs on their jerseys, and that their uniforms meet the NCAA logo requirements. The clerk will be located in the tent immediately behind the start line. This will serve as a quick visual for assistant clerks at the start

line that the student-athletes have completed the check-in process. Reminder: Teams may not run more than seven (7) student-athletes.

Teams will not be allowed to check in at the start line. All teams must check in at the clerking tent which is located behind the start line.

The head clerk controls the master list of all the teams/individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring teams that have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

If a team is missing from a box, the assistant clerk will communicate via radio to the head clerk. If a team has not checked in with the head clerk, the head clerk will radio the assistant clerk(s) to see if it is at the start line and have it report immediately to the tent for check-in.

#### **9.4 COMMUNITY ENGAGEMENT**

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Detailed information regarding the community engagement event will be communicated directly from Jill Willson ([jwillson@ncaa.org](mailto:jwillson@ncaa.org)) to teams.

#### **9.5 PRACTICE SCHEDULE**

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The course will be available for practice from 9 a.m. to 4p.m. local time Thursday, Nov. 16, and Friday, Nov. 17, and beginning at 8:30 a.m. Saturday, Nov. 18. A certified athletic trainer will be available during these times.

#### **9.6 DECLARATIONS/PACKET PICK-UP**

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Declarations and packet pick up will be held from 2:30-4:00p.m. Local Time, Thursday, Nov. 16<sup>th</sup>, and 9 to 11 a.m. local time, Friday, Nov. 17, at the NEZ Alumni Room. Declarations must be made in person. The seven student-athletes competing in the meet must be declared at this time. Coaches can only 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.

#### **9.7 CHAMPIONSHIP SCHEDULE**

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##### **Thursday, Nov. 16**

9 a.m. to 5p.m.

Course open for practice

Trainers available on site

2:30p.m. to 4p.m.

Packet Pick-up, and Declarations, NEZ

##### **Friday, Nov. 17**

9 a.m. to 4p.m.	Course open for practice Trainers available on site
9 a.m. to 11 a.m.	Packet Pick-up and Declarations, NEZ Banquet and Elite-90 presentation, Leggett & Platt Athletic Center
5 p.m. to 6 p.m.	

**Saturday, Nov. 18**

8:30 a.m.	Course available for participants
9 a.m.	Gates open to spectators
9:45 a.m.	National anthem

**Women's 6,000-Meter Championship Race**

8:40 a.m.	Women's competitors clerking procedure begins (80 minutes prior start)
9:40 a.m.	Women's competitors called to the start line (approximately 20 minutes to start)
9:50 a.m.	Second call to the start line (10 minutes to start)
9:55 a.m.	Start line is cleared of all non-competitors (5 minutes to start)
9:57 a.m.	Runners at the start line for instructions
10 a.m.	Start of Women's 6,000-meter championship race

**Men's 10,000-Meter Championship Race**

9:55 a.m.	Men's competitors clerking procedure begins (80 minutes prior to start)
10:55 a.m.	Men's competitors called to the start line (approximately 20 minutes to start)
11:05 a.m.	Second call to the start line (10 minutes to start)
11:10 a.m.	Start line is cleared of all non-competitors (5 minutes to start)
11:12 a.m.	Runners at the start line for instructions
11:15 a.m.	Start of Men's 10,000-meter championship race
12:15 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.

## SECTION 10. PARTICIPANT EXPECTATIONS AND GUIDELINES

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### 10.1 CODE OF CONDUCT FORM

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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. All members of the travel party must complete the [Division II Code of Conduct form](#) before the start of competition. Please make sure an administrator from your institution completes the form.

### 10.2 COMPETITOR NUMBERS

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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.

### 10.3 CREDENTIALS FOR PARTICIPANTS

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Each team will receive credentials for their official travel party. Media credentials must be requested online at [www.ncaa.com/media](http://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.**

### 10.4 EQUIPMENT AND UNIFORM CHECK

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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.

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.

*Note: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk or the head field event official at initial event 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.*

## 10.5 PARTICIPANT PRONUNCIATION FORM

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Please complete the pronunciation form (**Appendix B**) and return to **Lance Pedersen** ([lpedersen@ncaa.org](mailto:lpedersen@ncaa.org)) by **Friday, Nov. 10**.

## 10.6 POST-CHAMPIONSHIP/COMPETITION SITE EVALUATION

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

Mementos will be distributed onsite at the finals location for all members of the travel party. If you would like to order additional mementos please see the information at the back of the manual for ordering instructions.

## 10.7 PROTEST PROCEDURES/APPEALS

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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 form. 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).

## **10.8 SPORTS WAGERING**

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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.

## **10.9 SQUAD SIZE**

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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.

## **10.10 SUBSTITUTES**

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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.

### 10.11 TOBACCO BAN

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The use of tobacco products 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.

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

### 10.12 TICKETS

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Ticket prices for the 2023 championships will be as follows:

Adult	\$10
Students (w/ valid ID)	\$5
Students under 18	\$5
Children (2 and under)	Free
Military (w/ valid ID)	Free

### 10.13 TRAVEL/TRANSPORTATION

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

#### 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. Teams located within 500 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](mailto:travel@ncaa.org) for approval prior to making any travel arrangements.

#### NCAA Travel Policies

All NCAA travel policies are located on the [NCAA website](https://www.ncaa.org) at NCAA.org, (Division II, championships, championships resources, travel and reimbursement information).

#### Expenses/Reimbursement

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. The Travel Expense System, as well as per diem allowance policies, are located on the [NCAA website](https://www.ncaa.org) at NCAA.org, Division II, championships, championship resources, travel and reimbursement information.

#### 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 and not for regional qualifying meets.

Band/Spirit Squad/Mascots

A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. Live animal mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.

Lodging

A list of hotels and the room rate for each hotel is available in **Appendix C**.

## **SECTION 11. APPENDIXES**

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**APPENDIX A: COURSE MAPS**

**APPENDIX B: PRONUNCIATION FORM**

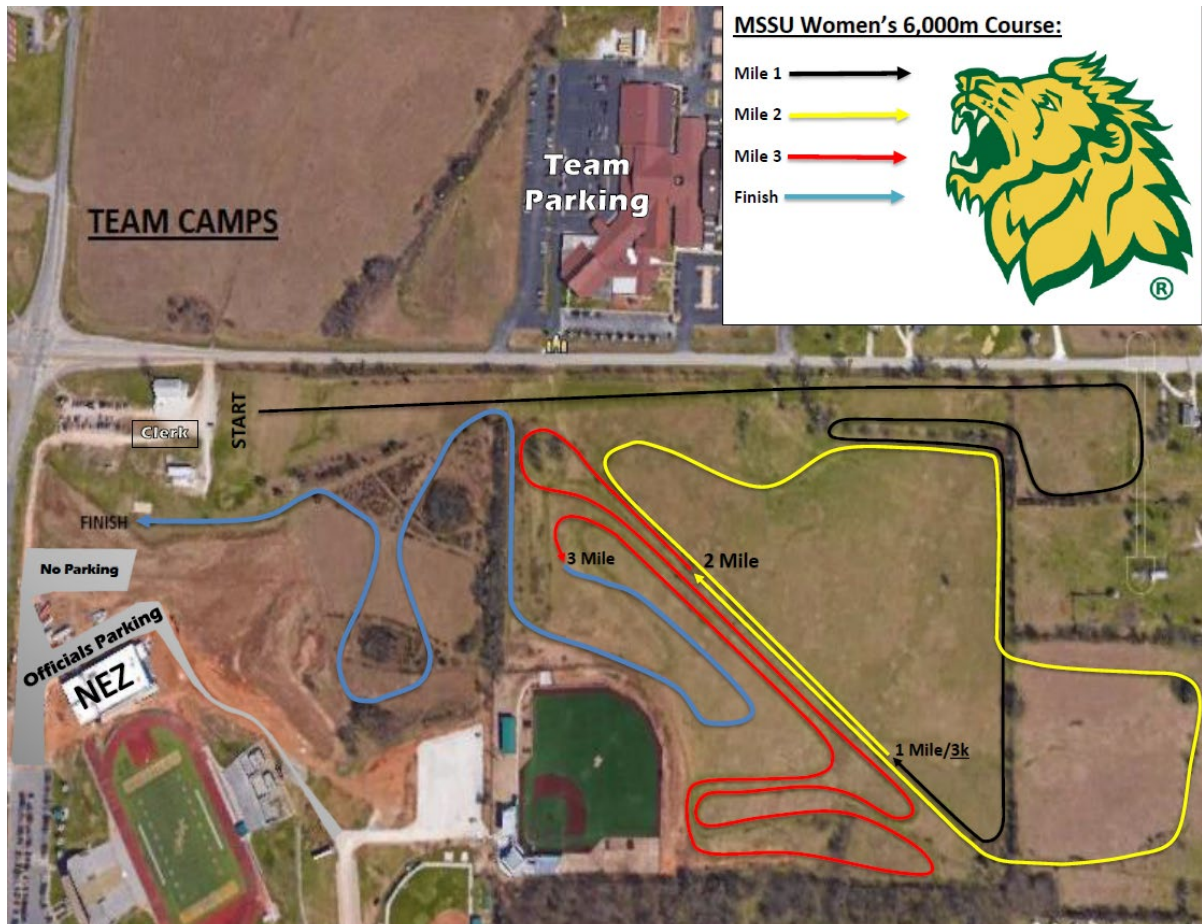
**APPENDIX C: LODGING INFORMATION**

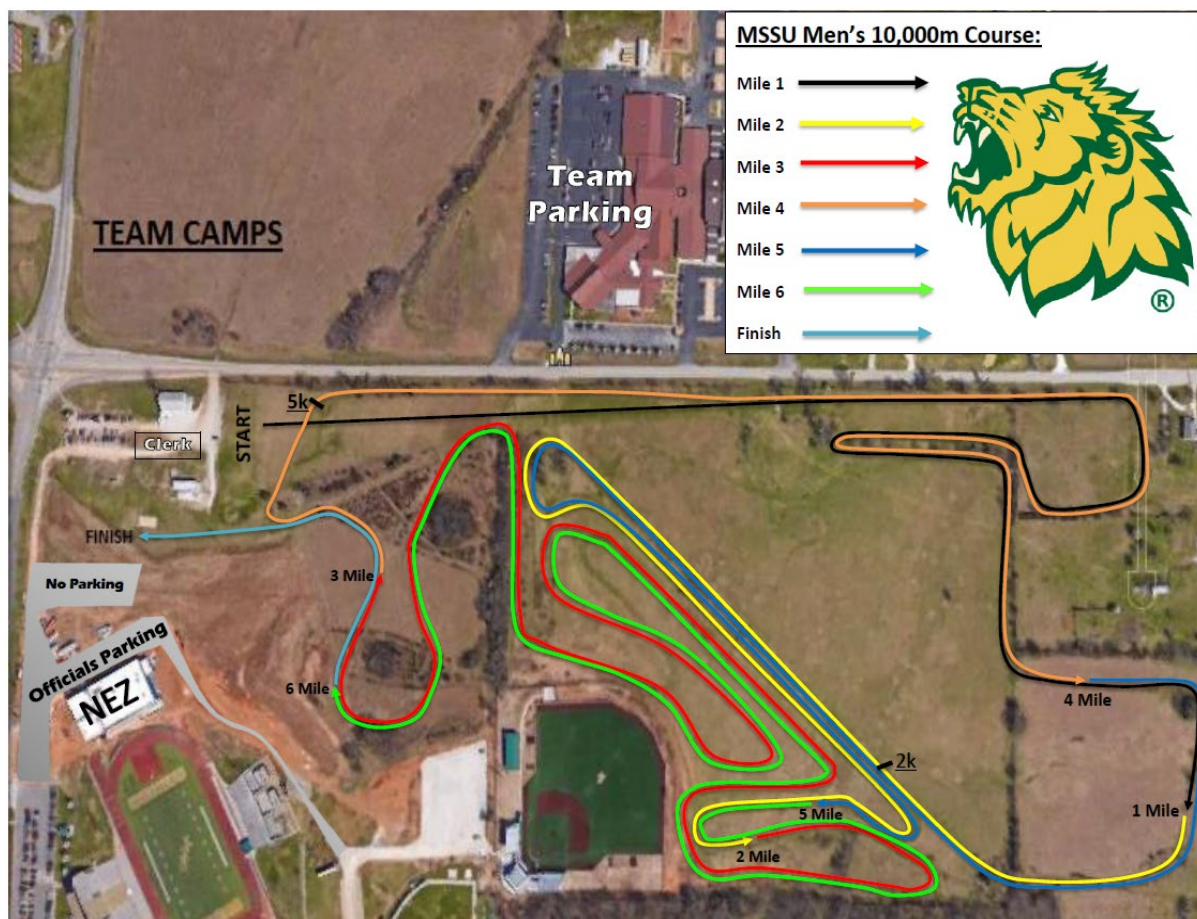
**APPENDIX D: STUDENT-ATHLETE PARTICIPATION AWARDS**

## 11.1 APPENDIX A: COURSE MAPS

<https://mssulions.com/facilities/tom-rutledge-cross-country-course/11>

[https://mssulions.com/documents/2023/10/9/6K\\_Course\\_MSSU\\_2023\\_updated.pdf](https://mssulions.com/documents/2023/10/9/6K_Course_MSSU_2023_updated.pdf)





## 11.2 APPENDIX B: PRONUNCIATION FORM

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**2023 NCAA Division II Men's and Women's Cross Country Championships**  
**Team Pronunciation Form**  
(Please Print)

School \_\_\_\_\_

Team Colors \_\_\_\_\_

Team Nickname \_\_\_\_\_

Student-Athlete(s) Name	Phonetic Pronunciation	Previous Individual Placement at Nationals w/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2022 National Team Finish \_\_\_\_\_

2021 National Team Finish \_\_\_\_\_

Head Coach \_\_\_\_\_

Assistant Coach(es) \_\_\_\_\_

### 11.3 APPENDIX C: LODGING INFORMATION

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The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

#### Hotels in the Area

Identify yourself as participants in the NCAA Men's and Women's Cross Country Regional Championships. There are other accommodations all available with ½ mile of the meet headquarters. All accommodations are within 3 miles of the course.

Drury Hotel, 3601 S. Rangeline Road Joplin, MO 64804 Phone: 417-781-8000

Fairfield Inn by Marriott, 3301 S. Rangeline Road Joplin MO 64804, Phone: 417-624-7800

Holiday Inn Joplin, 3402 S. Arizona Ave., Joplin, MO 64804, Phone: 417-624-9000

Residence Inn by Marriott, 3128 E. Hammons Blvd. Joplin MO 64804, Phone: 417-208-1021

Sleep Inn, 221 S East Street , Webb City, Missouri 64870. Phone: 417-717-0497

TownePlace Suites by Marriott, 4026 S Arizona Ave, Joplin, MO 64804, Phone: 417-659-8111

#### Restaurants in the Area

We have over a hundred restaurants in the area. On our website is a list of the corporate sponsors of MSSU who assist us in having the resources to put on events such as this. We highly encourage you to visit our corporate sponsors as a show of support. This greatly enhances our ability to work with more local businesses who know that we and our other institutions will visit their businesses.

# CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

*We are excited to share that this year, all Student-Athlete Mementos will be given out ONSITE at the Championship!*

## HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Make sure you have communicated to the NCAA the correct person to receive the email which will include your password to access the website for additional mementos. Once the email is sent, you will be instructed to the site to place your school's order: [ncaainstitutionalportal.com](https://ncaainstitutionalportal.com). The number of mementos you will receive will be the same number as the NCAA prescribed travel party. To purchase additional mementos outside of your travel party allotment, please follow below:

- Enter password
- Click "Purchase Additional Gifts"
- Select your division
- Select your sport
- Pick the quantity of additional gifts you want
- Add to your cart and select your school
- Enter your contact information and the shipping address the gifts should be delivered to
- Enter your payment information (all gifts must be paid for at time of checkout)
- Submit your order

Place your Order at: [ncaainstitutionalportal.com](https://ncaainstitutionalportal.com)

### Questions?

Email Christa Selner: [CSelner@BirdieBox.com](mailto:CSelner@BirdieBox.com)

# BirdieBOX New for 2023-2024!

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.