



2023 DIVISION II
CROSS COUNTRY
CHAMPIONSHIPS

MONMOUTH, OR • *Western Oregon University, Host*

PARTICIPANT
2023-24 MANUAL
Regionals

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Schedule of Events

(All Times Are Pacific Standard Time)

Friday, Nov. 3

10a.m. to 4p.m.	Course available for practice.
11a.m. to 4p.m.	Packet pick-up.
Location:	Clerk's tent-Ash Creek Preserve

Saturday, Nov. 4

8:00 a.m.	Course opens to competitors.
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Women's 6,000-Meter Race

8:40 a.m.	Women's competitors clerking procedure begins (80 minutes prior to start)
9:40 a.m.	Women's competitors called to the start line (approximately 20 minutes to start)
9:42 a.m.	National Anthems
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 race

Men's 10,000-Meter 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 race

Immediately after the second race, recognition of top runners and teams.

Accommodations

Each participating institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

Hotels in the Area

[The Independence Hotel](#)

Phone: 503-837-0200

[The Grand Hotel in Salem](#)

Phone: 503-540-7800

[Best Western Plus Mill Creek](#)

Phone: 503-585-3332

[La Quinta Inn and Suites Salem](#)

Phone: 503-391-7000

[Best Western Dallas](#)

Phone: 503-623-6000

[College Inn Monmouth](#)

Phone: 503-838-4438

[Hampton Inn and Suites](#)

Phone: 503-362-1300

[DoubleTree by Hilton in Salem](#)

Phone: 503-581-7004

[Holiday Inn Salem](#)

Phone: 503-370-7888

[Shilo Inns Salem](#)

Phone: 503-581-4001

Mandatory Administrative Meeting

Coaches are required to attend the mandatory administrative meeting at 5:00 p.m. (PST), Monday, October 30 via zoom (link to follow).

Championship Format

Teams and individuals qualify for the national championships through participation in the regional meets. Teams are not reimbursed for participation in regional meets. 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.

The team and individual winning the regional will be recognized and presented with an NCAA trophy.

Clerking Procedures

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 their race.

When teams check in at the clerking tent, they will be required to show that they have their chips on their spikes, bibs on their jerseys, and that their uniforms meet the NCAA logo requirements. All team members should be present at the time of check in. The head clerk will apply a small colored dot sticker to the bibs of student-athletes who have completed the check-in process. 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 student-athletes. Teams will not be allowed to check in at the start line. All teams must check in at the clerking tent.

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.

Competition Site

Maps, Campus Information and Race Preview

<https://wou.edu/safety/forms/campus-map/>

Men's and Women's Course Maps

https://wouwolves.com/documents/2021/9/30/AshCreek_10K_Course_102717_2_.pdf

https://wouwolves.com/documents/2022/6/10/Ash_Creek_Mike_Johnson_Classic_6k_Course.pdf

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 on discovery.

Locker Rooms

Showers will be available from 1-2pm on Saturday in NPE. Towels will not be provided.

Parking

On Friday, Van parking is allowed in the gravel lot on Church St near the Clerk tent or in Lots J and P (buses not allowed in gravel lot). On Saturday, team parking will be in Lot J and Lot P (see map link). Spectators will use Lots J and P on Saturday. Only officials and meet personnel will use the gravel lot on Saturday.

<https://wou.edu/safety/forms/campus-map/>

Participant/Spectator Entrance

The course is open to the public and can be easily accessed from the parking lots (J and P).

Restrooms

Portable restrooms will be available in multiple areas at the course.

Starting Boxes

Starting boxes will be assigned to teams and individuals by a random draw. Starting box assignments will be communicated on NCAA.org.

Drug Testing

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 masking agents, peptide hormones and analogues, 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) 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 is located at www.ncaa.org/drugtesting.

Entry Procedures

In order to be eligible for participation in the regional and national meets, institutions must have met outlined minimum qualification requirements (outlined in the pre-championships manual) 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 no more than seven must be declared to participate during

packet pick-up (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 eligible for NCAA competition.

The online entry form will be available beginning at 8 a.m. Eastern time, Tuesday, Oct. 23. **All entry forms must be submitted by 11:59 p.m. Eastern time, Monday, Oct. 30. Late online entry form submissions may be considered by the committee until 11:59 p.m. Eastern time, Tuesday, Oct. 31. 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, Tuesday, Oct. 31. Institutions that have not submitted an entry form by 11:59 p.m. Eastern time, Tuesday, Oct. 31, will not be eligible to compete at the regional meet.**

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

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

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

STEP 1—Creating a DirectAthletics Account

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

1. Go to www.directathletics.com/ncaa.html.
2. On the right side (in the New Account Creation box), select your division.
3. Select your team, choosing only the genders for which you are submitting entries. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.

4. Click Continue and you will be directed to the default Team Roster page. You can see which team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account [e.g., Texas (Men)]. If you have a men's and women's account, it will usually default to men first.
5. Follow Step 2 below to enter your roster.

STEP 2—Setting Up Your Online Roster

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

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

STEP 3--Submitting Your Roster/Entries

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

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

5. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.

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

NOTE: If you do not receive a confirmation of entry, the registration was not submitted. Please ensure you receive a confirmation email to validate the entries.

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

Declarations/Package Pick-Up

Declarations and package pick-up will be held from 11a.m. to 4 p.m. (PST) time, Friday, Nov. 3, at the clerk tent at Ash Creek Preserve. 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 DirectAthletics during the declaration period on TFRRS. Medical circumstances for declaring a student-athlete not on the entry roster will be reviewed by the sport committee. A representative of the student-athletes’ institution must declare for a team/individual. Missing declarations/package pick-up will result in a fine.

Course maps and descriptions also will be available and host representatives will be there to answer questions about the course.

Substitutes

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

Squad Size

Teams are limited to a maximum of seven competitors. Institutions entering **five to seven** runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

Evacuation/Severe Weather Plan

Lightning and Weather Detection Service

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.

Shelter Locations

In the event of inclement weather, the NPE building adjacent to the course will be available for shelter if needed.

Severe Weather Plan

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 site representative 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 site representative, 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 track and field and cross country committee reserves the right to make changes to the above policies and schedules as they see fit.

Finish-Line Procedure

The order of finish will be verified with Finish lynx system. Two Lynx cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Coaches and fans can wait for runners outside of the finish. After runners leave the area, they will need to remove their chips, and get them to the coach as soon as possible. Coaches should collect their chips and return them to the results pick up area.

Merchandise

Merchandise will be available for purchase on Friday from 11 a.m. to 4 p.m. (PST) at the course and Saturday from 9 a.m. (PST), through the conclusion of the second race and awards.

Participant Expectations and Guidelines

Code of Conduct

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 sign the [Division II Code of Conduct form](#) before the start of competition. The institution shall keep the signed form on file and make it available on request by NCAA staff or the sport committee.

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics

administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

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

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

Tobacco Ban

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.

Practices

The course will be available for practice from 10am to 4pm (PST), Friday, Nov. 3rd. A certified athletic trainer will be available during these times. The course will be officially marked by Thursday afternoon.

Protest Procedures/Appeals

All protests shall be written on the carbon copy NCAA Cross Country/Track and Field Protest Form, which will be located at the finish line trailer. One copy shall be posted, and the other copies shall be given to the referee. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, and the other copy 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 official decision. Protests will be accepted up to 15 minutes after the posting of the results of the last events.

Sports Information/Results

Official race results will be online at NCAA.com after the completion of each race. Live results can be found WOUWolves.com and Live.tf.

At the meet, results will be posted at the finish line trailer and available online at NCAA.com

Championship Websites

The official website for the championships is available at ncaa.com. Additional information specific to participants is located on ncaa.org. Locally, wouwolves.com will provide race information, maps and community information.

Sports Medicine

Ambulance

An ambulance will be on site during the championships.

Athletic Trainers

Certified athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified athletic trainer(s) shall be on site for each scheduled practice or competition. Physician(s) shall be on call or on site for all practice and game days, depending on the sport. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, X-ray technicians, emergency medical technicians (EMTs) or licensed massage therapists.

Athletic Training Hours

Certified athletic training staff will be available in the athletic training tent adjacent to the start/finish area on Friday and Saturday. A Physician will be on site on championship day.

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Friday 10 a.m. – 4 p.m.

Saturday 8 a.m. – 12:30 p.m.

The training room is located in the NPE building adjacent to the course. A training area also will be set up on the course. If you have any special needs, please contact Alyssa Asay via email at asaya@wou.edu.

Concussion Management

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. Within the rules of the sport and policies established for the championships, 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 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-and-safety](http://www.NCAA.org/health-and-safety).

Hydration

Water will be available at the Athletic Training Tent near the finish line.

Medical Examinations

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

Team Tents

Team tents will be allowed around the perimeter of the course. Tents will not be allowed within the inner sections of the course.

Tickets

Free

Transportation/Travel Information

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

Directions to Course

The Ash Creek Preserve is located on the campus of Western Oregon University. Van parking is allowed on Friday in the gravel lot on Church St near the Clerk tent (buses not allowed in gravel lot). On Saturday, team parking will be in Lot J.
<https://wou.edu/safety/forms/campus-map/>

Uniforms

Please see Rule 4-3 in the [2023 and 2024 Cross Country/Track and Field Rule Book](#).

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.