



**PRECHAMPIONSHIPS  
2024-25 MANUAL**

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2024-25 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 Prechampionship 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.

Sections one through nine apply to policies applicable to all 90 championships, while the remaining sections are sport specific.

## Section 1.1 Definitions

**Prechampionship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Prechampionship 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).

**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.** In any championship in which a squad limit has been established by the governing sport committee or by the bylaws, the number of eligible student-athletes in competitive uniform eligible to participate at the start of competition.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship event(s) to be hosted at the host venue.

## 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).

## Section 3 • Conduct

### Section 3•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Bylaws 12, 13, 14, 15, 16, 20.2.4, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Bylaws 7.3.1.5 and 18.2.1 in the NCAA Division II Manual and Division II Championships Committee Policy and Bylaws 31.2.1.5, 31.2.1.5.2, and 31.2.2 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 3•2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation 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 3•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

## GENERAL ADMINISTRATIVE GUIDELINES

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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 3•4 Misconduct/Failure to Adhere to Policies

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#### 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 online.

### Section 3•5 Sports Wagering Policy

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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) 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 3•6 Student-Athlete Experience Survey

During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships can be improved for future NCAA student-athletes. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of NCAA-issued championship credentials.

We also understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

## Section 4 • 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 competing at the finals site. 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. For more information or to access the online form and submit a nomination, [click here](#).

## Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations 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 Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to [ncaa.com/travel](http://ncaa.com/travel) to search and book online hotel reservations.

## Section 6 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [Health, Safety & Performance website](#). In addition, a summary of some of the key health and safety considerations related to traveling to championship events can be found in the [NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#).

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 17.1.10 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]*

## GENERAL ADMINISTRATIVE GUIDELINES

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

In order to avoid inappropriate and unnecessary participant distraction and disruption of championship events, it is expected any data collection or other research efforts conducted at or during championship events will be coordinated through the national office, with notice and a description of any research proposal to be submitted to the NCAA research staff at least six weeks before the championships event begins.

## Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. NCAA Travel policies are updated annually and can be found online [here](#). Please reference Appendix A of the travel policies for reimbursable travel party numbers. The travel policies supersede all other documents.

## Section 10 • Division II

### Section 10.1 Division II Philosophy

In addition to the constitution 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.

Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate. Division II members abide by the following principles that help define and distinguish the division: (*Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22*)

(a) Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight; (*Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22*)

(b) Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well; *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(c) Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through; *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(1) **Academics.** Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(2) **Athletics.** Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission; *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(3) **Community Engagement.** Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(4) **Postgraduation Success.** Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation; *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(d) Division II members support the utmost in sportsmanship by committing to a "game environment" initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

(e) Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division's governance structure. *(Adopted: 1/31/22, Revised: 7/19/22 effective 8/1/22)*

## Section 10•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 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 the online form required for the sport administrator and have a complete and accurate signature page on file at the institution 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, institutional chancellor/president, institutional athletics director, senior woman administrator, sports information director and compliance director.

### MISCONDUCT

The NCAA Division II Manual Bylaw 18.02.4 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 18.02.4). The Division II Championships Code of Conduct is to be part of the championship(s) packet and delivered to all institutional representatives attending the championship(s) 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

- Have on file at the institution an accurate and complete Division II Code of Conduct signature page before the start of the first competition of the championship(s).
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship competition.
- Discuss misconduct and possible consequences with all institutional personnel traveling with the team (official travel party and additional individuals).
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in a 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(s) site.
- Abide by federal, state and local laws and regulations 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 Division II Championships Committee policy, 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(s) involved;
- c. Banishment of the individual from participation in one or more subsequent championships of the sport involved;
- d. Cancellation of payment of the Association's travel guarantee to the institution 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
- g. NCAA championships;
- h. Cancellation of all or a portion of the honorarium for hosting an NCAA championship(s); and
- i. 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 chancellor/president 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 10•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/videoconferences, prechampionship 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 chancellor/president 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 10•4 Make Game Day Yours

Division II promotes a game environment that is respectful and engaging for everyone through the Make Game Day Yours initiative. The initiative aims to create a positive game environment at Division II contests and promotes excellent customer service among hosts to both teams' fans, student-athletes, coaches and game officials.

Championship hosts should keep in mind the importance of safety, responsiveness and dignity in order to achieve a positive experience. We ask that each participant and fan be personally accountable for their actions and do their part to ensure this event is a positive reflection of Make Game Day Yours.

### Section 10•5 Religious Conflicts

*[Reference: Division II Championships Committee Policy.]*

**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 before 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 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

### Lindsey Eldred

Assistant Director, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
O: 317-917-6747 / C: 317-244-8059

### TBD

Coordinator, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-XXXX /

## 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

#### Andrew Huber

Assistant Director of Athletics  
West Chester University of Pennsylvania

### EAST REGION

#### Zach Emerson

Assistant Director of Athletics/  
Director of Track & Field/Cross Country  
Franklin Pierce University

### SOUTH REGION

#### Mike Rosolino

Head Cross Country/Track and Field Coach  
Embry-Riddle University

### SOUTHEAST REGION

#### Jack Brunecz

Head Cross Country/Track and Field Coach  
King University

### CENTRAL REGION

#### Sage Woodham, chair

Senior Woman's Administrator/Assistant Director of  
Athletics  
Southern Arkansas University

### MIDWEST REGION

#### Elizabeth Hoge

Senior Woman Administrator/Assistant Director of  
Athletics and Director of Academic Support  
Ashland University

### SOUTH CENTRAL REGION

#### Katelyn Smith

Director of Athletics  
Adams State University

### WEST REGION

#### Randi Lydum

Director of Athletics  
Western Oregon University

**For additional information about cross country rules, contact:**

#### Mark Kostek

Secretary-Rules Editor  
[kostekmt@gmail.com](mailto:kostekmt@gmail.com)

#### Rachel Seewald

Director, Championships and Alliances  
NCAA Playing Rules and Officiating  
317-917-6141 / [rseewald@ncaa.org](mailto:rseewald@ncaa.org)

## Section 1•3 Important Dates and Sites

**Thursday, Aug. 29**

First date of countable competition for championship qualification minimums.

**Friday, Sept. 13**

First date of competition for championships selections.

**Before first competition**

Deadline for roster submission to TFRRS-XC.

**Monday, Oct. 28**

Regional online entry form available at [directathletics.com](http://directathletics.com) –  
8 a.m. Eastern time.

**Monday, Nov. 4**

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

<b>Tuesday, Nov. 5</b>	Late declaration 11:59 p.m. Tuesday, Nov. 5, for regionals. <b>Late declarations will be accepted with a fine of \$1,500 per team per gender.</b>
<b>Friday, Nov. 8</b>	Deadline for submission of Code of Conduct form to regional representative – 5 p.m. Eastern time. <b>Late submission will result in a fine of \$500 per team per gender.</b> Details outlined later in this manual.
<b>Saturday, Nov. 9</b>	Regional meets (men first, women second). Start times will be publicized on the meet websites and in the respective regional participant manuals.
<b>Sunday, Nov. 10</b>	Deadline for member institutions to have completed minimum contests. Results from all meets must be submitted by 11:59 p.m. Eastern time.
<b>Monday, Nov. 11</b>	Notification of selected teams and individuals.
<b>Friday, Nov. 15</b>	Championship starting box assignments will be published online at <a href="https://www.ncaa.org">ncaa.org</a> .
<b>Monday, Nov. 18 or Tuesday, Nov. 19</b>	Mandatory administrative meeting (teleconference)
<b>Friday, Nov. 22</b>	Championship declarations/packet pickup (locations and times will be communicated in the Participant Manual).
<b>Saturday, Nov. 23</b>	Championships finals; Men – 10 a.m. Pacific time, Women – 11:15 a.m. Pacific time.

## CHAMPIONSHIPS DATES AND SITES

### Regionals

Regional meets will take place Saturday, Nov. 9. Men will run first, followed by the women'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:

<b>Atlantic</b>	Lock Haven University of Pennsylvania; Lock Haven, Pennsylvania Aaron Russell (phone: 570-484-2261; email: <a href="mailto:arussell@lockhaven.edu">arussell@lockhaven.edu</a> )
<b>Central</b>	Missouri Southern State University; Joplin, Missouri Rob Mallory (phone: 417-625-9817; email: <a href="mailto:mallory-r@mssu.edu">mallory-r@mssu.edu</a> )
<b>East</b>	Roberts Wesleyan University and Rochester New York Sports Commission; Rochester, New York Andrew Dorr (phone: 585-594-6513; email: <a href="mailto:dorr_andrew@roberts.edu">dorr_andrew@roberts.edu</a> )
<b>Midwest</b>	Lewis University; Romeoville, Illinois Ed Schaffer (phone: 815-836-5420; email: <a href="mailto:eschaffer@lewisu.edu">eschaffer@lewisu.edu</a> )
<b>South</b>	University of Alabama in Huntsville; Huntsville, Alabama David Cain (phone: 256-824-2222; email: <a href="mailto:caind@uah.edu">caind@uah.edu</a> )
<b>South Central</b>	Metropolitan State University of Denver; Denver, Colorado John Kietzmann (phone: 303-615-0538; email: <a href="mailto:jkietzma@msudenver.edu">jkietzma@msudenver.edu</a> )
<b>Southeast</b>	Converse College and Spartanburg Convention & Visitors Bureau; Spartanburg, South Carolina Carson Blackwelder (phone: 864-205-9371; email: <a href="mailto:cblackwelder@uscupstate.edu">cblackwelder@uscupstate.edu</a> )
<b>West</b>	Montana State University Billings; Billings, Montana Andrew Bonner (phone: 406-657-2360; email: <a href="mailto:andrew.bonner@msubillings.edu">andrew.bonner@msubillings.edu</a> )

### Finals

The 2024 championship finals will be held Saturday, Nov. 23 at Arcade Creek Cross Country Course. California Collegiate Athletic Association and Sacramento Sports Commission will serve as host. The men's 10,000-meter race will be first at 10 a.m. Pacific time, followed by the women's 6,000-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 2025 will take place Saturday, Nov. 8. Hosts are as follows:

<b>Atlantic Region</b>	Lockhaven University of Pennsylvania
<b>Central Region</b>	Missouri Southern State University
<b>East Region</b>	Franklin Pierce University
<b>Midwest Region</b>	University of Wisconsin-Parkside
<b>South Region</b>	Florida Southern College and Central Florida's Polk County Sports Marketing
<b>South Central Region</b>	West Texas A&M University
<b>Southeast Region</b>	Wingate University
<b>West Region</b>	Western Oregon University

The championship finals in 2025 will be held Saturday, Nov. 29, at Wayne E. Danehl National Cross Country Course in Kenosha, Wisconsin. University of Wisconsin-Parkside will serve as host.

## 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 17.32, 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 2024 and 2025 NCAA Men's and Women's Track and Field and Cross Country Rules book will be followed for the 2024 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 2024 and 2025 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

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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 nonathlete. Institutions that qualify a team (five to seven student-athletes) will receive transportation reimbursement and per diem for the participating student-athletes and two nonathletes. 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 [ncaa.org](http://ncaa.org), Membership, Championships Travel.

## Section 2•2 Qualifying/Eligibility Requirements

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All NCAA cross country results must be reported to the Track and Field Results Reporting System for Cross Country 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://ncaa.org) ([ncaa.org/membership/championships-administration/division-ii-mens-and-womens-cross-country](http://ncaa.org/membership/championships-administration/division-ii-mens-and-womens-cross-country)).

### TEAM ROSTERS

Institutions that sponsor NCAA Division II Men's and Women's Cross Country will be required to register and maintain their official team roster with DirectAthletics by the date of their first institutional competition. When applicable, users should import their existing track and field athletes to their cross country roster. Roster registration for the cross country championships season is now available on TFRRS-XC.

**DirectAthletics accounts are PER TEAM.** An institution may have up to four accounts (Women's Cross Country, Men's Cross Country, Women's Track & Field, Men's Track & Field). Only new coaches would warrant the need to create a new account. Even if an institution has different users (different cross country coach than track coach), the system will still bring up the rosters from the institution to import athletes from track to cross country and from cross country to track.

Detailed account information and instructions for setting up meets and downloading team rosters in preparation for uploading 2024 cross country results are available for meet hosts, meet directors and timers at [tfrrs.org](https://tfrrs.org) (select the link for Login/Register). In addition, please note:

1. Meet hosts may use their method of choice to manage meet entries; however TFRRS IDs are available only via the DirectAthletics meet entry system at [directathletics.com](https://directathletics.com);
2. There is no cost to use the DirectAthletics meet entry system for college and junior college meets;
3. It is the responsibility of the meet directors/timers to download valid TFRRS for their entering teams, regardless of the meet entry method; and
4. All TFRRS IDs are single-meet IDs and not transportable from meet to meet; entry downloads for each meet will contain valid IDs for tracking results for that meet only. TFRRS IDs are available at no cost to any meet director/timer at [directathletics.com](https://directathletics.com) via the DirectAthletics entry system.

If you experience technical difficulty using the TFRRS-XC system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com)), and notify the NCAA national office (317-917-6503) if the difficulty will trigger a late fine.

## 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, Monday, Nov. 4. **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

For student-athletes to be eligible to participate in the Division II Men's and Women's Cross Country Championships, his or her institution must compete in a minimum of four contests with a minimum of five participants, finishing each of those contests (the regional meet can no longer be used as one of those contests) (ByLaw 7.3.1.7.1.1). Additionally, teams must have competed in a minimum of 4 meets with 5 participants, finishing the race, running a distance of 3k for women and 4k for men prior to regionals in order to be eligible to compete at regionals. 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 Lindsey Eldred at [leldred@ncaa.org](mailto:leldred@ncaa.org), within five days of the meet and not later than 11:59 p.m. Eastern time, Monday, Nov. 4. 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 satisfies the sport sponsorship minimum as described in the NCAA Cross Country/Track and Field Rules Book.

## DIVISION II CROSS COUNTRY

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- **Conference Championship.** An institution may count participation in the conference championship toward meeting the minimum contest requirements, provided at least five student-athletes start and finish a race on that date of competition.
- **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 their whole roster of eligible student-athletes on the online entry form, of which not more than seven must be declared to participate during packet pickup for regional competition. For the national championship it will be required that four of the seven declared runners must have raced at regionals to run at nationals. Coaches may make changes to the 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 [directathletics.com](https://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, Monday, Nov. 4. **Late online entry form submissions may be considered by the committee until 11:59 p.m. Eastern time, Tuesday, Nov. 5. If allowed, late entry form submissions will result in a fine of \$1,500 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, Nov. 5. Institutions that have not submitted an entry form by 11:59 p.m. Eastern time, Tuesday, Nov. 5, 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](mailto:support@directathletics.com); phone: 347-674-3002).

### CODE OF CONDUCT FORM

All institutions participating at the regional qualifying meet must submit a complete the Code of Conduct attestation form **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](https://ncaa.org).

## Section 2•3 Selection Procedures

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

## Section 2•4 Competition Requirements

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### 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.

# Appendixes

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## Appendix A • Sport Sponsorship

### ATLANTIC REGION

#### Central Intercollegiate Athletic Association (13)

Bluefield State University  
 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 (9)

University of Charleston (West Virginia)  
 Concord University  
 Davis & Elkins College  
 Fairmont State University  
 Frostburg State University

Glenville State University  
 West Liberty University  
 West Virginia Wesleyan College  
 Wheeling University

#### Pennsylvania State Athletic Conference (17)

Bloomsburg University of Pennsylvania  
 East Stroudsburg University of Pennsylvania  
 Gannon University  
 Indiana University of Pennsylvania  
 Kutztown University of Pennsylvania  
 Lock Haven University of Pennsylvania  
 Mansfield University of Pennsylvania  
 Millersville University of Pennsylvania (women only)  
 Pennsylvania Western University, California

Pennsylvania Western University, Clarion (women only)  
 Pennsylvania Western University, Edinboro  
 University of Pittsburgh, Johnstown  
 Seton Hill University  
 Shepherd University  
 Shippensburg University of Pennsylvania  
 Slippery Rock University of Pennsylvania  
 West Chester University of Pennsylvania

### 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  
 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 Arkansas, Fort Smith  
 University of Central Missouri  
 University of Central Oklahoma (women only)  
 Emporia State University  
 Fort Hays State University  
 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

## DIVISION II CROSS COUNTRY

### Northern Sun Intercollegiate Conference (15)

Augustana University (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)  
Wayne State College (Nebraska)  
Winona State University

## EAST REGION

### Central Atlantic Collegiate Conference (11)

University of Bridgeport  
Caldwell University  
Chestnut Hill College  
Dominican University New York  
Felician University  
Georgian Court University

Goldey-Beacom College  
Holy Family University  
Post University  
Thomas Jefferson University  
Wilmington University (Delaware)

### East Coast Conference (8)

D'Youville University  
Daemen University  
University of the District of Columbia (women only)  
Molloy University

Queens College (New York)  
Roberts Wesleyan College  
St. Thomas Aquinas College  
College of Staten Island

### Northeast-10 Conference (12)

Adelphi University  
American International College  
Assumption University  
Bentley University  
Franklin Pierce University  
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

## MIDWEST REGION

### Great Lakes Intercollegiate Athletic Conference (10)

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

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

### Great Lakes Valley Conference (15)

Drury University  
University of Illinois at Springfield  
University of Indianapolis  
Lewis University  
Lincoln University (Missouri) (women only)  
Maryville University of Saint Louis  
McKendree University  
Missouri University of Science and Technology

University of Missouri-St. Louis  
Quincy University  
Rockhurst University  
Southwest Baptist University  
Truman State University  
Upper Iowa University (women only)  
William Jewell College

\*Not eligible for NCAA championship competition.

**Great Midwest Athletic Conference (12)**

Ashland University  
 Cedarville University  
 University of Findlay  
 Hillsdale College  
 Lake Erie College  
 Malone University

Northwood University  
 Ohio Dominican University  
 Thomas More University  
 Tiffin University  
 Ursuline College (women only)  
 Walsh 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  
 \*Sul Ross State University  
 University of Texas of the Permian Basin (women only)  
 University of Texas at Tyler  
 Texas A&M International University  
 Texas A&M University-Kingsville  
 West Texas A&M University  
 Western New Mexico University

**Rocky Mountain Athletic Conference (15)**

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

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

**SOUTH REGION**

**Gulf South Conference (13)**

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

Shorter University  
 Trevecca Nazarene University  
 Union University  
 Valdosta State University  
 University of West Alabama  
 University of West Florida

**Southern Intercollegiate Athletic Conference (15)**

Albany State University (Georgia) (women only)  
 Allen University  
 Benedict College  
 Central State University  
 Clark Atlanta University  
 Edward Waters University  
 Fort Valley State University  
 Kentucky State University

Lane College  
 LeMoyne-Owen College  
 Miles College  
 Morehouse College (men only)  
 Savannah State University  
 Spring Hill College  
 Tuskegee University

\*Not eligible for NCAA championship competition.

## DIVISION II CROSS COUNTRY

### Sunshine State Conference (9)

Barry University  
Embry-Riddle Aeronautical University (Florida)  
Florida Institute of Technology (men only)  
Florida Southern College  
Lynn University

Nova Southeastern University  
Palm Beach Atlantic University  
Saint Leo University (women only)  
University of Tampa

### Independent (2)

University of Puerto Rico, Bayamon

University of Puerto Rico, Rio Piedras

## SOUTHEAST REGION

### Conference Carolinas (15)

Barton College  
Belmont Abbey College  
Chowan University  
Converse University  
Emmanuel University (Georgia)  
Erskine College  
Francis Marion University  
King University

Lees-McRae College  
University of Mount Olive  
University of North Carolina at Pembroke  
North Greenville University  
Shorter University  
Southern Wesleyan University  
Young Harris College

### Peach Belt Conference (10)

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

Georgia Southwestern State University  
Lander University  
University of North Georgia (women only)  
University of South Carolina Aiken  
\*University of South Carolina Beaufort

### South Atlantic Conference (13)

Anderson University (South Carolina)  
Carson-Newman University  
Catawba College  
Coker University  
Emory & Henry College  
Lenoir-Rhyne University  
Limestone University

Lincoln Memorial University  
Mars Hill University  
Newberry College  
Tusculum University  
University of Virginia's College at Wise  
Wingate University

\*Not eligible for NCAA championship competition.

**WEST REGION**

**California Collegiate Athletic Association (12)**

California State Polytechnic University, Humboldt  
 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  
 \*University of California, Merced  
 San Francisco State University  
 Sonoma State University (women only)

**Great Northwest Athletic Conference (10)**

University of Alaska Anchorage  
 University of Alaska Fairbanks  
 Central Washington University  
 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  
 \*Jessup University  
 Point Loma Nazarene University (women only)  
 \*Vanguard University  
 Westmont College

\*Not eligible for NCAA championship competition.

## Appendix B • Championships Selection Procedures



### 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. Criterion 5, if needed, is 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.
  - 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 25<sup>th</sup>-34<sup>th</sup> 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 25<sup>th</sup> 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 26<sup>th</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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.**

2. 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.  $80/100=0.8$  ration. In Region B, fifth place team scores 180 points and sixth place team scores 200 points.  $180/200=0.9$  ration. A higher ratio would be deemed the closer performance, so in this example, Region B would go over Region A.
3. 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.
4. 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 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

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15<sup>th</sup> 5 teams qualify  
 $5/15 = 0.33$

Region B Individual:  
Individual finishes  
12<sup>th</sup> 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.