



PARTICIPANT 2025-26 MANUAL

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

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SECTION 1. WELCOME

1.1 INTRODUCTION

Congratulations on your selection to the 2025 NCAA Division II Men's and Women's Cross Country Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2025 NCAA Division II Men's and Women's Cross Country Pre-Championships Manual. Additional information regarding the championships is available on [NCAA.com](https://www.ncaa.com) and on [NCAA.org](https://www.ncaa.org) (NCAA.org, Division II, Championships, II Cross Country).

1.2 HOST WELCOME AND INFORMATION

The University of Wisconsin-Parkside are proud to host the 2025 NCAA Division II Cross Country Championships and are prepared to serve any of your team's needs.

This manual contains the latest details for this year's championships. Please look over the information carefully. If you have any inquiries, please do not hesitate to contact Ryan Ridley at 262-515-7926 or ridley@uwp.edu.

The 2025 NCAA Division II Men's and Women's Cross Country Championships will serve as an excellent showcase of talented student-athletes, and we hope that this year's championships will be a great experience for you and your team. Congratulations on your qualification to the 2025 NCAA Division II Men's and Women's Cross Country Championships!

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

SECTION 2. CONTACT INFORMATION

2.1 NCAA STAFF AND COMMITTEE ROSTER

Atlantic Region

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East Region

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South Region

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NCAA Staff Liaisons

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South Central Region

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West Region

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Director of Athletics
Western Oregon University
lydumr@mail.wou.edu

Sami Bogenschutz
Assistant Coordinator of Championships
NCAA
sbogenschutz@ncaa.org
Office: 317-917-6984

2.2 HOST PERSONNEL

Cross Country Tournament Director

Ryan Ridley, Assistant Athletic Director for Events Operations

Office: 262-595-2245

Cell: 262-515-7926

Email: ridley@uwp.edu

Assistant Meet Director/Facility Manager

Amanda Troup

Cell: 262-672-7449

Email: johnsoa3@uwp.edu

Marketing Coordinator

CJ Selner, Associate Athletic Director for External Operations

Cell: 414-305-3815

Email: selner@uwp.edu

Media Coordinator

CJ Selner, Associate Athletic Director for External Operations

Cell: 414-305-3815

Email: selner@uwp.edu

Athletic Training

Katie Bowers, Associate Athletic Director for Sports Medicine

Office: 262-595-2164

Cell: 262-902-6243

Email: bowersk@uwp.edu

Merchandise Manager

Ryan Ridley, Assistant Athletic Director for Events Operations

Office: 262-595-2245

Cell: 262-515-7926

Email: ridley@uwp.edu

Data/Timing/Results Crew

Rick Streeter, Leone Timing

Email: rick@leonetiming.com

Meet Referee: Pat Pretty

Finish Line Judge: Robert Kern

Starters: John Miller

SECTION 3. KEY DATES

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

- ☐ 5 p.m. Eastern time, Wednesday, Nov. 5: Code of Conduct form due. Access Form [HERE](#) ****NOTE: this step is not necessary if your travel party has not changed from regionals. ****
- ☐ 5 p.m. Eastern time, Monday, November 17: Media credential requests due online at www.ncaa.com/media.
- ☐ 5 p.m. Eastern time, Tuesday, Nov. 18: Team Pronunciation Form due. Click [here](#) for pronunciation form.
- ☐ 5 p.m. Eastern time, Wednesday, Nov. 19: Elite Scholar Athlete Award nomination forms due. [Click here](#) to submit nomination. Visit NCAA.org for all details.

SECTION 4. CHAMPIONSHIP FORMAT

Teams and individuals qualify for the national championships through participation in the regional meets. Teams and individuals advancing to the finals will receive official notification by 6 p.m. Eastern time, Monday, Nov. 3. A total of 34 teams and 24 individuals will be selected. The process for allocating the berths is as follows:

Teams (34)

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

Individuals (24 minimum)

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

4.1 AWARDS

NCAA Championship Awards

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

Awards ceremony will take in the Rick Kilps indoor Turf Center. This facility is located inside of the UW-Parkside Sports & Activity Center.

Additional Award Ordering

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

Elite Scholar-Athlete Awards

The NCAA Elite Scholar-Athlete award honors the exceptional achievements of student-athletes. This prestigious accolade is given to those who have not only excelled at a national championship level in their sport but have also achieved the highest academic standards among their peers. The Elite Scholar-Athlete award is proudly awarded to the student-athlete with the highest cumulative GPA at the finals site for each of the NCAA's championships.

Nomination forms must be submitted [here](#) by 5 p.m. Eastern time, Wednesday, Nov. 19.

Contact NCAA Staff with questions at elitescholarathlete@ncaa.org or 317-917-6222.

Locker Room Program

The national championship teams will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented with the national team trophy at the course after the final race for photo opportunities.

Participant Medallions

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

Student-Athlete Participation Awards

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

4.2 RULES

The championship will be conducted according to the [2025-26 Cross Country and Track and Field Rules Book](#). Questions regarding the interpretation of rules should be addressed to Mark Kostek, secretary rules editor (515-208-8300).

SECTION 5. CHAMPIONSHIP OPERATIONS

5.1 CREDENTIALS

All credentials will be issued during packet pickup. Each institution that qualifies a team will receive a maximum of 11 credentials (up to 9 student-athletes (seven (7) declared and two (2) replacements), two (2) coaches/team personnel). Institutions qualifying individual(s) to the championships will receive one (1) credential for each student-athlete and up to two (2) additional coaches/team personnel passes.

Each institution will be allowed one (1) additional credential for each of the following:

- If a medical trainer or physician is accompanying the team.
- If an institutional administrator is attending the championship they need to request their credential [here](#). Institutional administrators can include the following individuals: President (or designee) and guest, Director of Athletics (or designee) and guest, Conference Commissioner (or designee) and guest, Faculty Athletic Representative, and Senior Woman Administrator.

The medical credential will be administered by the host school's sports medicine staff at packet pickup. All medical credentials require the individual to be present and show their photo identification to receive the credential. Please see section 8.3 on page 14 to contact Athletic Trainer contact to request credential.

ANY MISUSE OF CREDENTIALS WILL RESULT IN A MISCONDUCT.

5.2 CONCESSIONS

Concessions are located at the building next to the finish line.

5.3 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 2025-26 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2025-26 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 are located at www.ncaa.org/drugtesting.

5.4 EMERGENCY/EVACUATION PLAN

Following NCAA protocol, the host will be using MxVision Weather Sentry Online lightning detection and weather monitoring system. Once lightning enters the 30-mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters an eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. Activities will not begin until 30 minutes have passed since the last lightning strike inside the warning ring.

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

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

2. A text-messaging system will be used to communicate a change in schedule to all coaches and officials. The host will send out a text message alert notifying coaches and officials of the start times or a delay in course inspection times due to inclement weather.
3. The NCAA cross country committee, in consultation with the NCAA championships manager, host and head referee, will determine whether the start of the meet will be delayed or if the meet will be postponed until the following day.
4. If the race has already started and a suspension would need to take place in the middle of the competition, the committee will recommend the following:

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

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

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

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

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

5.5 LOST AND FOUND

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

5.6 MASCOTS

Live animal mascots are not permissible.

5.7 MERCHANDISE

Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. Merchandise will be available for purchase at the following times and locations.

Friday, Nov. 21: 9 a.m. to 3 p.m. at the Cross Country Building

Saturday, Nov. 22: 9 a.m. at the Cross Country Course next to concessions

5.8 PROGRAMS

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

5.9 RESTROOMS

Portable units are located immediately east of the start line, the team camp area, as well as, to the north of the finish line building.

5.10 SCORING/TIMING

Leone Timing will be the official timers of the championships. Chips, bibs and hip numbers will be distributed in the packets. The races will be scored according to the [2025 and 2026 NCAA Cross Country and Track and Field Rules Book](#).

5.11 SECURITY

UW-Parkside Police will be on site and overseeing the closure of HWY JR during the entirety of the championship.

5.12 VENUE HOSPITALITY

Light snacks and POWERADE product will be available for the student-athletes at the championships on race day. Equipment carrying any branding other than POWERADE will not be permitted during NCAA Championships and all products should be

consumed out of the NCAA-provided POWERADE branded cups only. Hospitality will not be provided for coaches.

SECTION 6. COMPETITION SITE

6.1 DIRECTIONS TO THE COURSE

The Wayne E. Dannehl National Country Course is located on the campus of UW-Parkside. Directions can be found here: https://parksiderangers.com/documents/2022/4/28/2021_2022_Visitors_Guide_5.pdf

6.2 Facility

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

6.3 PARKING

UW-Parkside Lots B & C, in addition to all Sports & Activity lots will be available for spectator and bus parking.

6.4 PARTICIPANT ENTRANCE

Both participants and spectators will enter the course using the entrance located on Petrifying Springs Rd (HWY JR). The area will have several course marshals and law enforcement officers to control vehicle and pedestrian traffic to ensure safety.

6.5 SECURITY PROCEDURES

All bags, backpacks and packages are subject to inspection prior to entering the Wayne E. Dannehl National Cross Country Course. As a reminder, the following items are not permitted to be brought in for the safety of our guests: weapons, knives, or any other type of sharp objects. Please leave any unnecessary articles secured within your vehicle to expedite your entry into the grounds.

6.6 SITE MAP

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

6.7 SPECTATOR ENTRANCE & GUIDELINES

To enter the meet, park at Lot's B & C on the University of Wisconsin Parkside Campus and walk west on the bike path next to Petrifying Springs Road. The course entrance is ¼ mile from the parking area.

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

6.8 STARTING BOXES

Starting boxes will be assigned to teams and individuals by a random draw. Starting box assignments will be published online at NCAA.org Friday, Nov. 14 and a copy of the assignments will be included in the packets.

6.9 TEAM TENTS

Tent Rental: Top Choice Rentals is the tent provider for the **2025 Cross Country National Championships on Saturday, November 22nd**. Deadline for ordering tents is **Friday, November 12th**. Pricing and packages are below. Please contact brad@topchoicerentals.com place your order.

- 10x10 package with 4 walls is \$400
- 10x10 package with 4 walls & Heater \$550
- 10x20 package with 4 walls is \$700
- 10x20 package with 4 wall & Heater \$850

SECTION 7. MEDIA SERVICES

7.1 CHAMPIONSHIP WEBSITES –ParksideRangers.com/feature/championships.

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

7.2 CREDENTIAL FOR MEDIA

Please visit www.ncaa.com/media for all NCAA media policies and to submit media credential requests, including requests for institutional sports information personnel. Media credentials will be available for pickup in the Field House in the Student and Activities Center from 12pm to 4pm on Friday, Nov. 21. For questions regarding media credentials, please contact CJ Selner at 414-305-3815 or selner@uwp.edu. **A photo ID is required to pick up media credentials**

7.3 INTERVIEW POLICIES

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

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

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

7.4 MEDIA INTERVIEW AREA

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

7.5 MEDIA PARKING

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

7.6 MEDIA SERVICES

Media hospitality and services will be located near the cross country building by the finish line. The area will be marked for media personnel only. For specific needs contact CJ Selner at 414-305-3815 or selner@uwp.edu

7.7 RESULTS

Results will be posted [here](#). Paper results will be posted on the sandwich board between the finish area and concessions building and will be clearly marked.

Live results will be available at www.NCAA.com and on the Leone Timing [website](#).

7.8 VIDEOTAPING/PHOTOGRAPHY

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 31.6.4.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity.

NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents' access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.). Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach's shows.

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

7.9 WEBCAST INFORMATION

The championships will be streamed live on NCAA.com. To access the live stream, go to www.NCAA.com. A link to view the races will be available on the day of the championships.

SECTION 8. MEDICAL

8.1 ATHLETIC TRAINING

Certified athletic trainer(s) will be available at the Sports & Activity Center for the two days of practice, and in the med tent on race day.

On Thursday and Friday, Nov. 20 and 21, a certified athletic trainer will be at the Wayne E. Dannehl National Cross Country course for the duration of course availability (9 a.m. to 4 p.m.). The medical tent will be adjacent to the finish line area. We will NOT have any electrical modalities available at the course; we will have ice/ice bags available. If an athletic trainer will not be traveling with your team, please provide needed supplies or a stocked medical kit.

On Saturday, Nov. 22 we will have multiple-certified athletic trainers, as well an EMS and a team physician on-site for the event. The medical tent will be available beginning at 8:30 a.m.

If you have any questions or special requests, please contact Katie Bowers at bowersk@uwp.edu.

8.2 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.

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

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at [www. NCAA.org/health-safety](http://www.NCAA.org/health-safety).

8.3 CREDENTIALS FOR MEDICAL PERSONNEL

Institutional athletic trainers/physicians may request a medical credential by contacting Katie Bowers at bowersk@uwp.edu. Medical credentials can be picked up at packet pick-up.

8.4 EMERGENCY/HOSPITAL INFORMATION

Hospital and Emergency Services Information

Aurora Medical Center
10400 75th St
Kenosha, WI 53142

Kenosha St. Catherine's Hospital
9555 76th St Pleasant
Prairie, WI 53158

For an emergency, dial 911 or 262-595-2911. UW-Parkside Police Dept.
262-595-2445

8.5 FIRST AID

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

8.6 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.

SECTION 9. SCHEDULE OF EVENTS

9.1 ADMINISTRATIVE MEETING

A mandatory administrative meeting will be held virtually at 1:00p.m. Eastern time, Monday, November 17. An email link to the meeting will be sent out to all qualified teams. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the course. Institutions failing to have representation at the meeting will be fined \$200 per team per gender.

Access the Meeting here –

[Click here to join the meeting](#)

Meeting ID: 247 310 182 225 2

Passcode: YE6wF687

9.2 BANQUET

The Division II Cross Country Committee has decided not to do a banquet this year. Instead, each student-athlete will receive a gift when you arrive for packet pick-up.

9.3 CHAMPIONSHIP SCHEDULE – All times below are Central Time Zone

Thursday, Nov. 20

9 a.m. to 4p.m.

Course open for practice
Trainers available on site

Friday, Nov. 21

9 a.m. to 4p.m.

Course open for practice
Trainers available on site

12 p.m. to 4 p.m.

Packet Pick-up and Declarations, Frank Petretti
Fieldhouse inside the Sports and Activity Center

Saturday, Nov. 22

8:30 a.m.

Course available for participants

9 a.m.

Gates open to spectators

9:45 a.m.

National anthem

Women's 6,000-Meter Championship Race

8:40 a.m.

Women's competitors clerking procedure begins
(80 minutes prior start)

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

Men's 10,000-Meter Championship Race

9:55 a.m.	Men's competitors clerking procedure begins (80 minutes prior to start)
10:55 a.m.	Men's competitors called to the start line (approximately 20 minutes to start)
11:05 a.m.	Second call to the start line (10 minutes to start)
11:10 a.m.	Start line is cleared of all non-competitors (5 minutes to start)
11:12 a.m.	Runners at the start line for instructions
11:15 a.m.	Start of Men's 10,000-meter championship race
12:15 p.m. (tentative)	Present team trophies to men's and women's team champions – Rick Kilps Turf Center.

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

9.4 CLERKING PROCEDURES

The window for check-in will open 80 minutes before the start of the first race and will close 20 minutes before each race. Coaches must check in during this time period. Coaches will need to check in their team or individual athletes and the coach will be asked to verify that the start list is correct, that everyone is starting the race and that everyone has all bib numbers, hip numbers and proper uniforms. Failure to comply with these championship policies and the requirements surrounding uniform and logo rules may result in fines and/or disqualification.

Reminder: Teams may not run more than seven student-athletes.

The head clerk controls the master list of all the teams/individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring teams that have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line. If a team is missing from a box, the assistant clerk will communicate via radio to the head clerk. If a team has not checked in with the head clerk, the head clerk will radio the assistant clerk(s) to see if it is at the start line and have it report immediately to the tent for check-in.

9.5 COMMUNITY ENGAGEMENT

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

9.6 DECLARATIONS/PACKET PICK-UP

Declarations and packet pick up will be held from 12:00-4:00p.m. Local Time, Friday, Nov. 21st, at the Frank Petretti Fieldhouse located in the Sports and Activity Center. Declarations must be made in person. The seven student-athletes competing in the meet must be declared at this time. Coaches can only declare student-athletes from the entry form submitted on Direct Athletics or any other eligible student-athletes. A representative of the student-athletes' institution must declare for a team/individual. Late declarations will result in a fine of \$200 per team per gender.

9.7 PRACTICE SCHEDULE

The course will be available for practice on Thursday Nov. 20th from 9am-4pm, and Friday Nov. 21st from 9am-4pm.

SECTION 10. PARTICIPANT EXPECTATIONS AND GUIDELINES

10.1 CODE OF CONDUCT FORM

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. All members of the travel party must complete the [Division II Code of Conduct form](#) before the start of competition. Please make sure an administrator from your institution completes the form.

10.2 COMPETITOR NUMBERS

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

10.3 MISCONDUCT

Misconduct Incident to Competition - If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during break in the continuity of the championship 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 following the action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

Penalty for misconduct - A governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of competition or practice.

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more following championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for individuals involved;
- e. Withholding of all or a portion of the institution's share of the revenue distribution;
- f. Banishment of the institution from participation in one or more following championships in which its team in that sport otherwise would be eligible to participate;
- g. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- h. Cancellation of all or a portion of the honorarium for hosting an NCAA Championship; and
- i. Financial or other penalties different from (a) through (h) above, but only if they have prior approval of the Division I Competition Oversight Committee.

10.4 PARTICIPANT PRONUNCIATION FORM

Please complete the pronunciation form by Tuesday, November 18 at Team Pronunciation Form due. Click [here](#) for pronunciation form.

10.5 POST-CHAMPIONSHIP/COMPETITION SITE EVALUATION

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

10.6 PROTEST PROCEDURES

A protest area will be located near the finish line. Forms will be available at the tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee's ruling will be posted along with the results of the race. There will be no jury of appeals and the referee's decision will be final. There will be two 15-minute protest periods, one following each of the races (women and men). Each of the protest windows will begin when the unofficial results of the race have been posted at the protest tent. There is a \$50 protest fee (cash only) for each protest. The \$50 fee is refundable only if the protest is overturned.

10.7 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.

10.8 SQUAD SIZE

Participating teams are limited to a maximum of seven runners in uniform. An institution that is advised is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate

delay of the competition to allow the institution to conform to the rule. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

10.9 SUBSTITUTES

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

10.10 Tickets

Ticket prices for the 2025 championships will be as follows:

Adult	\$12 – online before event / \$15 on site
Youth/Senior	\$8 – online before event / \$10 on site

Tickets can be purchased ahead of time by using this link:

<https://uwparksidetickets.universitytickets.com/w/default.aspx?cid=245>

10.11 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.

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

10.12 TRAVEL/TRANSPORTATION

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

Institutional Travel Arrangements

Once selected, institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

NCAA Travel Policies

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

Expenses/Reimbursement

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per-diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are located on the [NCAA website](http://NCAA.org) at NCAA.org, Division II, championships, championship resources, travel and reimbursement information.

Travel Party

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

Band/Spirit Squad/Mascots

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

Lodging & Local Restaurants

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

A list of local restaurants can be found in Appendix B.

10.13 UNIFORMS AND LOGOS

Uniform and logo rules contained in the NCAA Cross Country/Track and Field Rule Book and Bylaw 12.5.4 in the NCAA Manual shall apply in all championship related events, press conferences and award ceremonies. Competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships.

The bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. *If violations are not corrected, institutions will be fined \$200 per team per gender.*

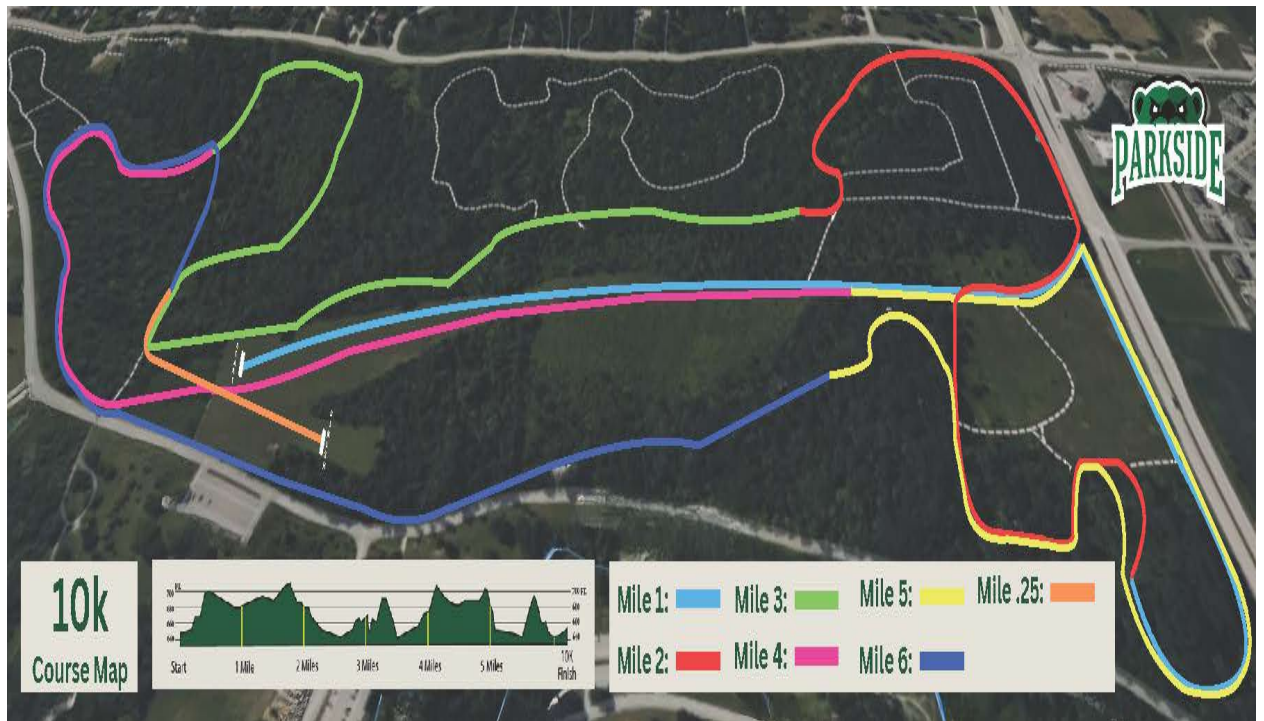
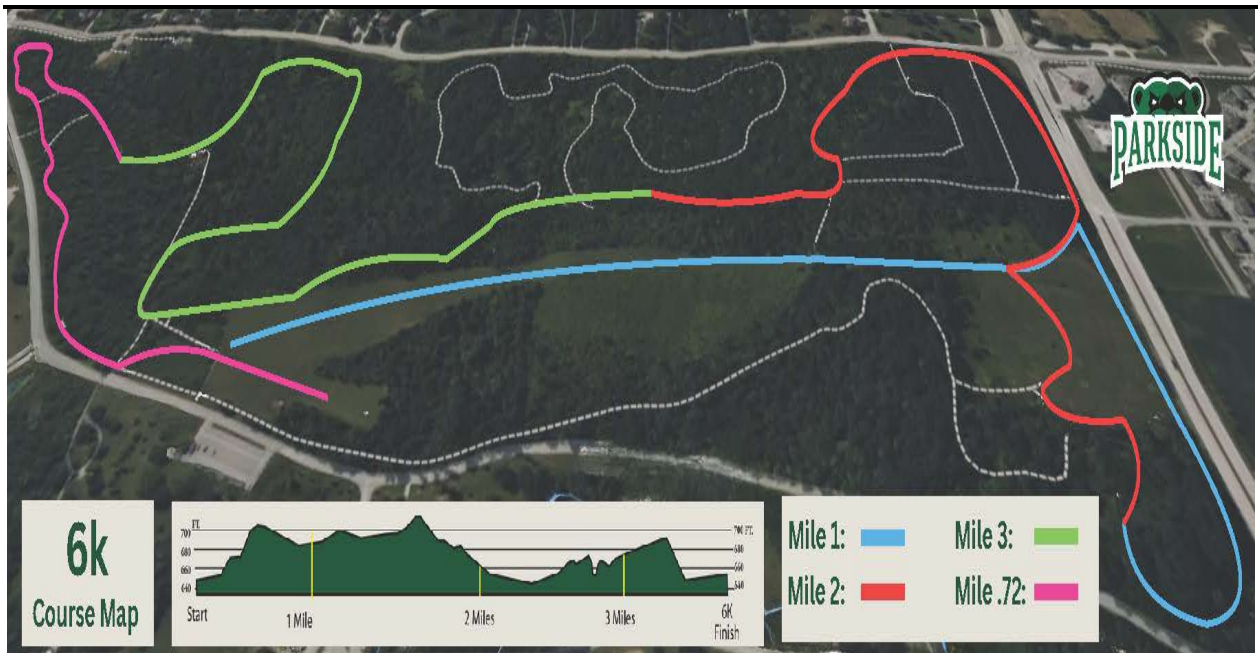
SECTION 11. APPENDIXES

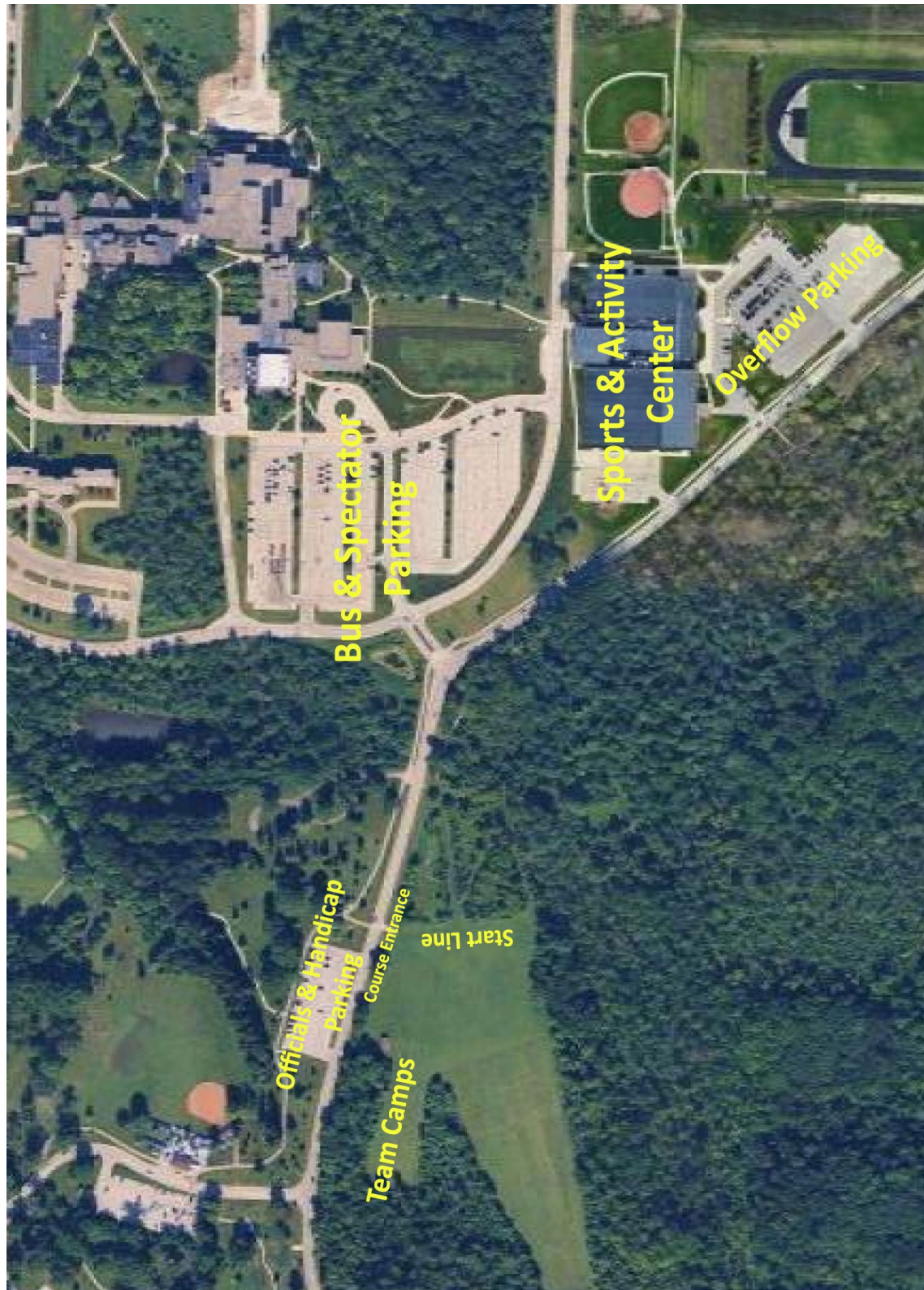
APPENDIX A: COURSE MAPS

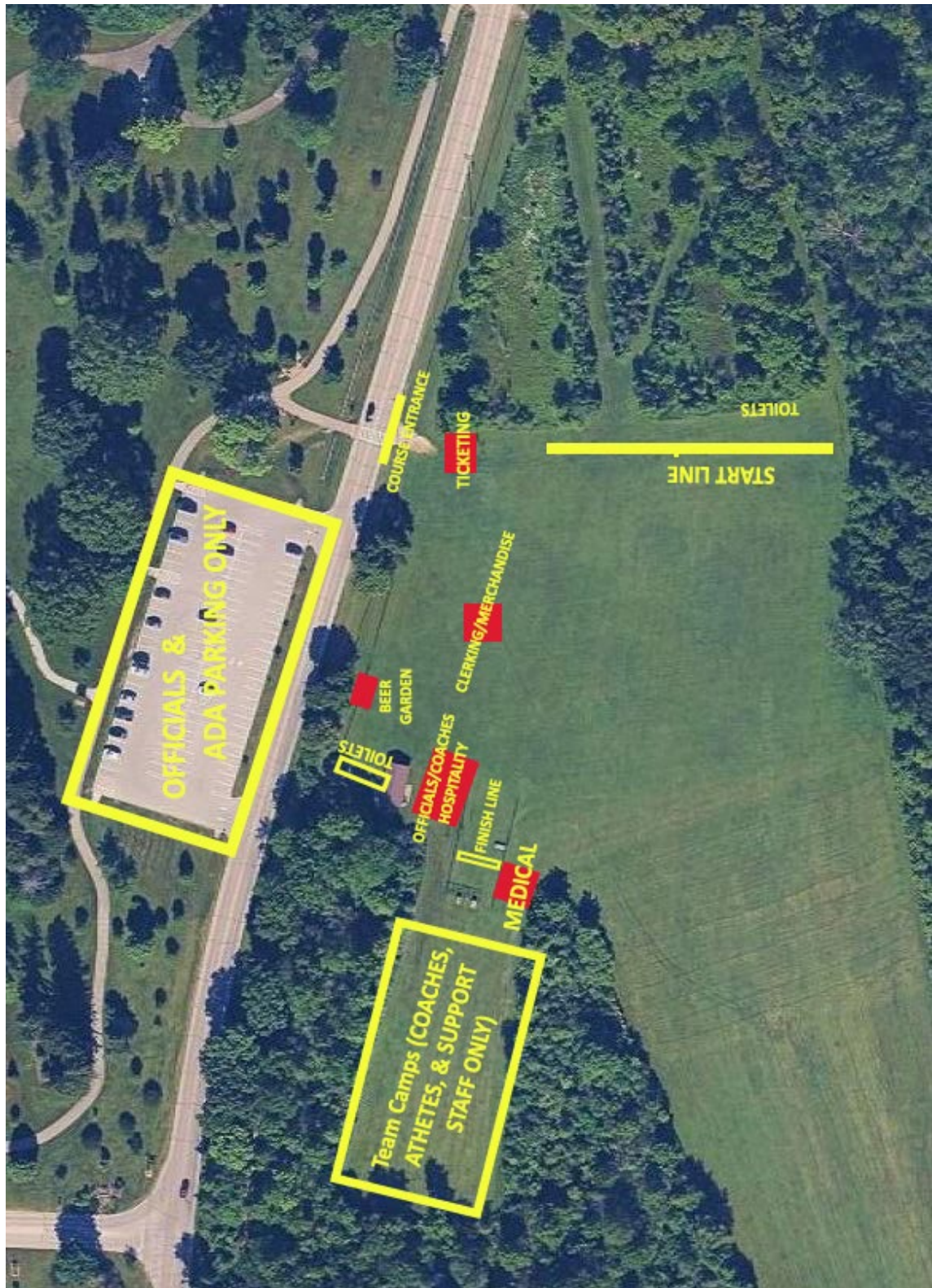
APPENDIX B: LODGING & RESTURANT INFORMATION

APPENDIX C: STUDENT-ATHLETE PARTICIPATION AWARDS

APPENDIX A: COURSE MAPS







APPENDIX B: LODGING INFORMATION & LOCAL RESTURANT INFORMATION

Lodging Information:

If you have not secured your lodging please visit the [NCAA Division II Cross Country landing page](#) to see available courtesy hotel blocks that the NCAA has secured.

Local Restaurant Information:

- El Camino Kitchen (9.5 miles from campus) - 262-891-3101 9900 77th St, Pleasant Prairie, WI
- Jersey Mike's Subs (3.8 miles from campus) - 3625 Market Lane, Kenosha, WI
- Oakfire Pizza (3.7 miles from campus) 262-764-7014 3552 Market Lane, Kenosha, WI
- Sazon Tacos & Tequila (3.7 miles from campus) 262-771-1002 3554 Market Lane, Kenosha, WI
- Chick – fil – A of Racine (6.7 miles from campus) 262-632-0173 5315 Washington Ave, Racine, WI 53406
- Chick – fil – A of Pleasant Prairie (8.1 miles from campus) 262-358-4912 9114 76th St, Pleasant Prairie, WI
- Dave's Hot Chicken (6.1 miles from campus) 262-953-2537 6610 Green Bay Rd, Kenosha, WI
- Qdoba – 6430 Green Bay Rd, Kenosha, WI
- Smoothie King – 262-595-8262 3667 Market Lane, Kenosha, WI
- DeRango's Restaurant & Sports Bar – 658-8450 2135 31st St, Kenosha

CONGRATULATIONS ON YOUR TEAM'S SUCCESS!

To celebrate your accomplishment, the NCAA is gifting Student-Athlete Mementos on-site at the Championship!



*The number of Student-Athlete Mementos you receive will match the NCAA-prescribed travel party size.

HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS

To purchase additional mementos beyond your travel party allotment, follow the steps below.

1. Navigate to <https://ncaa-champ-mementos.myshopify.com/> OR scan the QR code on this page.
2. Enter the password: **DIIGIFT25_26**
3. Select your Championship Logo.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, provide your contact information and the shipping address for delivery.
6. Enter your payment information (all gifts must be paid for at checkout).
7. Submit your order.



Orders for additional Student-Athlete Mementos will be processed and shipped within two weeks.

QUESTIONS?

Reach out to Morgan England at morgan@yiworks.com