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Introduction

The NCAA Division III Cross Country Championships Participant Manual is intended to serve as a guide to the policies and procedures of the NCAA Division III Cross Country Championships. Included in this manual is information about the championships location, site, entry procedures, travel, lodging and reimbursement. Coaches are strongly encouraged to read the entire manual and make use of the coach’s checklist.

Congratulations to all qualifiers and best wishes to coaches and student-athletes as you make final preparations for the championships.

NOTE: All times are local unless otherwise specified.
Championship Location and Competition Site

Competition Site
The 2018 NCAA Division III Men’s and Women’s Cross Country Championships will be held at the Lake Breeze Golf Club in Winneconne, Wisconsin.

Directions
6333 Ball Prairie Road, Winneconne, Wisconsin 54986

From South of Oshkosh:
Take Hwy. 41 North & exit on Hwy. 45 North
Follow 45 North & exit on GG - Winneconne exit
Take a left & go under the overpass & then take the first right, which is Ball Prairie Rd.
The course is on your left.

From North of Appleton:
Take Hwy. 41 South & exit on Hwy 10 West
Follow 10 West to Hwy 45 South (exit is left lane)
Follow 45 South & exit on GG - Winneconne exit
Take a right & then take the first right, which is Ball Prairie Rd.
The course is on your left.

Competition Site Maps
The men’s and women’s course maps are included as Appendixes C and D.

The Lake Breeze Golf Club map location is available at the following link:
https://www.google.com/maps/place//@44.116578,-88.658949,16z/data=!4m2!3m1!1s0x0:0x4205802c3758abe7?hl=en-US

Locker Rooms and Showers
Locker rooms and showers are available at Kolf Sports Center on the UW-Oshkosh campus. There are no locker rooms or showers at Lake Breeze Golf Club.
Team Parking
Team vehicles must enter Ball Prairie Rd. at Hwy GG/116, which is located just west off of Hwy 45.

Team vehicles will be directed to park at the gravel lot adjacent to the race course at Lake Breeze Golf Club. Please have your parking pass visible and allow additional time for your team arrival.

Please remind your student-athletes and coaches that spectator shuttle buses will be dropping off and picking up at the driveway of Lake Breeze Golf Club. This will be a busy area. Please be alert to the traffic.

Spectator Parking/Admission
There is no spectator parking at the cross country course held at Lake Breeze Golf Club. Spectator parking is located at Winneconne High School at 100 Wolf Run, Winneconne, Wisconsin 54986.

Winneconne High School is located three miles from the cross country course. The shuttles will pick-up and drop-off spectators at the main entrance to the high school.

Spectators must use Hwy GG/116 (Main St.) to N. 9th Avenue to access the parking lots at Winneconne High School. Uniformed patrols will monitor all access points to Lake Breeze and the shuttle service to ensure this route for spectators.

Spectator shuttles are available to transport spectators for $5 round trip. Anyone five years old or younger is free. Handicap accessible shuttles will be available. The shuttle service will begin at 9:00 a.m. and conclude at 3:00 p.m. There are portable restrooms at the parking venue.

No dogs, unless a service dog, or bikes are allowed on the shuttle service or at Lake Breeze Golf Club.

Entry Procedures and Championships Format

Entry Procedures
The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. However, all qualifying teams and individuals must be entered/declared for the national meet via DirectAthletics by 9 p.m. Eastern Time, Sunday Nov. 11. No action will result in a scratch from the national meet. Even if your team roster is the same as your regional meet roster, you still must submit your roster for the national meet. The system will shut down at 9 p.m. Eastern sharp so please allow enough time to submit your rosters and individual qualifiers. Any exceptions to this policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.
If a team or individual chooses not to compete for whatever reason, including medical, they must notify the NCAA committee by 9 p.m. Eastern standard time, Sunday, Nov. 11. If between Sunday and the national championships a student-athlete becomes unable to participate due to a medical condition, this must be certified in writing by a doctor that the student-athlete's medical condition warrants that they not participate.

**Final Declaration - Clerking Procedure**
The window for check-in will open 80 minutes prior to the start of each race. The clerking procedure will be open for 60 minutes for each race and therefore close at 20 minutes prior to the start time. Teams are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams and individual runners check-in at the clerking tent, they will be required to show they have their hip numbers pinned to their uniform, front bib pinned to their jersey, back bib pinned to their jersey, and their uniforms meet the NCAA logo requirements. A small colored dot will be affixed to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra front bib with chip for additional student-athletes beyond the seven that were declared. Reminder: Teams may not run more than seven student-athletes.

Student-athletes will NOT be allowed to check-in at the start line. All student-athletes must check-in at the clerking tent 20 minutes prior to the start of the race.

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

**Packet Pick-Up**
Packets will be available Friday, Nov. 16, from 1 to 2:15 p.m. and can be picked up at the Kolf Sports Center (785 High Ave., Oshkosh) in Gym B. Parking for packet pick-up must be in Lot 13. Parking in other lots may result in fines by UW-Oshkosh Parking. Packets may be picked up only by the participating institution and only after all fines are paid. Late packet pick-up will be available at the banquet site prior to the banquet and Saturday morning at the course. **Note:** Student-athletes will not be allowed in Gym B during packet pick-up.

**Coaches Meeting**
A coaches meeting will be held immediately after packet pick-up, 2:30 p.m., in the Kolf Sports Center upper fieldhouse. Various championship policies and procedures will be covered during this meeting and it is **mandatory for all coaches.**
Merchandise
Merchandise will be for sale at Kolf Sports Center Gym A from 12:45 to 3:30 p.m. Friday, Nov. 16. Merchandise will be sold at the course Saturday Nov. 17 starting at 9 a.m. No merchandise will be sold at the banquet Friday evening.

Participant Credentials
The following credentials will be distributed at packet pick-up:

1. Coaches’ credentials will be distributed per the following formula:

<table>
<thead>
<tr>
<th>Number of Student Athletes</th>
<th>Number of Coaches Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>1</td>
</tr>
<tr>
<td>5-7</td>
<td>2</td>
</tr>
</tbody>
</table>

2. Each student-athlete registered to compete will receive one credential for access to the championships. The eighth runner on every team is permitted a credential.

3. Credentials are non-transferable. Any student-athlete, coach, administrator, media or training personnel found giving or selling their credential to another person is subject to sanctions by the Division III Men’s and Women’s Track and Field and Cross Country Committee.

4. Additional credentials may be purchased for $15 each on a first come, first served basis at packet pick-up only. It is cash only and NO credit card transactions.

5. One medical credential per institution may be requested for a certified athletic trainer by contacting Head Athletic Trainer Wade Peitersen. Please see specific information under Medical.

Practice Schedule
Practice access to the course is limited to Thursday, Friday and the day of competition, weather permitting. The practice dates and times are Thursday, Nov. 15 from noon to 4 p.m., and Friday, Nov. 16 from 10 a.m. to 4 p.m. The course will be open at 9 a.m. the day of the race.

Host representatives will be there to answer any questions on the course.

**Please call 920-582-7585 or check UW-Oshkosh Athletic Department’s Twitter feed (@UWOshkoshTitans) for severe weather updates on race day if needed.

Finish Line Procedures
Details on the timing chips, championship bibs, and hip numbers are located in Appendix A.
The order of finish will be verified with a video system. Two cameras will be on each of the finish-line mats. A secondary video system will be used as a backup. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute. Runners need not maintain their order of finish in the chute. Water will be available at the end of the finish chute. Coaches staff must wait for runners outside of the finish chute fencing. *Please note: No team athletic trainers will be allowed inside the finish chute. Only meet-designated athletic trainers will be allowed inside the finish area. Team athletic trainers will have immediate access to student-athletes once they move outside the finish corral area.

**Results**

Coaches can pick up a copy of results at the results table adjacent to the clubhouse and at the awards ceremony at Kolf Sports Center upper fieldhouse. Official results will also be posted on NCAA website (NCAA.com) in a printable format.

**Protests**

A protest/appeals table will be located adjacent to the clubhouse by the coaches’ only results area. Forms will be available in the protest table for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. A protest must be filed no later than 15 minutes after the official results are posted. The protest period does not begin until the results of the last race have been posted. The protest shall be in writing and submitted to the referee who shall render a decision. All institutions involved in the protest will be notified of the protest and the decision. The referee’s decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee’s files. A $50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. The ruling and explanation will be posted along with the results of the race.

If the violation that is being protested was called by the referee, the protest will be referred directly to the jury of appeals for review. As part of the protest process, the decision of the referee may be appealed through the appointed jury of appeals, in writing, not later than 15 minutes after the decision of the referee has been announced. Any official evidence available to the referee may be reviewed. If such evidence is not conclusive, the decision of the referee shall be upheld. No further appeal is available. The result of an appeal shall be posted and the affected coaches notified. A $50 deposit is required for all appeals, which will be returned if the appeal is granted. The games committee will serve as the jury of appeals for the Division III cross country championships.
Adjusted Place Standings

[Reference: Bylaw 31.2.2.3-(a) in the NCAA Manual]

If a student-athlete is found to be ineligible, that individual’s performance may be stricken from the championships record, the points the student has contributed to the team’s total may be deleted, the team standings may be adjusted accordingly and any awards involved may be returned to the Association. Further, the placement of other competitors may be altered and awards presented accordingly.

Awards

Official NCAA individual awards will be presented to the top 15 finishers for each gender. Official NCAA team awards will be presented to the top four teams for each gender after the awards ceremony for individuals. Both championship teams will receive one team trophy, nine national championship team mini-trophies and nine watches. For the women’s championship team, two of the nine watches will be sent to the institution after the championship. The second-, third- and fourth-place teams will each receive one team trophy and nine team mini-trophies.

After the NCAA awards ceremony, the coaches’ association, USTFCCCA, will present awards to the top 40 All-Americans for both the men’s and women’s races.

All student-athletes who participate at the final site will receive a participant medallion (this does not include coaches or alternates). Participant medallions will be distributed at packet pick-up. Medallions are NOT gender specific. Note: Each institution participating as a team will receive a maximum of seven medallions.

The awards ceremony will be held at 2:30 p.m. at Kolf Sports Center in the upper fieldhouse. Attendees of the awards ceremony may park in any UW-Oshkosh parking spot located around Kolf Sports Center.

Student-Athlete Participant Awards

Student-athletes advancing to the championships will receive a participant award, which the NCAA will provide after the conclusion of the championships. The NCAA, in conjunction with Main Gate, Inc., will communicate directly to the participating institution’s head coaches regarding the ordering and delivery process of championship participant awards. See Appendix F for more information.

Medical

The following information pertains to athletic training and medical coverage for the championships:

- On-site medical center (Inside clubhouse in bar/food area) will be open Thursday, Nov. 15 from noon until 4 p.m., Friday, Nov. 16 from 10 a.m. until 4 p.m., and Saturday, Nov. 17 from 8 a.m. until approximately one hour after the final race. Muscle stim, ultrasound,
combination stim/US, hot packs and ice will be supplied on-site for student-athletes needing these modalities.

- Certified athletic trainers will be available on-site during the entire championships week (Thursday through Saturday). A physician will be on call during practice days and on-site Saturday, Nov. 17. Ambulance/EMT service will be onsite also Saturday, Nov. 17.

- Student-athletes needing taping or treatments should go to the on-site medical center. Any student-athlete needing electrical modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment needed. All teams are responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information.

- Please notify Wade Peitersen, head athletic trainer, if you have any special needs or requests. All efforts will be made to accompany your request.

- Certified athletic trainers traveling with their teams should contact Wade Peitersen in order to get credentials and have access to on-site medical center.

- Aurora Medical Center, located in Oshkosh, Wisconsin, will provide emergency needs during the championships week.

**Athletic Training Contact Information**

Wade Peitersen, UW Oshkosh Head Athletic Trainer
Office Phone: 920-424-7138
Cell Phone: 920-420-0091
Fax: 920-424-1068

*Please note: No team athletic trainers will be allowed inside the finish chute. Only meet-designated athletic trainers will be allowed inside the finish area. Team athletic trainers will have immediate access to student-athletes once they move outside the finish corral area.*

**Weather Policy**

For the safety of all spectators, student-athletes, officials and coaches the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):

1. The meet director and NCAA Division III Track and Field and Cross Country Committee will monitor the weather during the week and morning of the championships.

2. A phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host will leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This will be placed in the information with the coaches’ packets and on the meet website.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the next day. All consideration should be taken in regards to the policies toward competition Sunday for each institution.

4. If the race has already begun and would have to be suspended in the middle of the competition, the track and field and cross country committee would recommend the following:

   a. **Women’s 6,000 Meter.** If competition is suspended before the 2,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.

   b. **Men’s 8,000 Meter.** If competition is suspended before the 3,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

5. If necessary, competition may be postponed until Sunday, per NCAA policy, with competition not starting before noon. This information must be communicated with all involved institutions.

6. If the meet is postponed to Sunday because of severe weather, the following time schedule **may be** used:

   - 1 p.m.  Women’s 6,000-meter race
   - 3 p.m.  Men’s 8,000-meter race

**Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.**

**Drug Testing**

The NCAA Division III Championships Committee, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.
Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championships event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships drug-testing couriers will be instructed to remind selected student-athletes of such.

**If drug testing is to occur, the following format will be used:**
- Number Tested: nine men, nine women.
- Test Plan: Top three plus six at random.

**Uniforms**
In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships.

Uniforms for all cross country team members must meet the following criteria: (1) school issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; (3) visible undergarments must be of an identical solid color; and (4) other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical color. This does not apply to items of apparel above the shoulder or those covering the hands/feet. Uniforms must be clean and of a material and design so as not to be objectionable.

Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waistband when the competitor is standing.)

Uniforms must allow for competitors’ numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

**Logo Policy**
The provisions of Bylaw 12.5.3 indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, t-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel
manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete’s institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This 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. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

**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.

**Criticism of Officials**
Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.

**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 after the day’s competition, during a break in the continuity of the championship (e.g., between races) when no competition is being conducted or after 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 acts of misconduct should be dealt with in a timely manner by the governing sports committee.

**Post-Championships Evaluations**
Shortly after the championships, a survey link will be sent to each coach. All responses will be held in confidence and used only to enhance the championships in the future. Please have your participating student-athletes fill out the evaluation. The survey should take less than five minutes to complete.
Team and Individual Travel, Lodging and Reimbursement

NCAA Travel Policy
Teams located within 500 miles of the competition site are required to travel via ground transportation. Mileage is calculated using the NCAA’s reimbursement system. That system is located at https://web1.ncaa.org/TES/exec/TES/exec/miles. Teams outside of 500 miles may arrange for air transportation and must be made through Short’s Travel Management (866-655-9215).

Travel and Declaration Form
The travel and declaration form information will now be required when submitting regional meet entry forms using DirectAthletics.

Squad Size and Travel Party
Teams are limited to a maximum of seven competitors. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, student-athletes will compete as individuals.

<table>
<thead>
<tr>
<th>Allowable Non-Athletes</th>
<th>Travel Party Size</th>
<th>Team Size</th>
<th>Per Diem Rate</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Non-athletes for Teams, 1 Non-athlete for 1-5 Individuals</td>
<td>10</td>
<td>8</td>
<td>$95</td>
<td>3 days for all eligible travelers</td>
</tr>
</tbody>
</table>

Requests for additional per diem beyond what is described above should be requested through the online expense system. Requests should be made before travel and are only granted when transportation arrangements cause additional travel days. For more information, please see http://www.ncaa.org/championships/travel/championships-travel-information.

Per Diem
The NCAA will provide a per diem for all qualifying student-athletes and the allowable number of non-athletes.

Expenses/Reimbursement
The Travel Expense System allows NCAA championship participants to file requests for per diem and travel expense reimbursement electronically. The TES system is located at http://www.ncaa.org/championships/travel.

For more information, please refer to the NCAA’s travel policies, located at the following link: http://www.ncaa.org/championships/travel/championships-travel-information.
Auxiliary Events and Awards

Championships Banquet
The championships banquet will take place Friday, Nov. 16 at the Oshkosh Convention Center (1 N. Main Street, Oshkosh). The doors will open at 6 p.m. The banquet program will begin promptly at 6:30 p.m. The banquet will be a buffet that includes the following: tossed salad, vegetables, pasta, marinara sauce, meat sauce, grilled chicken breast, rolls, cookies, milk, coffee, iced tea, and water.

Special Dietary Needs for Banquet
Most dietary needs will be covered by the selection choices on the buffet. For gluten-free, we will need to know how many in advance so we can prep accordingly. If you have any student-athletes with special dietary needs, you must complete the appropriate section when submitting your request for banquet tickets online.

Banquet Tickets
Every institution must complete the online banquet ticket information form at https://register.ryzer.com/camp.cfm?sport=2&id=127805. The NCAA requires that this form is completed even if you do not plan to attend the banquet. Registration is open from Sunday, Nov. 11 at noon Central Time, through Tuesday, Nov. 13 at noon Central Time. This form has a section for special dietary needs.

Banquet Tickets
Each participating student-athlete and coach will receive a complimentary ticket for the banquet. Each institution that qualifies a team will receive up to eight tickets for their student-athletes and an additional two non-athletes per team to be used for coach(es), administrator(s) and/or manager(s). Institutions that qualify one to four student-athletes will receive one non-athlete ticket for the coach in addition to the student-athlete tickets.

A limited number of banquet tickets may be purchased online for $35 each on a first-come, first-served basis by credit card only. Teams interested in purchasing additional tickets must do this online at https://register.ryzer.com/camp.cfm?sport=2&id=127805 from Sunday, Nov. 11 at noon Central Time through Tuesday, Nov. 13 at noon Central Time. The University of Wisconsin-Oshkosh will not invoice participating institutions for payment after the banquet, so please be prepared to pay for all tickets at the time of purchase.

The reserved and additional ticket(s) purchased will be in the coach’s packet. No additional banquet tickets will be sold over the phone, at packet pick-up, or at the banquet.
Banquet Location and Parking
The banquet will be held at the Oshkosh Convention Center, 1 North Main Street, Oshkosh, Wisconsin 54903. Parking for team vehicles and buses is available in the parking lots just east of the convention center on Ceape Avenue. See Appendix G for a location and parking map.

Awards Lunch
Each participating student-athlete and coach will receive a complimentary ticket for a boxed lunch at the awards ceremony held in Kolf Sports Center. Each institution that qualifies as team will receive up to eight luncheon tickets for their student-athletes and an additional two non-athletes per team to be used for coach(es), administrator(s) and/or manager(s). Institutions that qualify one to four student-athletes will receive one non-athlete ticket for the coach in addition to the student-athlete tickets. All tickets will be provided in their coach’s packet. No additional tickets will be sold. Tickets will be collected upon arrival. Lunch will consist of one sandwich (turkey, ham, or veggie), one bag of chips, one apple, one cookie, and one drink.

NCAA Elite 90 Award
The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright at elite90@ncaa.org or 317-917-6222. All documents, including eligibility, deadlines and nomination forms are located at the following website.

The submission deadline for nomination for men’s cross country and women’s cross country is Tuesday, Nov. 13 at 5 p.m. Eastern time. The NCAA Elite 90 awards will be presented at the championships banquet.

USTFCCCA Awards
The USTFCCCA will present the 2018 cross country athlete-of-the-year award and coach-of-the-year award for each of the eight regions during the banquet. Additionally, the USTFCCCA will present its All-American awards at the post-race awards ceremony.

Media Services
Sports information directors and media members (newspaper, photographer, radio and television) wishing to cover the 2018 NCAA Division III Cross Country Championships at the Lake Breeze Golf Club must apply for credentials by Wednesday, Nov. 14.

The credential request form is located at: http://www.ncaa.com/media

All requests for credentials will be reviewed.
Credentials can be picked up Friday, Nov. 16 in Gym B of UW-Oshkosh’s Kolf Sports Center from 1 to 2:15 p.m. or Saturday, Nov. 17 at the Park & Ride lot across from the entrance to Ball Prairie Road (street of the Lake Breeze Golf Club) from 9 a.m. to 12 p.m. Credentials will include a parking pass for the Lake Breeze Golf Club.

Please keep in mind that there is not a work space or wireless Internet for the media at the Lake Breeze Golf Club. If members of the media need a work space, they may use the athletics conference room in Kolf Sports Center after the men’s race. The awards ceremony will take place in Kolf Sports Center at 2:30 p.m.

Photographer access will be tightly controlled at the finish line and limited to those who have applied for credentials.

A press conference with the head coach of the winning team and the individual champion will be held at the Kolf Center after each race.

Results will be posted on both the NCAA and local host websites.

For more information, contact UW-Oshkosh Sports Information Director Kennan Timm at timmk@uwosh.edu or 920-424-0365.

NCAA Division III Men’s Cross Country: http://www.ncaa.com/sports/cross-country-men/d3

NCAA Division III Women’s Cross Country: http://www.ncaa.com/sports/cross-country-women/d3

**Requested Sports Information Materials**

In order to expedite the process in creating materials for the event’s banquet and arena video board, the following items must be emailed to the University of Wisconsin-Oshkosh Sports Information Director Kennan Timm at timmk@uwosh.edu by the dates and times listed below.

**Emailed no later than noon Central Time Monday, Nov. 12**

- Colored head and shoulder photograph of each player (eight maximum).
- Colored head and shoulder photograph of head coach.
- Colored action photograph of head coach.
- Colored team photograph (identification is not necessary).
- Colored action photograph of two key players.
- Colored athletic logo (high resolution).
- Team roster (number, name, position, year, height, hometown, high school) with coaching staff.
- Pronunciation guide of players and coaching staff.
- Quick facts, including year founded, enrollment, nickname, colors, conference, president/chancellor, director of athletics, head coach (coaching record and alma mater) and sports information director.
Host City Spectator Information

Website
Please see the following website for spectator and venue information:
http://www.uwoshkoshtitans.com/2018NCAACrossCountryChampionships/Index

Tickets/Spectator Parking
There is no spectator parking at the cross country course held at Lake Breeze Golf Club. Spectator parking is located at Winneconne High School at 100 Wolf Run, Winneconne, Wisconsin 54986.

Winneconne High School is located three miles from the cross country course. The shuttles will pick-up and drop-off spectators at the main entrance to the high school.

Spectators must use Hwy GG/116 (Main St.) to N. 9th Avenue to access the parking lots at Winneconne High School. Uniformed patrols will monitor all access points to Lake Breeze and the shuttle service to ensure this route for spectators.

Spectator shuttles are available to transport spectators for $5 round trip. Anyone five years old or younger is free. Handicap accessible shuttles will be available. The shuttle service will begin at 9 a.m. and conclude at 3 p.m. There are portable restrooms at the parking venue.

No dogs, unless a service dog, or bikes are allowed on the shuttle service or at Lake Breeze Golf Club.

Emergency/Evacuation Plans

Lightning Policy
The purpose of this lightning policy is to provide a uniform code of procedures to follow during weather where the risk of lightning strike is high. This is done to protect the health and wellbeing of the student-athletes.

Ceasing Activity
The NCAA has made arrangements through Schneider Electric to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically. In case there are issues with the Schneider Electric weather-monitoring system, the SkyScan Lightning Detector (portable, electronic) and Internet Doppler radar will be used.

The primary method of communication in case of inclement weather will be through the public-address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.
Flash-to-Bang Method
The flash-to-bang method will also be used as a visual reference.

Shelter Locations
• Maintenance facility located 100 meters southwest of clubhouse;
• Shelter located east of hole #10 green;
• Clubhouse and bathrooms located at the main building; and
• Shuttle buses (will continue to run and bring fans to vehicles).
• Team buses should shelter their teams and shuttle any spectators to vehicles until all participant and spectators have been removed from the course;
• Staff should shelter in their vehicles; and
• NOT A PORT-A POTTY – NOT A TENT — NOT A GOLF CART.
# Host Personnel and Contact Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>Vicci Stimac</td>
<td>Work: 920-424-1384, Cell: 920-509-0871</td>
</tr>
<tr>
<td></td>
<td>University of Wisconsin-Oshkosh</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:stimacv@uwosh.edu">stimacv@uwosh.edu</a></td>
<td></td>
</tr>
<tr>
<td>Division III Track and Field and Cross Country Chair</td>
<td>Dara Ford</td>
<td>Work: 614-823-3511, Cell: 330-280-3975</td>
</tr>
<tr>
<td></td>
<td>Otterbein University</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
<td></td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Jo-Ann Nester</td>
<td>Cell: 239-707-0135</td>
</tr>
<tr>
<td></td>
<td>Championships and Alliances</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jnester@ncaa.org">jnester@ncaa.org</a></td>
<td></td>
</tr>
<tr>
<td>Media Coordinators</td>
<td>Kennan Timm</td>
<td>Work: 920-424-0365, Cell: 920-621-8991</td>
</tr>
<tr>
<td></td>
<td>Sports Information Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:timmk@uwosh.edu">timmk@uwosh.edu</a></td>
<td></td>
</tr>
<tr>
<td>Marketing Director</td>
<td>Liz Smith</td>
<td>Work: 920-424-0838, Cell: 405-464-9122</td>
</tr>
<tr>
<td></td>
<td>Associate Athletics Marketing Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:smithe@uwosh.edu">smithe@uwosh.edu</a></td>
<td></td>
</tr>
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</table>
# Division III Track and Field and Cross Country Committee

<table>
<thead>
<tr>
<th>Region</th>
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<tr>
<td><strong>Atlantic</strong></td>
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</tr>
<tr>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Office:</td>
<td></td>
</tr>
<tr>
<td>Cell:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
| **Central** | Jessica Devine, *Cross Country/Outdoor Track and Field Liaison*  
Head MW Track and Field Coach  
University of Minnesota, Morris  
600 East 4th Street, PE Center  
Morris, Minnesota 56267  
Cell: 600-738-1170  
Email: jkdevine@morris.umn.edu |
| **Great Lakes** | Dara Ford, *Cross Country/Indoor Track and Field Liaison / Cross Country Chair*  
Head MW Cross Country/Track and Field Coach  
Otterbein University  
1 South Grove Street  
Westerville, Ohio 43081  
Cell: 330-280-3975  
Email: dford@otterbein.edu |
| **Mideast** | Donald Nichter, *Indoor Track and Field Liaison*  
Head Cross Country and Track and Field Coach  
Dickinson College  
Kline Center  
Carlisle, Pennsylvania 17013  
Cell: 717-385-5316  
Email: nichter@dickinson.edu |
| **Midwest** | Derek Stanley, *Indoor/Outdoor Track and Field Liaison*  
Head MW Cross Country/Asst. MW Track and Field Coach  
University of Wisconsin-La Crosse  
1725 State Street  
La Crosse, Wisconsin 54601  
Office: 608-785-8185  
Cell: 317-919-4699  
Email: dstanley@uwlax.edu |
| **New England** | Marlee Berg-Haryasz, *Cross Country/Outdoor Track and Field Liaison*  
Assistant Cross Country/Track and Field Coach  
Westfield State University  
Athletic Dept/577 Western Avenue  
Westfield, Massachusetts 01085  
Cell: 978-337-8133  
Email: mberg@westfield.ma.edu |
| **South/Southeast** | Natalie Bach-Prather, *Cross Country Liaison*  
Head MW Cross Country/Track and Field Coach  
East Texas Baptist University  
1 Tiger Drive  
Marshall, Texas 75671  
Office: 903-923-2242  
Cell: 903-742-9464  
Email: nbachprather@etbu.edu |
| **West** | Kevin Reid, *Indoor/Outdoor Track and Field Liaison*  
Head MW Track and Field Coach  
University of La Verne  
1950 3rd Street / Attn: Athletics  
La Verne, California 91750  
Cell: 626-523-1586  
Email: kreid@laverne.edu |
## Championships History

**Men’s History**

<table>
<thead>
<tr>
<th>Year</th>
<th>School</th>
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</thead>
<tbody>
<tr>
<td>1993</td>
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<tr>
<td>1995</td>
<td>Williams College</td>
</tr>
<tr>
<td>1996</td>
<td>University of Wisconsin, La Crosse</td>
</tr>
<tr>
<td>1997</td>
<td>North Central College</td>
</tr>
<tr>
<td>1998</td>
<td>North Central College</td>
</tr>
<tr>
<td>1999</td>
<td>North Central College</td>
</tr>
<tr>
<td>2000</td>
<td>Calvin College</td>
</tr>
<tr>
<td>2001</td>
<td>University of Wisconsin, La Crosse</td>
</tr>
<tr>
<td>2002</td>
<td>University of Wisconsin, Oshkosh</td>
</tr>
<tr>
<td>2003</td>
<td>Calvin College</td>
</tr>
<tr>
<td>2004</td>
<td>Calvin College</td>
</tr>
<tr>
<td>2005</td>
<td>University of Wisconsin, La Crosse</td>
</tr>
<tr>
<td>2006</td>
<td>Calvin College</td>
</tr>
<tr>
<td>2007</td>
<td>New York University</td>
</tr>
<tr>
<td>2008</td>
<td>State University College at Cortland</td>
</tr>
<tr>
<td>2009</td>
<td>North Central College</td>
</tr>
<tr>
<td>2010</td>
<td>Haverford College</td>
</tr>
<tr>
<td>2011</td>
<td>North Central College</td>
</tr>
<tr>
<td>2012</td>
<td>North Central College</td>
</tr>
<tr>
<td>2013</td>
<td>St. Olaf College</td>
</tr>
<tr>
<td>2014</td>
<td>North Central College</td>
</tr>
<tr>
<td>2015</td>
<td>University of Wisconsin-Eau Claire</td>
</tr>
<tr>
<td>2016</td>
<td>North Central College</td>
</tr>
<tr>
<td>2017</td>
<td>North Central College</td>
</tr>
</tbody>
</table>

**Women’s History**

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>1993</td>
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</tr>
<tr>
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<td>State University College at Cortland</td>
</tr>
<tr>
<td>1995</td>
<td>State University College at Cortland</td>
</tr>
<tr>
<td>1996</td>
<td>University of Wisconsin, Oshkosh</td>
</tr>
<tr>
<td>1997</td>
<td>State University College at Cortland</td>
</tr>
<tr>
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<td>Calvin College</td>
</tr>
<tr>
<td>1999</td>
<td>Calvin College</td>
</tr>
<tr>
<td>2000</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2001</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2002</td>
<td>Williams College</td>
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<tr>
<td>2003</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2004</td>
<td>Williams College</td>
</tr>
<tr>
<td>2005</td>
<td>State University College at Geneseo</td>
</tr>
<tr>
<td>2006</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2007</td>
<td>Amherst College</td>
</tr>
<tr>
<td>2008</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2009</td>
<td>University of Wisconsin, Eau Claire</td>
</tr>
<tr>
<td>2010</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>2011</td>
<td>Washington University (Missouri)</td>
</tr>
<tr>
<td>2012</td>
<td>Johns Hopkins University</td>
</tr>
<tr>
<td>2013</td>
<td>Johns Hopkins University</td>
</tr>
<tr>
<td>2014</td>
<td>Johns Hopkins University</td>
</tr>
<tr>
<td>2015</td>
<td>Williams College</td>
</tr>
<tr>
<td>2016</td>
<td>Johns Hopkins University</td>
</tr>
<tr>
<td>2017</td>
<td>Johns Hopkins University</td>
</tr>
</tbody>
</table>
COACHES
All coaches will receive (for each participant) a front bib number with attached disposable timing chip, a back bib number and two hip numbers as part of the packet obtained during packet pick-up Friday, Nov. 16. Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant’s singlet. The front bib must have the timing chip.
- Two hip numbers for each participant, which should be pinned to each side of the participant’s shorts.
- Sixteen (16) safety pins.

RUNNERS AND COACHES
Participants must wear bibs and hip numbers to receive finishing time and place. The finish system will record times and places; however, all close finishes will be verified by video cameras, so bibs and hip numbers MUST be worn.

Clerking Procedure
The window for check-in will open 80 minutes prior to the start of each race. The clerking procedure will be open for 60 minutes for each race and therefore close at 20 minutes prior to the start time. Teams are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams check-in at the clerking tent, they will be required to show that they have their hip numbers pinned to their uniform, front bib with chip pinned to their jersey, back bib pinned to their jersey, and that their uniforms meet the NCAA logo requirements. A small red colored mark will be affixed to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra front bib with chip for additional student-athletes beyond the seven that were declared. Reminder: Teams may not run more than seven student-athletes.

Teams will NOT be allowed to check-in at the start line. All teams must check in at the clerking tent during the allotted time period.
## Appendix B – Schedule of Events (All Times are Local Time)

### Thursday, Nov. 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noon – 4 p.m.</td>
<td>Course Inspection/Practice</td>
</tr>
<tr>
<td></td>
<td>Weather permitting.</td>
</tr>
</tbody>
</table>

### Friday, Nov. 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m. – 4 p.m.</td>
<td>Course Inspection/Practice</td>
</tr>
<tr>
<td></td>
<td>Weather permitting.</td>
</tr>
<tr>
<td>1 – 2:15 p.m.</td>
<td>Packet Pick-Up</td>
</tr>
<tr>
<td></td>
<td>Kolf Sports Center Gym B</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>Coaches Meeting (mandatory for all coaches)</td>
</tr>
<tr>
<td></td>
<td>Kolf Sports Center upper Fieldhouse</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>Championship Banquet</td>
</tr>
<tr>
<td></td>
<td>Oshkosh Convention Center</td>
</tr>
<tr>
<td></td>
<td>1 North Main St.</td>
</tr>
<tr>
<td></td>
<td>Oshkosh, Wisconsin 54901</td>
</tr>
<tr>
<td></td>
<td>Doors open at 6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Banquet will begin at 6:30 p.m.</td>
</tr>
</tbody>
</table>

### Saturday, Nov. 17

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>Course Opens</td>
</tr>
<tr>
<td>9:55 a.m.</td>
<td>Clerking begins for the women’s race. The clerking time period is 60 minutes from 9:55 to 10:55 a.m.</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>First Gun Fired (30 minutes to women’s start)</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>National Anthem</td>
</tr>
<tr>
<td>10:55 a.m.</td>
<td>Second Gun Fired (20 minutes to women’s start)</td>
</tr>
<tr>
<td></td>
<td>Clerking process is completed for the women’s race. Clerking begins for the men’s race. The clerking time period is 60 minutes from 10:55 a.m. to 11:55 a.m.</td>
</tr>
<tr>
<td>11:05 a.m.</td>
<td>Third Gun Fired (10 minutes to women’s start)</td>
</tr>
<tr>
<td></td>
<td>Women’s competitors must report to assigned boxes.</td>
</tr>
<tr>
<td>11:15 a.m.</td>
<td>Women’s 6,000 Meter Championship Race</td>
</tr>
<tr>
<td>11:45 a.m.</td>
<td>First Gun Fired (30 minutes to men’s start)</td>
</tr>
</tbody>
</table>
11:55 a.m.  Second Gun Fired (20 minutes to men’s start)
Clerking process is completed for the men’s race.

12:05 p.m.  Third Gun Fired (10 minutes to men’s start)
Men’s competitors must report to assigned boxes.

12:15 p.m.  Men’s 8,000 Meter Championship Race

2:30 p. m.  Awards Ceremony
Awards ceremony will take place at Kolf Sports Center in the upper fieldhouse. Lunches will be available for coaches and participating student-athletes at the Awards Ceremony in Kolf Sports Center upper fieldhouse.
Appendix C – Men’s 8K Course Map
Appendix D – Women’s 6K Course Map
Appendix E – Coaches’ Checklist

Submit rosters/individual qualifiers for national meet on DirectAthletics by 9 p.m. Sunday, Nov. 11. No action will result in a scratch.  

Make hotel reservations and provide hotel with your team’s rooming list.  

If your team or individual student-athlete chooses not to compete, notify Joann Nester immediately and not later than 9 p.m. Sunday Nov. 11. (Cell: 239-707-0135)  

Those outside 500 miles must make flight arrangements through Shorts Travel Management. See Team Travel section of the manual. Shorts Travel Management: 866-655-9215  

Complete the media credential request form in advance of the championships (http://www.ncaa.com/media). Also see the Media Services section of this manual.  

Request additional banquet ticket using the online process outlined in the Participant Manual. Credit card only.  

Email your sports information (page 18) to Kennan Timm, Sports Information Director (timmk@uwosh.edu), at the University of Wisconsin-Oshkosh.  

Extra credentials can be purchased at packet pick-up. Cash only.  

Nominate qualified team member competing in the championship for the Elite 90 award by Tuesday Nov. 13. Complete form at the following link: http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program.  

Read the Medical section of this manual and act if needed.  

Certified athletic trainers traveling with their teams should contact Head Athletic Trainer Wade Peitersen, 920-424-7138, in order to get credentials and have access to on-site medical center. Student-athletes who require modality treatment must provide a prescription from a physician or a letter of treatment from their institutions certified AT to receive modality treatment.  

Read the weather, drug testing, uniforms and, logo and misconduct policies.  

Post Championship  
Use the TES system to file for NCAA Championship travel expense reimbursement https://web1.ncaa.org/TES/exec/login?js=true  

Complete the championships evaluations survey. You will receive a link to the survey in an e-mail after the championships. All responses are confidential and used to enhance future championships.  

Respond to e-mail from Main Gate, Inc. regarding sizing for the championship participant award (also see Appendix F). Place order and pay for any additional awards.
Appendix F – Student-Athlete Participation Award

HOW TO GET YOUR
Student-Athlete Participation Awards

For 2018-2019, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy e hannoy@maingateinc.com, MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Place your order at NCAA-Awards.com
Appendix G – Banquet Parking

Banquet parking is in the parking lots next to the Convention Center on Ceape Avenue. Those lots are in green in the map below.

Buses can unload on Ceape Avenue in front of the Best Western Hotel or the Convention Center.