HOST OPERATIONS
2018-19 MANUAL
Regionals
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Introduction

On behalf of the NCAA Division III Men’s and Women’s Track and Field and Cross Country Committee, thank you for being an important part of the 2017 NCAA Division III Men’s and Women’s Cross Country Regional Championships.

Administration of the cross country regionals is under the direction of the NCAA Division III Track and Field and Cross Country Committee. The host plays an integral part in the successful administration of the championships.

The purpose of this manual is to outline the responsibilities of the meet director and other host institution personnel for the regionals. It is designed to use in conjunction with, not in place of, the Division III Men’s and Women’s Cross Country Pre-Championships Manual, which provides more general policies for the administration of the championships.

The host institution/conference shall appoint staff members to assume the positions of meet director and media coordinator.

Meet Director. The host institution/conference director shall appoint a knowledgeable person, preferably with experience in meet administration and management, to serve as the meet director. This individual shall maintain ultimate responsibility for the local operation of the event. The function of the meet director is to ensure that the policies of the committee are applied. Specific responsibilities include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The meet director will also provide the NCAA with a post-competition evaluation including suggestions for future conduct of the championships.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA championships administrator to ensure that the NCAA’s policies regarding media are applied. Responsibilities include planning and supervision of media work areas, coordination of all coaches and student-athlete interviews, statistical services and communications.
### Atlantic

**TBD, chair**

<table>
<thead>
<tr>
<th>Office:</th>
<th>Cell:</th>
<th>Email:</th>
<th>Term expires: Sept. 1, 2021</th>
</tr>
</thead>
</table>

### Central

**Jessica Devine, CC/OTF Liaison**
Head MW Track and Field Coach
University of Minnesota, Morris
600 East 4th Street, PE Center
Morris, Minnesota 56267
Cell: 608-738-1170
Email: jkdevine@morris.umn.edu
Term expires: Sept. 1, 2021

### Great Lakes

**Dara Ford, CC/ITF Liaison**
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
Term expires: Sept. 1, 2021

### Mideast

**Donald Nichte, ITF Liaison**
Head Cross Country and Track and Field Coach
Dickinson College
Kline Center
Carlisle, Pennsylvania 17013
Cell: 717-385-5316
Email: nichter@dickinson.edu
Term expires: Sept. 1, 2019

### Midwest

**Derek Stanley, ITF/OTF Liaison**
Head MW Cross Country/Asst. MW Track and Field Coach
University of Wisconsin-La Crosse
1725 State Street
La Crosse, Wisconsin 54601
Overnight: 2159 Maplewood Drive, Onalaska, WI 54650
Office: 740-376-4656
Cell: 317-919-4699
Email: dstanley@uwlax.edu
Term expires: Sept. 1, 2019

### New England

**Marlee Berg, CC/OTF Liaison**
Assistant to the Athletics Director/Assistant TF Coach
Westfield State University
577 Western Avenue
Westfield, Massachusetts 01085
Cell: 978-337-8133
Email: mberg@westfield.ma.edu
Term expires: Sept. 1, 2021

### South/Southwest

**Natalie Bach-Prather, CC 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
Term expires: Sept. 1, 2020

### West

**Kevin Reid, ITF/OTF 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
Term expires: Sept. 1, 2022

### NCAA Staff

**Jo-Ann Nester**
Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Cell: 239-707-0135
Email: jnester@ncaa.org

**Linda Godby**
Assistant Coordinator, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Office: 317-917-6507
Email: lgodby@ncaa.org
SECTION 1 – Alcoholic Beverages and Tobacco Products

Alcoholic Beverages.
Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

SECTION 2 – American with Disabilities Act

Americans with Disabilities Act.
The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

SECTION 3 – Awards

Awards.
NCAA awards will not be presented at the regional competition. However, each regional host should plan a postevent recognition ceremony that should include the top two teams in each race. In the recognition ceremony script, note that the top two teams receive automatic qualification to the national championships.

Awards Ceremony
The awards ceremony should begin immediately after the protest period ends. It is customary for the announcer to serve as the emcee.

See Appendix F for a copy of the sample recognition script.

SECTION 4 – Band/Spirit Squads and Mascots

Realizing that bands/spirit squads and mascots are not commonplace at cross country meets, hosts should apply the general principles below based on interest from participating institutions.

Artificial Noisemakers.
Air horns, artificial noisemakers and electronic effects are allowed, however they may not be played when the meet is in progress.
Designated Areas.
Bands, spirit squads and mascots must remain in an area designated by the meet director with the approval of the committee. Use barriers to designate the boundaries for spirit squad and fans of competing teams and student-athletes.

Electronic Amplification.
Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

National Anthem.
The national anthem shall be sung or played just before the start of the first of the two races.

Location.
Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the games committee.

Warm-Up Tapes.
No warm-up tapes are permissible. The host institution will select and administer the music.

SECTION 5 – Banquets
Due to the financial burden on a host institution, to be consistent with NCAA policy and to provide each student-athlete participating in NCAA regional competition the same experience, banquets will NOT be permitted at regional competition.

SECTION 6 – Broadcasting/Internet
As a host you may have the right to webcast or stream the regional championships in accordance with the NCAA Broadcast policies and procedures listed at http://www.ncaa.com/media. Hosts interested in web casting will need to fill out the Live Video Streaming Rights Request Form, located at this site. For additional information please contact Nate Flannery at 317-917-6523.

SECTION 7 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.
1. No advertisements of any kind shall be displayed in the competition venue (including ancillary areas).

2. The competition site agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the competition site during the championships. Any such advertisements existing at the time an agreement is reached between the NCAA and the competition site, institution or sponsoring agency shall be covered by the competition site at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the competition site at its expense, as designated by the NCAA.

3. The competition site shall not permit any temporary banners, signs, displays or advertising to be
posted, hung or displayed in the competition site during any session of the championships, without the prior approval of the NCAA.

4. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

**NCAA Corporate Champions.**


**Local Contributors.**

Local sponsorship programs using the NCAA’s registered marks, logos, name or reference to the championships, tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

**SECTION 8 – Critical Incident Response/Emergency Plan**

Please see Appendix G for a sample venue safety and security plan.

**Preparation.**

The meet director and the site representative staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the meet. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to coaches, student-athletes and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.

- Review emergency protocol before the start of the event.

- Identify chain of authority.
  - Incident Commander (second in command).
  - Decision-making personnel/team.

- Identify incident command center.

- Identify incident communication plan.

- Review evacuation plan – Review plan with site representative.

- Review emergency response plan for typical emergencies.

- Review emergency response plan for national disasters.
• Review emergency response plan for terrorists’ actions.

In the event of a critical incident, contact the NCAA championships administrator immediately before any decisions are made.

**Interruption of the Meet.** The officials and games committee have the authority to interrupt competition. If necessary, the remaining schedule shall be adjusted by the games committee. The committee should review the following procedures for interruption of a meet:

**Field of Play.** Assure that the competition in action is accurately recorded.

**Officials.** Assure that the officials know the exact distance when competition was halted.

**Student-Athletes and Coaches.** Participants await instruction from meet management.

**Power Source/Public Address.** Competition site management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

**Responsibility.** Competition site security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if the meet is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

**Communication.** A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to meet headquarters with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants and meet officials must be kept informed throughout the delay.

**Meeting.** The games committee and meet-management staff (competition site manager, meet management liaison and senior law-enforcement officer) should assemble immediately in a predetermined location to assess the situation.

**Normal Conditions.** The games committee shall determine when conditions have returned to normal.

**Resumption of Competition.** As soon as possible, competition shall resume from the point of suspension. The games committee shall determine the revised schedule. If possible, the meet should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals; other individuals designated by each institution’s director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the meet or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site meets the provisions of NCAA competition rules.

**Spokesperson.** The NCAA site representative, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.
Inclement Weather.
Hosts should have inclement weather procedures (i.e., snow removal process) in place before the championships. Inclement weather plans should be sent to the NCAA championship administrator for review before the meet. See Appendix D for the severe weather policy.

SECTION 9 – Drug Testing

Drug-Testing Procedures.
The Center for Drug Free Sport (the Center) will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Please refer to the NCAA Drug Testing Manual located at NCAA website.

Notification.
Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

Site Coordinator.
The meet director is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center staff; responsibilities are outlined in the drug testing site coordinator’s manual. This shall be their only responsibility during the championships. As such, the drug testing site coordinator should NOT be the head athletic trainer.

Testing Area.
Any participating student-athlete may be tested. Accordingly, one testing area with separate facilities for men and women should be provided in the event drug testing is conducted.

SECTION 10– Equipment, Competition Site and Space Requirements/Diagrams

Competition Equipment.
The host institution is responsible for providing the equipment required to conduct the regional. Please refer to the 2017-2018 Track and Field and Cross Country Rules Book, except as otherwise noted, to ensure compliance with equipment specifications. General equipment needs include the following:

Awards Stand. A raised awards stand needs to be available to accommodate the top two teams per gender.

Bib Numbers. Competitors’ bib numbers (two per entrant) and safety pins (16 per entrant) need to be provided. No commercial logos may appear on numbers. NCAA Championship logos are available online at www.NCAALogos.com. Please contact Durenka Robie at 317-917-6825 to obtain a password or to answer any questions concerning the NCAA logo library.

Medical. The host should supply medical staff with handheld radios throughout the regional. In addition, trailing vehicles should be available for sports medicine staff.
**Portable Toilets.** Portable toilets should be available to accommodate the runners at the start and finish lines (a minimum of 20).

**Power Source.** A power source should be available on site.

**Radios.** The host should provide enough handheld radios for the NCAA site representative, officials on the course and the finish line, the announcer and medical staff. The radios should be used throughout the competition for communication with the meet director. Earpieces are preferred to headset.

**Tables.** Tables should be provided for the protest area (1) and merchandise (2 or 3).

**Tents.** Tents for athletic trainer stations, games committee and officials should be provided. Shelter provided for participants is optional.

**Timing.** It is recommended that split clocks be positioned the kilometer marks and significant mile marks throughout the course. Please refer to Rule 5, Section 12 of the NCAA Track and Field and Cross Country Rules Book to ensure compliance with timing specifications.

**Video Screens.** If electronic video replay screens are available, they may be used at the competition site’s expense. Hosts must consult with the NCAA representative(s) before replaying any performances under review by the meet officials. Video screens may not display advertising. The NCAA may provide video screen content through NCAA partner Big Screen Network.

**If a video board is not available, information bulletin boards should be placed throughout the course for posting results.**

**Water Equipment.** Generic cups and hydration product (water, etc.) should be provided by the host institution for the student-athletes at the start and finish lines. This can be included as a meet expense in the budget. All cups, coolers and ice chests used must be devoid of commercial identification. The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any NCAA championship use, the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

**Concessions.**

If selling concessions, food and beverage prices shall be no higher than similar events or primary tenants in the competition site.

**Vending.** No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations.
**Competition Area.**

The competition area should meet all specifications as outlined in the 2017-2018 Track and Field and Cross Country Rules Book.

**Photo Boxes.** The host should designate photo boxes as appropriate throughout the course, but should not interfere with timing operations and coaches’ boxes (if designated).

**Decorating and Advertising.**

**Banners Inside Competition Site.** The list of banners provided by the NCAA are listed in Appendix E.

**Covering.** The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the competition area, including the videoboard, during the championships session or practices, other than those specified by the NCAA. No local/school radio banners are allowed.

**Institutional Signage.** Institutional signage does not need to be covered. Championships banner may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

**Directional Signs.** Directional signs should be posted in all areas used by the participants and the media.

**Video Boards and Electronic Messages.** No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request.

**Competition Site Use.**

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one day before the competition through the conclusion of the championships (i.e., Friday through Saturday). All space shall be available and the competition site set up no later than one-and-a-half hours before the beginning of the first practice session. All regionals will be required to have a minimum of three hours of practice Friday at the course between the hours of Noon and 6 p.m.

**Tent Requirements (Regionals Recommended).**

**Student-Athlete Team Tent Area.** An area should be designated for team tents.

**Student-Athlete Tents.** If ample permanent shelter is not available near the start line, then two large tents with sides should be used near the start line to allow the student-athletes to leave their warm-ups and other nonessentials before the race. Lighting and heaters are recommended.

**Finish Line Officials Tent.** A tent or enclosure must be provided with sides at the finish line to accommodate the officials and committee members to review the results.

**Games Committee and Site Representative Tent/Protest Area.** A tent or enclosure must be provided to accommodate four people comfortably. A table should be in immediate proximity to the competition area and easily accessible by coaches. One six-foot table and four chairs are required. The protest area should be located near the “coaches only” results board.
Medical Tent. Provide a large tent stocked with towels, water and other necessary equipment, and staff it with the appropriate personnel before and during the races and practice sessions. This tent should be near the finish line.

Officials/Marshal Tent. Provide a small tent for check-in for the officials, volunteers and marshals. If a permanent building is accessible and near the course, check-ins could occur there.

Championship Merchandise and Concession Tents. Either one very large tent or separate tents should be used for selling championship merchandise/programs as well as for selling concessions.

### Official Data and Timing Operations Center.
The operations center should accommodate the data and timing personnel along with space for related equipment.

**Location.** The data and timing personnel must be located close to the finish line and elevated in a press box or similar structure if possible.

**Signage.** No ornamentation or signage is allowed along or under the operations center. The operations center should be limited to key personnel, with no access to spectators.

The area around the finish line and timing operations center needs to be large and should be bordered by fence and staff to avoid coaches and fans from these areas.

### Parking.
There should be enough parking spaces adjacent to the competition site for the site representative, meet officials, event staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

### Photographers.
First and foremost, the location of photographers and/or camera crews should take into consideration the student-athlete safety. Under no circumstances should these individuals be allowed on the course without media credentials. The media coordinator should assign an individual to monitor this situation.

### Race Finish.
Please see Appendix A for all equipment needs for the race finish.

### Results. (Coaches Only)
Official results will be posted on-site for coaches. The host determines the exact location, which should be within proximity to the finish line and the protest table.

### Videotaping.
An area should be designated from which each team may videotape if it wishes to do so. Each participating team is automatically authorized to videotape each race; it is not necessary to sign any authorization form.
Audit.
The NCAA will select sites randomly for financial and box office audits after the regionals.

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

Championships Budget.
As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings and medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

Periodically review your approved budget to make sure it has not been exceeded. Stay in touch with the NCAA championship manager. You must receive prior approval for any adjustments to your budget. If you do not receive prior approval, you will be responsible for all excess expenses.

Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium).

The host institution will not be responsible for upfront payment of all expenses occurred by site representatives. However, the host is responsible for covering hotel expenses (see Lodging Expenses below in this section).

Drug-Testing Expenses.
The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the drug testing manual.

Lodging Expenses.
If needed, room and tax shall be direct billed to the host institution and will be reimbursed via the final
financial report for the following key meet officials: referee, head starter and four assistant/recall starters.

Officials will be responsible for their incidentals.

NCAA Affiliates. Will be responsible for their expenses.

NCAA Site Representative. The NCAA representative’s hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. The NCAA representative will submit all other expenses online through the NCAA office after regional competition.

**Officials.**

Officials. All regional hosts will appoint the referee, head starter and four assistants for their respective sites, to be approved by the committee. The referee will receive a fee of $110, and shall be used for both races. The head starter noted above will receive a $32.50 honorarium per race. Assistant starters will receive $45 for their services. The referee shall be paid a per diem of $45/day. The remaining officials do not receive per diem. Travel expenses for the *referee only* will be paid according to the actual mode of transportation, not to exceed jet coach airfare of 53 cents per mile. These expenses should be reported in the budget section on the final financial report. *The host will be responsible for lodging, travel and officials fee, which should be done directly through the normal budget process.*

**SECTION 12 – Meet Management**

**Administrative Meeting**

The NCAA site representative and meet director will conduct a mandatory administrative meeting the day before competition (Friday) to review championship matters. It is *mandatory* that each institution is represented at the meeting. An institution missing the meeting will be assessed a $200 fine unless prior arrangements have been made with the NCAA championship manager. Regional hosts will be provided sign-in sheets for this purpose as well as an agenda to be used for this meeting.

If an institution cannot attend the mandatory meeting, they will need to contact Jo-Ann Nester (jnester@ncaa.org) for approval.

**Schedule of Events.**

The track and field and cross country committee will approve the schedule of events before the championships. See Appendix O for a sample schedule of events.

**National Anthem.**

The National Anthem shall be sung or played before the first race of the regionals.

**Games Committee.**

The games committee shall be comprised of the NCAA site representative, meet director and the head starter. In the event the site representative cannot serve on the games committee due to a conflict of interest, the assistant starter will take his/her place on the games committee.
Officials.

Key officials shall be appointed as described in Section 19. The host institution is responsible for securing the balance of officials. In addition, the host is responsible for securing clerks (one clerk for every four to five boxes). See Appendix K for a sample clerking sheet.

Officials Meeting. The NCAA site representative shall conduct a meeting with the officials before the start of the regional meet. This meeting may take place after the administrative meeting, or the morning of the regionals.

Entry Forms and Declarations.

Entry Forms. Coaches will be allowed to submit a maximum of 10 student-athletes on the entry form. Only seven of the 10 student-athletes listed on the entry form may compete in the regional championship meets. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. (See the Pre-Championships Manual for guidelines). Coaches must submit the regional entry forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 4. Institutions submitting late entries are subject to a fine of $400 per gender. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the track and field and cross country committee, and NCAA championship manager. Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.

The host should do the following after the entries have posted to DirectAthletics:

1. Download entries from online system.
2. Entries must be posted on regional meet website by noon Eastern Time, Wednesday, Nov. 7.
3. Entries received after deadline (up until 5 p.m. Eastern time, Tuesday, Nov. 6) must be approved by the NCAA committee. A late fine will be assessed ($400 per team/gender). No entries will be received after this deadline.

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 time sharp so please give yourself enough time to submit your roster or 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.

Medical Procedures.

On practice days and during competition, the following is required:

1. The on-site presence of a person(s) qualified and delegated to render emergency care to a stricken participant. During competition, personnel should be stationed inside the finish area and at locations throughout the course one hour before the first race. Under the direction of the athletic training staff, medical personnel should be stationed in the finish area. A minimum of six people working should be ready to assist runners who collapse at the finish line;
2. Planned access to a physician for prompt medical evaluation of the situation (highly recommended that a physician be on site);
3. Planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted;

4. Access to a working telephone or other telecommunications device; and

5. A thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

**Portable Ice Baths.** Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency-care plan in the event of an exertional heat injury.

**Meet Announcements.**
Other than commentary on student-athlete performances, meet proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature; e.g., announcing that a car has left its lights on; (c) announcements that NCAA merchandise, and concessions are on sale; (d) announcements of scores from other NCAA competition sites; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or meet officials, or to provide information pertinent only to the host institution's activities unrelated to the meet. The NCAA championships administrator will provide public-address scripts as appropriate.

**Packet Pick-up.**
Packet pick-up should be scheduled for Friday in consultation with the NCAA site representative and should be located where there is adequate space to handle distribution. Packet pick-up may be done at practice time or in conjunction with the administrative meeting. Parking passes, if applicable, are distributed at this time.

The host institution is responsible for distribution of packets. The NCAA site representative will note absent institutions and fines will be sent from the NCAA office after competition.

A sample list of materials to be placed in the packet can be found in Appendix M.

**Open Practice.**
Course reviews held the day before the races shall be open to the public.

The course should be made available for practice a day before the regional championships. It is expected the course be available for a minimum of three hours between Noon and 6 p.m. local time. Any requested exceptions, need to be addressed with the NCAA championship manager and site representative.
Starting Box Draw.

The committee will develop box draws for the regionals. Box draws will be sent to regional hosts by Wednesday, Nov. 7 and should be posted a minimum of two days before competition on the host website. All starting boxes are randomly drawn.

Reporting Results.

During the championships and at the conclusion of the competition, the host sports information contact is responsible for reporting official results to the NCAA. Copies of results should be sent to ncaa-content@turner.com, NCAA championships administrator and kjsmith@ncaa.org, and should be submitted in the following manner:

- Send the information to the individuals listed above;
- Specify the sport (division, championship, round) in the SUBJECT area;
- Paste the text directly into an Email or send Email as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the Email; and
- The results must be provided per the instructions above no later than 30 minutes after the protest period.

Starting Times.

Men will race first in “odd years” and women will race first in “even years.” There must be either 60 or 75 minutes between races.

<table>
<thead>
<tr>
<th>Year 2018</th>
<th>Year 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 a.m. - Women’s race</td>
<td>11 a.m. – Men’s race</td>
</tr>
<tr>
<td>Noon - Men’s race</td>
<td>Noon – Women’s race</td>
</tr>
</tbody>
</table>

Regional start times are listed below (local time).

- Atlantic Region [Host – Rowan University] – 11 a.m. / Noon
- Central Region [Host – Wartburg College] – 11 a.m. / Noon
- Great Lakes Region [Host – Blue River Sports Authority and Franklin College] – 11 a.m. / 12:15 p.m.
- Mideast Region [Host – DeSales University] – 11 a.m. / Noon
- Midwest Region [Host – University of Wisconsin-Eau Claire] – 11 a.m. / Noon
- New England Region [Host – Bowdoin College] – 11 a.m. / Noon
- South/Southeast Region [Host – Berry College] – 11 a.m. / 12:15 p.m.
- West Region [Host – Whitman College] – 9 a.m. / 10 a.m.

Timing/Data Crew.

The host is responsible for securing the crew to time the meet and making all necessary arrangements related to timing. This timing crew must be able to upload results in the proper format to the DirectAthletics site for national entry prior to leaving the regional meet.

SECTION 13 – Insurance

Liability.

NCAA regulations (NCAA Bylaw 31.7.4 of the NCAA Division III Manual) require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public
liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least $1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

(Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.)

SECTION 14 – Lodging

Drug-Testing Crew.  
The host institution will reserve four rooms for members of the drug-testing crew at a nearby hotel, if deemed necessary.

Meet Officials’/NCAA Site Representatives’ Hotel.  
A hotel room should be reserved for the NCAA site representative and, if needed, the starter and referee, the night before competition begins.

It is recommended to lodge the officials in the same hotel as the NCAA site representative. Once officials are determined, the host will provide the initial rooming list to the hotel.

Participant Hotels.  
Teams competing in the regionals should make their own hotel reservations. The host institution should make available a list of hotels on the host website.

SECTION 15 – Marketing/Promotions/Branding/Fan Engagement

The NCAA will continue with online promotional assistance for championship hosts. As a host institution, you will not receive any promotional materials, e.g., posters, flyers and print ads from the national office. You may, however, customize and download all the necessary artwork for the championships from the promotions website. Television and radio spots may be available through the website, depending on the championship and round of competition.

Each NCAA championships host promotions/marketing contact and meet director will receive an email with the promotional materials Web site address, username, password and specific promotional budget allocated for the championships you are hosting. The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact the NCAA at ncaachampspromotions@ncaa.org if you are unable to locate this email.
Promotional Products
No-cost, downloadable artwork items available on the Web site include the following:
- Poster;
- Flyer;
- Print ad;
- Email blast;
- Banner;
- Web banner;
- Billboard;
- Table tent; and
- Social media.

Championship Logo. The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at NCAAlogos.com. Please contact Trista Sunderland at 317-917-6750 to obtain a password for the NCAA logo library.

Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps brand the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes. Please see Appendix E of this manual for a sample list of banners sent to each regional host.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

Host Responsibilities.
The NCAA championships promotions assistance program is designed to help host institutions generate awareness and promote the NCAA Championships. The materials from the NCAA are by no means intended to be used as the sole promotion for the championships. They are to be implemented as part of the host institution’s championship promotions program.

Banners.
All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Materials Sent to High Schools.
Per Bylaw 13.4.1.2, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

Promotional Ideas.
See Appendix I.
## Media Coordinator.
The local media coordinator/SID will need to be responsible for the following:

1. Designate area and times for media to pick up credentials.
2. Provide area close to the finish line for media only but with the goal to not interfere with the finishing student-athletes and minimize traffic.
3. Create host institution regional website to post local and meet information and any press releases.
4. Post official results, photos, quotes and written recaps on host website and also sending results, recap and photos.

## Credentials.
The host institution will be responsible for printing and distributing credentials for the regional meets, if necessary. Credentials may be made for student-athletes, coaches, trainers and media if desired. If credentials are deemed necessary, hosts are encouraged to distribute credentials based on the national championship policies (see below).

### Gambling
NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting national collegiate championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

### Issuance of Credentials
Working credentials shall not be mailed. The media coordinator shall issue credentials individually.

Other credentials provided include the following:

- **Games Committee/Staff.** Credentials should be issued to the games committee and competition site management personnel at the regionals.

- **Officials.** All officials working the regionals should receive an appropriate credential.

- **Drug-Testing Team.** In the event of drug testing, credentials should be issued for the drug-testing team by The Center staff (e.g. “event management” – a distinct credential type noting “doping control” or the like shall not be issued”). Individuals serving in this capacity will be identified for the meet director at each site by the national office staff.

- **Media.** Media credentials shall be issued according to the press criteria printed in the [Media Coordination Manual](#).

Media credentials **MAY NOT** be given to individuals serving in a coaching capacity. Individuals with media credentials must remain neutral and must not cheer for a given team.
Meet Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championships. The number of workers will depend upon the media demand for the meet(s) at the site. Communication with the media coordinator and the SID’s knowledge of the area media will help with advance planning. Such duties as press runners, quote takers, stat crews, copy machine personnel, etc., should all be coordinated with the tournament director and media coordinator.

*Types of credentials can be adjusted based on competition site/host needs.*

Press. Questions regarding press credentials should be directed to the host institution’s designated sports information contact.

Radio Not Providing Play-by-Play. Each station or network will be limited to one credential.

Radio Providing Play-by-Play. Credentials may be provided to the number of individuals required by a station or network to originate meets during the regular season. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship meet must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to the NCAA Broadcast and Media Services page, located on the NCAA Web site at http://ncaa.com/broadcast.

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the races and claimed in person by the producer. Please refer to the NCAA Broadcast and Media Services page, located on the NCAA Web site at http://ncaa.com/broadcast.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

Hospitality. For regionals, the entertainment/hospitality budget may not exceed a total of $500. Media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the meet director and approved by the committee. Budgets cannot be changed without the prior approval of the NCAA championship manager.

Live Results. Refer to the NCAA Broadcast and Media Services page at http://ncaa.com/broadcast.

Mini-Cams and News Film. If a meet is televised, only the station that has purchased rights may film action. Media coordinators shall designate an area where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the NCAA Broadcast and Media Services website, located at http://ncaa.com/broadcast.

Parking. Designated media parking is preferred, but the host must make the decision to designate space. If media parking is limited, “car pools” should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.
Post-Meet Interviews.
All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Electrical Outlets. Electrical outlets will be required in the working pressroom to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat in the working pressroom.

Equipment. The host institution shall provide all the necessary equipment (microphones, chairs, adequate lighting) for the interview area.

Competition Site Coordinator. Host media coordinators must designate an interview room if necessary at the competition site and an individual to coordinate the activities in it.

Moderator. The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the meet. The coach cannot delay a postmeet interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and student-athletes may participate in a special interview.

Security.
Security personnel should be instructed to protect the press conferences and working press areas, and to limit access in all restricted areas to individuals wearing credentials.

Final Race Results.
Final race results shall be provided for the media.

Team Films/Videotapes.
Each participating team is permitted to tape competition with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping. Filming/videotaping areas will not be reserved for participants.

Noncommercial Usage. Films or videotapes of the championships procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution’s own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Working Press Room.
The media coordinator is responsible for the working pressroom at the competition site.
**SID Needs.** The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom before the team’s arrival.

**Copier.** One photocopy machine with capabilities for reproducing statistics and other material with a minimum per copy speed of 75 per minute. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available on competition day as scheduled by the NCAA.

**Printers.** At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

**Wireless/Computer Ethernet.** At each site there should be a minimum of two Ethernet connections or wireless (preferred) access.

### SECTION 17– Championship Merchandise and Licensing

**Administration.**

The NCAA corporate relations department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

**Availability.**

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the regionals. Orders will be shipped by Event 1 directly to the participating institution’s campus.

**General Policies.**

**Institutional Merchandise.** A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year’s championship.

**Merchandise Received.** The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

**Reordering Process.** The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the
chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

**Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.**

### SECTION 18– Neutrality

**Neutrality.**

Host institutions should keep in mind that an NCAA championship is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pre-meet or between-meet activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the crowd, etc.).

All officials must refrain from cheering for any participant or from wearing institutional attire; they are considered "neutral" and must behave in such a manner.

### SECTION 19– Officials

**Confidentiality.**

The NCAA site representative will meet with the officials (separately from the administrative meeting) to review their responsibilities.

**Meetings.**

Officials are required to attend the officials meeting before the conduct of the competition. For the regional meet this meeting may take place after the administrative meeting Friday or in the morning two hours prior to the first race.

**Selection.**

Once officials have been determined, the meet director should submit the names of officials to the committee. The committee must review the key officials (head starter and referee) working the regional meets.

**Notification.** The host should contact the officials, once confirmed, to obtain arrival times; provide information regarding a meeting time and site and lodging arrangements.

**Other Officials – Umpires.** Two per major turns (these should be most experienced). A course map outlining umpire zones should be produced.

### SECTION 20- Participant Manual/Host Website

The NCAA will send the regional hosts a template participant manual that they must use. We ask that you complete the information in the template and send back for approval by Oct. 5.

Regional hosts will be responsible for creating their own website. Websites must be approved by the NCAA before going live. Please send the host website link to the NCAA championships administrator no later than Sept. 15.
The participant manual and all other information relevant to the championships will be posted to the NCAA sport landing page. See Appendix B for a list of information that should be included. Please send to the NCAA championships manager as soon as it becomes available.

**SECTION 21 – Security**

**Crowd Control.**
The meet director must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies. The following crowd control statement should be read by the public address announcer before the start of the event:

> "The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

**Emergency Plans.** Competition site management must have specific written policies and procedures outlining the competition site’s emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and meet director should meet with security personnel to discuss existing security procedures and review potential security threats, review the competition site to determine potential security problems, and discuss the emergency/evacuation plan. Please see Appendix G for a sample safety and security plan.

**Local Spokesperson.** The host institution, working with competition site management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

**Non-Permissible Items.**
The meet director and competition site staff are responsible for enforcing the NCAA’s policies. The competition site shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron’s expense.

**Laser Pointers.** Laser pointers are not permitted.

**Noisemakers.** Air horns and artificial noisemakers are allowed. Electronic effects and bands may not play when the meet is in progress. The competition site staff is responsible for confiscating prohibited items at the entrance points or removing such items from the competition site. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

**Distribution of Materials.**
No person or group may distribute the following materials in the competition site or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.
SECTION 22 – Volunteers

The LOC volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests visiting the area;
- Answer questions and provide information to visitors; and
- Contribute to the general excitement surrounding the regionals.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The LOC cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

**Waivers.**

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix H). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file for future reference.
# APPENDIX A - NCAA REGIONAL CROSS COUNTRY PLANNING SCHEDULE

## JUNE/JULY
- Review NCAA corporate guidelines before pursuing local companies to donate goods or services.
- Inform schools in the region about meets you are hosting on the regional course.
- Establish a plan for snow removal and course marking in the event of inclement weather.

## AUGUST/SEPTEMBER
- If off-campus facilities are used, a contract or letter of commitment **must** be acquired from the off-campus competition site that guarantees specific dates and times of use for all land and buildings. This includes the course, facilities to be used at the course (results area, restrooms, meeting rooms, parking, etc.) and availability of the course for practice. Names and telephone numbers of key contact personnel for the outside agency are to be included in the contract.
- Block out rooms for key officials and regional NCAA representative if necessary.
- Review bid and make any necessary adjustments.
- Begin compiling an email address list of region coaches for ease of communication.
- Update materials to include any NCAA rules changes and new web materials.
- Check website to include course maps, lodging and restaurant information, directions to site (see Appendix B).
- Check course for any major work necessary. Begin routine care of course.
- Reconfirm timing company and finish-line needs specific to the timing equipment.
- Order bib numbers (two), safety pins (16 per student-athlete).
- Confirm lodging accommodations for NCAA site rep and key officials.
- Review list of equipment required and make plans to obtain any necessary items.
- Determine a location and times for packet pickup and the mandatory coaches meeting. Reserve if necessary.
- Design a regional website. See Appendix B for information that must be included.

## OCTOBER
- Reconfirm starters and key officials.
- Meet with site manager to review plans.
- Finalize inventory on all equipment needs.
- Assemble list of clerks, finish line workers (6), umpires (2 at each major turn) and volunteer course marshals.
- Set up an email list of regional coaches.
- Order tents for finish area - protest tent (15 X 15) and medical tent (10 X 20).
- Order sound system for race announcing; contract with an announcer.
- Order radios or some form of communication between the meet director, head medical personnel, trail vehicle, referee, NCAA rep, timing company and the announcer.
- Reserve a room for the mandatory coaches meeting Friday afternoon/evening/night.
Email a letter detailing entry procedures to all coaches in your region.

Put regional participant manual on the host website. NCAA will post on NCAA website.

Send preliminary-meet information and course maps (via email) to all regional teams.

Prepare packet information that includes the following:
- Severe weather procedures;
- Training room hours, available treatments;
- Parking passes;
- Protest procedures;
- List of restaurants;
- Directions from meet hotel to banquet, to course; and
- Any other information specific to your region.

Familiarize yourself with DirectAthletics entry procedure.

Prepare duty roster for tournament workers – ready Monday prior to regional.

<table>
<thead>
<tr>
<th>PRE-MEET RESPONSIBILITIES</th>
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<tbody>
<tr>
<td><strong>NOVEMBER</strong></td>
</tr>
<tr>
<td>Alert the local hospital of the tournament and the possibility of emergency patients.</td>
</tr>
<tr>
<td>Arrange for security to monitor parking, traffic, and spectator flow to the venue.</td>
</tr>
<tr>
<td>Check with timing company to arrange for the two (2) digital countdown clocks – one for the finish area and another for the countdown start procedure and provide for additional clocks to be at the appropriate mile or K marks on the course.</td>
</tr>
<tr>
<td>Prepare and make available the plans and profiles of the course with the exact measurements.</td>
</tr>
<tr>
<td>Ensure that the course conforms to and is set within the rules established by the NCAA – 6K for women, 8K for men.</td>
</tr>
<tr>
<td>Ensure grounds crew has lined, flagged course, set up snow fencing and any other course controls.</td>
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<tr>
<td>Ensure that an area for awards is set up with room for top two teams per gender.</td>
</tr>
<tr>
<td>Erect scaffolding on each side of the finish line.</td>
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<tr>
<td>Secure medical cots, chairs, tables, heaters/generator if necessary for the medical tent. Position near the finish area.</td>
</tr>
<tr>
<td>Arrange for ambulance on-site on day of competition, if necessary.</td>
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<tr>
<td>Provide phone and wireless access for SID.s in an area convenient to the finish line.</td>
</tr>
<tr>
<td>Provide U.S. flag and national anthem for use at start of competition.</td>
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<tr>
<td>Provide three gators for use by medical team (a trail vehicle and an onsite transfer vehicle) and one other for meet officials to use as needed.</td>
</tr>
<tr>
<td>Provide a bulletin board for posting ‘coaches only’ unofficial results near the scorers’ tent in the finish area.</td>
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<tr>
<td>Set up field house/team camp area with spaces for the following:</td>
</tr>
<tr>
<td>• T-shirt vendors;</td>
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<tr>
<td>• Chip return area (if needed);</td>
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<tr>
<td>• Official results/announcement bulletin board; and</td>
</tr>
<tr>
<td>• Awards area.</td>
</tr>
<tr>
<td>Coordinate traffic control and parking.</td>
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<tr>
<td>Waste containers in start and finish corral.</td>
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<tr>
<td>Provide an informational bulletin board for announcements and official results.</td>
</tr>
<tr>
<td>Advise meet personnel of their duties and review the rules of competition during workers’ meeting.</td>
</tr>
<tr>
<td>Assist with course set-up to ensure that the course preparation is on schedule.</td>
</tr>
<tr>
<td><strong>WEEK OF THE CHAMPIONSHIP</strong></td>
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<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Download the online entries into a database to assign numbers.</td>
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<tr>
<td>SID issues press release on entries.</td>
</tr>
<tr>
<td>Assign competition numbers to participants.</td>
</tr>
<tr>
<td>Post entries online.</td>
</tr>
<tr>
<td>Assemble packets for coaches.</td>
</tr>
<tr>
<td>Inventory championships merchandise from Event 1.</td>
</tr>
<tr>
<td>Confirm time schedule with officials.</td>
</tr>
<tr>
<td>Prepare for coaches meeting (mandatory meeting/$200 fine for not attending).</td>
</tr>
<tr>
<td>Meet with NCAA rep.</td>
</tr>
<tr>
<td>Supervise course personnel.</td>
</tr>
<tr>
<td>Inspect course to ensure that it conforms to and is set within the rules established by the NCAA. Double-check the measurement of the 6K and 8K courses and proper markings Wednesday.</td>
</tr>
<tr>
<td>Set corral and provide diagram of corral with explanation of finish.</td>
</tr>
<tr>
<td>Provide FinishLynx cameras and review to help determine order of finish.</td>
</tr>
<tr>
<td>Provide radios or some form of communication between the meet director, head medical personnel, trail vehicle, referee, NCAA rep, timing company and the announcer.</td>
</tr>
<tr>
<td>National Anthem CD (or live).</td>
</tr>
<tr>
<td>NCAA start and finish-line banners.</td>
</tr>
<tr>
<td>Digital clocks at split areas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MEET FOLLOW-UP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Compile all bills, vouchers, etc.</td>
</tr>
<tr>
<td>• NCAA financial report completed.</td>
</tr>
<tr>
<td>• Meet evaluation forms completed.</td>
</tr>
</tbody>
</table>
APPENDIX B - REGIONAL WEBSITE INFORMATION

The website materials must be approved by your championship manager. Please send a copy of this information to the championship manager and the NCAA national office for approval by Oct. 5. Approval is necessary before posting it on your website.

The regional hosts are responsible for creating a championships meet website and continuing to update information on the site. The participation manual serves as the host institution’s template for this information.

The website should include the following information:

- Lodging, room rates, phone number and contact names;
- Directions from airport(s) to lodging and from lodging to competition site;
- Transportation from airport to lodging available (shuttles, taxis, rental car companies);
- Distances and approximate driving time from airport(s) to lodging;
- List of local restaurants, (food type, price range, hours of operation, location relative to lodging);
- Meet director’s cell and office numbers, and email;
- Link to DirectAthletics website (www.directathletics.com/ncaa) for completing entry forms online. Emphasize that responsibility for entering rests with the coach and not the meet director; SID’s phone number and email;
- Map and description of both men’s and women’s courses, including a narrative of terrain (video or photos of the course preferred);
- Information on time and location of mandatory coaches’ meeting;
- Time and location of all events during the championships week (including course availability for practice); and
- Inclement weather procedures and information.

The following links should be included:

- Link to DirectAthletics; and
- Link to NCAA.com.
APPENDIX C - NCAA CROSS COUNTRY/TRACK AND FIELD PROTEST FORM

EVENT __________________________________________

Date/Time of Protest _______________________________________

Name of Person Filing Protest _______________________________________

Name of Institution of Person Filing Protest _______________________________

Phone Number to Reach Person Filing Protest ____________________________

Reason for Protest: (List Rule Violated) _______________________________________

________________________________________________________________________

Signature of Person Filing Protest

ACTION BY REFEREE:

ACTION BY GAMES COMMITTEE:

Protest or appeal must be filed within the time period specified within the rules after official results are posted. An appeal to the Jury of Appeal, if one is appointed, is for reconsideration of an action by referee. Protest or appeal requires a deposit in an amount determined by the Games Committee.

White – Games Committee Copy
Yellow – Copy to be Posted with Results
Pink – Person Filing Protest Copy

NCAA79874-2/11
APPENDIX D - SEVERE WEATHER POLICY

For the safety of all general public/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 Men’s and Women’s Track and Field and Cross Country Committee will monitor the weather during the week and morning of the championships.

2. At packet pick-up, if there are expected delays due to weather at the championships, the coaches will be given a central information location and/or phone number to call for information on delays and/or postponement to the following day. Then the host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather or frost. This number should be placed in the information with the coaches’ packets and on the meet website.

3. The committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration will be taken in regard to the policies toward competition Sunday for each institution and if institutions involved in the championships have submitted those policies against competition Sundays, the championships would be moved to Monday.

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

   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.

   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. Before decisions on delaying or postponing competition, discussions must take place and approval must be granted by the NCAA Track and Field and Cross Country Committee.

** Appropriate provisions will be made to the competition site to ensure the safety of competitors and general public/spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.
# APPENDIX E - NCAA CHAMPIONSHIP BANNERS SENT TO EACH REGIONAL SITE (TENTATIVE)

<table>
<thead>
<tr>
<th>Basic Signage and Banners (Suggested Quantities)</th>
<th>Arrival Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 30’w x 3’h table banner</td>
<td>Approximately one week prior to competition.</td>
</tr>
<tr>
<td>5 – 4’w x 4’h blue disc logo banners</td>
<td></td>
</tr>
<tr>
<td>3 – 10’w x 3’h NCAA.com banners</td>
<td></td>
</tr>
<tr>
<td>5 – 10’w x 3’h sport icon banners</td>
<td></td>
</tr>
<tr>
<td>2 – 10’w x 2’h Division III banner</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F - SAMPLE RECOGNITION SCRIPT FOR REGIONAL SITES

LADIES AND GENTLEMEN, WELCOME TO THE AWARDS CEREMONY FOR THE 2018 NCAA DIVISION III MEN’S AND WOMEN’S REGIONAL CROSS COUNTRY CHAMPIONSHIPS. PLEASE WELCOME __________________, WHO WILL PRESENT THE AWARDS WITH THE ASSISTANCE OF ______, _________ FROM (NAME OF INSTITUTION).

OUR CEREMONY WILL BEGIN WITH THE WOMEN’S TEAM AWARDS. AS I ANNOUNCE YOUR NAME, PLEASE PROCEED ONTO THE PLATFORM TO BE RECOGNIZED.

THE 2018 SECOND PLACE TEAM AND AUTOMATIC QUALIFIER TO THE 2018 CROSS COUNTRY CHAMPIONSHIPS, WITH A TEAM POINT TOTAL OF _____, IS (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _______________ AND (NAME ASSISTANTS).

AND THE 2018 NCAA DIVISION III WOMEN’S (REGIONAL LOCATION) REGIONAL CROSS COUNTRY TEAM CHAMPION AND AUTOMATIC QUALIFIER TO THE 2018 CROSS COUNTRY CHAMPIONSHIP, WITH A TEAM POINT TOTAL OF _____, IS (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _______________ AND (NAME ASSISTANTS).

CONGRATULATIONS TO THE (NAME OF MASCOT) OF (NAME OF INSTITUTION)!

NOW FOR THE MEN’S TEAM AWARDS.

USE SAME SCRIPT AS ABOVE SUBSTITUTING “WOMEN” FOR “MEN”.

WE WOULD LIKE TO THANK ALL OF OUR SPECTATORS AND FANS FOR YOUR SUPPORT AT THIS SPECTACULAR NCAA _______ REGIONAL CROSS COUNTRY CHAMPIONSHIP. ON BEHALF OF MYSELF, ANNOUNCER NAME, (NAME OF INSTITUTION) HEAD MEN’S COACH ______, HEAD WOMEN’S COACH ___________, ATHLETICS DIRECTOR ____________, ALL THE (NAME OF INSTITUTION) STAFF, THE NCAA DIVISION III TRACK AND FIELD COMMITTEE, OFFICIALS, VOLUNTEERS, AND ALL THE MANY SUPPORTERS OF (NAME OF INSTITUTION), WE THANK YOU FOR ATTENDING THIS GREAT MEET.

HAVE A SAFE TRIP HOME!
APPENDIX G - SAMPLE SAFETY AND SECURITY PLAN

In the event of an emergency, call 911

Fire Safety
If a fire begins here, leave the arena and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in the Patterson Hall Parking Lot.

If the fire alarm sounds:

• Go to the door (if there is any evidence of smoke in the room, crawl to the door).
• Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
• Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside in the Patterson Hall parking lot.
• If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call Campus Safety at extension 5911).

Tornado and Severe Weather
In the event of a tornado or severe weather, proceed to the hallway surrounding the arena. All doors leading into the hallway should be closed. The arena area is strictly prohibited for shelter use. Stay away from windows and doors and do not go outside.

General Safety
All individuals should remain in the designated safe areas until campus safety officers announce that the immediate danger has passed. As a reminder, tests of the severe weather notification system are conducted on the first Tuesday of every month from April through August.

Emergency Situations and Who to Call
Emergency situations call for prompt action and common sense. For a major emergency, dial Naperville police directly at 911. For a minor emergency call Campus Safety. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate College officials at 630-637-5911 from a campus telephone.

In the event of a campus emergency, the following individuals will be the primary leaders

Dr. Troy Hammond: C: 312-560-0122; H: 630-470-9711
Laurie Hamen: C: 708-557-4927; H: 708-366-5262
Paul Loscheider: C: 630-291-7454; H: 630-355-7454
Dev Pandian: H: 630-983-6209
Rick Spencer: C: 630-606-0610; H: 630-416-0610
Mike Hudson: C: 630-638-3578; H: 708-460-9223
Kimberly Sluis: C: 312-952-5023
Jared Bogan: C: 330-207-4332
Jim Godo: C: 630-200-5533; H: 630-236-9706
Evacuations
Situations that may require evacuation can include the following:

Building Evacuation

- Evacuate when the building’s alarm system sounds or when instructed to do so by Campus Safety or other designated College personnel.
- Aid those needing assistance (disabled individuals will be directed to a specific area of refuge).
- In case of fire, do not use elevators.
- Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.
- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.
- Do not return to an evacuated building unless told to do so by Campus Safety or a designee.

Campus Evacuations
If a situation occurs that requires a section of or the entire campus to be evacuated, staff, faculty, students and visitors will be directed to a safe location.

- Remain in the designated assembly area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator, Campus Safety and/or designee.

Campus Evacuation Areas: Athletics

- Residence Hall/Recreation Center- Exit the building and meet at the Patterson Hall parking lot.
- Merner Field House: Exit the building and meet in Championship Plaza
- Benedetti-Wehrli Stadium-Exit the building and meet in Championship Plaza

Bomb Threats
If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT

- Clear the area
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device
- Call Campus Safety at extension 5911 from a landline
- If you receive a bomb threat by telephone, follow these directions:
- Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed
- Immediately call Naperville Police at 911 or Campus Safety at 630-637-5911
Provide as much information as possible from the bomb-threat call
• Immediately take a visual search of your area for any unusual or unfamiliar items do not handle, move or touch any suspicious items. Report them to the Naperville police or Campus Safety.
• Move to a safe location and wait for Campus Safety or the police

In the event of an explosion
• Immediately evacuate the building using established evacuation routes.
• From a landline, call Naperville police at 911 or Campus Safety at 630-637-5911
• Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so
• Do not use cell phones in close proximity to suspicious packages

Campus Violence
General Guidelines
• It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities.
• The College will support criminal prosecution for any act of physical violence against a College employee or student while on campus.
• With the help of local police, the College will help to enforce orders of protection and/or ban threatening persons from College property. All orders of protection should be reported to Campus Safety immediately. If an incident evolves into a crime, Campus Safety will contact the Naperville Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs.
• Call 911. If possible, call Campus Safety at extension 5911.
• Try to flee or hide if not directly confronted.
• Lock yourself in a classroom or office if you are unable to evacuate the building safely.
• If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
• Do not challenge, bargain or make promises you cannot keep with the person.
• Let the person have his or her say
• Listen attentively, and report any and all threatening documents to Campus Safety immediately.
• If it can be done safely, clear the area of other personnel and students
• Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

Medical Emergencies
In case of a medical emergency please call 911 and then contact Campus Safety at extension 5911. Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainer and EMT on site.
While you are waiting for assistance
- Administer CPR/AED as the situation warrants
- Do not leave the victim alone
- Clear the room of unnecessary spectators
- Send someone to watch for and direct emergency personnel
- Stay calm
- Protect the victim from further harm

Remember
- Do not move the victim unless his/her life is threatened
- AVOID contact with blood/bodily fluids.
- Protect the victim’s privacy by not discussing the situation in public

Location of Automated External Defibrillator (AED)
- Campus Safety Squad Car
- Athletic Training Room (Res/Rec Center)
- Merner Field House, first floor (southeast hallway)
- Benedetti-Wehrli Stadium, second floor, Dyson Wellness Center (examination room hallway)
- Pfeiffer Hall (southeast hallway)
- Wentz Concert Hall and Fine Arts Center (in main-floor lobby near elevator)
- Res/Rec Center (second unit)

Building Address
Residence Hall/Recreation Center
440 South Brainard Street
Naperville, Illinois 60540

If you have questions about these safety procedures or require additional assistance, please contact North Central College’s Campus Safety (24 Hours) at 630-637-5911 or extension 5911 from an on-campus phone.
Local Emergency Contact Information

**Head of Campus Security**
Jared Bogan  
Office: 630-637-5910  
Cell: 330-207-4332

**Naperville Police Department**
630-420-6666 or 911

**Illinois State Police (Du Page County)**
847-931-2405

**Edward Hospital ER**
630-527-3000

**Naperville Fire Department**
630-420-6666 or 911

**Poison Control Center**
Edward Hospital  
630-527-3000
APPENDIX H – VOLUNTEER WAIVER OF LIABILITY

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _______________________________________________ (the “Event”)

Participant’s Name (Please print): _________________________ (the “Participant”)

Participant’s Age: ____________

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant’s participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, the host entities and the host city, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney’s fees, arising from, or in any way related to, Participant’s participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties.

Permission to Use Likeness: The undersigned further agree to allow, without compensation, Participant’s likeness to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the host state and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

_____________________________________________________
Signature of Participant

_____________________________________________________
Signature of Parent/Guardian of Minor

_____________________________________________________
Signature of Parent/Guardian of Minor
APPENDIX I - MARKETING AND PROMOTIONAL IDEAS

Following are ideas to stimulate host institutions’ thoughts in planning their promotional strategies to generate community awareness and support:

**Advertising.** Plan an advertising campaign to be implemented during the final weeks before the championships, with increased advertising during the final few days. Give consideration to the following media:

**Newspapers.** Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.

**Radio and Television.** If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.

**Banners.** Hang at key intersections of the city and on your campus.

**Billboards.** Display throughout the city if they are considered to be an effective advertising medium in your area.

**Electronic Message Boards.** Run championship information on electronic message boards on campus and around town.

**“Buddy” System.** Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

**Conference Office Involvement.** Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championships through its releases, newsletters, clinics, conference meetings, etc.

**Corporate Sales.** Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

**Fax Cover Page.** Include championship information on your athletics department's fax cover page.

**Fliers.** Send ticket fliers and cover letters to the following:

* Booster club members;
* Season ticket holders;
* Previous year’s postseason competition ticket holders, if applicable;
* Local chamber of commerce and merchants;
* Faculty, staff and students;
* Local USA Track and Field youth clubs;
* State high school and junior college coaches’ associations; and
* Conference offices.

**Grade School Involvement.** Plan activities to involve grade school students in the promotion of the championships (e.g., conduct an art contest welcoming the championships and display the art in the airport the week of the championships; award two tickets to the winning artist).

**Internet.** Provide championships information on your institution's page on the Internet.
Mailings to Ticket Holders. Include notice of the championships on all lists and mailings to your institution’s regular-season events (both athletics and general) and on athletics department answering service recordings.

NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

“NCAA Week”. Request your community to declare “NCAA Championship Week” before the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Promotion at Home Events. Promote the championship at all home men’s and women’s athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events

Public Speaking. Establish community support by the following:

1. Obtaining the support of key political and corporate leaders.
2. Arranging speaking engagements by coaches and athletic department personnel at chamber of commerce meetings, booster-club meetings, etc.
3. Arranging radio and television appearances by campus or local “personalities” to promote the championship.

Radio/Television Promotions. Purchase tickets to be used as trade-outs for promotional spots on local radio and television stations.

Speaker’s Bureau. Establish a speaker’s bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

Street-Pole Banners. The NCAA will offer the opportunity, on request, to its corporate partners to include their logos on the official street-pole banners and will coordinate this activity with the organizing committee and partners.

Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff; enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities and organize a contest among them to sell tickets.

Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.
APPENDIX J - NCAA CHAMPIONSHIP INJURY REPORT FORM

Last Name: ___________________ First Name: ___________________ ID#: ____________

Today's Date: _______________ Injury Date: _______________ DOB: ____________

School: ______________________

Gender: _______________ Event: ___________________ Time of Injury: ____________

School Address: ____________________________________________________________

City: ___________________ State: _______________ Zip Code: _______________

School Phone: _______________ Home Phone: ________________________________

Chief Complaint: ___________________ Right/Left: _______________

SUBJECTIVE

Visual/Palpate: ____________________________________________________________

Range of Motion: __________________________________________________________

Special Tests: _____________________________________________________________

Muscle Testing: ____________________________________________________________

Assessment: ______________________________________________________________

Treatment: ________________________________________________________________

SIGNATURE: _____________________________________________________________
## APPENDIX K - SAMPLE CLERKING SHEET

2018 Women’s NCAA Division III ______ Region Cross Country Championships

<table>
<thead>
<tr>
<th>TIME</th>
<th>SCHOOL</th>
<th>CITY, STATE</th>
</tr>
</thead>
</table>

### Starting Box 1: School Name

Place a check mark in the status area for each runner (up to seven) who personally reports and will run in the race. Have the student-athlete show the bib number and say their name -- do not call roll! Place colored dot on bibs that have been checked and are running. Do not check those who are not running in the race. Coaches may NOT check in their student-athletes.

<table>
<thead>
<tr>
<th>Status</th>
<th>Competitor</th>
<th>Name</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>This information is taken from final entries and printed on each clerk’s sheet for ease of clerking each team.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3</td>
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<tr>
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<td>7</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Clerk:

Check each item as you cover it with the student-athletes, sign and record the time below, then give to the referee prior to the start of the race.

- Runners’ uniforms clearly indicate through color, logo and combination of outer garments worn as a uniform that members are from the same team.
- Runners are wearing their assigned, unaltered black bib numbers on their jersey fronts.
- Visible undergarments (shirt/tights/compression shorts) are of an identical solid color (tops match tops, bottoms match bottoms). Any logos meet the regulations in rule.
- Runners are wearing their assigned timing chips in the manner prescribed by meet management.

### Give last minute instructions for runners

- Runners will line up three meters back of the start and come to the line (feet behind) on the starter’s whistle. When all are steady, they will fire the gun and drop a flag indicating the start. The race will be recalled by gun or other loud sound device if runners go down BY CONTACT within the first 100 meters.
- Runners are reminded to run across all finish mats and continue moving quickly through the corral and that lifting their arms in front of their torsos to stop their wristwatches may result in an inability to properly read their numbers on camera.
### Sample Clerking Sheet

2018 Men’s NCAA Division III Region Cross Country Championships

<table>
<thead>
<tr>
<th>TIME</th>
<th>SCHOOL</th>
<th>CITY, STATE</th>
</tr>
</thead>
</table>

**Starting Box 1: School Name**

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<table>
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<tr>
<th>Status</th>
<th>Competitor</th>
<th>Name</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>2</td>
<td></td>
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<td>______</td>
<td>3</td>
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<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>8</td>
<td></td>
<td></td>
</tr>
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</table>

This information is taken from final entries and printed on each clerk’s sheet for ease of clerking each team.

Check each item as you cover it with the student-athletes, sign and record the time below, then give to the referee prior to the start of the race.

- Runners’ uniforms clearly indicate through color, logo and combination of outer garments worn as a uniform that members are from the same team.
- Runners are wearing their assigned, unaltered bib numbers on their jersey fronts.
- Visible undergarments (shirt/tights/compression shorts) are of an identical solid color (tops match tops, bottoms match bottoms). Any logos meet the regulations in rule.
- Runners are wearing their assigned timing chips in the manner prescribed by meet management.

**Give last minute instructions for runners**

- Runners will line up three meters back of the start and come to the line (feet behind) on the starter’s whistle. When all are steady, they will fire the gun and drop a flag indicating the start. The race will be recalled by gun or other loud sound device if runners go down BY CONTACT within the first 100 meters.

- Runners are reminded to run across all finish mats and continue moving quickly through the corral and that lifting their arms in front of their torsos to stop their wristwatches may result in an inability to properly read their numbers on camera.
APPENDIX L - SAMPLE UMPIRE CARD

WOMEN’S 6K RACE       MEN’S 8K RACE

Official’s name: __________________________

Competitor number: ____________
College: __________________________

VIOLATION: __________________________
____________________________
____________________________

Competitor number: ____________
College: __________________________

VIOLATION: __________________________
____________________________
____________________________

Competitor number: ____________
College: __________________________

VIOLATION: __________________________
____________________________
____________________________

Official’s signature: __________________________
APPENDIX M - COACHES PACKET INFORMATION

NCAA _________ Regional Meet Information
Nov. 10, 2018 - Hosted by ________________

Times: 11 a.m./women’s race, Noon/men’s race
Meet Website:

Enclosed please find the following:
1. Names and contact information of key personnel.
2. Qualifying information for NCAA nationals.
3. Championship schedule of events.
4. Regional coaches meeting agenda/uniform-logo rule.
5. Parking passes.
6. Maps and descriptions of the 6K and 8K courses.
7. Starting box assignments/team hip number assignments.
8. Training room information.
10. Numbers and pins. Please pin bib numbers to front and back of the singlet.
11. Two computer chips for each of your student-athletes. Please be certain to have your student-athlete wear the chips and number assigned to them.

<table>
<thead>
<tr>
<th>MEET DIRECTOR:</th>
<th>SPORTS INFO DIRECTOR:</th>
<th>SPORTS MEDICINE:</th>
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<tbody>
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<tr>
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<td>Office:</td>
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<td>Email:</td>
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</tbody>
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NATIONAL QUALIFYING INFORMATION:

National Teams: 32 per gender will be selected in the following manner:
Championship ➤ 16 teams will automatically qualify (two per region)
Qualifier/Entry ➤ 16 at-large teams will be selected by the committee.
Information ➤ There is NO CAP to the number of teams that may be selected per region.

Individuals: will be selected in the following manner:
➤ 56 individuals will automatically qualify (seven per region)
Remove the team championship qualifiers from regional and renumber the remaining individuals (not with a qualifying team) to determine the individual national qualifiers.

Sunday (Nov. 11) – by 3 p.m. ET – Championship fields will be posted online at the following sites:
http://www.ncaa.com/sports/cross-country-men/d3
http://www.ncaa.com/sports/cross-country-women/d3

Results: Results will be available at the check-in table once results are official.
Results will also be posted at the school website.

Showers and Locker rooms: Limited showers will be available in the locker rooms.
Parking: Team vans and buses will find parking in the parking lots. Please show parking passes upon entering the athletic facility parking lots. There is ample parking on campus for spectators.
APPENDIX N - SAMPLE FINAL INSTRUCTIONS SHEET

1. **PARKING.** You will be given parking passes in your packet. Put them on your dash, and you will be let down into the athletic facility parking lots. Friday, teams may park in any of the parking lots around the athletic facilities. Saturday, team parking (vans, team cars) will be available in the main Skoglund lots and lots west and to the far east of the Tostrud Center. The lot nearest the finish area is for officials and spectators with disabilities. Please do not park there. Buses may use the lot west of the facility, or go to the lot further east of the facility (by the baseball field). **THERE WILL BE NO PARKING ON ANY OF THE ROADS NEAR THE FIELDHOUSE. PLEASE LET YOUR BUS DRIVERS KNOW THIS!** If you are coming by bus, it may be easier to be dropped off at the entrance of the Tostrud Fieldhouse and walk downstairs to the indoor track area. Spectators will find ample parking on the upper campus.

2. **COURSE MAPS/DESCRIPTIONS:** Located on our men and women’s cross country websites. You will also receive a few in your packet.

3. **COMPUTER CHIPS/NUMBERS** will be used for each race. Each student-athlete will wear two chips (one on each shoe). Please be certain to have your student-athlete wear the chips assigned to them. Numbers will be worn on the FRONT of the singlet. Each team will have a hip number to be worn on the LEFT hip. This number will be the same for all members of your team and have been assigned alphabetically. Hip numbers are adhesive, but **please use at least 1 pin to secure it to the uniform.** Please do not alter the numbers.

4. **NATIONAL ANTHEM** will be played at 10:35 a.m. Men’s teams will be announced immediately after the anthem.

5. **RACE TIMES:**
   - Women’s 6K – 11 a.m. (clerks will check in teams at 10:40 a.m. at the starting line)
   - Men’s 8K – Noon (clerks will check in teams at 11:40 a.m. at the starting line)
   - Women’s teams will be announced at 11:45 a.m.
   - Have student-athletes be ready to show uniforms, numbers and secured chips on shoes.

6. **THE COURSE:** The course is marked with a double white line, flags and fencing. It is marked in meters and in miles. There will be marshals and umpires located along the course. There will be NO lead vehicle. We will have an EMT on a trail vehicle following the last runner. **NOTE:** In both races there is a chance that runners going into the prairie pond loop will meet slower runners coming out of the pond loop. **PLEASE INSTRUCT SLOWER STUDENT-ATHLETES TO YIELD TO THE LEADERS AND ALL RUNNERS, FAST OR SLOW, TO STAY TO THE RIGHT!!** We will have small cones to indicate lanes at the turn. For the men’s race, there is also a chance that leaders will meet slower runners coming back across the soccer fields. There will be a dotted line and small cones indicating lanes. **PLEASE INSTRUCT RUNNERS TO YIELD TO SLOWER RUNNERS AND TO STAY IN THE LEFT LANE.**

7. **SPLITS** will be read at the 1600 M, 3200 M and the 4800 M for both races and at 6400 M for men. There will be split pads at the 1600 and 4800 marks and these are relatively close to the 3200m (3285m) and the 6400m marks (6500mark)

8. **AWARDS:** Awards will be presented as soon after the second race as possible and when the results are official. (Hopefully before 1:30 p.m., in the Tostrud Fieldhouse). The top two teams per gender will be recognized during the awards ceremony.
APPENDIX O - SAMPLE SCHEDULE OF EVENTS
(All times are local)

Friday, Nov. 9

Noon – 4:30 p.m. Course inspection/practice. Weather permitting.
Noon – 4:30 Packet pickup. LOCATION
4:30 p.m. Mandatory coaches meeting. LOCATION

Saturday, Nov. 10

9 a.m. Course opens to competitors. Please call <<INSERT YOUR CONTACT HERE>> for frost warning or severe weather updates on race day if needed.
9:40 a.m. Clerking begins for women’s race. Clerking time period is from 9:40 to 10:40 a.m.
10:30 a.m. First gun fired (indicating 30 minutes to start).
10:35 a.m. National Anthem.
10:40 a.m. Second gun fired (20 minutes to start). Clerking process is completed for women’s race. Clerking process begins for men’s race. Clerking time period is from 10:40 to 11:40 a.m.
10:50 a.m. Third gun fired (10 minutes to start).
11 a.m. Women’s 6K championship race.
11:30 a.m. First gun fired (30 minutes to start of men’s race).
11:40 a.m. Second gun fired (20 minutes to start). Clerking process is completed for men’s race.
11:50 a.m. Third gun fired (10 minutes to start).
Noon Men’s 8K championship race.

Recognition of top two teams (automatic qualifiers to the NCAA national championships) will begin immediately after the 15-minute protest period.
The training room is located XXXX. The training room is equipped with ultrasound, e-stim, MHP and ice. There will also be a training area set up in the medical tent in the finish area Saturday. If you have any special needs, please contact XXXX at xxx-xxx-xxx or by email at xxx@xxx.edu.

**Training Room Hours:**
Friday, Nov. 9 11 a.m. to 4:30 p.m.
Saturday, Nov. 10 8 a.m. to 2 p.m.

The training room is located in the XXXXXX

**Trainners on course:**
Saturday, Nov. 10 Beginning at 9 a.m.

**The on-site training room will be open Friday and Saturday, and is located near team camps and both the start and finish lines. Friday, athletic trainers will be located in the training room. Saturday, there will be trainers at both the finish area as well as in the XXX training room.**

Modality treatment will only be given with written permission from your institutions’ medical staff. Competing institution’s trainers will not be allowed on the course unless their student-athlete becomes injured or ill. An ambulance will be onsite for the races.
APPENDIX Q – RECEIPT FORM

This is sample form. Actual form will be provided.

### RECEIPT

This receipt confirms payment issued by your institution for the NCAA Men’s and Women’s Cross Country Regional Championships.

<table>
<thead>
<tr>
<th>Receipt Date:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Check one or both:</td>
<td>Men: _____</td>
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