



**2019 DIVISION III**  
**CROSS COUNTRY**  
**CHAMPIONSHIPS**

*LOUISVILLE, KY • Spalding University,  
Louisville Sports Commission, Hosts*

***PARTICIPANT***  
***2019-20 MANUAL***

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## **Introduction**

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

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

*NOTE: All times are local unless otherwise specified.*

# Championship Location and Competition Site

## Competition Site

The 2019 NCAA Division III Men's and Women's Cross Country Championships will be held at EP Tom Sawyer State Park in Louisville, Kentucky.

## Directions

3000 Freys Hill Road, Louisville, Kentucky 40241

### **Heading East on Westport Road**

Turn right onto North Hurstbourne Road  
Take the KY-146 (La Grange Road) ramp  
Turn left onto KY-146  
Turn left onto Lakeland Road  
Turn right at the 3-way stop  
Take the first left onto Freys Hill road  
Turn left at the signs for TEAM PARKING LOT

### **Heading West on Westport Road**

Turn left onto North Hurstbourne Road  
Take the KY-146 (La Grange road) ramp  
Turn left onto KY-146  
Turn left onto Lakeland Road  
Turn right at the 3-way stop  
Take the first left onto Freys Hill road  
Turn left at the signs for TEAM PARKING LOT

### **Heading North on North Hurstbourne Road**

Turn left onto the KY-146 Ramp  
Turn left onto KY-146  
Turn left onto Lakeland Road  
Turn right at the 3-way stop  
Turn left at signs for TEAM PARKING LOT

### **Heading South on North Hurstbourne Road**

Take the KY-146 (La Grange Road) ramp  
Turn left onto KY-146  
Turn left onto Lakeland Road  
Turn right at the 3-way stop  
Take the first left onto Freys Hill road  
Turn left at signs for TEAM PARKING LOT

### **Competition Site Maps**

The men's and women's course maps are included as **Appendixes C and D**.

The E.P. "Tom" Sawyer State Park map is available at the following link:

<http://parks.ky.gov/userfiles/aParkBrochures/Maps/EPTomFacility.pdf>

### **Locker Rooms and Showers**

Locker rooms and showers will be made available on race day. The showers will be located at the Recreation Building, which is directly north of the finish line.

### **Team Parking**

Team vehicles will park in the team lot off Freys Hill Road, which is located just north off of KY-146 and accessible through Lakeland Road. (See "**Directions**"). Vehicles will be directed to park at the paved lot adjacent to the race course at E.P. "Tom" Sawyer State Park. Please have your parking pass visible and allow additional time for your team arrival.

Please remind your student-athletes and coaches that this will be a busy area; please be alert to the traffic.

### **Spectator Parking/Admission**

#### Northern Entrance (Entering Freys Hill Road from Westport Road)

All traffic will enter the park via the Westport Road entrance. City Police will be assisting with the flow of traffic at all times. Upon arrival, spectators will be charged \$10 per person for entry.

## **Entry Procedures and Championships Format**

### **Entry Procedures**

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. However, **all qualifying teams and individuals must be entered/declared for the national meet via DirectAthletics by 9pm Eastern Time, Sunday Nov. 11. No action will result in a scratch from the national meet. Even if your team roster is the same as your regional meet roster, you still must submit your roster for the national meet. The system will shut down at 9 p.m. Eastern sharp so please allow enough time to submit your rosters and individual qualifiers.** Any exceptions to this policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

If a team or individual chooses not to compete for whatever reason, including medical, they must notify the NCAA committee by 9 p.m. Eastern standard time, Sunday, Nov. 11. If between Sunday and the national championships a student-athlete becomes unable to participate due to a

medical condition, this must be certified in writing by a doctor that the student-athlete's medical condition warrants that they not participate.

### **Final Declaration - Clerking Procedure**

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

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

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

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

### **Packet Pick-Up**

Packets will be available Friday, Nov. 22, from 1 to 2 p.m. and can be picked up at the E.P. "Tom" Sawyer State Park Recreation Building. Late packet pickup will be available at the banquet site prior to the banquet and Saturday morning at the course. **Note: Student-athletes will not be allowed in during packet pick-up.**

### **MANDATORY Coaches Meeting**

A coaches meeting will be held immediately after packet pick up in Sawyer-Hayes Community Center, located at E.P. "Tom" Sawyer State Park Recreation Building. Various championship policies and procedures will be covered during this meeting.

### **Merchandise**

Official NCAA merchandise will be sold at the course Friday, November 22 during practice (10 a.m. to 3 p.m. Eastern) and Saturday, Nov. 23 starting at 10 a.m.

### **Participant Credentials**

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

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

<u>Number of Student Athletes</u>	<u>Number of Coaches Credentials</u>
1-4	1
5-7	2

2. Each student-athlete registered to compete will receive **one** credential for access to the championships. The eighth runner on every team is permitted a credential.
3. Credentials are non-transferable. Any student-athlete, coach, administrator, media or training personnel found giving or selling their credential to another person is subject to sanctions by the Division III Men's and Women's Track and Field and Cross Country Committee.
4. Additional credentials may be purchased during packet pick-up for \$15 each.
5. Any medical credential requests should go directly to Jun Matsuno, Head Athletic Trainer: [jmatsuno@spalding.edu](mailto:jmatsuno@spalding.edu). Trainers can pick up credentials between 1 and 3 p.m., Friday, Nov. 22 at the E.P. "Tom" Sawyer Recreation Building.

### **Practice Schedule**

Practice access to the course is limited to Thursday, Friday and the day of competition, weather permitting. The practice dates and times are Thursday, Nov. 21 from 12 p.m. to 5 p.m., and Friday, Nov. 22 from 10 a.m. to 3 p.m. The course will be open at 9 a.m. the morning of the race.

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

### **Finish Line Procedures**

Details on the timing chips, championship bibs, and hip numbers are located in **Appendix A**.

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

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute fencing.



## Results

Coaches can pick-up a copy of results at the results table adjacent to the finish line. Official results will also be posted on NCAA website (NCAA.com) in a printable format.

## Protests

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

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

## Adjusted Place Standings

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

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

## Awards

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

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

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

The awards ceremony will be held after the women's race at the awards area located directly in front of the video board near the finish line.

### **Student-Athlete Participant Awards**

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

### **Medical**

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

- At E.P. "Tom" Sawyer State Park, there will be a medical tent staffed with an ATC on practice days and ATC's/physician on race day. The medical tent will be located adjacent to the finish line. The tent will contain water, ice, treatment tables, and first-aid supplies. Water will be available in the team camp area.
- Members of our sport medicine staff will be at the course two hours prior to the first race. An ambulance will be on site one hour prior to the start of the meet and through the conclusion of the women's race. Physician will be in the medical tent 30 minutes prior to the start of the first race.
- A certified athletic trainer will be available at the course while it is open for practice.
- Spalding University Training Facility will open its doors from 11 a.m. to 1 p.m. Thursday and Friday of event week to get more specific treatment. This facility is located on the campus of Spalding University, located approximately 25 minutes from the course, and can be made available by prior arrangement. Please contact John Nyland to set up an appointment. If your team will not be traveling with a certified athletic trainer, please send signed written instructions with the student-athlete(s), so that proper accommodations can be made.

The following will be provided at the course on Saturday, Nov. 23:

- Nationally Certified/Kentucky Licensed Athletic Trainers • Sports Medicine Physicians
- Athletic Training Students • Ambulance • Water • Basic First Aid Supplies • Ice

### **Athletic Training Contact Information**

Jun Matsuno  
Spalding University, Head Athletic Trainer  
901 South 4th Street  
Louisville, Kentucky 40203  
Office Phone: 502-873-4202      Cell: 614-571-2596

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

### **Weather Policy**

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

1. The meet director and NCAA Division III Track and Field and Cross Country Committee will monitor the weather during the week and morning of the championships.
2. A phone number to call for information 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. This number (502-587-6730) will be included in the information with the coaches' packets and on the meet website.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the next day. All consideration should be taken in regards to the policies toward competition Sunday for each institution.
4. If the race has already begun and would have to be suspended in the middle of the competition, the track and field and cross country committee would recommend the following:
  - a. **Women's 6,000 Meter.** If competition is suspended before the 2,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.
  - b. **Men's 8,000 Meter.** If competition is suspended before the 3,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

5. If necessary, competition may be postponed until Sunday, per NCAA policy, with competition not starting before Noon. This information must be communicated with all involved institutions.
6. If the meet is postponed to Sunday because of severe weather, the following time schedule **may be** used:

1 p.m.	Men's 8,000-meter race
2 p.m.	Women's 6,000-meter race

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

### **Drug Testing**

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

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championships event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships drug-testing couriers will be instructed to remind selected student-athletes of such.

### **If drug testing is to occur, the following format will be used:**

- Number Tested: nine men, nine women.
- Test Plan: Top three plus six at random.

### **Uniforms**

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

Uniforms for all cross country team members must meet the following criteria: (1) school issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable.

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

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

### **Logo Policy**

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

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

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

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

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

### **Misconduct**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

#### Criticism of Officials

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship

event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.

#### Misconduct Incident to Competition

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held after the day's competition, during a break in the continuity of the championship (e.g., between races) when no competition is being conducted or after the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

#### **Post-Championships Evaluations**

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

## **Team and Individual Travel, Lodging and Reimbursement**

#### **NCAA Travel Policy**

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

#### **Travel and Declaration Form**

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

#### **Squad Size and Travel Party**

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

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

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

### **Per Diem**

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

### **Expenses/Reimbursement**

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

For more information, please refer to the NCAA's travel policies, located at the following link: <http://www.ncaa.org/championships/travel/championships-travel-information>.

## **Auxiliary Events and Awards**

### **Championships Banquet**

The championships banquet will take place Friday, Nov. 22 at 6:30 p.m. at the Galt House Hotel. The doors will open at 6 p.m. and the banquet program will begin promptly at 6:30 p.m. The banquet will be a buffet that includes the following: tossed salad, two vegetables, pasta, marinara sauce, meat sauce, grilled chicken breast, rolls, cookies, milk, coffee, iced tea, and water.

### **Special Dietary Needs for Banquet**

Most dietary needs will be covered by the selection choices on the buffet. For gluten-free we will need to know how many in advance so we could prep accordingly. If you have any student-athletes with special dietary needs please contact Michael Clemons by email at [MClemons@LouisvilleSports.org](mailto:MClemons@LouisvilleSports.org) by 10 a.m. Tuesday, Nov. 19.

### **Banquet Tickets**

Each participating student-athlete and coach will receive a complimentary ticket for the banquet. Each institution that qualifies a team will receive up to eight banquet tickets for their student-athletes and an additional two non-athletes per team to be used for coach(es), administrator(s)

and/or manager(s). Institutions that qualify one to four student-athletes will receive one non-athlete ticket for the coach in addition to the student-athlete tickets.

A limited number of additional banquet tickets may be available for purchase onsite at packet pick up for \$30 each, on a first-come, first serve basis. Cash will be accepted. NO CREDIT CARDS.

### **Banquet Location and Parking**

The banquet will be held at the Galt House Hotel in Downtown Louisville, 140 North Fourth Street, Louisville, Kentucky 40202. Parking for team vehicles and buses is available in the hotel parking garages. Teams will be responsible for paying for their own parking.

### **NCAA Elite 90 Award**

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

For more information regarding this program, please contact Mark Bedics at [elite90@ncaa.org](mailto:elite90@ncaa.org) or 317-917-6222. All documents, including eligibility, deadlines and nomination forms are located at the following [website](#).

The submission deadline for nomination for men's cross country and women's cross country is **Tuesday, Nov. 19 at 5 p.m. Eastern time**. The NCAA Elite 90 awards will be presented at the championships banquet.

### **USTFCCCA Awards**

The USTFCCCA will present the 2019 cross country athlete-of-the-year award and coach-of-the-year award for each of the eight regions during the banquet. Additionally, the USTFCCCA will present its All-American awards at the post-race awards ceremony.

## **Media Services**

Sports information directors and media members (newspaper, photographer, radio and television) wishing to cover the 2019 NCAA Division III Cross Country Championships at E.P. "Tom" Sawyer State Park must apply for credentials by Monday, Nov. 18.

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

All requests for credentials will be reviewed.

Credentials must be picked up Friday, Nov. 22 at the E.P. "Tom" Sawyer State Park Recreation Building. Credentials will be issued from 1 to 3 p.m. Credentials will include a parking pass. ***Credentials will not be issued on the day of the race.***



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

A press conference with the head coach of the winning team and the individual champion will be held in the clubhouse following each race.

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

For more information, contact Louisville Sports Commission Director of Marketing and Public Relations Lisa Mills at [LMills@LouisvilleSports.org](mailto:LMills@LouisvilleSports.org).

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

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

Local Host Website:

<http://spaldingathletics.com/sports/2016/10/6/ncaa-d-iii-national-championships.aspx>

E.P. "Tom" Sawyer State Park Website: <http://parks.ky.gov/parks/recreationparks/tom-sawyer/>

## Host City Spectator Information

### Website

Please see the following website for spectator and venue information:

<https://www.gotolouisville.com/cross-country/>

### Tickets/Spectator Parking

Parking will be onsite at E.P. "Tom" Sawyer State Park (3000 Freys Hill Road, Louisville, Kentucky 40241). All Spectator traffic will enter the park via the Westport Road entrance. City police will be assisting with the flow of traffic at all times.

Upon arrival, spectators will be charged **\$10 per person** for entry.

No dogs (unless a service dog) or bikes are allowed at E.P. "Tom" Sawyer State Park.

## **Emergency/Evacuation Plans**

### **Lightning Policy**

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

#### Ceasing Activity

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

The primary method of communication in case of inclement weather will be through the public-address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.

#### Flash-to-Bang Method

The flash-to-bang method will also be used as a visual reference.

### **Shelter Locations**

All participants and spectators should return to their vehicles. As a last resort, the activities building, located north of the finish line, will be available for participants to seek shelter.

- Team buses should shelter their teams and shuttle any spectators to vehicles until all participant and spectators have been removed from the course;
- Staff should shelter in their vehicles; and
- NOT A PORT-A POTTY –NOT A TENT—NOT A GOLF CART.

## Host Personnel and Contact Information

Title	Name	Contact Numbers
Meet Director	David Lawhorn <a href="mailto:Lawho9@aol.com">Lawho9@aol.com</a>	Cell: 502-330-1933
Division III Track and Field and Cross Country Chair	Dara Ford Head Men's and Women's Track and Field and Cross Country Coach Otterbein University <a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a>	Cell: 330-280-3975
NCAA Championships Liaison	Laura Peterson-Mlynski Assistant Director, Championships and Alliances <a href="mailto:lpeterson@ncaa.org">lpeterson@ncaa.org</a>	Work: 317-917-6477 Cell: 317-544-9425
Media Coordinators	Lisa Mills Director of Public Relations <a href="mailto:lmills@louisvillesports.org">lmills@louisvillesports.org</a>  Karl Schmitt President and CEO <a href="mailto:KSchmitt@louisvillesports.org">KSchmitt@louisvillesports.org</a>  Brian Clinard Sports Information Director <a href="mailto:Bclinard@spalding.edu">Bclinard@spalding.edu</a>	Work: 502-814-0200 Cell: 502-689-2976  Phone: 502-873-4206 Cell: 502-262-2807  Phone: 502-873-4206
Marketing Director	Liz Smith Associate Athletics Marketing Manager <a href="mailto:smithe@uwosh.edu">smithe@uwosh.edu</a>	Work: 920-424-0838
Head Athletic Trainer	Jun Matsuno Head Athletic Trainer <a href="mailto:jmatsuno@spalding.edu">jmatsuno@spalding.edu</a>	Work: 502-873-4202 Cell: 614-571-2596
Marketing Director	Lisa Mills Director of Marketing and Public Relations <a href="mailto:lmills@louisvillesports.org">lmills@louisvillesports.org</a>	Work: 502-814-0200 Cell: 502-689-2976
Meet Manager	Troy Killian Director of Operations <a href="mailto:tkillian@louisvillesports.org">tkillian@louisvillesports.org</a>	Work: 502-587-6730 Cell: 502-376-6451
Banquet Manager	Michael Clemons <a href="mailto:Mclemons@louisvillesports.org">Mclemons@louisvillesports.org</a>	Work: 502-397-6052 Cell: 502-551-3738

## Division III Track and Field and Cross Country Committee

<p style="text-align: center;"><b>Atlantic</b></p> <p><b>Mike Howard</b>          Director of Athletics          Plattsburgh State University of New York          Memorial Hall, 101 Broad Street          Plattsburgh, New York 12901          Office: 518-564-4153          Cell: 315-854-2014          Email: <a href="mailto:mhowa011@plattsburgh.edu">mhowa011@plattsburgh.edu</a></p>	<p style="text-align: center;"><b>Central</b></p> <p>TBD</p>
<p style="text-align: center;"><b>Great Lakes</b></p> <p><b>Dara Ford, chair</b>          Head MW Cross Country/Track and Field Coach          Otterbein University          1 South Grove Street          Westerville, Ohio 43081          Cell: 330-280-3975          Email: <a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></p>	<p style="text-align: center;"><b>Mideast</b></p> <p><b>Greg Cooper</b>          Head MW Cross Country and M&amp;W Track and Field Coach          Pennsylvania State University Erie, the Behrend College          Junker Center, 5103 Station Road          Erie, Pennsylvania 16563          C: 814-449-0002          E: <a href="mailto:gdc120@psu.edu">gdc120@psu.edu</a></p>
<p style="text-align: center;"><b>Midwest</b></p> <p><b>Joshua Schroeder</b>          Assistant Commissioner          Northern Athletics Collegiate Conference          N34W23708 Five Fields Road          Apt. 203          Pewaukee, Wisconsin 53072          Cell: 712-490-1985          Email: <a href="mailto:jeschroeder@naccsports.org">jeschroeder@naccsports.org</a></p>	<p style="text-align: center;"><b>New England</b></p> <p><b>Marlee Berg-Haryasz, Cross Country/Outdoor Track and Field Liaison</b>          Assistant Cross Country/Track and Field Coach          Westfield State University          Athletic Dept/577 Western Avenue          Westfield, Massachusetts 01085          Cell: 978-337-8133          Email: <a href="mailto:mbergharyasz@westfield.ma.edu">mbergharyasz@westfield.ma.edu</a></p>
<p style="text-align: center;"><b>South/Southeast</b></p> <p><b>Natalie Bach-Prather, Cross Country Liaison</b>          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: <a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a></p>	<p style="text-align: center;"><b>West</b></p> <p><b>Kevin Reid, Indoor/Outdoor Track and Field Liaison</b>          Head MW Track and Field Coach          University of La Verne          1950 3<sup>rd</sup> Street / Attn: Athletics          La Verne, California 91750          Cell: 626-523-1586          Email: <a href="mailto:kreid@laverne.edu">kreid@laverne.edu</a></p>

## Championships History

### Men's History

1993	North Central College
1994	Williams College
1995	Williams College
1996	University of Wisconsin, La Crosse
1997	North Central College
1998	North Central College
1999	North Central College
2000	Calvin College
2001	University of Wisconsin, La Crosse
2002	University of Wisconsin, Oshkosh
2003	Calvin College
2004	Calvin College
2005	University of Wisconsin, La Crosse
2006	Calvin College
2007	New York University
2008	State University College at Cortland
2009	North Central College
2010	Haverford College
2011	North Central College
2012	North Central College
2013	St. Olaf College
2014	North Central College
2015	University of Wisconsin-Eau Claire
2016	North Central College
2017	North Central College
2018	North Central College

### Women's History

1993	State University College at Cortland
1994	State University College at Cortland
1995	State University College at Cortland
1996	University of Wisconsin, Oshkosh
1997	State University College at Cortland
1998	Calvin College
1999	Calvin College
2000	Middlebury College
2001	Middlebury College
2002	Williams College
2003	Middlebury College
2004	Williams College
2005	State University College at Geneseo
2006	Middlebury College
2007	Amherst College
2008	Middlebury College
2009	University of Wisconsin, Eau Claire
2010	Middlebury College
2011	Washington University (Missouri)
2012	Johns Hopkins University
2013	Johns Hopkins University
2014	Johns Hopkins University
2015	Williams College
2016	Johns Hopkins University
2017	Johns Hopkins University
2018	Washington University (Missouri)

## **Appendix A – Chips/Bibs/Hip Numbers and Special Instructions**

### **COACHES**

All coaches will receive (for each participant) a front bib number with attached disposable timing chip, a back bib number and two hip numbers as part of the packet obtained during packet pick-up Friday, Nov. 22. Each packet will contain the following:

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

### **RUNNERS AND COACHES**

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

## **Clerking Procedure**

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

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

Teams will **NOT** be allowed to check-in at the start line. All teams must check in at the clerking tent during the allotted time period.

## Appendix B – Schedule of Events

### Thursday, Nov. 21

Noon – 5 p.m.                      **Course Inspection/Practice.**  
Weather permitting.

### Friday, Nov. 22

10 a.m. – 3 p.m.                      **Course Inspection/Practice.**  
Weather permitting.

1 – 2 p.m.                              **Packet Pickup.**  
E.P. “Tom” Sawyer State Park Recreation Building

2:15 p.m.                              **Mandatory coaches meeting.**  
E.P. “Tom” Sawyer State Park Recreation Building

6:30 p.m.                              **Championship Banquet.**  
Galt House Hotel  
140 North Fourth Street, Louisville, Kentucky 40202  
Doors open at 6 p.m.  
Banquet will begin at 6:30 pm.

### Saturday, Nov. 23

8 a.m.                                  **Course Opens**

9:25 a.m.                              Clerking begins for the men’s race. The clerking time period is 60 minutes from 9:25 to 10:25 a.m.

10:15 a.m.                              **First Gun Fired (30 minutes to men’s start)**

10:20 a.m.                              **National Anthem**

10:25 a.m.                              **Second Gun Fired (20 minutes to men’s start)**  
Clerking process is completed for the men’s race.

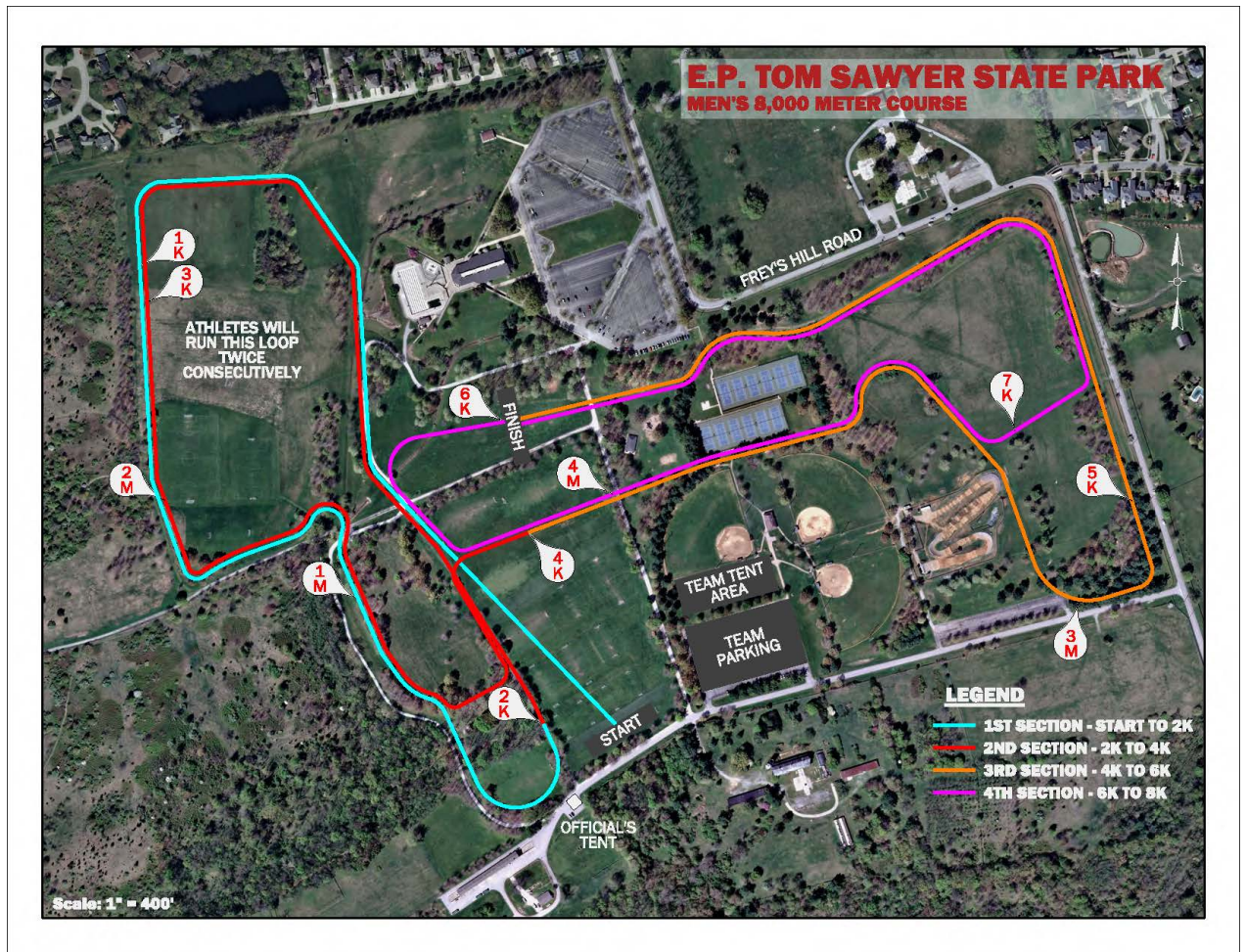
10:25 a.m.                              Clerking begins for the women’s race. The clerking time period is 60 minutes from 10:25 a.m. to 11:25 a.m.

10:35 a.m.                              **Third Gun Fired (10 minutes to men’s start)**  
Men’s competitors must report to assigned boxes.

10:45 a.m.	<b>Men's 8,000 Meter Championship Race</b>
11:15 a.m.	<b>First Gun Fired (30 minutes to women's start)</b>
11:25 a.m.	<b>Second Gun Fired (20 minutes to women's start)</b> Clerking process is completed for the women's race.
11:35 a.m.	<b>Third Gun Fired (10 minutes to women's start)</b> Women's competitors must report to assigned boxes.
11:45 a.m.	<b>Women's 6,000 Meter Championship Race</b>
After women's race	<b>Awards Ceremony</b> Awards ceremony will take place directly in front of the video board near the finish line.

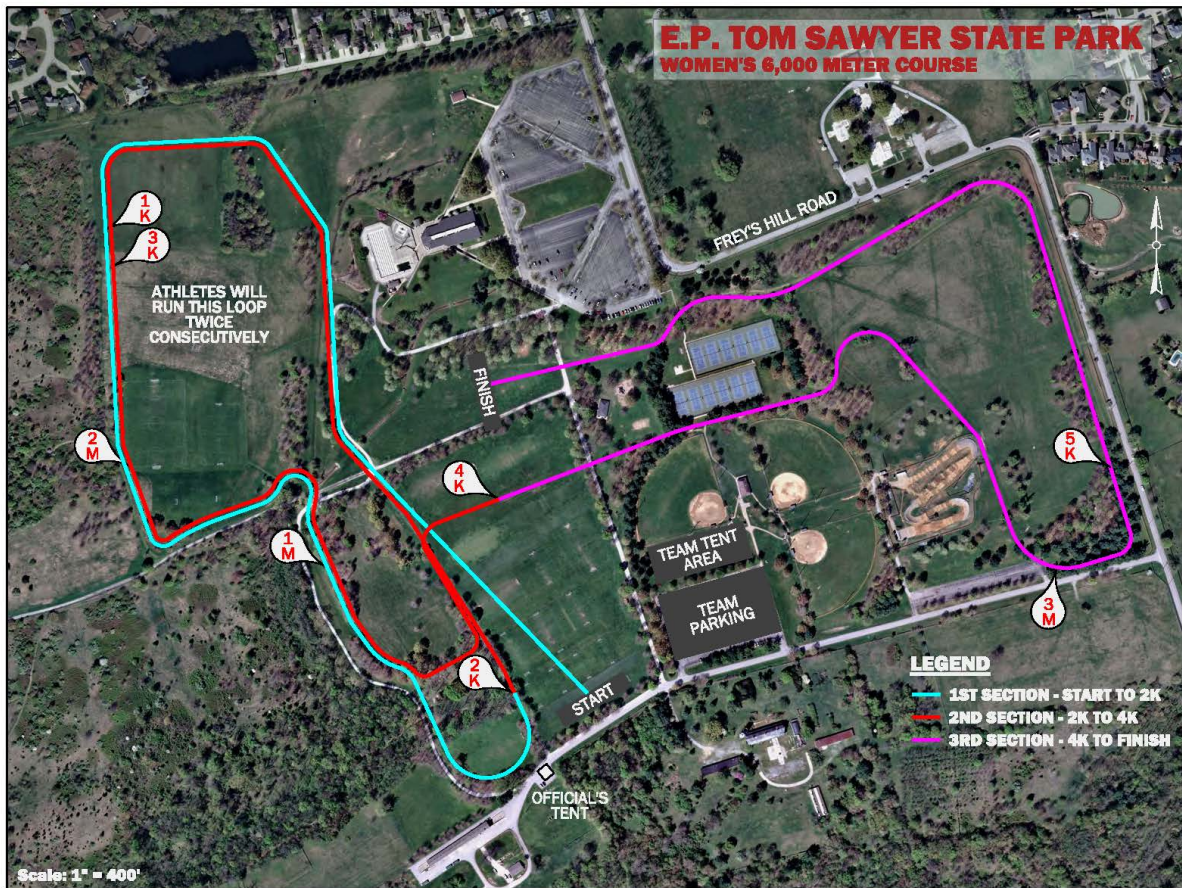


## Appendix C – Men's 8K Course Map





## Appendix D – Women's 6K Course Map



## Appendix E – Coaches' Checklist

Submit rosters/individual qualifiers for national meet on DirectAthletics by 9 p.m. Sunday, Nov. 17.  
No action will result in a scratch. \_\_\_\_\_

Make hotel reservations and provide hotel with your team's rooming list. \_\_\_\_\_

If your team or individual student-athlete chooses not to compete, notify Laura Peterson immediately and not later than 9 p.m. Sunday Nov. 17. (Cell: 317-544-9425) \_\_\_\_\_

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

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

Nominate qualified team member competing in the championship for the Elite 90 award by Tuesday Nov. 19. Complete form at the following link:  
<http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>. \_\_\_\_\_

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

Athletic training staff traveling with your team must present their BOC card at packet pickup to receive a credential. Student athletic trainers must present their NATA membership card or letter from a supervising ATC to receive a credential. Student athletes who require modality treatment must provide a prescription from a physician or a letter of treatment from their institutions certified AT to receive modality treatment. \_\_\_\_\_

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

### Post Championship

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

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

Respond to e-mail from Main Gate, Inc. regarding sizing for the championship participant award (also see **Appendix F**). Place order and pay for any additional awards. \_\_\_\_\_

## Appendix F – Student-Athlete Participation Award

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

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

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

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



## **Appendix G – Banquet Parking**

Banquet parking is in the Galt House Hotel parking garages. Teams will be responsible for covering the cost of parking.

Buses can unload on 4<sup>th</sup> Street in front of the Galt House Hotel and then will be directed to the bus parking lot by the valet.



## Appendix H – Team Parking Directions

