



PRE-CHAMPIONSHIPS 2021-22 Manual

NCAA General Administrative Guidelines

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Section 1 • Introduction

During the 2021-22 academic year, the Association will sponsor 90 national championships - 42 for men, 45 for women and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

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

Section 1.1 Definitions

Pre-championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and/or administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Manager. The NCAA staff member(s) responsible for the operational oversight of the championship.

Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Non-predetermined Sites. Those sites that are selected to host at the time of the participant/team selections announcement.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule - includes all required activities (e.g., practices, banquets, etc.).

Selection Criteria. Policies and procedures in place to guide the team selection process.

Site Selection Criteria. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

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

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Conduct

Section 3-1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.1.5 and 31.2.2 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 3.2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 3-3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 3-4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. **Click here** to see the full misconduct/failure to adhere to policies and procedures online.

Section 3.5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

POSTSEASON

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

Section 3-6 Student-Athlete Experience Survey

After each championship, institutional administrators and coaches will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes.

Section 4 • Elite 90[™] Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. 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. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or access the online form and submit a nomination, go to **ncaa.org**.

Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to **ncaa.com/travel** to search and book online hotel reservations.

Section 6 • Health and Safety

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

Section 7 • Logo Policy

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

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

- 1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- 2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

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

Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online **here**. Please reference Appendix A of the travel policies for reimbursable travel party numbers.

Please reference the NCAA travel policies as they are updated annually **here**, and the travel policies supersede all other documents.

Section 10 • Division III

Section 10-1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Section 10.2 Commencement Conflicts

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in nonpredetermined preliminary-round contests with multiple teams participating at the same site.

Section 10.3 Gameday the DIII Way

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

Section 10-4 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

Individual Championships. In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).

Division III Cross Country

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Section 1 • General Administration

Section 1-1 NCAA Tournament Operations Staff Contact Information

JoAnn Nester

Championships and Alliances P.O. Box 6222 / Indianapolis, Indiana 46206-6222 239-707-0135 / jnester@ncaa.org

Section 1-2 National Committee

Current members of the committee are as follows:

REGION I / ATLANTIC

Marlee Berg-Haryasz Assistant to the AD/Assistant Track and Field Coach Westfield State University

REGION III / NIAGARA

Greg Cooper Head Men's and Women's Cross Country/ Track and Field Coach Pennsylvania State University Erie, the Behrend College

REGION V / METRO

Lance Harden Head MW Cross Country/Track & Field Coach Stevens Institute of Technology

REGION VII / SOUTH

Katie Stanford Head MW Cross Country/Track & Field Coach Covenant College

REGION IX / MIDWEST

Amy Maier Assistant Director of Athletics/SWA Buena Vista University

Nancy O'Hara

Coordinator, Championships and Alliances P.O. Box 6222 / Indianapolis, Indiana 46206-6222 317-917-6162 / nohara@ncaa.org

REGION II / MIDEAST

Mike Howard, chair Director of Athletics Plattsburgh State University of New York

REGION IV / MID-ATLANTIC

Jessic Smith Director of Cross Country/Track and Field Grove City College

REGION VI / GREAT LAKES

Amy Maier Assistant Director of Athletics/SWA Buena Vista University

REGION VIII / NORTH

Joshua Schroeder Assistant Commissioner Northern Athletics Collegiate Conference

REGION X / WEST

Kevin Reid Head Track and Field Coach University of La Verne

For additional information about the NCAA Division III Men's and Women's Cross Country Championships, contact:

JoAnn Nester Championships and Alliances 239-707-0135 / jnester@ncaa.org Mike Howard, chair 518-564-4153 / mhowa011@plattsburgh.edu

Section 1.3 Important Dates

Wednesday, Sept. 1	First date of allowable competition.
Monday, Oct. 11	Deadline for receipt of regional information from regional sites to sponsoring institutions.
Sunday, Nov. 7	5 p.m. Eastern time. Deadline for receipt of entry via the DirectAthletics system. In order to be considered for selection to the championships, all institutions must ensure that the results from all eligible competition opportunities (i.e., those that take place between the eighth weekend prior to the NCAA regional meet [Sept. 24] through Nov. 13) in which their student-athletes compete are reported by the meet host to TFRRS-XC through the online provider DirectAthletics.
Tuesday, Nov. 9	Late entries and corrections must be submitted online to DirectAthletics by 5 p.m. Eastern time. Late entries and corrections are subject to a \$400 fine per team and gender and must be approved by the NCAA Division III Men's and Women's Track and Field and Cross Country Committee. No further regional entries will be accepted after this deadline.
Wednesday, Nov. 10	Noon Eastern time. Each regional host will post preliminary entry lists on the respective regional websites.
Saturday, Nov. 13	Regional qualifying meets.
Sunday, Nov. 14	Not later than 3 p.m. Eastern time – Championships fields posted on ncaa.com. 9 p.m. Eastern time – Deadline for coaches to notify NCAA committee of any student-athletes or teams who will not be participating in the national championships. NOTE: Coaches must declare or scratch all student-athletes entered. No action will constitute a scratch from the meet. 9 p.m. Eastern time – Roster changes due on DirectAthletics for championships.
Saturday, Nov. 20	Championships finals at E.P. Tom Sawyer State Park in Louisville, Kentucky; hosted by Louisville Sports Commission and Spalding University. The men's race will begin at 11 a.m. Eastern time and the women's race will begin at noon Eastern time.

CHAMPIONSHIP DATES AND SITES

All dates for regionals are Nov. 13.

The NCAA Division III Men's and Women's Cross Country Championships will be held Nov. 20 at E.P. Tom Sawyer State Park in Louisville, Kentucky; hosted by Louisville Sports Commission and Spalding University.

The sites of the regional qualifying meets, along with the names, telephone numbers and email addresses of the meet directors are as follows:

REGION I/EAST

Host: Suffolk University Site: Franklin Park City, State: Boxton, Massachusetts Meet Director: William Feldman 413-695-7000 / wpfeldman@suffolk.edu

REGION III/NIAGARA

Host: State University of New York at Geneseo Site: National Warplane Museum City, State: Geneseo, New York Meet Directors: Daniel Moore and Chris Popovici 585-245-5470 / moored@geneseo.edu 585-245-5470 / popovici@geneseo.edu

REGION V/METRO

Hosts: Rowan University Site: Dream Park City, State: Logan Twp., New Jersey Meet Directors: Penny Kempf and Dave Naphy 856-256-4679 / kempf@rowan.edu 856-256-4258 / naphy@rowan.edu

REGION VII/SOUTH

Host: Converse College and Spartanburg Convention & Visitors Bureau Site: Roger Milliken Center City, State: Spartanburg, South Carolina Meet Director: Mark Rennix 843-252-3822 / mark.rennix@converse.edu

REGION IX/MIDWEST

Host: Augustana College (Illinois) Site: Sukie Golf Course City, State: Rock Island, Illinois Meet Director: Mike Zapolski 309-781-5316 / mikezapolski@augustana.edu

REGION II/MIDEAST

Host: Connecticut College Site: Harkness Memorial State Park City, State: Waterford, Connecticut Meet Directors: Ned Bishop and Luke Maher 860-662-1734 / nbis@conncoll.edu 860-439-5445 / Imaher@conncoll.edu

REGION IV/MID-ATLANTIC

Host: Dickinson College Site: Big Spring High School City, State: Newville, Pennsylvania Meet Director: Don Nichter 717-385-5316 / nichter@dickinson.edu

REGION VI/GREAT LAKES

Hosts: Franklin College / Blue River Sports Authority Site: Blue River Cross Country Course City, State: Shelbyville, Indiana Meet Director: Gary Nolley 317-364-1820 / gary.nolley@gmail.com

REGION VIII/NORTH

Host: University of Wisconsin-Eau Claire Site: Whitetail Golf Course City, State: Colfax, Wisconsin Meet Director: Chip Schneider 715-836-5016 / schnechi@uwec.edu

REGION X/WEST

Host: Occidental College Site: Pomona-Pitzer Cross Country Course City, State: Claremont, California Meet Director: Robert Bartlett 323-259-2715 / rbartlett@oxy.edu

DATE FORMULA

The Division III Men's and Women's Cross Country Championships will be held the Saturday before Thanksgiving. The regional qualifying meets will be held the Saturday prior to the championships.

FUTURE DATES

	Regional Competition	Championships	Site
2022	Saturday, Nov. 12	Saturday, Nov. 19	Forest Akers Golf Course, Lansing, Michigan
2023	Saturday, Nov. 11	Saturday, Nov. 18	Big Spring High School, Newville, Pennsylvania
2024	Saturday, Nov. 16	Saturday, Nov. 23	LaVern Gibson Championship Cross Country Course, Terre Haute, Indiana
2025	Saturday, Nov. 15	Saturday, Nov. 22	Roger Milliken Center, Spartanburg, South Carolina

Section 1-4 Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual]

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and are modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those adopted by an outside organization.

The 2021-2022 NCAA Cross Country and Track and Field Rules Book will be followed. The men's races will be 8,000 meters at regional and national competitions. The women's races will be 6,000 meters at regional and national competition.

Section 1.5 Uniforms

In all events and award ceremonies, competitors must wear the uniform (warmups 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 the identical primary 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 waist band when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

LOGOS

Refer to General Administrative Guidelines, Section 7.

Section 2-1 Selections Information

TEAM SELECTION

Teams (32 per gender) will be selected in the following manner:

- 10 teams will automatically qualify (two per region from the regional championships).
- 22 at-large teams will be selected by the committee to be determined using the criteria listed below.

Team At-Large Selection

The selection criteria below will be considered to select the at-large teams.

- Regional performance/place; Regional performance/place is the primary piece of the criteria, as a team cannot be selected to the championships over a team it finished behind at its respective regional.
- Head-to-head competition with teams already in the championships field and other potential at-large teams using late-season performance comparisons; Note: Late-season performance (a team's meet that occurs on or after Sept. 24, including regionals) that meets the following criteria will be used during the selection process:
 - A team runs at least five of its student-athletes who will compete for their institution at regionals.
 - The race length must be at least 5 kilometers for the women, and 7 kilometers for the men.
 - The meet must be scored in accordance with the scoring procedures in the NCAA Cross Country and Track and Field Rules Book.
- Common opponents using late-season performance comparisons;
- Regional meet results point gap for place of a team's finish and total team score versus the team that placed ahead of it and behind it; and
- Late-season meet results point gap for place of a team's finish versus the team that placed ahead of and behind it.
- Nullification (Bylaw 31.02.4)

INDIVIDUALS SELECTION

Individuals (70 per gender) will be selected in the following manner:

- 70 individuals will automatically qualify (top seven per region from the regional championships);
- Remove the team championship qualifiers from regionals and renumber the remaining individuals (not with a qualifying team) to determine the top seven qualifiers per region; and
- Nullification (Bylaw 31.02.4).

TOTAL COMPETITORS (PER GENDER)

32 teams of seven competitors each	=	224
Individuals	=	70
Total	=	294

BREAKING TIES

Ties in regional qualifying meets in team competition shall be broken for the purpose of advancement to the championships finals by comparing the place finish of each team member 1-5 versus his or her respective competitor on the opposing team (Team A's first finisher vs. Team B's first finisher, etc.). The advancement advantage goes to the team winning the majority (best of five) of the comparisons.

If more than two teams are tied, the criteria are applied in the same sequence until only one team remains. If the tie cannot be broken using the five-point system, the average time of each team's top five finishers will be used.

Section 2.2 Entry Information

In order to be considered for selection to the 2021 cross country championships, all institutions must ensure that the electronic submission of results from all eligible competition opportunities (i.e., those that take place between the eighth weekend before and leading up to the NCAA regional meet, Sept. 24 through Nov. 13) in which their student-athletes compete is completed by the meet host in the Track and Field Results-Reporting System (TFRRS-XC) through the online provider DirectAthletics.

Only the official electronically reported meet results as submitted by the meet host in TFRRS-XC will serve as proof of performance for all NCAA Division III cross country competitions. Results will be made available on a real-time basis at www.tfrrs.org.

Responsibilities for host institutions and meet directors in submitting performances are summarized below.

All NCAA cross country results must be reported to the Track and Field Results Reporting System for Cross Country (TFRRS-XC) directly from meet-management software using the JSON and XML APIs. <u>By standardizing to one format,</u> meet hosts and timers can upload cross country results to TFRRS-XC seamlessly from compliant meet-management software without handling files or manipulating results data. This will simplify the upload process and help eliminate reporting errors.

<u>Please note that results will only be accepted directly from compliant meet-management software</u>.

Host institutions will be responsible for working with their timing/results companies to ensure that they are using updated and compliant software that supports the submission of all required meet data in the new JSON or XML format. If all required data is not submitted to TFRRS-XC in the necessary JSON or XML format, the results will not be accepted into the results-reporting system, making the results invalid for NCAA championships selections.

TEAM ROSTERS

Institutions that sponsor NCAA Division III men's and women's cross country will be required to register and maintain their official team roster with TFRRS-XC **by their first competition**. Each student-athlete will be assigned a unique TFRRS-XC tracking ID that will identify the student-athlete throughout his or her collegiate career. Note: This is the same ID number used for indoor and outdoor track and field, and users will be able to import existing TFRRS athletes into their cross country roster upon logging in. This ID will not change from season to season; however, institutions will be required to register their roster each season to confirm eligibility status. Roster registration for the cross country championships season is now available on TFRRS-XC.

Accounts are per TEAM

You could have up to four accounts per institution (men's cross country, women's cross country, men's track and field, and women's track and field). Your DirectAthletics username/password are the exact same as your TFRRS-XC username/ password (and vice versa). The majority of you should have DirectAthletics cross country accounts due to submitting your cross country regional entries in the system in years past. Only new coaches would warrant the need to create a new account. Even if the users are different for an institution (different cross country coach than track coach), the system will still bring up the rosters from the institution for you to import student-athletes from track to cross country and cross country to track.

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2019 cross country results are available for meet hosts, meet directors and timers at www.tfrrs.org (select the link for Meet Director/Timer Information). Take particular note of the Frequently Asked Questions document posted, which highlights the following:

 For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS-XC teams (with TFRRS-XC IDs) at no cost to the meet director/timer. All TFRRS rosters and IDs will be available for download in file formats easily imported into timing software;

- 2. Meet hosts may use their method of choice to manage meet entries;
- 3. It is the responsibility of the meet directors/timers to collect valid TFRRS-XC IDs from the entering teams, regardless of the meet entry method;
- 4. Institutions registered with TFRRS-XC also can print out or download their TFRRS-XC rosters (with IDs) to facilitate the entry process.

If you experience technical difficulty using the TFRRS-XC system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002), and notify the NCAA national office (jnester@ncaa.org or 239-707-0135) if the difficulty will trigger a late fine.

MEET RESULTS

It will be the responsibility of the meet HOST to submit complete meet results that include all team scores/places to TFRRS-XC by midnight Eastern time, one day after the completion of a competition. Results may not be considered for championships selection if meet results are not received from the host within the designated time period. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host within five days of the performance and **not later than 5 p.m. Eastern time Sunday, Nov. 7.**

Meet hosts will be responsible for uploading results electronically with TFRRS-XC ID numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC ID numbers be imported or typed in for each student-athlete before running a meet. When official meet results are uploaded to TFRRS-XC, all performances achieved by eligible NCAA Division III student-athletes, and team scores, will be archived in the results-reporting database.

Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form. The submission of incorrect performances may result in the disqualification of the student-athlete and/or team. If a result is submitted more than five days after the qualifying performance and the performance is the basis for championships selection, the institution of the selected student-athlete will be subject to a fine.

RESULTS REPORTING

At the end of each day of competition at the championships, an electronic copy of the results for all regional/championships competition must be sent to the NCAA Statistics Department (ncaastats@ncaa.org) at the NCAA national office. A complete set of results should also be sent immediately after the end of the competition as well. If you have any questions, please contact JoAnn Nester (jnester@ncaa.org).

REGIONAL AND NATIONAL ENTRY FORMS

Coaches will be allowed to submit a maximum of 10 student-athletes on the entry form. Only the 10 student-athletes listed on the entry form may compete in the regional and/or national championships meets (see exception noted below).

Online entries will be available on DirectAthletics beginning Monday, Oct. 25, at 8 a.m. Eastern time. **Coaches must** submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 7. The late deadline for regional entries is 5 p.m. Eastern time, Tuesday, Nov. 9. Forms received after the Nov. 10 deadline and before the late deadline will be subject to a fine of \$400 per team (men's and women's teams are considered separate teams). This includes corrections to the original submission or additions/deletions to the submission.

After the regional championships, coaches will have until 9 p.m. Eastern time the Sunday before nationals to make changes to their rosters on DirectAthletics for the national championships. NOTE: All student-athletes must be declared or scratched from the meet. No action will result in a scratch. The system will shut down at 9 p.m. Eastern time, so please give yourself enough time to make the necessary changes to your roster.

Any exceptions to the roster policy will be considered only in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee, and NCAA championships manager. **Each institution should print a copy of its entry forms to hand-carry to the regional and national sites.**

Section 2.3 Participation Procedures

TRAVEL INFORMATION/TRAVEL PARTY

Refer to the NCAA Travel and Reimbursement policies for all information regarding transportation and per diem expenses. These policies are located at **ncaa.org/championships/travel/championships-travel-information**.

SQUAD SIZE

[Reference: Bylaw 31.1.5 in the NCAA Manual.]

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

Institutions entering five to seven runners in the regional or national championships must compete as a team. If an institution enters as a team in the regional competition and qualifies for nationals as a team, it must run as a team at nationals. If fewer than five competitors from one institution compete in the regional or national championships, they will compete as individuals only.

REGIONALS PACKET PICKUP

Procedures will be communicated by the meet director and included in the participant manual, which is posted on the meet website. Packets can be picked up only by the participating institution.

ADMINISTRATIVE MEETINGS

Coaches participating in the regional and final site competition are required to attend a virtual meeting before the competition. Attendance at the meetings will be taken and coaches not in attendance are subject to a fine of \$200 per gender per institution.

Appendix A • Sport Sponsorship

MEN'S SPONSORSHIP

REGION I/EAST (43)

Babson College Bates College **Bowdoin College Brandeis University** Bridgewater State University Clark University (Massachusetts) Colby College Colby-Sawyer College Dean College State University of New York at Delhi Eastern Nazarene College **Emerson College** Emmanuel College (Massachusetts) Endicott College Fitchburg State University Framingham State University Gordon College (Massachusetts) Husson University Keene State College Lasell University Lesley University Maine Maritime Academy

University of Maine, Framington University of Maine at Presque Isle Massachusetts Institute of Technology Massachusetts Maritime Academy University of Massachusetts Boston University of Massachusetts, Dartmouth University of New England New England College Nichols College Plymouth State University Regis College (Massachusetts) **Rivier University** Saint Joseph's College (Maine) University of Southern Maine Suffolk University Thomas College **Tufts University** Wentworth Institute of Technology Wheaton College (Massachusetts) Worcester Polytechnic Institute Worcester State University

REGION II/MIDEAST (35)

Amherst College **Bard College Brevard College** State University of New York at Canton Castleton University Clarkson University **Connecticut College** Eastern Connecticut State University Elms College Massachusetts College of Liberal Arts **Middlebury College** Mitchell College Mount Saint Mary College (New York) State University of New York at New Paltz Northern Vermont University-Lyndon Norwich University Plattsburgh State University of New York State University of New York at Potsdam

Rensselaer Polytechnic Institute **Rhode Island College** Roger Williams University **Russell Sage College** University of Saint Joseph (Connecticut) Salve Regina University Springfield College St. Lawrence University Trinity College (Connecticut) U.S. Coast Guard University College (New York) Vassar College Wesleyan University (Connecticut) Western Connecticut State University Western New England University Westfield State University Williams College

REGION III/NIAGARA (40)

Alfred State College	Manhattanville Co
Alfred University	State University o
Baruch College	Medaille College
State University of New York at Brockport	Morrisville State C
Buffalo State, State University of New York	College of Mount S
Cazenovia College	Nazareth College
The City College of New York	New York Univers
State University of New York at Cobleskill	State University o
State University of New York at Cortland	State University o
The State University of New York at Fredonia	Pennsylvania State
State University of New York at Geneseo	State University o
Hamilton College	*Pratt Institute (pr
Hartwick College	Purchase College,
Hilbert College	University of Roch
Hobart College	Rochester Institut
Houston College	Sara Lawrence Co
Hunter College	St. John Fisher Co
Ithaca College	Utica College
John Jay College of Criminal Justice	Wells College
Keuka College	Yeshiva University
Lehman College	
*Not eligible for NCAA championship competition.	

olleae of New York Maritime College College Saint Vincent sitv of New York at Oneonta of New York at Oswego te University Erie, the Behrend College of New York Polytechnic Institute prov. 2022-23) , State University of New York hester te of Technology ollege ollege У

REGION IV/MID-ATLANTIC (43)

Albright College **Alvernia University** Bethany College (West Virginia) Carnegie Mellon University Chatham University **Clarks Summit University Dickinson College** Eastern University Elizabethtown College Franklin & Marshall College Geneva College Gettysburg College Goucher College Grove City College Hood College Johns Hopkins University Juniata College **Keystone** College King's College (Pennsylvania) La Roche College Lancaster Bible College Lebanon Valley College

Lycoming College Marywood University **McDaniel College** Messiah University Misericordia University *Mississippi University for Women (prov. 2023-24) Pennsylvania College of Technology Penn State Harrisburg Penn State Berks College University of Pittsburgh, Greensburg Salisbury University University of Scranton St. Mary's College of Maryland Saint Vincent College Stevenson University Susquehanna University Thiel College Washington and Jefferson College Waynesburg University Westminster College (Pennsylvania) Wilkes University York College (Pennsylvania)

*Not eligible for NCAA championship competition.

REGION V/METRO (40)

Arcadia University **Brooklyn College** Bryn Athyn College Cabrini University Cairn University Centenary University (New Jersey) **Delaware Valley University DeSales University** Drew University Eastern University Fairleigh Dickinson University, Florham Farmingdale State College Gwynedd Mercey University Haverford College Immaculata University Medgar Evers College Moravian College Mount Aloysius College Muhlenberg College Neumann University

New Jersey City University The College of New Jersey State University College at Old Westbury Penn State University, Abington Ramapo College **Rosemont College** Rowan University Rutgers, The State University of New Jersey, Camden Rutgers, The State University of New Jersey, Newark Saint Elizabeth University St. Joseph's College (Brooklyn) St. Joseph's College (Long Island) Stevens Institute of Technology Stockton University Swarthmore College U.S. Merchant Marine Academy **Ursinus** College University of Valley Forge Widener University York College (New York)

REGION VI/GREAT LAKES (41)

Adrian College Albion College Allegheny College Alma College Anderson University (Indiana) *Asbury University (prov. 2024-25) Baldwin Wallace University Berea College Bluffton University *Bob Jones University (prov. 2023-24) Calvin University Capital University Case Western Reserve University Centre College **Defiance College** Denison University DePauw University Earlham College Franciscan University of Steubenville Franklin College Hanover College Heidelberg University

*Not eligible for NCAA championship competition.

Hope College John Carroll University Kalamazoo College Kenyon College Manchester University Marietta College Mount St. Joseph University University of Mount Union Muskingum University **Oberlin College** Ohio Northern University Ohio Wesleyan University Olivet College Otterbein University Rose-Hulman Institute of Technology Spalding University Transylvania University Trine University Wabash College Wilmington College (Ohio) Wittenberg University The College of Wooster

REGION VII/SOUTH (36)

Averett University **Belhaven University Berry College** Birmingham-Southern University Bridgewater College (Virginia) Catholic University Christopher Newport University Covenant College Eastern Mennonite University Emory & Henry College **Emory University** Ferrum College Gallaudet University Guilford College Hampden-Sydney College Huntingdon College LaGrange College University of Lynchburg Mary Baldwin University

University of Mary Washington Marymount University (Virginia) Maryville College (Tennessee) Methodist University Millsaps College North Carolina Wesleyan College **Oglethorpe University Piedmont University Randolph College Rhodes College Roanoke College** University of the South Shenandoah University Southern Virginia University Virginia Wesleyan University *Warren Wilson College (prov. 2023-24) Washington and Lee University William Peace University

*Not eligible for NCAA championship competition.

REGION VIII/NORTH (39)

Augsburg University Beloit College **Bethany Lutheran College** Bethel University (Minnesota) **Carleton College** Carroll University (Wisconsin) Carthage College Concordia College, Moorhead Concordia University Wisconsin Crown College (Minnesota) Edgewood College Gustavus Adolphus College Hamline University Lawrence University Macalester College Maranatha Baptist University Marian University (Wisconsin) Martin Luther College Milwaukee School of Engineering University of Minnesota, Morris

North Central University Northland College University of Northwestern-St. Paul **Ripon College** Saint John's University (Minnesota) Saint Mary's University of Minnesota St. Norbert College St. Olaf College The College of St. Scholastica Wisconsin Lutheran College University of Wisconsin-Eau Claire University of Wisconsin-La Crosse University of Wisconsin-Oshkosh University of Wisconsin-Platteville University of Wisconsin-River Falls University of Wisconsin-Stevens Point University of Wisconsin-Stout University of Wisconsin-Superior University of Wisconsin-Whitewater

REGION IX/MIDWEST (39)

Augustana College (Illinois) Aurora University Benedictine University (Illinois) Blackburn College Buena Vista University Central College (Iowa) University of Chicago Coe College Concordia University Chicago Cornell College Dominican University (Illinois) University of Dubuque Elmhurst University Fontbonne University Greenville University Grinnell College Hendrix College Illinois College Illinois Institute of Technology Illinois Wesleyan University

Knox College Lake Forest college Lakeland University Loras College Luther College Millikin University Monmouth College (Illinois) Nebraska Wesleyan University North Central College North Park University University of the Ozarks (Arkansas) Principia College **Rockford University** Simpson College Wartburg College Washington University in St. Louis Webster University Westminster College (Missouri) Wheaton College (Illinois)

REGION X/WEST REGION (33)

California Lutheran University University of California, Santa Cruz California Institute of Technology Chapman University Claremont McKenna-Harvey Mudd-Scripps Colleges Colorado College Concordia University Texas University of Dallas East Texas Baptist George Fox University Hardin-Simmons University University of La Verne LeTourneau University Lewis & Clark College Linfield University University of Mary Hardin-Baylor McMurray University

*Not eligible for NCAA championship competition.

Occidental College Pacific Lutheran University Pacific University (Oregon) Pomona-Pitzer Colleges University of Puget Sound University of Redlands Schreiner University Southwestern University (Texas) *University of St. Thomas (Texas) (prov. 2022-23) Sul Ross State University Texas Lutheran University University of Texas at Dallas Trinity University (Texas) Whitman College Whittier College Whitworth University Willamette University

WOMEN'S SPONSORSHIP

REGION 1/EAST (45)

Babson College Bates College **Bowdoin College Brandeis University** Bridgewater State University Clark University (Massachusetts) Colby College Colby-Sawyer College Curry College Dean College State University of New York at Delhi Eastern Nazarene College **Emerson College** Emmanuel College (Massachusetts) Endicott College Fitchburg State University Framingham State University Gordon College (Massachusetts) Husson University Keene State College Lasell University Lesley University Maine Maritime Academy

University of Maine, Framington University of Maine at Presque Isle Massachusetts Institute of Technology Massachusetts Maritime Academy University of Massachusetts Boston University of Massachusetts, Dartmouth University of New England New England College Nichols College Plymouth State University Regis College (Massachusetts) **Rivier University** Saint Joseph's College (Maine) Simmons University University of Southern Maine Suffolk University Thomas College **Tufts University** Wellesley College Wheaton College (Massachusetts) Worcester Polytechnic Institute Worcester State University

REGION II/MIDEAST (37)

Amherst College **Bard College Brevard College** State University of New York at Canton Castleton University Clarkson University **Connecticut College** Eastern Connecticut State University Elms College Massachusetts College of Liberal Arts Middlebury College Mitchell College Mount Holyoke College Mount Saint Mary College (New York) State University of New York at New Paltz Northern Vermont University-Lyndon Norwich University Plattsburgh State University of New York State University of New York at Potsdam

Rensselaer Polytechnic Institute **Rhode Island College** Roger Williams University **Russell Sage College** University of Saint Joseph (Connecticut) Salve Regina University Smith College Springfield College St. Lawrence University Trinity College (Connecticut) U.S. Coast Guard University College (New York) Vassar College Wesleyan University (Connecticut) Western Connecticut State University Western New England University Westfield State University Williams College

REGION III/NIAGARA (42)

Alfred State College Alfred University **Baruch College** State University of New York at Brockport Buffalo State, State University of New York Cazenovia College The City College of New York State University of New York at Cobleskill State University of New York at Cortland The State University of New York at Fredonia State University of New York at Geneseo Hamilton College Hartwick College Hilbert College Hobart College Houston College Hunter College Ithaca College John Jay College of Criminal Justice Keuka College Lehman College Manhattanville College

State University of New York Maritime College Medaille College Morrisville State College **College of Mount Saint Vincent** Nazareth College College of New Rochelle New York University State University of New York at Oneonta State University of New York at Oswego Pennsylvania State University Erie, the Behrend College State University of New York Polytechnic Institute *Pratt Institute (prov. 2022-23) Purchase College, State University of New York University of Rochester Rochester Institute of Technology Sara Lawrence College St. John Fisher College Utica College Wells College William Smith College Yeshiva University

*Not eligible for NCAA championship competition.

REGION IV/MID-ATLANTIC (44)

Albright College Alvernia University Bethany College (West Virginia) Carnegie Mellon University Chatham University Clarks Summit University **Dickinson College** Eastern University Elizabethtown College Franklin & Marshall College Geneva College Gettysburg College Goucher College Grove City College Hood College Johns Hopkins University Juniata College **Keystone College** King's College (Pennsylvania) La Roche College Lancaster Bible College Lebanon Valley College Lycoming College

Marywood University McDaniel College Messiah University Misericordia University *Mississippi University for Women's (prov. 2023-24) Notre Dame of Maryland University Pennsylvania College of Technology Penn State Harrisburg Penn State Berks College University of Pittsburgh, Greensburg Salisbury University University of Scranton St. Mary's College of Maryland Saint Vincent College Stevenson University Susquehanna University Thiel College Washington and Jefferson College Waynesburg University Westminster College (Pennsylvania) Wilkes University York College (Pennsylvania)

*Not eligible for NCAA championship competition.

REGION V/METRO (43)

Arcadia University **Brooklyn College** Bryn Athyn College Bryn Mawr College Cabrini University Cairn University Cedar Crest College Centenary University (New Jersey) **Delaware Valley University DeSales University Drew University** Eastern University Fairleigh Dickinson University, Florham Farmingdale State College Gwynedd Mercey University Haverford College Immaculata University Medgar Evers College Montclair State University Moravian College Mount Aloysius College Muhlenberg College

Neumannn University New Jersey City University The College of New Jersey State University College at Old Westbury Penn State University, Abington Ramapo College **Rosemont College** Rowan University Rutgers, The State University of New Jersey, Camden Rutgers, The State University of New Jersey, Newark Saint Elizabeth University St. Joseph's College (Brooklyn) St. Joseph's College (Long Island) Stevens Institute of Technology Stockton University Swarthmore College U.S. Merchant Marine Academy **Ursinus** College University of Valley Forge Widener University York College (New York)

REGION VI/GREAT LAKES (41)

Adrian College Albion College Allegheny College Alma College Anderson University (Indiana) *Asbury University (prov. 2024-25) **Baldwin Wallace University** Berea College **Bluffton University** Calvin University Capital University Case Western Reserve University Centre College **Defiance College** Denison University DePauw University Earlham College Franciscan University of Steubenville Franklin College Hanover College Heidelberg University Hope College

*Not eligible for NCAA championship competition.

John Carroll University Kalamazoo College Kenyon College Manchester University Marietta College Mount St. Joseph University University of Mount Union Muskingum University **Oberlin College** Ohio Northern University Ohio Wesleyan University Olivet College Otterbein University Rose-Hulman Institute of Technology Saint Mary's College (Indiana) Spalding University Transylvania University Trine University Wilmington College (Ohio) Wittenberg University The College of Wooster

REGION VII/SOUTH (40)

Agnes Scott College Averett University **Belhaven University Berry College Birmingham-Southern University** *Bob Jones University (prov. 2023-24) Bridgewater College (Virginia) Catholic University Christopher Newport University Covenant College Eastern Mennonite University Emory & Henry College **Emory University** Ferrum College Gallaudet University Guilford College Hollins University Huntingdon College LaGrange College University of Lynchburg Mary Baldwin University

University of Mary Washington Marymount University (Virginia) Maryville College (Tennessee) Meredith College Methodist University Millsaps College North Carolina Wesleyan College Oglethorpe University Piedmont University Randolph College **Rhodes College Roanoke College** University of the South Shenandoah University Southern Virginia University Sweet Briar College Virginia Wesleyan University *Warren Wilson College (prov. 2023-24) Washington and Lee University Wesleyan College (Georgia) William Peace University

*Not eligible for NCAA championship competition.

REGION VIII/NORTH (40)

Alverno College Augsburg University Beloit College **Bethany Lutheran College** Bethel University (Minnesota) Carleton College Carroll University (Wisconsin) Carthage College Concordia College, Moorhead Concordia University Wisconsin Crown College (Minnesota) Edgewood College Gustavus Adolphus College Hamline University Lawrence University Macalester College Maranatha Baptist University Marian University (Wisconsin) Martin Luther College Milwaukee School of Engineering University of Minnesota, Morris Mount Mary University North Central University Northland College University of Northwestern-St. Paul **Ripon College** Saint Mary's University of Minnesota St. Norbert College St. Olaf College The College of St. Scholastica Wisconsin Lutheran College University of Wisconsin-Eau Claire University of Wisconsin-La Crosse University of Wisconsin-Oshkosh University of Wisconsin-Platteville University of Wisconsin-River Falls University of Wisconsin-Stevens Point University of Wisconsin-Stout University of Wisconsin-Superior University of Wisconsin-Whitewater

REGION IX/MIDWEST (39)

Augustana College (Illinois) Aurora University Benedictine University (Illinois) Blackburn College **Buena Vista University** Central College (lowa) University of Chicago Coe College Concordia University Chicago Cornell College Dominican University (Illinois) University of Dubuque Elmhurst University Fontbonne University Greenville University Grinnell College Hendrix College Illinois College Illinois Institute of Technology Illinois Wesleyan University

Knox College Lake Forest College Lakeland University Loras College Luther College Millikin University Monmouth College (Illinois) Nebraska Wesleyan University North Central College North Park University University of the Ozarks (Arkansas) **Principia College Rockford University** Simpson College Wartburg College Washington University in St. Louis Webster University Westminster College (Missouri) Wheaton College (Illinois)

REGION X/WEST REGION (34)

California Lutheran University University of California, Santa Cruz California Institute of Technology Chapman University Claremont McKenna-Harvey Mudd-Scripps Colleges Colorado College Concordia University Texas University of Dallas East Texas Baptist George Fox University Hardin-Simmons University University of La Verne LeTourneau University Lewis & Clark College Linfield University University of Mary Hardin-Baylor McMurray University Mills College

*Not eligible for NCAA championship competition.

Occidental College Pacific Lutheran University Pacific University (Oregon) **Pomona-Pitzer Colleges** University of Puget Sound University of Redlands Schreiner University Southwestern University (Texas) *University of St. Thomas (Texas) (prov. 2022-23)) Sul Ross State University Texas Lutheran University University of Texas at Dallas Trinity University (Texas) Whitman College Whittier College Whitworth University Willamette University