



2023 DIVISION III
CROSS COUNTRY
CHAMPIONSHIPS

SITE REPRESENTATIVE
2023-24 MANUAL

Division III Cross Country

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Section 1 • Introduction

Section 1.1 Overview

Thank you for serving as an NCAA site representative at one of the regional sites of the NCAA Division III Men's and Women's Cross Country Championships.

During regional competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Track and Field and Cross Country Committee. As such, NCAA site representatives are expected to conduct regional competition according to the policies and procedures outlined in this manual, the pre-championships manual and the regional host operations manual. NCAA site representatives are also responsible for conducting both the administrative meeting and the officials meeting before the start of regional competition.

In preparation for your role, please review and have on hand the following documents (in addition to this manual), which are located on [ncaa.org](https://www.ncaa.org):

- [Pre-championships manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

Please contact one of the NCAA staff or the committee chair if you have any questions or concerns.

On behalf of the NCAA and the committee, thank you for your time and efforts.

Section 1.2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during regional competition;
- To conduct regional competition according to the policies and procedures outlined in the pre-championships manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championships;
- To serve as a resource for visiting teams and meet director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Laura Peterson-Mlynski

Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Cell: 317-544-9425
Email: lpeterson@ncaa.org

Margaret Gaines-Hornberger

Assistant Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6450
Email: mgaines@ncaa.org

TRACK & FIELD AND CROSS COUNTRY COMMITTEE MEMBERS

REGION I / EAST**Joel Williams**

Head Cross Country/Track and Field Coach
Tufts University

REGION III / NIAGARA**Jackie Nicholson**

Director of Athletics
Rochester Institute of Technology

REGION V / METRO**Logan Stroman**

Head Women's Cross Country and Track and Field Coach
Widener University

REGION VII / SOUTH**Jonathan Morrow**

Head Cross Country and Track and Field Coach
Marymount University (Virginia)

REGION IX / MIDWEST**Denise Udelhofen**

Director of Athletics
Loras College

REGION II / MIDEAST**David Nicholson**

Head Coach Cross Country and Track and Field
Eastern Connecticut State University

REGION IV / MID-ATLANTIC**Jessica Cooper**

Director of Cross Country/Track and Field
Grove City College

REGION VI / GREAT LAKES**Ayanna Tweedy**

Director of Athletics
Rose-Hulman Institute of Technology

REGION VIII / NORTH**Joshua Schroeder**

Assistant Commissioner
Northern Athletics Collegiate Conference

REGION X / WEST**Lauren Brownrigg**

Senior Woman Administrator
Pacific University (Oregon)

HOST INFORMATION

REGIONAL	HOST	MEET DIRECTOR(S)	PHONE	EMAIL
Region I / East	Suffolk University	William Feldman	413-695-7000	b.raphelson@bowdoin.edu
Region II / Mideast	Westfield State University	Marlee Berg-Haryaz	413-572-5633	mbergharyasz@westfield.ma.edu
Region III / Niagara	Houghton University	Patrick Hager	585-567-9369	patrick.hager@houghton.edu
Region IV / Mid-Atlantic	Susquehanna University	Ethan Senecal	570-372-4416	senecal@susqu.edu
Region V / Metro	Rowan University	Dustin Dimit	856-265-5804	dimit@rowan.edu

DIVISION III CROSS COUNTRY

Region VI / Great Lakes	John Carroll University	Kyle Basista	330-428-4553	kbasista@jcu.edu
Region VII / South	Berry College	Dr. Angel Mason	706-236-1721	amason@berry.edu
Region VIII / North	University of Wisconsin- Eau Claire	Chip Schneider	715-836-5016	schnechi@uwec.edu
Region IX / Midwest	Wartburg College	Ryan Callahan	319-352-8534	ryan.callahan@wartburg.edu
Region X / West	University of La Verne	Jamie Norton	978-732-4009	jnorton2@laverne.edu

Section 3 • Selection and Overview

Section 3•1 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•2 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•3 Evaluations

SITE REPRESENTATIVE FEEDBACK

In order to obtain feedback on a regional site, we ask that each site representative complete the site representative evaluation. This evaluation will be sent to each site representative as an electronic link after the championships meet.

CHAMPIONSHIPS SITE EVALUATION

In an effort to continually improve our training of site representatives we also will have the meet directors to complete an evaluation. This evaluation will be sent to the meet directors as an electronic link after the championships meet.

Section 4 • Responsibilities

Section 4•1 Responsibilities Checklist

NOT LATER THAN MONDAY BEFORE COMPETITION

Contact tournament director to confirm the following:

1. Time and location of coaches, officials and games committee meetings.
 - a. Coaches Meeting. The meeting will be a virtual meeting held at a time to determined by the regional host. A copy of the agenda ([Appendix C](#)) has been sent to the host and reviewed on a host call. The site representative should have a pre-meeting call with the host to be sure the host understands which parts of the agenda they will be covering.
 - b. Officials Meeting. Set up a time to meet with the referee and starter to be sure they understand their role. Additionally, meet with the announcer to discuss expectations (see Regional Host Operations Manual, Section 12 under Meet Announcements and Section 21 under Security). Each regional host received a selected number of announcements that they should have their announcer read on-site.
 - c. Games Committee Meeting. Set a time to meet with these individuals (NCAA site representative, meet director and head starter) and go over their role and expectations. Get contact numbers from them, along with a place to meet them near the finish line in case of protests. Be sure to review the protest rule with them.
 - d. Meet Director Meeting. Establish a location and time to walk the course with the meet director and discuss the following:
 - (1) Protocol for emergency situations [to include weather (Section 8 in Regional Host Operations Manual)]. They should give you a copy of the critical incident key contact form if they haven't already.
 - (2) Discuss their medical team and expectations (Section 12 in Regional Host Operations Manual under Medical Procedures). If a student-athlete is unable to compete, goes down during the race, or sees the medical staff for an injury after the race - the medical staff should have detailed, written documentation on what happened and the course of treatment. Obtain a copy of all documentation and forward to the championships administrator.
 - (3) Discuss their plan for volunteers and marshals on the course.
 - (4) Have them show you where they will sell merchandise and where they plan to hold the coaches association award ceremony.
 - (5) Review the finish line and results procedures.
 - (6) Remind the host that they will need to post the box-draw information on their website by Wednesday.
 - (7) Check setup for packet pickup including the information included within (Section 12 in Regional Host Operations Manual under Packet Pickup).
 - (8) Be sure that they have placed all NCAA signage up on the course and that it is monitored so it will not be stolen.
2. Confirm your arrival time and hotel accommodations, if needed.

DAY BEFORE COMPETITION

1. Meet with the meet director to review information above.
2. Meet with games committee.
3. Meet with timers to be sure they have tested equipment and they are following correct protocol for the event. Be sure they understand the procedure for reviewing any times that are tied or within 10 seconds of each other.

4. Attend packet pickup. Any institutional fines for late registration will be handled directly with the NCAA. Site reps will not collect fines for late registration.
5. Chair (or co-chair with meet director) coaches meeting. Talking points for meeting are located in [Appendix C](#).

DAY OF COMPETITION

1. Meet with referee and starter.
2. Attend the meet and chair the games committee, if action is necessary.
3. Monitor weather and call Laura Peterson-Mlynski (317-544-9425) with any potential weather concerns.
4. Inspect competitors' uniforms, etc., with clerk(s) beginning 80 minutes before race start and not later than 20 minutes before race start.
5. Review race results to confirm race finishes as needed.
6. Ensure protest process is followed, if necessary. Collect protest fees, issue a receipt to protesting coach, turn over collected funds to the meet director who will deposit the funds in school's account and account for funds through the NCAA budget system.
7. Confirm with host that results will be posted online at [NCAA.com](https://www.ncaa.com) and that the SID or timing company has sent the results to the championships administrator and to DirectAthletics prior to the timing company leaving the meet.
8. If misconduct should occur, document the offense with as much detail as possible, including name, school, what, where, when, others involved and including information from the appropriate officials, if applicable.

POST COMPETITION

1. Your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. Collect all meet materials (results, protest forms, relay cards, medical log, etc.). Send all materials to the NCAA or bring them to the national meet.
3. Complete site representative evaluation (link for evaluation will be sent after the meet).
4. Call Laura Peterson-Mlynski (317-544-9425) if any immediate issues need to be addressed.

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

Section 5•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 5•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Your staff liaison will authorize you to file an expense report after the championships. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

Section 5•4 Team Transportation Contact Numbers

SHORT’S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaalo@shortstravel.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	ncaa.org/championships/travel/championships-travel-information

Section 6 • NCAA Administrative Guidelines

All policies listed in this section **MUST** be reviewed during the administrative meeting.

Section 6•1 Logo Policy

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 2¼ 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, parallelogram).

Section 6•2 Misconduct Statement

Note: The following statement **MUST be read at the coaches meeting:**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

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 Bylaw 31.

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

Note: The following information is for the site representative and is **NOT to be read out loud:**

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

Penalty for Misconduct. In accordance with Bylaw 31.1.8.3, the governing sports committee (or games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs, en route to, from or at the locale of the competition practice:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more future championships of the sport involved;
4. Cancellation of payment to the institution of the Association's travel guarantee for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;

7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the Championships Committee.

Ban From Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a future championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review Of Action. Any action related to misconduct may be reviewed by the governing sports committee upon request of any institution participating in the championship.

Section 6•3 Use of Tobacco Products

[Reference: Bylaw 11.1.4 in the NCAA Division I Manual; Bylaw 11.1.5 in the NCAA Divisions II and III Manuals]

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

Section 6•4 Drug Testing Statement

Note: The following statement MUST be read at the coaches meeting:

NCAA championships committees, following a recommendation from the NCAA Drug-Testing Subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship 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 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. Student-athletes will be reminded by the courier to contact their team representative.

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

- Number tested - nine men, nine women.
- Test plan - top three, plus six random.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

- A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

Q. How long does drug testing take?

- A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

- A. **For Individual/Team Championships (e.g., golf, tennis, track and field, swimming, etc.):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

- A. **For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

Q. When are student-athletes notified of their selection for drug testing?

- A. **For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.
- A. **For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

- A. **For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- A. **For All Cases:**
- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
 - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
 - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

- A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
 - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
 - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

- A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

- A. **For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 6•5 Inclement Weather

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championships administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championships. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the meet director include the site representative's email and/or phone to receive weather updates.

For detailed lightning and weather guidelines, refer to [Appendix F](#).

Appendixes

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Appendix A • FAQ

- Q. A fight broke out between the fans of the home and visiting teams. What responsibility do I have to take care of this?**
- A. You should first notify the meet director that he/she needs to obtain security in the area where the fight has broken out. After the fight, please gather as much information as possible from the meet director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championships administrator via email. If the situation is severe, please immediately call the championships administrator to inform him/her of what has occurred.
- Q. A team has arrived late for its practice due to its bus breaking down. What should I do?**
- A. Work with the host to try to get the team its full allotment of practice time, if at all possible.
- Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin competition in 10 minutes. What steps should I be taking?**
- A. Immediately find the meet director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering race times should involve the games committee. Once it is determined that a race should be delayed, you should notify the NCAA championships administrator of the situation. You should be prepared to give the championships administrator the games committee's recommendations as to further delays or moving the contest.

Appendix B • Meeting with Tournament Director

REVIEW THE FOLLOWING TOPICS:

- Administrative Meeting
 - Review agenda (included in this manual).
 - Tracking/sign-in sheet (included in this manual).
- Protest process and timeline: All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed not later than 15 minutes after the official results are posted. 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. 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 regional cross country championships.
- Review Powerade sideline program policies (see host operations manual for details).
- Reporting results to [NCAA.com](https://www.ncaa.com) and TFRRS-XC.
- Hosts received instructions from NCAA for reporting results to [NCAA.com](https://www.ncaa.com) and TFRRS-XC. Site representatives should confirm that all results are reported once the races have concluded.
- Review agenda for meeting with referee and starter (items listed below).
- Review volunteers plan for key areas (i.e., marshals, finish area, chip collecting).
- Review the scoring system and make sure there is a backup video system as described in the rule book.
- Review process for 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 winner is 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.
- Review system for monitoring weather and talk about process for weather decisions.
- Review awards ceremony (only recognize top two teams per gender, automatic qualifiers to the national championships).

Appendix C • Administrative Meeting Agenda

2023 NCAA DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS

(**Bold** indicates items usually covered by NCAA site representative)

1. Welcome and introductions of host personnel, NCAA representative, referee, starter. (Meet director)
2. 2023 regional championship information. (Meet director)
 - a. Parking.
 - b. Medical staff location and times.
 - c. Chips.
 - d. Numbers - where to be worn.
 - e. Box assignments.
 - f. Clerking of student-athletes (window opens 80 minutes before race; check in not later than 20 minutes before race).
 - g. Starting time table (gun at 30-, 20-, 10-minute marks).
 - h. Course markings.
 - i. Marshalling, crowd control.
 - j. Split points.
 - k. Finish-line procedures.
 - l. Results - when and where.
 - m. Awards ceremony - when and where.
 - n. Showers and locker rooms.
 - o. Inclement weather procedures.
 - p. Questions.
3. **Regional and national championship information. (Site representative)**
 - a. Misconduct rule.
 - b. Logo rule.
 - c. Uniform rule.
 - d. Drug-testing statement.
 - e. Results/protest procedures.
 - f. Championships qualifier information (coaches must resubmit rosters).
 - g. 2023 Nationals. Nov. 18 - hosted by Dickinson College at Big Spring High School in Newville, Pennsylvania.
 - h. Roster deadline. Coaches have until 9 p.m. Eastern time Sunday, Nov. 12 to submit rosters/names of individual qualifiers. NOTE: Coaches must resubmit rosters or submit names of individual qualifiers on DirectAthletics. No action will result in a scratch.
 - i. Selections. Fields posted online by 3 p.m., Sunday, Nov. 12 on the following sites:
ncaa.com/sports/cross-country-women/d3
ncaa.com/sports/cross-country-men/d3
4. **National and regional matters. (Site representative)**
 - a. 2024 regional site information.
 - b. 2024 national site information.
 - c. Other championships information.

5. Coaches' association business. (Coaches association representative)
 - a. Dues.
 - b. Regional coach-of-the-year selection procedures.
 - c. Regional athlete-of-the-year selection procedures.
 - d. Other coaches' association information.
6. Adjournment.

Appendix D • Meeting with Referee and Starter

REVIEW THE FOLLOWING TOPICS:

- Review start procedures.
- Placement of recall starters, Rule 5 - Article 8.
- Review policy regarding noisemakers: Members of a team may not use or wear artificial noisemakers. NO air horns, cowbells, amplifiers, etc.
- Review clerking process.
- Review timing and process for reviewing results and posting them as official.
- Review protest procedure: All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed not later than 15 minutes after the official results are posted. 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 \$100 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. 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 \$100 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 regional cross country championships.
- Review uniform and logo policies:

Uniforms

When engaged in competition, each competitor must wear an official team uniform with components governed by the rules or be subject to disqualification. Wearing any part of the official team competition uniform illegally while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the referee and offending competitor's coach. Uniforms for all cross country student-athletes must meet the following criteria:

- a. A uniform consists of two school-issued components – shorts or briefs, and a top. A one-piece body suit is acceptable as a combination of the two components. Any outer garment (i.e., sweat pants, tights) that is school-issued becomes the official uniform, when worn.
- b. The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.
- c. The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the bottoms while the competitor is standing, and allow for competitors' numbers to be placed above the waist, front and back.
- d. Uniform tops must be worn so to not obscure hip numbers.
- e. Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.
- f. The use of, or wearing of, artificial noisemakers by competitors is prohibited.
- g. All cross country team members must wear uniforms clearly indicating, through color, logo and combination of all worn outer garments, that members are from the same team.
- h. Visible undergarments on top (e.g., T-shirts) worn by team members must be of an identical solid color. Visible undergarments on the bottom (e.g., tights of any length) must be of an identical solid color.

Logos

An institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) that are worn by student-athletes in competition 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 2¼ inches in area (i.e., rectangle, square, parallelogram) 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 or parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any 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.

Appendix E • Travel Expense System – Traveler User Guide

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. The new system has been redesigned to offer the following conveniences:
 - a. One username and password for all trips.
 - b. View the status of all expense reports, as well as payment information, in one place.
 - c. Simplify the system and improve usability.
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.
4. To begin a new expense report, click on the Create link.

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	01/04/2015-02/05/2015	San Diego, CA	Site Visit	Per Diem	Create	
Officials	01/12/2015-01/15/2015	Washington, DC	DI's Men's Basketball Second Round	Per Diem	Create	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	Approved/Paid/Pending	
Committee	01/15/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	Approved	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	Approved	

5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.
6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

Approvals > Approving Expense Report

Expense Report

Event dates: 02/11/2015 - 02/12/2015
Purpose of trip: Site visit
Location: San Diego, CA
Travel dates: 02/10/2015 - 02/11/2015

Expenses

Expense	Unit	Amount	Receipt Notes
Per Diem 2 day(s) * 75		150.00	

Select to Add Expense

7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

Trips > Editing Expense Report

Expense Report

Committee/program:
Meeting dates: 02/04/2015 - 02/05/2015
Meeting name: Site Visit
Location: San Diego, CA
Travel dates: 02/03/2015 - 02/06/2015

Expenses

Expense	Unit	Amount	Receipt Notes
Per Diem 4 day(s) * 75		300	

Meals
Lodging
Mileage @ 0.50
Ground Transportation
Airfare
Other
Baggage
Select Pay To

8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.

10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

Address Change

Social Security Number

Address Change

Address 1

Address 2

City

State

Postal code

Country code

[Create Address change](#)

If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

Per Diem 4 day(s) * FD 300

Mileage @ 0.53 400 212

Lodging 102.55

[Add Expense Report Line](#)

Pay To

Self

Mailing Address

	Current Address	Unapproved Update
Address 1	123 Main St	
City	Anytown	
State	IN	
Postal code	46204	
Country	USA	

[Modify Address](#)

Please verify your mailing address. This is the address we will send all 1056 forms to, if applicable.

- Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.

State: IL
Postal code: 40204
Country: USA

Modify Address

Please verify your mailing address. This is the address we will send all 1090 forms to, if applicable.

Payment Information

Bank is not configured

Add Bank

Please enter your bank information to receive funds via direct deposit.

Bank Info

Bank name:

Account type: **Select Account Type** ▼

Routing number:

Account number:

Update Bank Info

If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

Payment Information

	Current Bank	Unapproved Update
Bank name	PNB	
Account type	Savings	
Routing number	071825436	
Account number	123456	

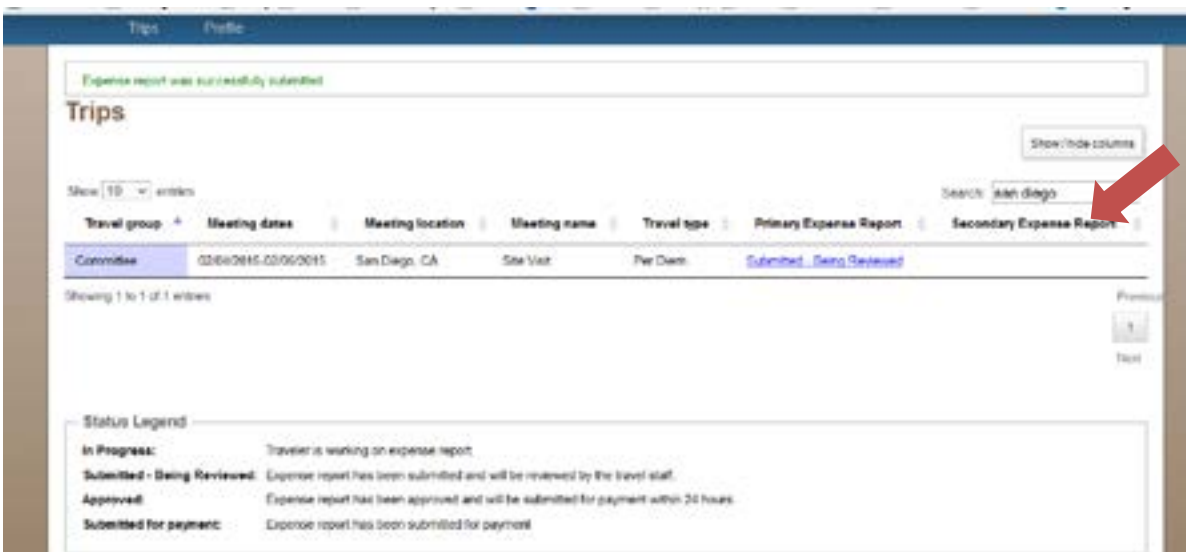
Modify Bank

12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.
13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.



14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/06/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	Submitted - Being Reviewed	Secondary Expense Report

Showing 1 to 1 of 1 entries

Status Legend

- In Progress:** Traveler is working on expense report
- Submitted - Being Reviewed:** Expense report has been submitted and will be reviewed by the travel staff
- Approved:** Expense report has been approved and will be submitted for payment within 24 hours
- Submitted for payment:** Expense report has been submitted for payment

If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.

Appendix F • Lightning and Weather Guidelines

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

DANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is “half an hour since thunder roars, now it’s safe to go outdoors.” At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-play” clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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