PARTICIPANT 2025-26 MANUAL

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INTRODUCTION

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

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

NOTE: All times are Eastern time.

SCHEDULE OF EVENTS

Monday, November 17

12:00 p.m. Eastern	Mandatory Virtual Coaches' Meeting *(Link will be included in selections email)*	

Thursday, November 20

Noon to 5:00 pm	Practice	Roger Millikin Cross Country Course 920 Milliken Road Spartanburg, SC 29303

Friday, November 21

10:00 am – 4:00 pm	Practice	Roger Millikin Cross Country Course
Noon – 1:30 pm	Packet Pickup	University Readiness Center – USC Upstate Campus 301 North Campus Boulevard Spartanburg, SC 29303
1:30 p.m.	Press Conference	University Readiness Center – USC Upstate Campus

Saturday, November 22

7:00 a.m.	Course opens for participants (Team Gate)	Roger Millikin Cross Country Course
8:00 a.m.	Parking and main gate open for spectators	
8:40 a.m.	Clerking opens *Men's clerking will close at 9:40 a.m.* *Women's clerking will close at 10:40 a.m.*	
9:30 a.m.	First gun fired (30 minutes to men's start)	
	National Anthem	
9:40 a.m.	Second Gun Fired (20 minutes to men's start) *Clerking is complete for the men's race.*	
9:50 a.m.	Third Gun Fired (10 minutes to men's start)	
10:00 a.m.	**Men's 8,000 Meter Championship Race**	
10:30 a.m.	First Gun Fired (30 minutes to women's start)	
10:40 a.m.	Second Gun Fired (20 minutes to women's start) *Clerking is complete for the women's race.*	
10:50 a.m.	Third Gun Fired (10 minutes to men's start)	

11:00 a.m.	**Women's 6,000 Meter Championship Race**
~1:30 p.m.	**Awards Ceremony**

NCAA CROSS COUNTRY AND TRACK & FIELD COMMITTEE

Region I (East) **Jason Linders** Director of Athletics Gordon College **Term expires: August 2026**	**Region II (Mideast)** **David Nicholson** Head Track and Field/Cross Country Coach Eastern Connecticut State University **Term expires: August 2027**
Region III (Niagara) **Jackie Nicholson** Director of Athletics Rochester Institute of Technology **Term expires: August 2027**	**Region IV (Mid-Atlantic)** **Reava Potter** Director of Cross Country/Track & Field St. Mary's College of Maryland **Term expires: August 2029**
Region V (Metro) **Jon D'Ottavio** Assistant XC/TF Coach Moravian University **Term expires: August 2029**	**Region VI (Great Lakes)** **Kiana Verdugo-Maday** Senior Woman Administrator Alma College **Term expires: August 2029**
Region VII (South) **Andrew Marrocco** Head Track and Field/Cross Country Coach Shenandoah University **Term Expires: August 2026**	**Region VIII (North)** **Josh Henry, chair** Head Men's Cross Country/Track & Field Coach Carthage College **Term expires: August 2027**
Region IX (Midwest) **Denise Udelhofen** Director of Athletics Loras College **Term expires: August 2027**	**Region X (West)** **Kennadi Carlisle** Asst. AD/Senior Woman Administrator Pacific Lutheran University **Term expires: August 2026**
NCAA Laura Peterson-Mlynski Director of Championships E: lpeterson@ncaa.org C: 317-544-9425	**NCAA** Margaret Gaines-Hornberger Assistant Coordinator of Championships E: mgaines@ncaa.org
Secretary Rules Editor Mark Kostek E: kostekmt@gmail.com C: 515-208-8300	

HOST CHAMPIONSHIP PLANNING COMMITTEE

Host Institution
Championship Planning Committee

TITLE	NAME	CELL	EMAIL
Meet Director	Carson Blackwelder	864-205-9371	cblackwelder@uscupstate.edu
Athletic Training	Ryan Sanders		ryan.sanders@converse.edu
Facilities	Carson Blackwelder	864-205-9371	cblackwelder@uscupstate.edu
Parking	Carson Blackwelder	864-205-9371	cblackwelder@uscupstate.edu
Media Relations			
Officials	Stacey Ashton	704-516-6614	xctfofficals@gmail.com
Safety and Security	Carson Blackwelder	864-205-9371	cblackwelder@uscupstate.edu
Tickets			
Volunteers	Carson Blackwelder	864-205-9371	cblackwelder@uscupstate.edu

CROSS COUNTRY

NCAA TRAVEL INFORMAITON & POLICIES

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.

Travel Information

Air Travel. Based on the travel policies, if you are eligible for a flight, please contact Short's Travel Management at 866-655-9215 as soon as possible to arrange your air travel. At any time prior to selection announcements you may access the travel portal at www.shortstravel.com/ncaachamps to update your team contact information, travel party roster, equipment manifest and any preferences. Entering this information prior to selections will help expedite the travel booking process required to issue tickets.

Your institution user ID and password login credentials, for the Short's Portal, were emailed to the university director of athletics prior to Fall championships. If you still need assistance with your Short's Portal user ID and password, please email ncaaalo@shortstravel.com or travel@ncaa.org.

Ground Travel. Individual sports will be reimbursed a mileage rate per person per mile in accordance with the NCAA travel policy. Individual sports who wish to drive instead of fly will be reimbursed mileage up to the cost of a commercial flight (quote to be obtained from Short's Travel).

Travel Expense System. Per diem will be provided for an official travel party. Please reference the NCAA travel policies for all information regarding transportation and per diem reimbursement. Per diem and other eligible expenses will be reimbursed through the Travel Expense System (TES). Please go to www.travel.ncaa.org to file for reimbursement or request a travel exception. Registration with an institutional email address is required to access TES through NCAA My Apps. The NCAA travel department may be reached at 317-917-6757, or by email at travel@ncaa.org.

Please reference the NCAA travel policies as the NCAA travel policy is updated annually here, and the travel policies supersede all other documents.

ATHLETIC TRAINING SERVICES

A training area will be set up at the course during practice on Friday and for Saturday's competition. The medical tent will be located past the finish line. The training areas will be equipped with taping stations and ice bags. If you have any special needs, please contact Ryan Sanders at ryan.sanders@converse.edu.

Training Tent Hours:

Friday, November 21	11:00 a.m. – 4:00 p.m.
Saturday, November 22	8:00 a.m. – 1:30 p.m.

Athletic spotters on course: Medical support will also be strategically placed throughout the course during competition and in a trail vehicle during each race. An ambulance will be onsite in case emergency transport is needed.

Student-athletes must present a prescription or letter of treatment from the institution's certified trainer to administer electric modalities. Modality treatment will only be given with written permission from your institution's medical staff. Competing institution's trainers will not be allowed on the course or in the finish chute unless their student-athlete becomes injured or ill.

CROSS COUNTRY

MEET INFORMATION

Awards
Awards will be presented at approximately 12:30 p.m. for both the women and men. Team awards are presented to the top four teams. The top 15 individuals will be recognized and will receive an NCAA award. The USTFCCCA All America awards presentation, recognizing the top 40 individuals, will take place at this time as well. The award ceremonies will take place on the awards podium at the championships site.

Banquet
In lieu of a championships banquet, participating student-athletes (seven (7) per team; one (1) per qualified individual student-athlete) will receive a gift distributed during packet pick-up.

Packet Pick-Up
Packets will be available on Friday, November 21 from Noon – 1:30 pm in the University Readiness Center on USC Upstate's Campus (301 North Campus Blvd). Late packet pickup will be available by contacting Laura Peterson (317-544-9425), lpeterson@ncaa.org) to plan to meet at the course. **Note: Student-athletes are not allowed in the packet pick-up area.**

Credentials
All credentials will be issued during packet pickup. Each institution that qualifies a team will receive a maximum of 12 credentials (up to 10 student-athletes (seven (7) declared and three (3) replacements), two (2) coaches). Institutions qualifying individual(s) to the championships will receive one (1) credential for each student-athlete and up to two (2) additional coaches passes.

Each institution will be allowed one (1) additional credential for each of the following:

1) if a medical trainer or physician is accompanying the team;
2) if an institutional administrator is attending the championship.

[The medical credential will be administered by the host school's sports medicine staff at packet pickup. All medical credentials require the individual to be present and show their photo identification to receive the credential.]

Course Practice
The course will be open for practice at the following times:

- **Thursday, November 20 12:00 p.m. to 5:00 p.m.**
- **Friday, November 21 10:00 a.m. – 4:00 p.m.**

The course **MAY** be closed due to weather or during early-morning hours if there is considerable frost on the course. Runners will not be able to run on the course until it is cleared by meet management in order to preserve the best possible course conditions for Saturday races. Please stay tuned to Event Direct notifications for possible frost or weather delays.

Tickets

Upon arrival, spectators will be charged **$20 per car** for entry. Cash or Card will be accepted. If purchasing digitally, the live screen from *Event Brite* must be shown at the entrance. Printouts and screenshots will not be accepted.

Evacuation/Severe Weather Plan

Lightning Policy
Following NCAA protocol, we will be using an online lightning detection and weather monitoring system. Once lightning enters a 30-mile radius of the competition venue, we will begin preparations to protect the student-athletes and spectators. Once lightning enters within an eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. We will not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring.

Shelter Locations
Immediate shelter should be in your school vehicle.

Severe Weather Policy for NCAA Cross Country Championships

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

1. The meet director and NCAA cross country/track and field committee will monitor the weather during the week and morning of the championships. Converse's X/Twitter account for information on delays and/or postponement has been established. The handle is @Valkyrie_sports

2. The host will leave a message on X/Twitter alerting coaches of different start times or a delay in course inspection times due to inclement weather. Event Direct will also be used to send notice to coaches of any changes while on site.

3. The NCAA Cross Country/Track and Field Committee, in consultation with the host and head referee, will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day.

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

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

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

5. If necessary, competition may be postponed until the next day, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.

** Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The NCAA Cross Country/Track and Field Committee reserve the right to make changes to the above policies and schedules as they see fit.

Course Markings:
White lines, natural boundaries, and fencing will mark the course. Umpires will be stationed on the course. Kilometer and mile markers will be located at all men's and women's mile and kilometer locations.

Declarations/Entry Forms:
The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. **REMINDER: Coaches DO NOT need to re-declare their team(s) after regionals to be eligible for championships selection. However, any roster changes (if applicable) must be submitted via the ROSTER CHANGE FORM by 9 p.m. Eastern time, Sunday, November 16.** Any exceptions to this policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

If a team or individual chooses not to compete for whatever reason, including medical, they must notify the NCAA committee by 9 p.m. Eastern standard time, Sunday, Nov. 16. If between Sunday and the national championships a student-athlete becomes unable to participate due to a medical condition, this must be certified in writing by a doctor that the student-athlete's medical condition warrants that they do not participate.

Championships Clerking, Final Declaration and Check-in Process
The head coach of each institution will be allowed to complete the check-in process on behalf of their team and/or student-athlete(s). Coaches will be required to ensure student-athletes comply with all uniform and logo requirements as well as ensuring their student-athletes report to the starting line not only wearing their hip numbers, bibs and chips, but wearing the **proper** hip numbers, bibs and chips. Uniform and logo rules contained in Rule 22-3 of the NCAA Cross Country/Track and Field Rule Book and Bylaw 12.5.4 in the NCAA Manual shall apply. Failure to comply with these championship policies and the requirements surrounding uniform and logo rules may result in disqualification.

Coaches must check-in their student-athletes with the clerks at the assigned clerking location (inside each respective student-athlete tent) prior to the start of their race. Clerking will open at 9:40 a.m. for both men and women. Coaches are encouraged to check-in as soon as possible, but not later than 20 minutes prior to each respective race. Check-in will **NOT** be allowed at the start line and coaches must check-in all teams/student-athletes at the assigned clerking location. Again, be reminded that if an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of hip numbers, chips and bibs), those additional hip numbers,

chips and bibs **must** be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of each respective race.

Please note that teams and/or individuals that are checked-in late and not in accordance with the times outlined in this manual will jeopardize participation in their race, will have a letter sent to their institutional athletics director and will have a financial fine assessed for failing to abide by championship policies.

SQUAD SIZE: Teams are limited to a maximum of seven (7) competitors. A team running more than seven will be disqualified and the action will be considered misconduct. Institutions entering **five to seven** runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

NCAA Division III Cross Country Championships Protest Process
A protest tent/area will be located near the finish line. Forms will be available at the tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee's ruling and explanation will be posted along with the results of the race. All institutions involved in the protest will be notified of the protest and the decision. The protest period does not begin until the results of the last race have been posted. There is a $100 protest fee (cash only) for each protest. The $100 fee will be returned should the protest be upheld.

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.

Locker Rooms/Showers:
Locker rooms/showers will not be available after the race.

Drug Testing:
Please see the NCAA Division III Cross Country Pre-Championships Manual for information.

***If drug testing does not occur during this championship round and/or a test is required outside of the standard championship protocol (e.g. national record, world junior record, etc.), the cost associated with such a test will be the responsibility of the tested student-athlete's institution.**

Meetings:
NCAA Mandatory Coaches Meeting: Monday, November 17 @ Noon (ET)
Link will be sent to qualifying team head coaches in selections materials.

NOTE: Failure to attend the coaches' technical meeting will result in a minimum $200 fine/gender/institution.

Scoring:
NCAA rules for cross-country scoring will be followed. For scoring procedures, please consult the 2025 and 2026 NCAA Cross Country/Track and Field Rules Book.

Results:
Results will be available at the following websites. No hard copy results will be provided.

- NCAA.COM
- Leone Timing LIVE RESULTS

Merchandising and Programs:
Official NCAA cross country championships merchandise may be purchased at the course on Thursday and Friday during practice hours and Saturday from 9:00 a.m. until the conclusion of the Awards Ceremony.

NCAA Academic Recognition Program – Elite Scholar Athlete Award:

The NCAA Elite Scholar-Athlete award honors the exceptional achievements of student-athletes. This prestigious accolade is given to those who have not only excelled at a national championship level in their sport but have also achieved the highest academic standards among their peers. The Elite Scholar-Athlete award is proudly awarded to the student-athlete with the highest cumulative GPA at the finals site for each of the NCAA's championships.

All ties are broken by number of credits completed. For more information regarding this program, please contact Olivia Baumhoer at obaumhoer@nca.aorg or 317-917-6222. All documents, including eligibility and nomination forms can be obtained at the following location – Elite Scholar-Athlete Award. The deadline to submit your student-athlete is 5 p.m. Eastern, Tuesday, November 18.

Student-Athlete Participation Awards
Student-athletes will receive a participation award on site provided to members of the official travel party of institutions that advance to the championship final sites.

UNIFORMS/LOGOS/MISCONDUCT

[Reference: Rule 22-3 in the NCAA Cross Country Track and Field Rules Book and Bylaw 12.5.4 in the NCAA Manual.]

Uniform and logo rules contained in Rule 22-3 of the NCAA Cross Country Track and Field Rules Book and Bylaw 12.5.4 in the NCAA Manual shall apply in all championship related events, press conferences and award ceremonies. Competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships.

The 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.

Misconduct (Bylaw 31.1.10)

Misconduct Incident to Competition. If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held 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 following this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

Penalty for Misconduct. A governing sports committee (or the 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 incident to, en route to, from or at the locale of the competition or practice:

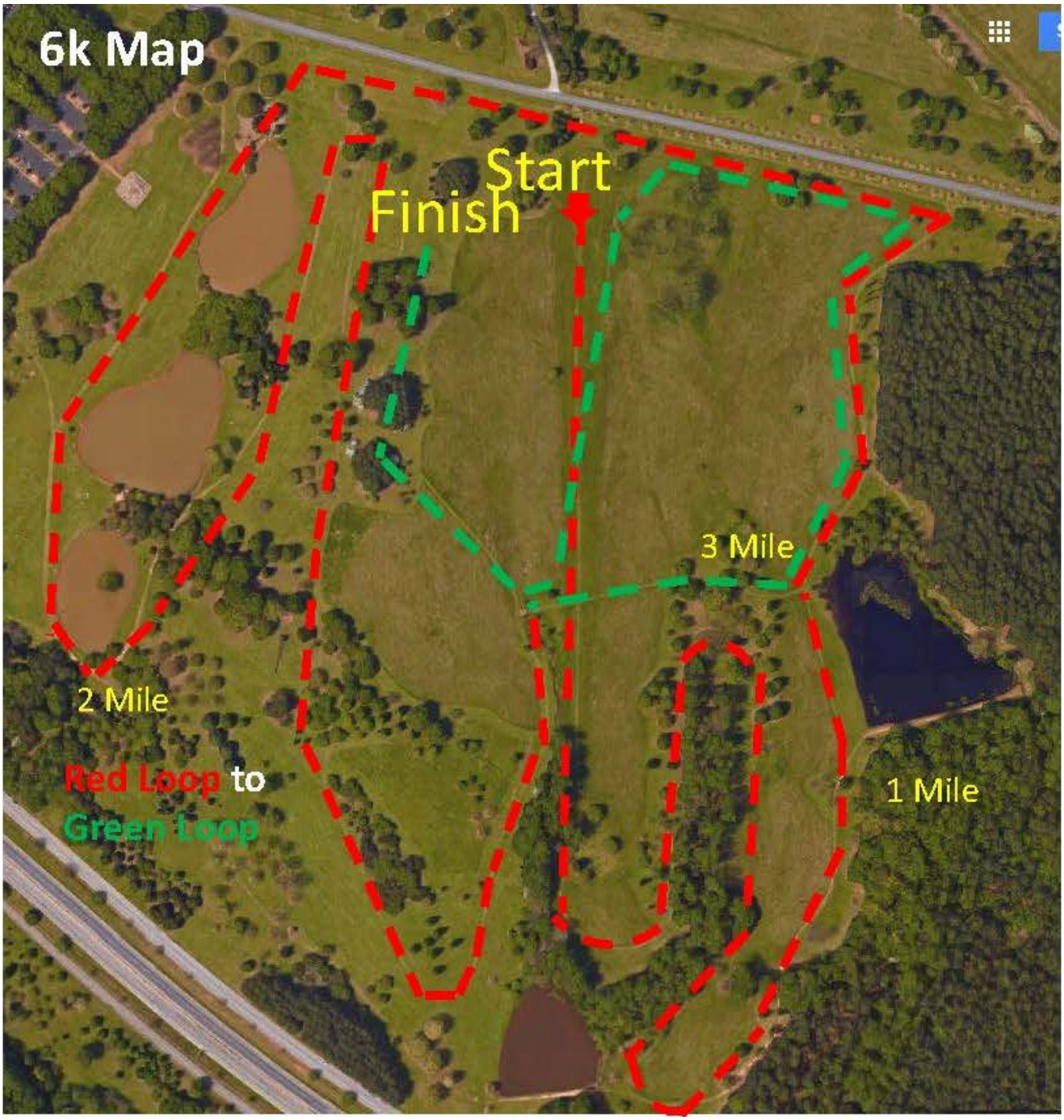
a) Public or private reprimand of the individual;
b) Disqualification of the individual from further participation in the NCAA championship involved;
c) Banishment of the individual from participation in one or more following championships of the sport involved;
d) Cancellation of payment to the institution of the Association's travel guarantee for the individuals involved;
e) Withholding of all or a portion of the institution's share of revenue distribution;
f) Banishment of the institution from participation in one or more following championships in which its team in that sport otherwise would be eligible to participate;
g) Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
h) Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
i) Financial or other penalties different from (a) through (h) above, but only if they have prior approval of the Division I Competition Oversight Committee.

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.

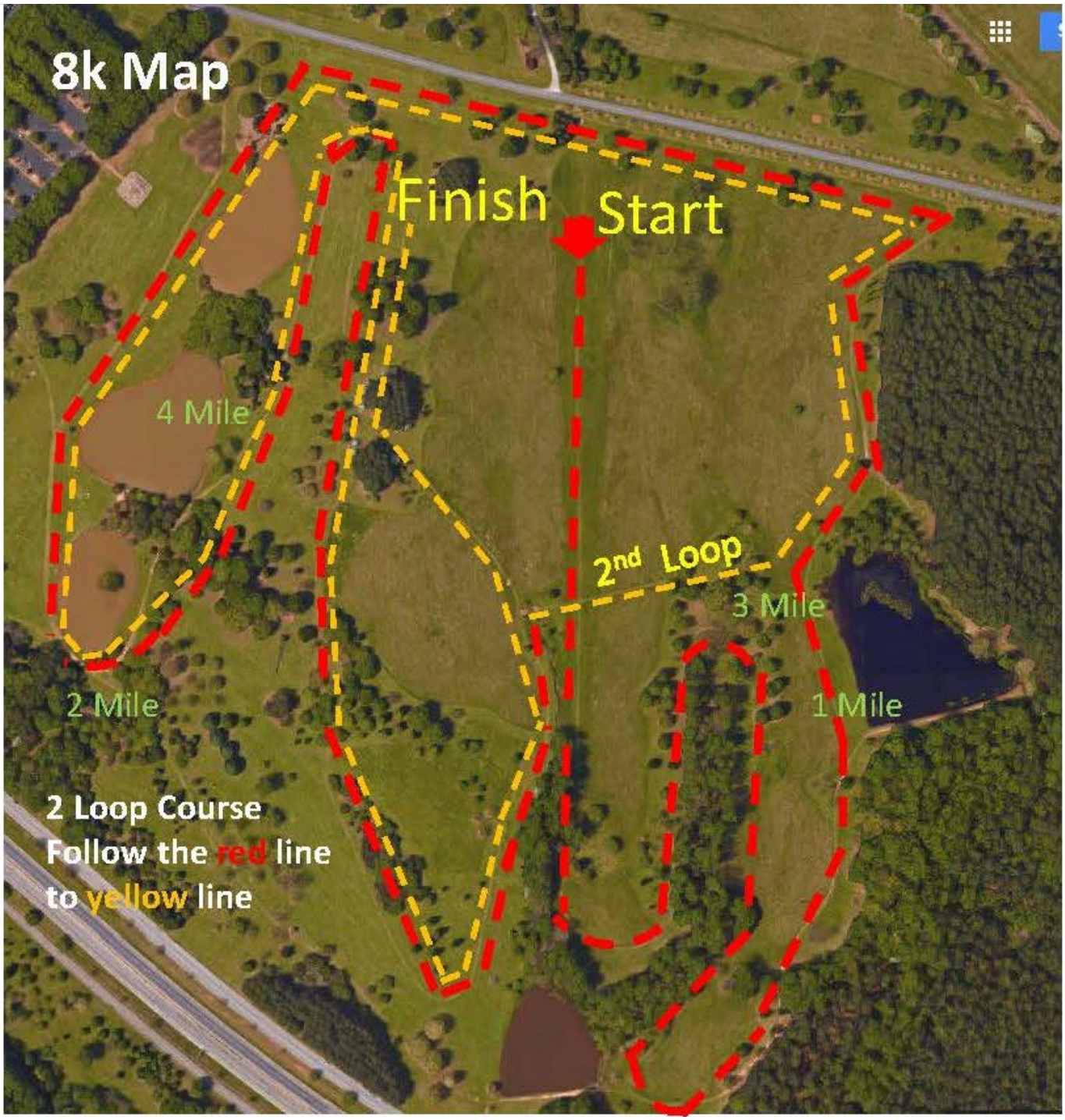
CROSS COUNTRY

WOMEN'S 6K COURSE MAP



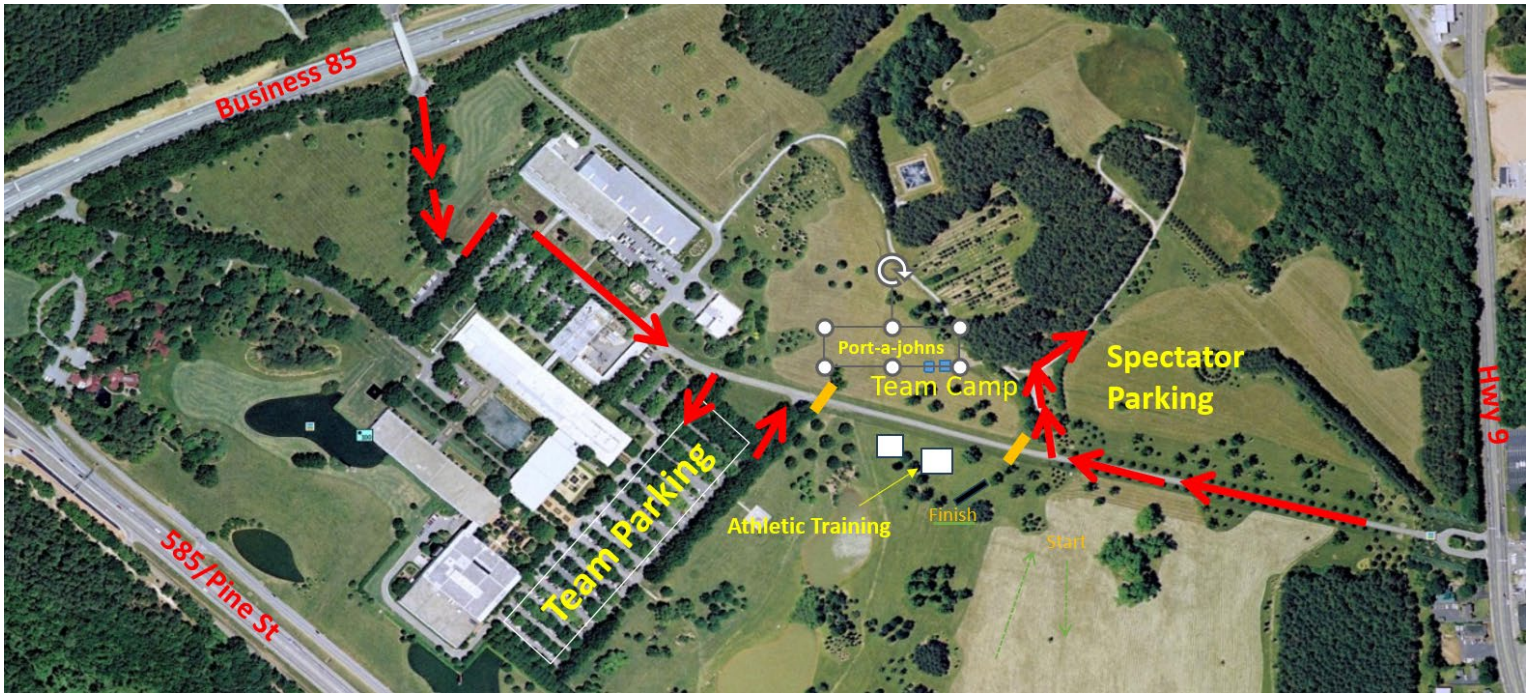
CROSS COUNTRY

MEN'S 8K COURSE MAP



CROSS COUNTRY

FACILITY LAYOUT



CROSS COUNTRY

DIRECTIONS TO COURSE

Competition Site
The 2025 NCAA Division III Men's and Women's Cross Country Championships will be held at the Roger Milliken Center in Spartanburg, South Carolina.

Directions
920 Milliken Road, Spartanburg, South Carolina 29303

RMC is located at the corner of Business I-85 and I-585 on its western side and off SC Highway 9 on its eastern side. Our campus can be accessed from I-85, Business I-85, and SC Highway 9. See more specific instructions below.

Driving North on I-85:
- Travel North on Interstate I-85
- Take exit 72 for US-176/I-585 toward Spartanburg/Inman
- Turn right onto I-585 S/US-176 E (signs for Spartanburg)
- Take the exit onto Business I-85 N toward Charlotte
- Take exit 5B to merge onto Frontage Rd/Milliken Rd
- Take the first right onto the RMC campus
- Follow blue "Visitor" signs to the Customer Center

Driving South on I-85:
- Travel South on Interstate I-85
- Take I-85 Business Loop (I-85BL)
- Take exit 6 (Hwy. 9/Boiling Springs)
- Go under the Hwy. 9 bridge, then turn to the right. You will loop around to the right and cross over Business I-85
- Pass the motels and the Family Car Rental
- At the second traffic light, turn right into the RMC campus (you should see a large magnolia tree and a gate)
- Follow blue "Visitor" signs to the Customer Center

Driving from Spartanburg on I-585:
- Take the Hwy. 9 exit off I-585
- Turn right on Hwy. 9/Boiling Springs
- Go to the third traffic light and turn left into RMC (you should see a large magnolia tree and a gate)
- Follow blue "Visitor" signs to the Customer Center

Driving from GSP to Milliken:
- Follow signs to I-85
- Merge onto I-85 N towards Spartanburg; travel on I-85 N for about 15 miles
- Take exit 72 for US-176/I-585 toward Spartanburg/Inman
- Turn right onto I-585 S/US-176 E (signs for Spartanburg)
- Take the exit onto Business I-85 N toward Charlotte

- Take exit 5B to merge onto Frontage Rd/Milliken Rd
- Take the first right onto the RMC campus
- Follow blue “Visitor” signs to the Customer Center

Driving from Charlotte International Airport to Milliken:

- Take Josh Birmingham Pkwy and follow signs to I-85
- Josh Birmingham Pkwy becomes Little Rock Rd.
- Use the left two lanes to turn left to merge onto I-85 S toward Gastonia
- Travel South on Interstate I-85 for approx. 60 miles
- Take I-85 Business Loop (I-85BL S)
- Take exit 6 (Hwy. 9/Boiling Springs)
- Go under the Hwy. 9 bridge, then turn to the right. You will loop around to the right and cross over Business I-85
- Pass the motels and the Family Car Rental
- At the second traffic light, turn right into the RMC campus (you should see a large magnolia tree and a gate)
- Follow blue “Visitor” signs to the Customer Center

CROSS COUNTRY

CHAMPIONSHIP HISTORY

Men's History		Women's History	
1993	North Central College	1993	State University College at Cortland
1994	Williams College	1994	State University College at Cortland
1995	Williams College	1995	State University College at Cortland
1996	University of Wisconsin, La Crosse	1996	University of Wisconsin, Oshkosh
1997	North Central College	1997	State University College at Cortland
1998	North Central College	1998	Calvin College
1999	North Central College	1999	Calvin College
2000	Calvin College	2000	Middlebury College
2001	University of Wisconsin, La Crosse	2001	Middlebury College
2002	University of Wisconsin, Oshkosh	2002	Williams College
2003	Calvin College	2003	Middlebury College
2004	Calvin College	2004	Williams College
2005	University of Wisconsin, La Crosse	2005	State University College at Geneseo
2006	Calvin College	2006	Middlebury College
2007	New York University	2007	Amherst College
2008	State University College at Cortland	2008	Middlebury College
2009	North Central College	2009	University of Wisconsin, Eau Claire
2010	Haverford College	2010	Middlebury College
2011	North Central College	2011	Washington University (Missouri)
2012	North Central College	2012	Johns Hopkins University
2013	St. Olaf College	2013	Johns Hopkins University
2014	North Central College	2014	Johns Hopkins University
2015	University of Wisconsin-Eau Claire	2015	Williams College
2016	North Central College	2016	Johns Hopkins University
2017	North Central College	2017	Johns Hopkins University
2018	North Central College	2018	Washington University (Missouri)
2019	Pomona-Pitzer Colleges	2019	Johns Hopkins University
2020	Championship cancelled	2020	Championship cancelled
2021	Pomona-Pitzer Colleges	2021	Johns Hopkins University
2022	Massachusetts Institute of Technology	2022	Johns Hopkins University
2023	Pomona-Pitzer Colleges	2023	Carleton College
2024	University of Wisconsin, La Crosse	2024	Massachusetts Inst. Of Technology