PARTICIPANT 2025-26 MANUAL

Contents

SECTION 1 – Introduction 1
SECTION 2 – Host Personnel and Contact Information 2
SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons 3
SECTION 4 – Championship Location and Competition Site 4
SECTION 5 – Entry Procedures and Championship Format 4
SECTION 6 – Squad Size 10
SECTION 7 –Awards 11
SECTION 8– Host City Spectator Information 11
SECTION 9 – Championships Operations 11
Appendix A – Chips/Bibs Special Instructions 12
Appendix B – Sample Schedule of Events 13
Appendix C – Women's 6,000 Meter Course Map 14
Appendix D – Men's 8,000 Meter Course Map 15
Appendix E – Sample Safety and Security Plan 16
Appendix F – Coaches' Checklist 18

Introduction.

The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2025 NCAA Division III Cross Country Regional Championships. Included in this manual is information about the championship location, site, entry procedures, travel, lodging and reimbursement. Coaches are strongly encouraged to read the entire manual and make use of the coaches' checklist.

SECTION 2 – Host Personnel and Contact Information

Title	Name/Title/Email	Contact Numbers
Meet Directors	Kate Howard/John Newman Head Coaches mkhoward@stlawu.edu jnewman@stlawu.edu	W: 315.229.5779 / 315.229.5813 C: 610.715.2266 C: 315.244.0692
Division III NCAA Site Representative	David Nicholson Eastern Connecticut State University	W: 860.465.4341 E:nicholsond@easternct.edu
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 E: lpeterson@ncaa.org
Media Coordinator	Michael Nellis Asst. Athletic Director of Communications & Marketing	W: 315.229.5588 C: 315.514.5443 E: mnellis@stlawu.edu
Head Athletic Trainer	Brian Atkins	W: 315.229.5835 C: 315.783.2288 E: batkins@stlawu.edu
Promotions/Marketing	Michael Nellis Asst. Athletic Director of Communications & Marketing	W: 315.229.5588 C: 315.514.5443 E: mnellis@stlawu.edu
Facilities Coordinator	Michael Gugin Asst Athletic Dir for Internal Ops, Facilities, & Events	W: 315.229.1849 C: 920.205.9877 E: mgugin@stlawu.edu
Volunteer Coordinator	Erik Geier Asst Coach for Track and Field	W: 315.229.5713 C: 315.404.0227 E: egeier@stlawu.edu
Hospitality Coordinator	Chris O'Donnell Asst Coach for CC/TF	W: 315.229.5180 C: 978.518.9641 E: codonnell@stlawu.edu

Division III Track and Field Committee and Staff Liaisons.

Region I (East)	**Region II (Mideast)**
Jason Linders Director of Athletics Gordon College **Term expires: September 2026**	**David Nicholson** Head Cross Country/Track and Field Coach Eastern Connecticut State University **Term expires: September 2027**
Region III (Niagara)	**Region IV (Mid-Atlantic)**
Jackie Nicholson Director of Athletics Rochester Institute of Technology **Term expires: September 2027**	**Reava Potter** Director of Cross Country/Track and Field St. Mary's College of Maryland **Term expires: September 2025**
Region V (Metro)	**Region VI (Great Lakes)**
Jonathan D'Ottavio Asst. Cross Country/Track and Field Coach Moravian University **Term expires: September 2025**	**Kiana Verdugo-Maday** Interim Director of Athletics Alma College **Term expires: September 2029**
Region VII (South)	**Region VIII (North)**
Andrew Marrocco Head Men's and Women's Cross Country/Track & Field Coach Shenandoah University **Term Expires: September 2024**	**Josh Henry** Head Men's Cross Country/Track & Field Coach Carthage College **Term expires: September 2027**
Region IX (Midwest)	**Region X (West)**
Denise Udelhofen Director of Athletics Loras College **Term expires: September 2027**	**Kennadi Bouyer** Senior Woman Administrator Pacific Lutheran University **Term expires: September 2026**

SECTION 4 – Championship Location and Competition Site

Competition Site.

Ronald C. Hoffmann Championship Cross Country Course, St. Lawrence University, Canton, NY 13617.

Competition Site Maps.

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

For additional information, please go to the course maps located at the following link:
Ronald C. Hoffmann 6K course map (PDF)
Ronald C. Hoffmann 8K course map (PDF)

Directions.

https://saintsathletics.com/sports/2013/7/22/directions.aspx?tab=directionstocampus

Locker Rooms.

Locker rooms will be available on the ground floor of the Newell/Augsbury Physical Education Center located adjacent to the course.

Parking / Admission.

Parking/admission to the regional cross country meet is free.

SECTION 5 – Entry Procedures and Championship Format

Entry Procedures.

Entry Forms. Only the 10 student-athletes listed on the entry form may compete in the regional championship meet. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championships. (See the Pre-Championships Manual for guidelines.)

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, October 20 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 11:59 p.m. Eastern time, Sunday, November 9. Institutions submitting late entries are subject to a fine of $400 per gender. The deadline for late regional entries is 5 p.m. Eastern Time, Tues. Nov. 11.** Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager, Laura Peterson-Mlynski (lpeterson@ncaa.org). **Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.**

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. After the regional championships, coaches will have until 9 p.m. Eastern standard time the Sunday prior to nationals (Nov. 16) to make changes to their roster for the national championship on Direct Athletics**. The system will shut down at 9 p.m. Eastern time sharp so please give yourself enough time to make the necessary changes to your rosters. If there are no changes to the 10 student-athletes on the entry form after regionals NO ACTION IS REQUIRED to declare for the national championships.** Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

Administrative Meeting.

The NCAA site representative and meet director will conduct a **mandatory VIRTUAL** administrative meeting Tuesday, Nov. 11 at 11 a.m. local time. It is **mandatory** that each institution is represented at the meeting. An institution missing the meeting will be assessed a $200 fine per gender unless prior arrangements have been made with the NCAA liaison (Laura Peterson-Mlynski, lpeterson@ncaa.org) at least 48 hours prior to the meeting.

Final Declaration – Clerking and Check-In Procedure.

FINAL DECLARATION AND CHECK-IN: 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 up to 80 minutes prior to the start of their race. Coaches are encouraged to check-in as soon as possible, but not later than 20 minutes prior to the race. Check-in will **NOT** be allowed at the start line and coaches must check-in all teams/student-atheltes 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.

Packet Pick-Up.

Packets will be available Friday, Nov. 14, from Noon to 4 p.m. located at the white administrative tent adjacent to the start line.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.

Practice Schedule.

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from 9 a.m. to 4 p.m. Friday, Nov. 14. The course will be open at 8 a.m. the day of the race.

**Please check @SLUSsaints Twitter feeds for severe weather updates on race day if needed.

Finish-Line Procedures.

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

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men's and women's splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

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

Results.

Live results will be available throughout the competition on LeoneTiming.com. Official results will also be posted on the host website in a printable format. Intermediate times and splist will be taken at the following locations:

Men's 8000m: 955m, 1 mile, 2 mile, 3 mile, 6450m
Women's 6000m: 955m, 1 mile, 2 mile, 3930m

Protests.

A protest/appeals table will be located in the administrative tent by the coaches' only results area. Forms will be available in the team packet 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. The 15-minute protest period does not begin until the results of the last race have been posted. The protest fee is $100.

Medical.

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

- The medical tent on-site will be open from 9 a.m. until 4 p.m. Friday, Nov. 14 and will be supplied with ice and water. From 8:30 a.m. Saturday, Nov. 15, the Newell Field House Athletic Training Room will be open for treatments of muscle stim, ultrasound, combination stim/US, hot packs and ice. The medical tent will be supplied with water, ice, and first aid supplies on Saturday, November 15.

- Athletic trainers will be available Friday in the Newell Field House Athletic Training Room. Saturday, athletic trainers will only be available in the medical tent on the course and the Newell Field House Athletic Training Room. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

- Student-athletes needing treatments race day should go to the Newell Field House Athletic Training Room. Treatments will be performed from 9 a.m. until 4 p.m. Friday, Nov. 14 in the Newell Field House Athletic Training Room. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 15 must schedule an appointment with the St. Lawrence University sports medicine staff.

- Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

Athletic Training Contact Information.

Brian Atkins, Head Athletic Trainer
Office 315.229.5835
Cell 315.783.2288

Weather Policy.

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

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.

2. Follow the Twitter feed for delays and/or postponenment to the following day. The Twitter feed is @SLUsaints

3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration should be taken in regard to the policies toward Sunday competition for each institution.

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

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

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

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

Drug Testing.

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 championships events.

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

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

Uniforms.

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

Uniforms for all cross country team members must meet the following criteria: (1) school issued; if they are singlets, they must be identical; (2) pants may be of any length but must have identical color; (3) visible undergarments must be of an identical solid color; and (4) other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical color. This does not apply to items of apparel above the shoulder or those covering the hands/feet. Uniforms must be clean and of a material and design so as not to be objectionable.

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

Uniforms must allow for competitors' numbers to be placed above the waist (front and back).

Logo Policy.

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

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

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

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

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss

of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

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.

Misconduct.

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.

Criticism of Officials.

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

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 races) 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 may be dealt with at the governing sports committee's convenience.

SECTION 6 – Squad Size

Squad Size.

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

SECTION 7 –Awards

Awards.

After the conclusion of the regional meet the top team per gender will be recognized in a brief awards ceremony as automatic qualifier to the 2025 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 1:30 p.m. in the Newell Field House.

SECTION 8– Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information:
NCAA Mideast Regional Landing Page

Tickets.

The cost of admission to the regional championship is free.

Parking.

Team parking for busses and vans will be available in the parking lot across the street from the Augsbury/Newell Complex (J-Lot). Bus and overflow parking is also available in the gravel lot next to Appleton Arena

Spectator parking is located at Parking Lot D.

SECTION 9 – Championships Operations

Emergency / * Evacuation Plan.

See Appendix E for an emergency/evacuation plan for the regionals.

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

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

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

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

Shelter Locations.

Leithead and Newell Field Houses located adjacent to the course.

Appendix A – Chips/Bibs Special Instructions

COACHES
All coaches will receive bib numbers and chips for each participant as part of the packet obtained during packet pick-up from 9:00 a.m. to 4:00 p.m. Friday, Nov. 14 Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant's singlet.

- Sixteen safety pins.

- Timing chip(s) – Chronotrack B-Tag incorporated on the front bib.

- Two hip identification numbers.

RUNNERS AND COACHES
Participants must wear timing chips and bibs in order to receive finishing time and place. The chip timing system will record times and places; however, all close finishes will be verified by Lynx cameras, so bibs MUST be worn.

Appendix B – Schedule of Events

(All Times are local)

Tuesday, Nov. 11

11 a.m.	MANDATORY Virtual Coaches' Meeting

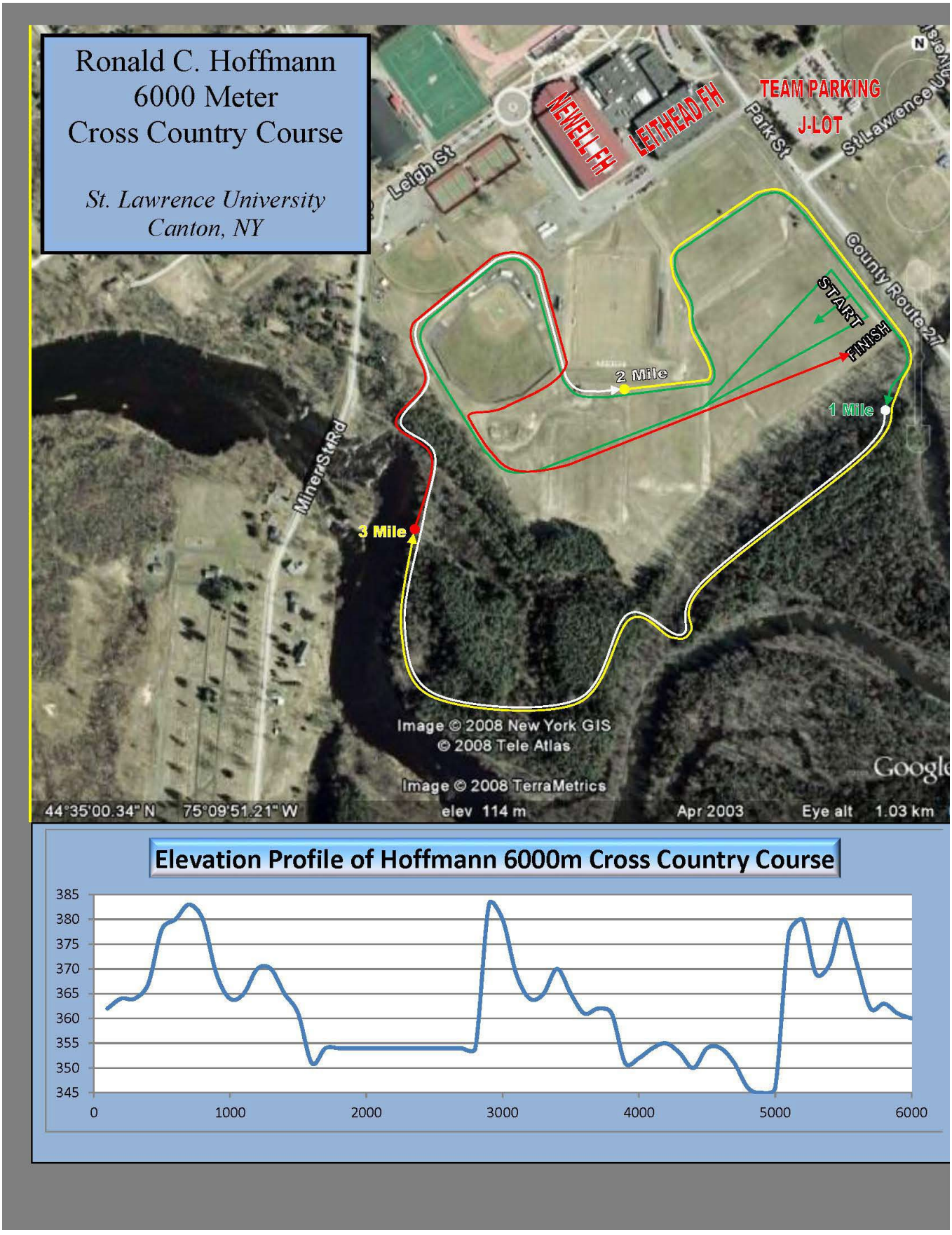
Friday, Nov. 14

11 a.m. – 4 p.m.	**Course inspection/practice.**
Noon – 4 p.m.	Packet pickup. Administrative tent adjacent to the start line.

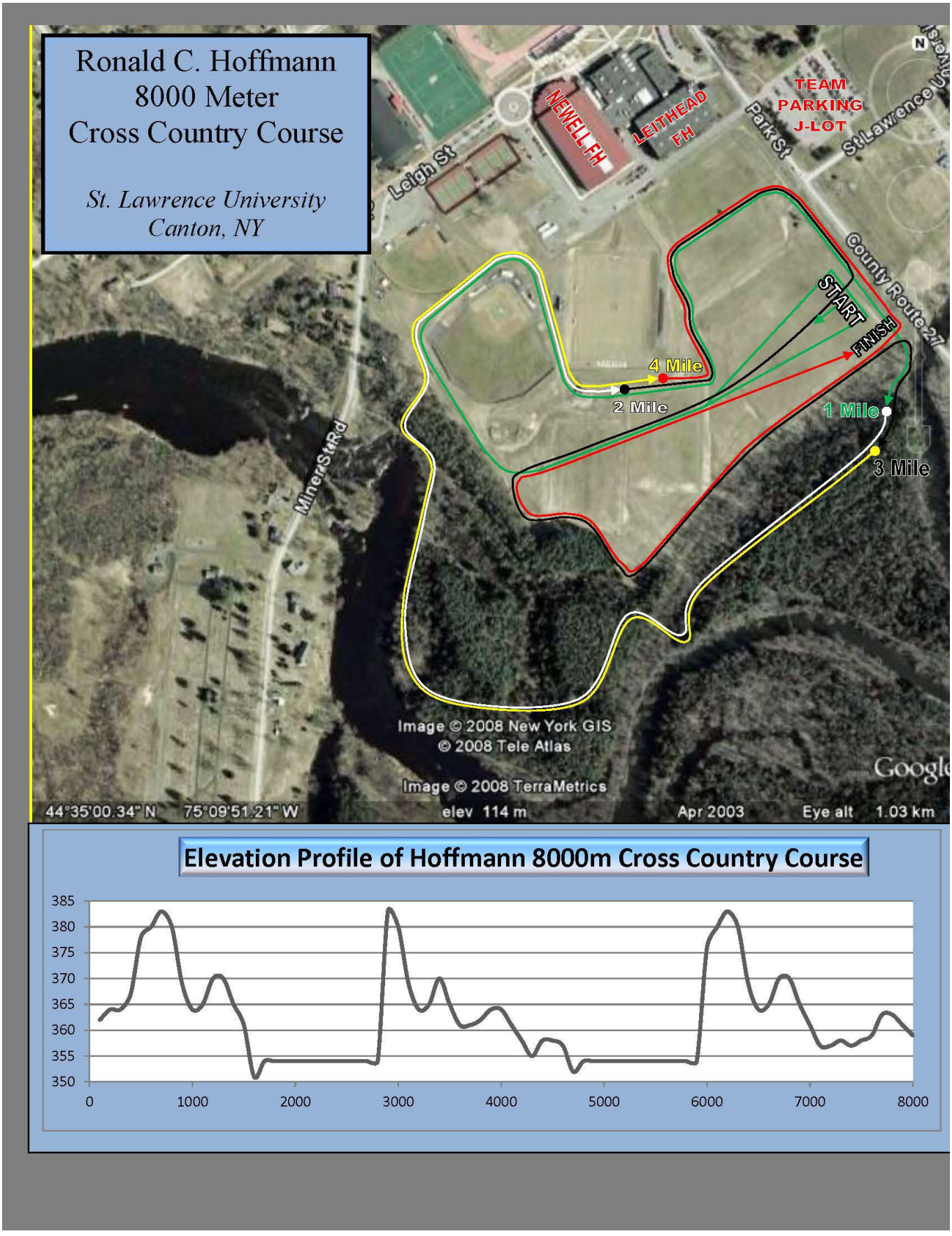
Saturday, Nov. 15

8:00 a.m.	**Ronald C. Hoffmann Championship Cross Country Course opens.**
9:40 a.m.	**Clerking begins.** MEN: Clerking time period is from 9:40 to 10:40 a.m. WOMEN: may begin clerking up until 11:40 a.m.
10:30 a.m.	**First gun fired (30 minutes to start of men's race)**
10:35 a.m.	**National Anthem.**
10:40 a.m.	**Second gun fired (20 minutes to start).** Men's competitors must report to assigned boxes. Clerking process is completed for men's race. Women's clerking remains open until 11:40 a.m.
10:50 a.m.	**Third gun fired (10 minutes to start).**
11 a.m.	**Men's 8,000-meter championship race.**
11:30 a.m.	**First gun fired (30 minutes to start of women's race).**
11:40 a.m.	**Second gun fired (20 minutes to start).** Women's competitors must report to assigned boxes. Clerking process is completed for women's race.
11:50 a.m.	**Third gun fired (10 minutes to start).**
12 p.m.	**Women's 6,000-meter championship race.**
1:30 p.m.	**Awards ceremony – Newell Field House**

Appendix C – Women's 6,000 Meter Course Map



Appendix D – Men's 8,000 Meter Course Map



Appendix E – Sample Safety and Security Plan

In the event of an emergency, call campus Safety and Security 315-229-5555, call 911

Fire Safety
If a fire begins here, leave the area and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit.

If the fire alarm sounds:
• Go to the door (if there is any evidence of smoke in the room, crawl to the door).
• Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
• Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside.
• If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call Campus Safety at extension 5555).

Tornado and Severe Weather
In the event of a tornado or severe weather, go to the interior hallway on the lowest floor of the Augsbury/Newell Complex. Stay away from windows and doors and do not go outside.

General Safety
All individuals should remain in the designated safe areas until campus safety officers announce that the immediate danger has passed.

Emergency Situations and Who to Call Emergency situations call for prompt action and common sense. For any emergency, dial 315-229-5555

Reporting Emergencies
Call 315-229-5555.
Stay calm. Be prepared to provide the dispatcher the following information:
1. What you see, hear or find.
2. Exact location of incident (look for landmarks).
3. The phone number of the phone you are using.
4. Number(s) of people involved, is estimable.
5. Type of assistance needed, as best you can tell (medical, fire, police)
6. Your name
7. Stay on the line until the dispatcher tells you to hang up

Medical Emergencies
In case of a medical emergency please call 911 and then contact Campus Safety at extension 5555.

Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainer and EMT on site.

Building Address

Augsbury/Newell Physical Education Center
Canton, NY 13617

If you have questions about these safety procedures or require additional assistance, please contact
Campus Safety (24 Hours) at 315-229-5555 or ext. 5555 from an on-campus phone.

Local Emergency Contact Information: Head of Campus Security Pat Gagnon
Office: 315-229-5609

Canton Police Department 315-386-4561 or 911
New York State Police (St. Lawrence County) 315-379-0012 or 911
Canton-Potsdam Hospital 315-265-3300
Canton Fire Department 315-386-4613 or 911
Poison Control Center 800-222-1222

Appendix F – Coaches' Checklist

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

Read and understand the medical section of this manual and act if needed. _____

Read and understand the weather, drug-testing, uniforms and, logo and misconduct policies. _____

Make any desired roster changes for national championships on DirectAthletics no later than 11:59 p.m. Nov. 16. **If no changes to the roster NO ACTION IS REQUIRED to be considered for selection to the national championships.** _____

Post Championship

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

Appendix G – Championship Layout Map

Ronald C. Hoffmann Championship Cross Country Course