PARTICIPANT 2026-27 MANUAL

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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 2026 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 Director	Barbara Powers-Garmyn Lansing Sports Commission Sports Event Manager	C: 517-643-2067 E: bpowers@lansing.org
Division III NCAA Site Representative	Suzy Venet Dara Ford	E: venetsm@mountunion.edu E: fordd1@denison.edu
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 E: lpeterson@ncaa.org
Media Coordinator	Meghan Ziehmer Lansing Sports Commission Executive Diretor	C: 734-417-8967 E: mziehmer@lansing.org
Head Athletic Trainer	Bailey Snyder The University of Olivet Head Athletic Trainer	C: 269-425-9961 E: basnyder@uolivet.edu
Meet Manager	Barbara Powers-Garmyn Lansing Sports Commission Sports Event Manager Karen Lutzke The University of Olivet Head Cross-Country and Track & Field Coach	C: 517-643-2067 E: bpowers@lansing.org C: 989-621-2595 E: klutzke@uolivet.edu
Facilities Coordinator	Bryan Harris Forest Akers Golf Course – Michigan State General Manager	C: 517-204-4463 E: harri524@msu.edu

SECTION 3 – NCAA Division III Track and Field Committee

Division III Track and Field Committee and Staff Liaisons.

Region I (East) **Phil Jennings** Head Cross Country/Track and Field Coach Wellesley College	**Region II (Mideast)** **David Nicholson** Head Cross Country/Track and Field Coach Eastern Connecticut State University
Region III (Niagara) **Jackie Nicholson** Director of Athletics Rochester Institute of Technology	**Region IV (Mid-Atlantic)** **Reava Potter** Director of Cross Country/Track and Field St. Mary's College of Maryland
Region V (Metro) **Jonathan D'Ottavio** Asst. Cross Country/Track and Field Coach Moravian University	**Region VI (Great Lakes)** **Suzy Venet** Senior Woman Administrator University of Mount Union
Region VII (South) **Luke Syverson** Head Men's/Women's Track & Field Coach Berry College	**Region VIII (North)** **Josh Henry** Head Men's Cross Country/Track & Field Coach Carthage College
Region IX (Midwest) **Denise Udelhofen** Director of Athletics Loras College **Term expires: September 2027**	**Region X (West)** **Amber Williams** Head Men's/Women's Track & Field Coach Pomona-Pitzer Colleges

SECTION 4 – Championship Location and Competition Site

Competition Site.

The NCAA DIII Great Lakes Regional Championship will be held at Forest Akers East Golf Course on the campus of Michigan State University.
Address: 2231 S Harrison Rd, East Lansing, MI 48823

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 host website located at the following link: https://www.lansingsports.org/ncaa-diii-cross-country/

Directions.

From I-96W:
Off Exit 106B towards Downtown Lansing, take Exit 11 onto Dunckel Road toward Jolly Road. Turn left onto Dunckel Road toward Jolly Road East.
Turn left onto Collins Road.
At the roundabout, take the first exit onto Forest Road.
Turn left onto South Harrison Road.
Turn right into the parking lot.
Arrive at Forest Akers East Golf Course.

From US-127:
Take Exit 75 onto Trowbridge Road
Continue onto Trowbridge Road
Turn right onto South Harrison Road
Turn left into the parking lot
Arrive at Forest Akers East Golf Course

From I-496E:
Take Exit 9 onto Trowbridge Road
Continue onto Trowbridge Road
Turn right onto South Harrison Road
Turn left into the parking lot
Arrive at Forest Akers East Golf Course

From M-43 E off US-127 N:
Take Exit 78 toward I-69 Business Loop, M-43
Turn Right onto East Saginaw Street
Follow fork on right onto East Grand River Avenue
Turn right onto North Harrison Road

Continue onto South Harrison Road
Turn left into the parking lot
Arrive at Forest Akers East Golf Course

Locker Rooms.

There will be no locker rooms or showers available on practice or race day.

Parking

Team vans & buses will be parked at the Forest Akers East parking lot. Teams will enter the Forest Akers parking lot off of Harrison Rd. Buses will enter the turn around where they will drop off their athletes. Team vans will be given a parking pass in the team packet to park at Forest Akers East Golf Course. Please have your parking pass visible and allow additional time for your team arrival.
Please fill out Team Travel Jot Form by **Friday October 23** to assist us with tent order and team parking. Team Travel Form

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 19 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 11:59 p.m. Eastern time, Sunday, November 8. 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. 10.** 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. 15) 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. 10 at 11 AM ET. 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. 13, from 2PM – 5PM and Saturday, Nov. 14 starting at 8:30 AM located in the check-in tent at Forest Akers East Golf Course.

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 2:00 PM to 5:00 PM. Friday, Nov. 13. The course will be open at 8:30 AM the day of the race.

**Please check @OlivetAthletics X (Twitter) feed or @lansingsports Instagram for severe weather updates on race day if needed. Email updates will also be sent out to head coaches.

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.

Coaches can pick-up a copy of results at the officials tent near the awards area. Official results will also be posted on the host website in a printable format.

Protests.

A protest/appeals table will be located at the official's tent near the awards stage. Forms will be available in the team packet and at the protest table 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 2:00 PM until 5:00 PM Friday, Nov. 13 and will be supplied with heat and ice. From 9:00 AM until 1:00 PM Saturday, Nov. 14, the tent will be supplied with heat and ice.

- An athletic trainer will be available Friday & Saturday in the medical tent at the course located next to finish line. Saturday, athletic trainers will be available in the medical tent at the course. EMTs and ambulance services, will be on-site Saturday.

- Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information.

- 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.

Bailey Snyder, Head Athletic Trainer 269-425-9961

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. The X feed of @OlivetAthletics and Instagram of @lansingsports will be updated with any pertinent information regarding the weather.

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 2026 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 1:15 PM at the awards stage.

SECTION 8– Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information: https://www.lansingsports.org/ncaa-diii-cross-country/

Tickets.

The cost of admission is $10. Tickets can be purchased at this link : https://gofan.co/event/6910255?schoolId=MI101338
It will be required to show your ticket to get on the shuttle to the course.

Parking.

Spectator parking information will be updated on the event website and sent out to teams closer to the event. For spectator parking updates visit: https://www.lansingsports.org/ncaa-diii-cross-country/ Free shuttles will be bringing all spectators to the course. All spectators will need to have a digital ticket purchased in advance to get on the shuttle.

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.

All participants and spectators should return to their vehicles.

- Team buses should shelter their teams and shuttle any spectators to vehicles until all participant and spectators have been removed from the course
- Staff should shelter in their vehichles - NOTa port-a-potty, tent or golf cart

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 2:00 PM to 5:00 PM Friday, Nov. 13 or starting at 8:30 AM Saturday, 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).

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

Attaching Timing Chips. Each participant will receive timing chips in his or her packet. Participants should attach their chips to the front of their shoes by threading their shoelaces through two holes in the chip and then retie their shoelaces. Please do not flatten out the chips. If they are flattened out, they will not read. Participants should ensure that chips are centered on their shoes.

After the end of the races, the student-athletes can keep their timing chips as part of their championship experience.

Appendix B –Schedule of Events

(All Times are local)

Wednesday, Nov. 11

11 AM	MANDATORY Virtual Coaches' Meeting

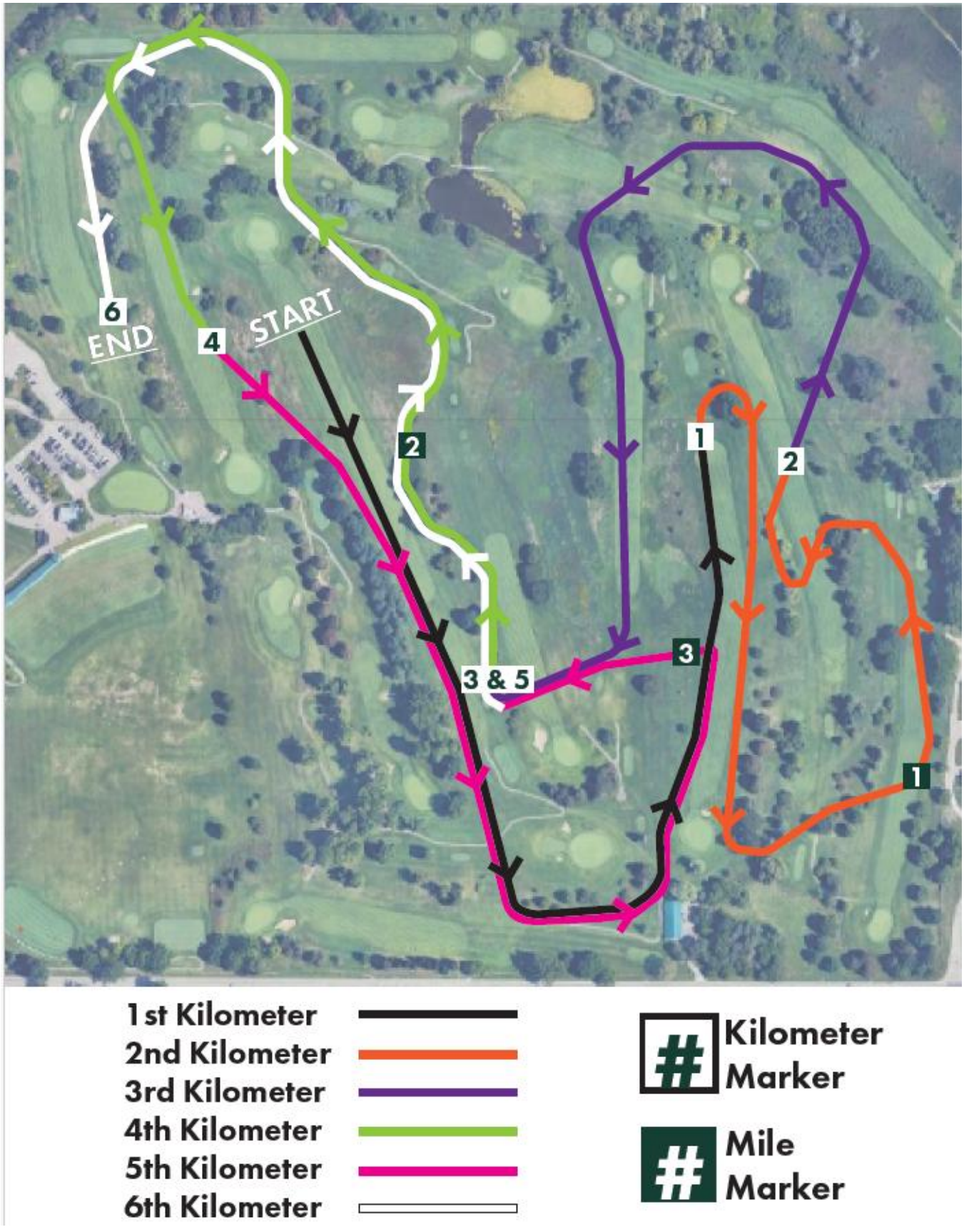
Friday, Nov. 13

2 PM – 5 PM	**COURSE INSPECTION/PRACTICE**
2 PM – 5 PM	Packet pickup – Check in tent at Forest Akers East Golf Course

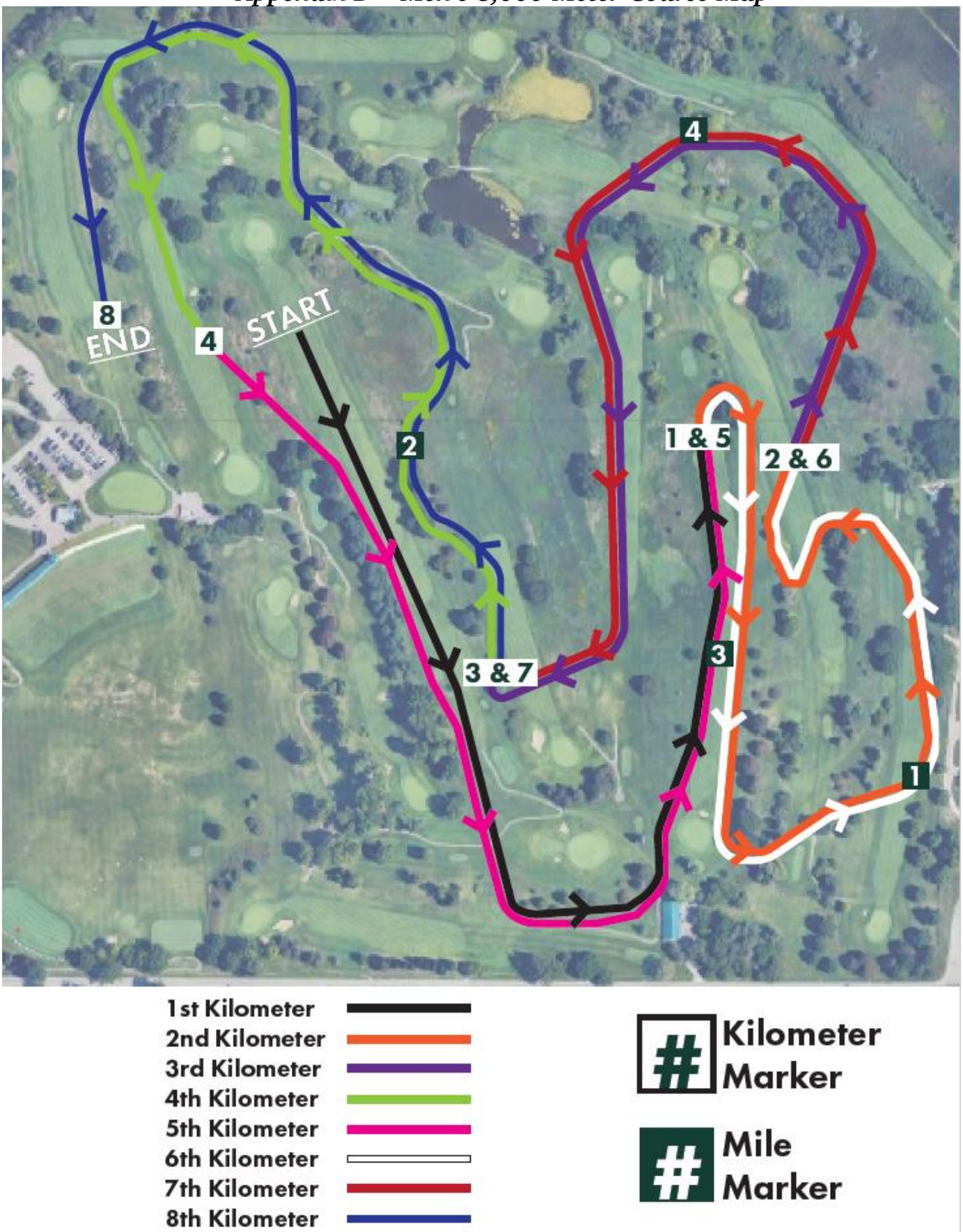
Saturday, Nov. 14

8:30 AM	**COURSE OPENS**
9:40 AM	**CLERKING BEGINS** WOMEN: Clerking time period is from 9:40 to 10:40 a.m. MEN: may begin clerking up until 11:40 a.m.
10:30 AM	**First gun fired (30 minutes to start of women's race)**
10:35 AM	**NATIONAL ANTHEM**
10:40 AM	**Second gun fired (20 minutes to start).** Women's competitors must report to assigned boxes. Clerking process is completed for women's race. Men's clerking remains open until 11:40 a.m.
10:50 AM	**Third gun fired (10 minutes to start).**
11 AM	**WOMEN'S 6000M CHAMPIONSHIP RACE**
11:30 AM	**First gun fired (30 minutes to start of men's race).**
11:40 AM	**Second gun fired (20 minutes to start).** Men's competitors must report to assigned boxes. Clerking process is completed for men's race.
11:50 AM	**Third gun fired (10 minutes to start).**
12 PM	**MEN'S 8000M CHAMPIONSHIP RACE**
1:15 PM	**AWARDS CEREMONY**

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



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



Appendix E –Safety and Security Plan

DIRECTIONS TO VENUE

Forest Akers East Golf Course
Michigan State University
2231 S. Harrison Rd.
East Lansing MI. 48823
517-355-1635

Enter Forest Akers East Golf Course off Harrison Rd. and proceed to the parking lot. Drive towards the southeast side of the parking lot until you see the medical staff. Medical staff will meet you and help direct EMS to emergency location.

PROTOCOL

- Activate EMS
- Dial **911**
- Inform the operator of:
    - Type of emergency
    - Provide your name and phone number
    - Give specific directions and location
- Discontinue call only when instructed to do so by emergency dispatch
- Inform EMS to take athlete to Sparrow Hospital unless otherwise directed
- Return to scene

IMPORTANT

Designated Individual # 1 to meet EMS in parking lot. Individual will direct EMS to the medical tent. Designated individual # 2 will meet EMS at the medical tent and direct to XC course/emergency location. AED, Vacuum Splint bag, medical supplies in medical tent with Athletic Trainers.

INFORM:

- Supervising staff Athletic Trainer on site
- Chief Health and Safety Officer, Jennifer Wilkinson
- Team Physician
- Athletic Administrator
- Coach, if not already informed
- Closest relationship or Parent (if on-site), after athlete reaches hospital

HOSPITALS AND EMERGENCY SERVICES

McLaren Greater Lansing Hospital
(517) 975-6000
2900 Collins Rd.
Lansing, MI 48910

Sparrow Hospital (Level 1 Trauma Center)
(517) 364-1000
1215 E Michigan Ave.
Lansing MI, 48912

Appendix F – Coaches' Checklist

Due Date	Task
October 23	Submit Jot Form with Team Travel Information Team Travel Form
October 23	Complete & Submit Team Tent Form (if applicable)
	Read and understand the medical section of this manual and act if needed
	Read and understand the weather, drug-testing, uniforms, logo and misconduct policies
October 19	Entries Open on Direct Athletics – 8AM
Noevmber 8	Entries Close on Direct Athletics – 11:59 PM
November 10 school fine	Late Entries Close on Direct Athletics – 5PM – subject to
November 11	Virtual Coaches Meeting 11AM – *Link will be sent out prior to call*
November 15	Make any desired roster changes for national championships on DirectAthletics no later than 11:59 p.m. Nov. 15. **If no changes to the roster NO ACTION IS REQUIRED to be considered for selection to the national championships.**
	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 – Team Tent Order Form

Tent & Heater Rental Order Form

Team:

Point of contact name:

Point of contact phone number:

Point of contact email address:

Items Available for Rent

Item **Only one tent may be selected**		Quantity / Selection
20x20 Tent with sides (installed)	$600.00	Yes No
10x20 Tent with sides (installed)	$400.00	Yes No
8'x30" Tables	$15 each	
Brown Contour Chairs	$2.00 each	
Heat for Tent (includes labor, power and fuel)	$365.00	Yes No

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Contact Information:

Emily Lenneman
American Rentals, Inc.
517-321-1110
Emilym@wereintents.com

All forms to be emailed directly to Emily to receive quote and confirm details.

* *Tent/Tables/Chairs to be ordered by 10/23/2026* * *
* *Heaters to be ordered/confirmed by 11/6/2026* * *