



Regional Participant Manual

November 12, 2011

Hosted by

St. Lawrence University

Canton, NY

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Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Meet Director	Mike Howard Associate AD Director of MW XC/Track and Field Head Women's XC Coach mhoward@stlawu.edu	WORK: 315-229-5883 CELL: 315-854-2014 FAX: 315-229-5589
Associate Meet Director	John Newman Head Men's XC/Track and Field Coach jnewman@stlawu.edu	WORK: 315-229-5779 CELL: 315-244-0692 FAX: 315-229-5589
NCAA Division III Men's and Women's Track and Field Chair	Will Freeman Head Track and Field Coach Grinnell College freemanw@grinnell.edu	WORK: 641/269-3812 CELL: 641/821-8628 FAX: 641/269-3818
NCAA Championships Manager	Holly Sheilley Ass't. Director of Championships NCAA hsheilley@ncaa.org	WORK: 317/917-6503 CELL: 317/966-0489 FAX: 317/917-6237
Director of Athletics	Margie Strait Director of Athletics mstrait@stlawu.edu	WORK: 315-229-5418
Associate AD/Business and Facilities	Randolph W. LaBrake Associate AD/Business and Facilities rlabrake@stlawu.edu	WORK: 315-229-5466
Local Media Coordinator	Joe Keniston Sports Information Director jkeniston@stlawu.edu	WORK: 315-229-5986
On-Site Athletic Trainer	Ryan Degon Head Athletic Trainer rdegon@stlawu.edu	WORK: 315-229-5411

2011-12 DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE

<p style="text-align: center;">Atlantic</p> <p>Kate Curran <i>Indoor Track and Field Liaison</i> Head Track and Field Coach St. Lawrence University Augsbury Center Canton, New York 13617 Office: 315/229-5813 Fax: 315/229-5589 Cell: TBD E-mail: mcurran@stlawu.edu Term expires: September 2015</p>	<p style="text-align: center;">Central</p> <p>Will Freeman <i>Chair</i> Head Track and Field Coach Grinnell College 1118 10th Avenue Grinnell, Iowa 50112 Office: 641/269-3812 Fax: 641/269-3818 Cell: 641/821-8628 E-mail: freemanw@grinnell.edu Term expires: September 2012</p>	<p style="text-align: center;">Great Lakes</p> <p>Paul Sargent <i>Indoor Track and Field Liaison</i> Head Cross Country and Track and Field Coach Franklin College 101 Branigin Boulevard Franklin, Indiana 46131 Office: 317/738-8037 Fax: 317/738-8248 Cell: TBD E-mail: psargent@franklincollege.edu Term expires: September 2015</p>
<p style="text-align: center;">Midwest</p> <p>Chris Bayless <i>Rules Liaison</i> Head M/W Track and Field/ Cross Country Coach Ursinus College P.O. Box 1000 Overnight: 601 East Main Street Collegeville, Pennsylvania 19426 Office: 610/409-3457 Fax: 610/409-3620 Cell: 484/941-1952 E-mail: cbayless@ursinus.edu Term expires: September 2013</p>	<p style="text-align: center;">Midwest</p> <p>Mahesh Narayanan <i>Outdoor Track and Field Liaison</i> Head Women's Cross Country/Assistant Women's Track and Field Coach North Central College 450 South Brainard Street, cm#286 Naperville, Illinois 60540 Office: 630/637-5525 Fax: 630/637-5528 Cell: TBD E-mail: mahesh@noctrl.edu Term expires: September 2015</p>	<p style="text-align: center;">New England</p> <p>Jon Hird <i>Cross Country Liaison</i> Head Cross Country/ Asst. Track and Field Coach University of Massachusetts, Dartmouth 285 Old Westport Road North Dartmouth, Massachusetts 02747 Office: 508/999-8725 Fax: 508/999-8867 Cell: 401/580-1670 E-mail: jhird@umassd.edu Term expires: September 2013</p>
<p style="text-align: center;">South/Southeast</p> <p>Barbara Crousen <i>Outdoor Track and Field Liaison</i> Head Track and Field Coach/SWA McMurry University McM 188 Overnight: McM Station 188 Abilene, Texas 79697 Office: 325/793-4646 Fax: 325/793-4659 Cell: 325/829-4925 E-mail: bcrousen@mcm.edu Term expires: September 2012</p>	<p style="text-align: center;">West</p> <p>John Goldhammer <i>Cross Country Liaison</i> Head Cross Country/ Asst. Track and Field Coach/Assoc. AD Claremont Mudd-Scripps 500 E. Ninth Street Claremont, California 91711 Office: 909/607-3564 Fax: 909/621-8848 Cell: N/A Email: jgoldhammer@cmc.edu Term expires: September 2014</p>	<p style="text-align: center;">Secretary Rules Editor</p> <p>Bob Podkaminer Owner Tournament Specialist, Inc. P.O. Box 9221 Santa Rosa, California 95405 Fax: 707/545-1791 Cell: 707/545-1781 E-mail: rpodkam@aol.com</p>

SCHEDULE OF EVENTS

(All Times Are Eastern Standard Time)

Friday, November 11

- | | |
|-------------------|--|
| 11 a.m. - 4 p.m. | Course inspection/practice.
Weather permitting. |
| 5 p.m.- 6:30 p.m. | Packet pickup.
Newell Field House Atrium |
| 6:30 p.m. | Mandatory coaches meeting.
Newell Field House Multi-Purpose Room |

Saturday, November 12

- | | |
|------------|--|
| 9 a.m. | Course opens to competitors.
Please call 610-715-2266 for frost warning or severe weather updates on race day if needed. |
| 10:30 a.m. | First gun fired (indicating 30 minutes to start). |
| 10:35 a.m. | National Anthem. |
| 10:40 a.m. | Second gun fired (20 minutes to start).
Women's competitors must report to assigned boxes.
Begin clerking procedure. |
| 10:50 a.m. | Third gun fired (10 minutes to start). |
| 11 a.m. | Women's 6K championship race. |
| 11:30 a.m. | First gun fired (30 minutes to start). |
| 11:40 a.m. | Second gun fired (20 minutes to start).
Men's competitors must report to assigned boxes.
Begin clerking procedure. |
| 11:50 a.m. | Third gun fired (10 minutes to start). |
| Noon | Men's 8K championship race. |

ACCOMODATIONS

The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

Headquarter Hotel: Best Western University Inn, Canton, NY, 13617 315-386-8522

<http://bestwesternnewyork.com/canton-hotels>

Other Hotels and Restaurants in the Area:

<http://www.stlawu.edu/admis/where.html>

<http://northcountryguide.com/Visiting/Lodging/St-Lawrence-Hotels-and-Motels>

COURSE DIAGRAMS/INFORMATION

Maps, campus information and race preview are available at the following link:

<http://www.stlawu.edu/campusmap/>

Men's and women's course map:

<http://www.stlawu.edu/athletics/sites/stlawu.edu.athletics/files/8000m-mcourse.pdf>

<http://www.stlawu.edu/athletics/sites/stlawu.edu.athletics/files/6000m-wcourse.pdf>

DRESSING ROOMS

Locker Rooms and showers will be available on a limited basis in the lower level of the Augsburg/Newell Field House athletic complex. Student- Athletes should bring their own towels and locks.

DRUG TESTING

Please see 2011 NCAA Division III Cross Country Championship Handbook for information.

ENTRY PROCEDURES

Coaches will be allowed to submit a maximum of 10 student-athletes on the entry form. Regional entries are due by 5 p.m. local time the Sunday prior to the regional championships by online submission to DirectAthletics. Only the 10 student-athletes listed on the entry form may compete in the regional and/or national championships meets. Coaches will not be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. 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. Institutions submitting late entries are subject to a fine. Each institution should print a copy of its entry forms to hand carry to the regional and national sites.

Entries will be posted at <http://www.stlawu.edu/athletics/node/7588> by 5 p.m. local time on Monday, November 7. Entries received after deadline (up until 5 p.m. local time on Tuesday, November 8) must be approved by the NCAA regional site representative/committee. A late fine will be assessed (\$100 per team/per gender). No entries will be received after this deadline.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further declaration to compete is needed. If a team or individual chooses not to compete for whatever reason including medical, they must notify the NCAA committee by 9 p.m. Sunday, November 13 EST. 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 not participate.

Please follow instructions below to complete your entries for the regional/national championship.).

Please note: If you already have a DirectAthletics account for your team, you should login at www.directathletics.com and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DA meets. If you know you have an account but have forgotten your username/password, you can click the "I forgot my password" link in the login box.

STEP 1—Creating a DirectAthletics Account

If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:

1. Go to www.directathletics.com/ncaa.html.
2. On the right side (in the New Account Creation box), select your division.
3. Select your team, choosing only what genders you are submitting entries for. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.
4. Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account [i.e., Texas (Men)]. If you have a men’s and women’s account, it will usually default to men first.
5. Follow Step 2 below to enter your roster.

STEP 2—Setting Up Your Online Roster

Before submitting your entries for the championships, you must first add all attending student-athletes to your DirectAthletics roster:

1. On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”
2. Select the number of student-athletes you wish to enter. You can always add more later.

3. Enter your student-athletes' first names, last names and school years and click "Submit". Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)
4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

STEP 3--Submitting Your Roster/Entries

Once your student-athletes are added to your roster, you must submit your roster to the NCAA Division III Championships.

1. Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division III Championships.
2. Check off the box for each student-athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the "Add New Entry" box.
3. When you have completed your entries, click "Submit". You **MUST** click "Submit" to submit your entries.
4. You will see your current, submitted entries on the "View Entries" page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the "View Entries" page. An Email Confirmation will be sent to the email address in your account.
5. At any time before the entry deadline, you may edit your entries by clicking the "Edit Entries" link next to the meet in the HOME tab.

Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender (i.e., McMurry (Women)) from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.

REMINDER: It is the coach's responsibility to inform the track and field committee immediately if for some reason a student-athlete entered and selected to compete in any national competition cannot compete.

FINAL DECLARATION: Student-athletes must check in with the clerks at their assigned box 20 minutes prior to the start of their race.

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, they will compete as individuals.

EVACUATION/SEVERE WEATHER PLAN

Lightning Policy. Following NCAA protocol, we will be using WeatherSentry online lightning detection and weather monitoring system. Once lightning enters the 30 mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters an 8 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. If the need should arise, please seek shelter in the most immediate location. Outdoor shelters will be available in the form of three large tents near the start/finish area. For severe wind or rain, please use these locations. For severe storms or in the event of a tornado please utilize the Augsburg/Newell Field Houses which are located approximately 400 meters from the start area.

Severe Weather Policy for 2011 NCAA Cross Country Regional 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 and / or heavy snow):

1. The meet director and NCAA track and field committee will monitor the weather during the week and morning of the championships.
2. A central information location and/or phone number to call for information on delays and/or postponement to the following day. Then the host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number 610-715-2266 will be placed in the information with the coaches' packets and on the meet website.
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 regards to the policies toward competition on Sunday 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 committee would recommend the following:

Men's 8,000 meter - If competition is suspended before the 3,000 meters 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.

Women's 6,000 meter - If competition is suspended before the 2,000 meters 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.

5. If necessary, competition may be postponed until Sunday, per NCAA policy, with competition not starting prior to Noon. This information must be communicated with all involved institutions.
6. If the meet is postponed to Sunday because of severe weather, the following time schedule **may be** used.

1 p.m. Men's 8,000 meter race.

2 p.m. Women's 6,000 meter race.

- ** 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.

FINISH LINE PROCEDURES

Leone Timing Inc. will be responsible the chip timing and results.

The order of finish will be verified with Finish lynx system. Two Lynx cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats will be used on the course at select marks.

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 as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Coaches and fans can wait for runners outside of the finish. After runners leave the area, they will need to remove their chips, and get them to the coach as soon as possible. Coaches should collect their chips and return them to the results pick up area.

MANDATORY MEETING

Coaches are required to attend the mandatory coaches meeting on Friday, November 11 at 6:30 p.m. EST in the Newell Field House Multipurpose room. Prior to the meeting starting coaches may pick up their packets. Directions to meeting and packet pick up can be found here;

<http://www.stlawu.edu/campusmap/>

MERCHANDISE/PROGRAMS

Merchandise and programs will be available for purchase from 1pm-5pm on Friday at the course and on Saturday from 9 a.m. through the conclusion of the second race.

PACKET PICKUP

Packets will be available Friday, November 11, from 5:00pm- 6:30pm in the Newell Field House Atrium.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course. Coaches with outstanding fines will not receive their packets until the fine is paid.

PRACTICE SCHEDULE

Practice access to the course is limited to Friday and the day of competition, weather permitting. The course will be available November 11, from 11 a.m. - 4 p.m. The course will be open at 8 a.m. the morning of the race unless there is frost on the ground.

**Please call 610-715-2266 on race day before leaving for the course for frost warning or severe weather updates if necessary.

PROTESTS

A protest/appeals tent 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 NCAA committee's ruling and explanation will be posted along with the results of the race. NEW! The protest period now does not begin until the results of the last race have been posted.

RESULTS

Each coach will receive one copy of the official results. Results will also be posted on NCAA website (NCAA.com). Coaches will pick these up at Awards Ceremony in Newell Field House.

SPORTS INFORMATION

Results.

- Via the Internet - **NCAA.com** is where results can be found after the completion of each race.
- At the meet - members of the media and coaching staffs (with ticket) may pick up results after each race at the awards luncheon.
- Contact Joe Keniston, Sports Information Director for more information at jkeniston@stlawu.edu.

SPORTS MEDICINE

The training room is located on the lower level of the Newell Athletic Complex. The training room is equipped with hydroculators, whirlpools, e-stim, ultrasound, etc.... There will also be a training area set up on the course Saturday. If you have any special needs, please Ryan Degon, Head Athletic Trainer at 315-229- 5411 or by email at rdegon@stlawu.edu.

Training Room Hours:

Friday, November 11	9am-6pm.
Saturday, November 12	Beginning at 8am.

The training room is located on the lower level of the Newell Athletic Complex.

Trainers on course:

Friday, November 11	9 a.m. - 6 p.m.
Saturday, November 12	Beginning at 8 a.m.

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

TRANSPORTATION

All transportation needs will be the responsibility of the participating team.

Directions to Course.

The Ronald C. Hoffmann Cross-Country Course is located directly behind the athletic complex. Driving directions to campus can be <http://www.stlawu.edu/campusmap/>

UNIFORMS

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships. Uniforms for all cross country team members must meet the following criteria: (1) School-issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable. Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waist band when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Logos. 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 2.25 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). 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 restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 21/4 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 during the conduct of competition, which includes prerace or post race 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.

http://documentcenter.ncaa.org/cc/champs/CT/CrossCountryMWDIII/DocsCrossCountryMWDIII/2011_DIII_C_Regional_Participant_Manual_072811_HS_Img.doc