



**2008 DIVISION III  
MEN'S AND WOMEN'S  
CROSS COUNTRY  
CHAMPIONSHIPS HANDBOOK**

Updated 10/14/2008



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## Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, five are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in the Appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.

## Men's and Women's Cross Country Championships Information

### Important Dates

**Monday, October 13**—Deadline for receipt of regional information from regional sites to sponsoring institutions.

**Sunday, November 9**—Deadline for receipt of entry via the Direct Athletics system -<http://www.directathletics.com/ncaa> by 5 p.m. local host time.

Deadline for coaches to submit "team information form" (Appendix B) to the NCAA ([jawilliams@ncaa.org](mailto:jawilliams@ncaa.org)).

**Monday, November 10** - Each regional host will post preliminary entry lists by 5 p.m. local time on the respective regional website.

**Tuesday, November 11** - Late entries and corrections must be submitted online to Direct Athletics by 5 p.m. Late entries and corrections are subject to a \$100 fine per team and gender and must be approved by the games committee. No further regional entries will be accepted after this deadline.

**Saturday, November 15** — Regional qualifying meets.

**Sunday, November 16** -

3 p.m. - Championships fields posted on [www.ncaa.com](http://www.ncaa.com) and the championships meet website.

3 - 9 p.m. ET - Championships entry period to be completed through Direct Athletics at: <http://www.directathletics.com/ncaa.html>.

9:01 p.m. ET - Entries considered late but may be considered with a \$100 fine per team and gender up until 11 p.m. ET.

**Saturday, November 22** — Championships finals at the L.S. Ayres Complex in Hanover, Indiana, hosted by Hanover College. The men's race will begin at 11 a.m. ET and the women's race will begin at Noon ET.

# General Administration

## Date Formula

The Division III Men's and Women's Cross Country Championships will be held the Saturday prior to Thanksgiving. The regional qualifying meets will be held the Saturday prior to the championships.

## Dates and Sites

*[Reference: Bylaw 31.1.3 in the NCAA Manual.]*

Regionals—Saturday, November 15. The sites of the regional qualifying meets, along with the names, telephone numbers and e-mail addresses of the meet directors, are:

### Atlantic

Host: St. Lawrence University  
Site: Ronald C. Hoffman Cross Country Course  
City, State: Canton, New York  
Tournament Director: Michael Howard  
Phone: 315/229-5883  
Email: mhoward@stlawu.edu

### Central

Host: Grinnell College  
Site: Oakland Acres Golf Club  
City, State: Oakland Acres, Iowa  
Tournament Director: Nick Voss/Evelyn Freeman  
Phone: 641/821-9035  
Email: vossnich@grinnell.edu/freemane@grinnell.edu

### Great Lakes

Host: Otterbein College  
Site: Otterbein College  
City, State: Westerville, Ohio  
Tournament Director: Dick Reynolds  
Phone: 614/823-3518  
Email: rreynolds@otterbein.edu

### Midwest

Host: Augustana College (Illinois)  
Site: Saukie Golf Course  
City, State: Rock Island, Illinois  
Tournament Director: Paul Olsen; Frederic Whiteside  
Phone: 309/794-7257; 309/794-7254  
Email: paulolsen@augustana.edu; fredericwhiteside@augustana.edu

### Mideast

Host: Waynesburg University  
Site: Green County Airport  
City, State: Waynesburg, Pennsylvania  
Tournament Director: Blair Zimmerman  
Phone: 724/852-3438  
Email: bzimmern@waynesburg.edu

### New England

Host: Williams College  
Site: Mt. Greylock High School  
City, State: Williamstown, Massachusetts  
Tournament Director: Donne Brooks  
Phone: 413/597-4834  
Email: dbrooks@williams.edu

### South/Southeast

Host: Texas Lutheran University  
Site: Texas Lutheran University  
City, State: Seguin, Texas  
Tournament Director: Patrick Zarate  
Phone: 830/372-6308  
Email: pzarate@tlu.edu

### West

Host: Willamette University  
Site: Bush Park/McCulloch Stadium  
City, State: Salem, Oregon  
Tournament Director: Dr. R. Skip Kenitzer  
Phone: 503/399-6257  
Email: skenitze@willamette.edu

Finals - Saturday, November 22

Host: Hanover College  
Site: Hanover College  
City, State: Hanover, Indiana  
Tournament Director: Josh Payne  
Phone: 815/866-7383  
Email: payne@hanover.edu  
Website: www.hanover.edu

The men's championships will start at 11 a.m., and the women's championships will start at noon (Eastern Time).

### 2008 Site Information

Finals – Saturday, November 22. Hanover College, Hanover, Indiana, L.S. Ayres Complex.

### 2009 Site Information

Finals – Saturday, November 21. Baldwin-Wallace College, Cleveland, Ohio.

### Future Hosts

If you are interested in hosting cross country regionals or nationals, bid materials must be submitted to John Williams, director of championships, by the following dates:

Regionals – June 1, one year prior

Nationals – November 1, two years prior

Please refer to the NCAA Web site (<http://www.ncaa.org/wps/ncaa?ContentID=888>) for a bid packet and hosting information.

### Sports Committees

[Reference: Administration and Management in the Division III General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The Division I, Division II and Division III Men's and Women's Cross Country Championships are under the control, direction and supervision of the NCAA Men's and Women's Track and Field Committee. Robert Podkaminer, serves as the secretary-rules editor. Divisional subcommittees supervise their respective championships.

### Division III Men's and Women's Track and Field Subcommittee

#### Representing men's cross country:

Will Freeman, Grinnell College  
Jon Cutright, Juniata College  
Malcolm Dunn, Whitman College  
Chuck Wilcoxon, Principia College

#### Representing women's cross country:

Jennifer Potter, Ithaca College  
Ned Bishop, Connecticut College  
Barbara Crousen, McMurry University  
Kris Boey, Ohio Wesleyan University

For additional information about the 2008 NCAA Division III Men's and Women's Cross Country Championships, contact:

John Williams  
Director of Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317/917-6222  
Fax: 317/917-6237  
e-mail: [jawilliams@ncaa.org](mailto:jawilliams@ncaa.org)

Jon Cutright  
Chair of the Division III subcommittee  
Head Cross Country/Track and Field  
Coach  
Juniata College  
1700 Moore Street  
Huntingdon, Pennsylvania 16652  
Phone: 814/641-3520  
Fax: 814/641-3508  
e-mail: [cutrigj@juniata.edu](mailto:cutrigj@juniata.edu)

### Annual Forms

**Entry Form.** The regional instructions and link to the online entry system will be posted at each regional website and emailed out by the regional host to the head cross country coach at all member institutions that sponsor intercollegiate cross country. The regional entry form must be submitted via Direct Athletics ([www.directathletics.com/ncaa](http://www.directathletics.com/ncaa)) through the appropriate regional meet by Sunday, November 9 (5 p.m., local host time). Also it is required that all teams under consideration for championships selection must complete the "team information form" and submit to John Williams at the national office by 5 p.m. local time November 9.

National entry forms will not be distributed at the regional sites. National entries must be made online for individuals and teams via Direct Athletics. Instructions and the link will be posted on the national championships site and will be emailed to each participating head coach following the selection announcement. The entry period is 3 - 9 p.m. ET Sunday, November 16.

[Reference: Participation Procedures (page 11) in this handbook.]

**Expense Reimbursement Form.** Expense forms with instructions will be available on the NCAA Web site ([www.ncaa.org/sportsfront.html](http://www.ncaa.org/sportsfront.html)). From that page, click Cross Country. Forms can be mailed to the director of athletics of each competing institution, if they are unable to be accessed via the Web site. Please contact the travel department at the national office (317/917-6757; e-mail: [travel@ncaa.org](mailto:travel@ncaa.org)) to receive hard copies of the form. Completed forms must be received at the NCAA national office within 30 days of the day of competition.

[Reference: Squad Size (page 18) in this handbook and Per Diem in the Division III General Section, and Bylaw 31.4.6 in the NCAA Manual.]

**Financial Report Form.** A financial report from each championships site must be submitted to the NCAA not later than 60 days after the conclusion of the competition. Host institutions will be sent the forms before the championships.

[Reference: Bylaw 31.4 in the NCAA Manual.]

**Future Championships.** Institutions and/or host agencies interested in bidding for future men's and women's cross country championships should contact John Williams (317/917-6316) at the national office. Please refer to the NCAA Web site (<http://www.ncaa.org/wps/ncaa?ContentID=888>) for a bid packet and hosting information.

# Determination of Competing Institutions

## Qualifying Procedures

To be eligible to participate in the 2008 NCAA Division III Men's and Women's Cross Country Championships, teams and individuals must qualify in their respective NCAA regions. [Note: Conference or open meets may not be conducted in conjunction with NCAA regional qualifying meets.]

Teams (32 per gender) will be selected in the following manner:

- 16 teams will automatically qualify (two per region);
- 16 at-large teams will be selected by the committee to be determined using the criteria listed below;
- Only the top five teams in each regional will be considered; and
- Regional performance/place is the primary piece of the criteria, as a team cannot be selected to the championships over a team if it finished behind at its respective regional.

The selection criteria below (not listed in preferential order) will be considered to select the at-large teams:

- Regional place/performance;
- Late-season performance (a team's last three regular-season meets prior to regionals that meet following criteria will be used during the selection process):
  - A team runs at least three of its student-athletes who will compete for their institution at regionals.
    - The race length must be at least 5 kilometers or 3 miles for the women and 6 kilometers or 4 miles for the men.
    - The meet must be scored in accordance with the scoring procedures in the NCAA Men's and Women's Cross Country/Track and Field Rules book.
- Head-to-head competition with teams already in the championships field and other potential at-large teams using late-season performance comparisons;
- Common opponents using late-season performance comparisons;
- Regional meet results – point gap for places of a team's finish and total team score versus the team that placed ahead of them and behind them; and
- Late-season meet results - point gap for places of a team's finish versus the team that placed ahead of and behind it.

Individuals (56 per gender) will be selected in the following manner:

- 56 Individuals will automatically qualify (seven per region)
- Remove the team championship qualifiers from regionals and renumber the remaining individuals (not with a qualifying team) to determine the individual national qualifiers.

Total Competitors (per gender)		
32 teams of seven competitors each	=	224
Individuals	=	56
Total	=	280

## Ties

Ties in regional qualifying meets in team competition shall be broken for the purpose of advancement to the championships finals by comparing the place finish of each team member 1-5 versus their respective competitors on the opposing team (Team A's first finisher vs. Team B's first finisher, etc.). The winner is the team winning the majority (best of five) of the comparisons.

If more than two teams are tied, the criteria is applied in the same sequence until only one team remains. If the tie cannot be broken using the five-point system, the average time of each team's top five finishers will be used.

## Participation Procedures (Mandatory)

[Reference: Annual Forms (page 9) in this handbook.]

**Coaches Meeting.** Coaches participating in regional competitions are required to attend a meeting the evening before the competition. Coaches not in attendance are subject to a fine of \$100 per school. Attendance at the regional meetings will be taken. Check-in time is 15 minutes before the start of the meeting.

Note: Any coach not checked in by the start of the meeting will be fined.

**Regionals Entry Form.** Any 10 competitors may be listed, of which seven may participate in the regional qualifying meets. Regional entries must be submitted online through Direct Athletics at: <http://www.directathletics.com/ncaa.html> by 5 p.m. (local host time), Sunday, November 9. Regional meet directors will post instructions on entry submission on their respective regional meet websites. Final declarations will constitute seven of the 10 student-athletes listed on the entry form who report to the starting line.

**Nationals Entry.** Any 10 competitors may be listed from schools that qualified as a team; these competitors need not have competed at the regional qualifying meets. Team rosters and individual qualifiers must be submitted online through Direct Athletics at: <http://www.directathletics.com/ncaa.html>. The entry period is 3 - 9 p.m. (ET) Sunday, November 16. Only seven of the 10 student-athletes listed on the national entry form may report to the starting line.

**Late Entry Forms.** Any late entry forms must be approved by the games committee. If approved, a \$100 fine per team and gender may be assessed. A letter indicating the circumstances for which the fine(s) was imposed will be sent to the institution's director of athletics.

*[Reference: Financial Penalty in the Division III General Section.]*

Unavailability to Compete. Coaches must immediately notify the track and field committee if any declared athlete is unable to compete at the championships. Failure to do so will constitute misconduct and penalties may be imposed.

**Regionals Packet Pick-Up.** Procedures will be determined by the meet director and included in the pre-meet information emailed out and posted on the meet website. Packets can be picked up only by the participating institution.

**Nationals Packet Pick-Up.** Packet pick-up at the nationals site will occur between Noon - 3 p.m. (local host time) Friday, November 21. Location and directions for packet pick-up may be found in the championships participant manual. Packets can be picked up only by the participating institution and once all fines are paid.

### **Certification of Eligibility/Availability**

*[Reference: Certification of Eligibility/Availability in the Division III General Section and Bylaws 3.2.4, 12, 13, 14, 15, 16 and 31.2.1.7 in the NCAA Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

If a student-athlete is determined to be ineligible for the cross country championships, the championships liaison must be notified before November 1.

## **Instructions to Participants**

### **Adjusted Place Standings**

*[Reference: Bylaw 31.2.2.4-(a) in the NCAA Manual.]*

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association. Further, the placement of other competitors shall be altered and awards presented accordingly.

### **Audio Coverage (Radio and Internet)**

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

### **Awards**

*[Reference: Awards in the Division III General Section and Bylaw 31.1.11 in the NCAA Manual.]*

Official NCAA awards will be presented to the first 15 finishers in each of the division championships. First-, second-, third- and fourth-place team trophies and eight individual awards for first-, second-, third- and fourth-place teams will be awarded in each of the championships. Participation medallions will be provided to all student-athletes competing or in uniform in the championships. These medallions will be sent to the institution's director of athletics following the championships.

### **Drug Testing**

*[Reference: Drug Testing in the Division III General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]*

Student-athletes competing in the championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### **Lodging**

The host institution will be responsible for advising participating institutions of available hotel accommodations at the site of the championships. Each competing institution is responsible for making its own room reservations.

### **Media Arrangements**

*[Reference: Programs (page 22) in this handbook.]*

Media Credentials. Requests for working media credentials shall be directed to the championships' host media coordinator. The NCAA shall control the issuance of media

credentials for each championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site. These conditions must be approved before the competition by the NCAA.

**Microphones.** The placement of microphones on a team coach or student-athletes is prohibited.

**Postcompetition Interviews.** Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a team concludes competition), an interview area will open to all certified members of the news media; all coaches and student-athletes must be made available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sports committee.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championships and must report to the interview area immediately after the 10-minute cooling-off period. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championships.

## Meetings

*[Reference: Misconduct in the Division III General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Manual.]*

A mandatory meeting for head coaches, or their representatives, of all competing teams and individuals will be conducted at the competition site before the regional championships. The provisions of NCAA Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct, as well as other pertinent information regarding the championships, will be presented.

## Merchandise

Teams participating in NCAA regional championships will have the opportunity to preorder preliminary-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. Teams will receive instructions for placing orders. All orders will be shipped directly to the institution the week after preliminary-round competition. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 888/745-3058.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

## Officials

For the 2008 NCAA Men’s and Women’s Cross Country Championships, a referee and starter will be hired. The referee will receive a fee of \$100 in addition to ground transportation (51 cents per mile, round trip), local transportation not included, and per diem. The referee for the division championships must be approved by the division representatives on the NCAA Men’s and Women’s Track and Field Committee. The starter will receive a \$30 honorarium per race. No allowance for travel or per diem is permitted.

**Travel/Per Diem.** Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or 51 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short’s Travel, 866/655-9215.

Hotel expenses (excluding incidentals) for the officials named above who are required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. The referee will also receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure.

**Policies.** A sports or games committee may not require membership in any specific officials association as a prerequisite for selection to officiate in an NCAA meet. Officials shall be selected and assigned by the sports or games committee, which shall ensure that officials adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

## Practice

Participants will be allowed to practice on the course where the division championships will be conducted. The host institution will inform participants of practice times. In the event of inclement weather, a practice area will be available.

## Programs

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

### Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

### Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG College will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

### Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the

event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

### Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
  - a. Contracts
    - i. Upon site selections, all contracts are e-mailed to each site representative
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)

- iii. An IMG College representative will track the return of all signed vending contracts to IMG College.
- b. Settlement Reports
  - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
  - ii. The vendor will have two weeks to submit payment to IMG College.
  - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
  - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA
  - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
  - vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

## Results

Two copies of the official results of all championships competition (including regional qualifying meets) and two copies of the program are to be sent via overnight delivery to the NCAA (NCAA Distribution Center, 1802 Alonzo Watford Sr. Drive, Indianapolis, Indiana 46202, attention John Williams). The sports information director of the host institution is responsible for forwarding the above material immediately after the competition.

## Rules

*[Reference: Bylaw 31.1.6 in the NCAA Manual.]*

Per NCAA Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and are modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

The NCAA Men's and Women's Track and Field/Cross Country Rules will be followed. The men's races will be 8,000 meters at regional and national competitions. The women's races will be 6,000 meters at regional and national competitions.

## Squad Size

*[Reference: Bylaw 31.1.5 in the NCAA Manual.]*

Participating teams are limited to a maximum of seven runners in uniform. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Institutions entering five to seven runners in the regional qualifying meets or national championships must compete as a team. If an institution enters as a team in the regional competition and qualifies for nationals as a team, it must run as a team at nationals. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

## Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

## Tickets

*[Reference: Tickets in the Division III General Section and Bylaw 31.1.11 in the NCAA Manual.]*

The minimum ticket price for the NCAA Men's and Women's Cross Country Championships shall be \$5. A \$2 student ticket with ID card is permissible for students of participating institutions and the host institution of the division championships.

## Training Facilities

Training facilities will be made available to the competing teams by the host institution.

## Transportation

*[Reference: Squad Size (page 18 in this handbook), and Per Diem and Transportation in the Division III General Section.]*

Transportation expenses and per diem (for 2.5 days) will be provided for a maximum of seven participants per team. Transportation and per diem will be provided for one nonathlete for each team selected. Institutions with individuals selected will be reimbursed for one nonathlete. Transportation expenses and per diem shall be paid for the finals competition and not for regional qualifying meets.

Transportation. Teams located within 500 ground miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated on the shortest route through the NCAA Travel Expense System (<https://web1.ncaa.org/TES/exec/login?js=true>). If an institution is eligible to use air transportation, flights must be made through Short's Travel (866/655-9215) in order to receive the NCAA guarantee for air travel.

For more travel information and the reimbursement forms and policies please go online to: <http://www1.ncaa.org/finance/travel/index.html>.

## 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 the identical primary 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 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, 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.

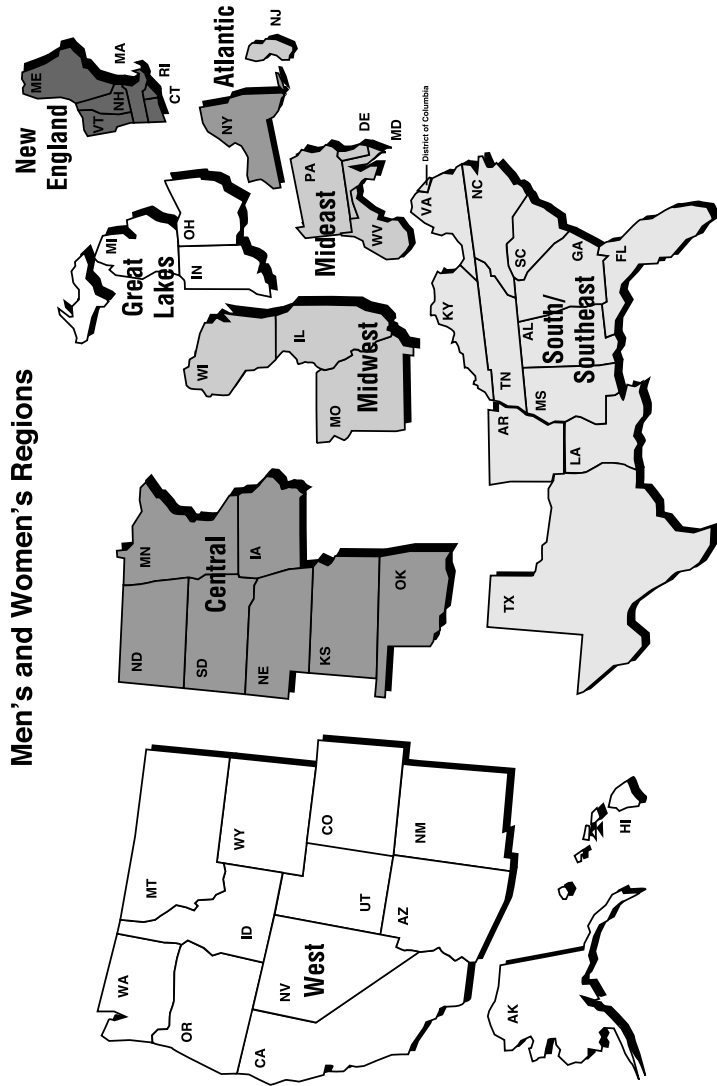
A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4 square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution. These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes prerace or postrace 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.

### **Web sites/Internet**

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

# Appendix A



# Appendix B

## NCAA Division III Men's and Women's Cross Country Team Information Form

Region	
Institution	
Men's or Women's Team	
Coaches' Name	
Coaches' Cell Number	
Coaches' E-mail Address	
Number of Meets on Schedule	
Enter the following information for the last two meets (prior to regionals) on your team's schedule.	
Meet name and date	
Meet Website or Link to Complete Meet Results	
Team Place / # of teams at the meet	
Points scored	
Names of the 7 Student-Athletes that competed at the meet	List the places of each student-athlete

Appendix B continues next page.

Meet Name and Date	
Meet Website or Link to Complete Meet Results	
Team Place / # of teams at the meet	
Points scored	

Name of the 7 Student-Athletes that Competed at the Meet	List the places of each student-athlete

**Return by 5 p.m. (local time), Sunday, November 9 to:**  
**John Williams, Director of Championships**  
**E-mail: [jawilliams@ncaa.org](mailto:jawilliams@ncaa.org)**  
**Fax: 317/917-6237**