



# **Regional Participant Manual**

***November 13, 2010***  
***Hosted by***  
***Willamette University***  
***Salem, Oregon***

## Table of Contents

Meet Personnel .....	3
Division III Men’s and Women’s Track and Field/Cross Country Committee Members ....	4
Schedule of Events .....	5
Accommodations .....	6
Course Diagrams/Information .....	6
Dressing Rooms.....	6
Drug Testing .....	6
Entry Procedures.....	6
Evacuation Severe Weather Plan.....	9
Finish Line Procedures .....	14
Mandatory Meeting.....	11
Merchandise .....	11
Packet Pick-up.....	11
Practice Schedule .....	11
Protest.....	11
Sports Information/Results.....	12
Sports Medicine .....	12
Transportation/Travel Information .....	12
Uniforms .....	12

## Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
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<b>NCAA Division III Men's and Women's Track and Field Chair</b>	Chuck Wilcoxon Head Cross Country/Track and Field Coach Principia College <a href="mailto:chuck.wilcoxon@principia.edu">chuck.wilcoxon@principia.edu</a>	WORK: 618/374-5032 CELL: 618/917-1091 FAX: 618/374-5221
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<b>Local Media Coordinator</b>	Robert McKinney Sports Information Director <a href="mailto:rmckinne@willamette.edu">rmckinne@willamette.edu</a>	WORK: 503/370.6110 CELL: 503/871-2704 FAX: 503-370-6379
<b>On-Site Athletic Trainer</b>	Shane Wibel MPH, ATC Head Athletic Trainer <a href="mailto:swibel@willamette.edu">swibel@willamette.edu</a>	WORK: 503/370.6672 CELL: 503/949-9832 FAX: 503/370-3022

**2010-11 DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE**

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<p style="text-align: center;"><b><i>Mideast</i></b></p> <p><b>Chris Bayless</b> Head M/W Track and Field/ Cross Country Coach Ursinus College P.O. Box 1000 <i>Overnight: 601 East Main Street</i> Collegeville, Pennsylvania 19426 Office: 610/409-3457 Fax: 610/409-3620 Cell: 484/941-1952 E-mail: cbayless@ursinus.edu</p>	<p style="text-align: center;"><b><i>Midwest</i></b></p> <p><b>Chuck Wilcoxon, chair</b> Head Cross Country/ Track and Field Coach Principia College 100 Maybeck Place Elsah, Illinois 62028 Office: 618/374-5032 Fax: 618/374-5221 Cell: 618/917-1091 E-mail: chuck.wilcoxon@principia.edu</p>	<p style="text-align: center;"><b><i>New England</i></b></p> <p><b>Jon Hird</b> 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</p>
<p style="text-align: center;"><b><i>South/Southeast</i></b></p> <p><b>Barbara Crousen</b> Head Track and Field Coach/SWA McMurry University McM 188 <i>Overnight: McM Station 188</i> Abilene, Texas 79697 Office: 325/793-4646 Fax: 325/793-4659 Cell: 325/829-4925 E-mail: crousenb@mcmurryadm.mcm.edu</p>	<p style="text-align: center;"><b><i>West</i></b></p> <p><b>John Goldhammer</b> Head Cross Country/Asst. Track and Field Coach/Assoc. AD Claremont McKenna-Harvey Mudd- Scripps Colleges 500 East 9<sup>th</sup> Street Claremont, California 91711 Office: 909/607-3564 Fax: 909/621-8848 Cell: TBD E-mail: jgoldhammer@cmc.edu</p>	<p style="text-align: center;"><b><i>Secretary Rules Editor</i></b></p> <p><b>Bob Podkaminer</b> Owner Tournament Specialist, Inc. 1859 Happy Valley Road Santa Rosa, California 95409 Fax: 707/545-1791 Cell: 707/545-1781 E-mail: rpodkam@aol.com</p>

## **SCHEDULE OF EVENTS**

*(All Times Are Pacific Standard Time)*

### **Friday, November 12**

- 12 p.m. - 5 p.m.      **Course inspection/practice**  
Weather permitting.
- 7:30p.m. – 8:00 p.m. **Packet pickup**  
Alumni Lounge, McCulloch Stadium. Located above the concession stand
- 8:00 p.m.              **Mandatory coaches meeting**  
Alumni Lounge, McCulloch Stadium. Located above the concession stand

### **Saturday, November 20**

- 9 a.m.                      **Course opens to competitors.**  
Please call 503/370.6898 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).  
Men’s competitors must report to assigned boxes.  
Begin clerking procedure.
- 10:50 a.m.                Third gun fired (10 minutes to start).  
11 a.m.                      **Men’s 8K championship race.**
- 11:30 a.m.                First gun fired (30 minutes to start).  
11:40 a.m.                Second gun fired (20 minutes to start).  
Women’s competitors must report to assigned boxes.  
Begin clerking procedure.
- 11:50 a.m.                Third gun fired (10 minutes to start).  
Noon                        **Women’s 6K championship race.**

## ACCOMODATIONS

### Headquarter Hotel:

Shilo Inn Salem  
304 Market Street NE  
Salem, OR  
Tel: 503.581.4001

Contact Maritheresa Diehl for special team rates.

## COURSE DIAGRAMS/INFORMATION

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

<http://d3xc.com/>

Men's and women's course map:

<http://d3xc.com/>

## DRESSING ROOMS

Dressing rooms are available at Sparks Center on campus (about 1/2 mile from stadium). Please supply your own towels.

## 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 prior to 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 post-event NCAA drug testing will occur at this 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.

**If drug testing is to occur the following format will be used:**

- Number tested: nine men, nine women.

- Test Plan: Top three plus six at random.

## 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 Direct Athletics. 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. 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.

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, 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.

Host should do the following after the entries have posted to Direct Athletics:

1. Download entries from online system.
2. Entries must be posted on regional meet website by 5 p.m. local time on Monday.
3. Entries received after deadline (up until 5 p.m. local time on Tuesday) 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.

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](http://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](http://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, Sunday, November 15 (9 p.m. Eastern), 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., Texas (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.** 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 SkyScan Lightning Detector (portable, electronic) and internet Doppler radar will be used to determine the proximity of storm cells and when to pull teams off of the field. The flash-to-bang method will also be utilized as a visual reference.

To use the flash-to-bang method, begin counting on the lightning flash, and stop counting when the associated thunder is heard. Divide this number (in seconds) by five to determine the distance (in miles) to the lightning flash. For example, if the time in seconds between the lightning being spotted and the thunder being heard is equal to 30, divide that by five, and you get six ( $30/5=6$ ). Therefore, that lightning flash was approximately six miles away from the observer.

If the count is 30 seconds or less, teams must seek shelter immediately. Most teams will be linked by radio to the sports medicine staff. This will be the primary method of communicating the recommendation to move student-athletes out of the weather. For those teams that do not have a radio connection, a member of the sports medicine staff will relay the message to seek shelter. Do not wait for notification. If a storm cell is approaching, take the initiative remove the team and ensure their safety.

**Shelter Locations.** Seek shelter in most immediate building, dependant on individual location. There will be four large tents set up. Two will be at the Start Line, and two will be behind the

Finish Line. For severe thunderstorm or snowstorm activity, these will be the main shelters. The Club House of the Golf course will be the tornado site.

It is the responsibility of the administrator and the ATC to coordinate with officiating crews during home games to determine when play will be halted.

**Resuming Race.** After 30 minutes has elapsed with no further lightning strikes, it is safe to resume race. The SkyScan Lightning Detector and internet Doppler radar can indicate if the storm is still overhead or moving away from the area. Please wait until a member of the sports medicine staff relays that is safe to return to the playing field.

### **Severe Weather Policy for 2010 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, 503/370.6898, 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**

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 12 at 8:00 p.m. PST at McCulloch Stadium's Alumni Lounge. Prior to the meeting starting coaches may pick up their packets.**

## **PACKET PICKUP**

Packets will be available Friday, November 12, at the coaches meeting.

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 12, from 12 p.m. - 5 p.m. The course will be open at 9 a.m. the morning of the race unless there is frost on the ground.

\*\*Please call 503/370.6898 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 the finish line.

## 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 Robert McKinney at Willamette University for more information at [rmckinne@willamette.edu](mailto:rmckinne@willamette.edu).

## SPORTS MEDICINE

The training room is located at the Sparks Center on the Willamette University Campus. There will also be a training area set up on the course Saturday. If you have any special needs, please contact Shane Wibel MPH, ATC at 503/370.6672 or by email at [swibel@willamette.edu](mailto:swibel@willamette.edu).

### Training Room Hours:

Friday, November 12                      1 p.m. to 6 p.m.

The training room is located at the Sparks Center

**Trainers on course:**                      Saturday, November 13                      Beginning at 9 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 grass course is located on the upper west side of Bush's Pasture Park. Driving directions can be found at <http://d3xc.com/>.

## 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.