

PARTICIPANT

2014-15 MANUAL



**2014 CROSS COUNTRY
CHAMPIONSHIPS**
DIVISION I • ALBUQUERQUE, NEW MEXICO
UNIVERSITY OF NEW MEXICO, HOST

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Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Meet Director	Name: Mike Haggerty Title: Assistant AD of Events Email: haggerty@unm.edu	WORK: 505-925-5608 CELL: 505-249-6119 FAX: 505-925-5509
Sports Information Contact	Name: Mike Mulcahy Title: Track & Field Communications Email: mmulcahy@unm.edu	WORK: 505-925-5520 CELL: 505-379-2029 FAX: 505-925-5609
Sports Medicine	Name: Sarah Bair Title: Track & Field Trainer Email: sbair1@unm.edu	WORK: 505-925-5540 CELL: FAX: 505-925-5549



2014-15 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE

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<p>Gina Sperry, Chair Associate Athletic Director University of Rhode Island 212 Mackal Field House Kingston, Rhode Island 02881 Office: 401/874-5277 Email: gsperry@uri.edu</p>	<p>Connie Teaberry Director of Cross Country/Track and Field Northern Illinois University 1525 West Lincoln Highway, 223D Convocation Center DeKalb, Illinois 60115 Office: 815/753-0571 Email: cteaberry@niu.edu</p>	<p>Stephen Walsh Head Track and Field Coach University of Hartford 200 Bloomfield Ave West Hartford, Connecticut 06053 Office: 860/768-5710 Email: stwalsh@hartford.edu</p>
<p>Secretary Rules Editor Bob Podkaminer Owner Tournament Specialist, Inc. P.O. Box 9221 Santa Rosa, California 95405 Fax: 707/545-1791 Cell: 707/545-1781 Email: rpodkam@aol.com</p>	<p>NCAA Jeff Mlynski Assistant Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317/917-6503 Fax: 317/917-6237 Cell: 317/874-7154 Email: jmlynski@ncaa.org</p>	<p>NCAA Molly Simons Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317/917-6785 Fax: 317/917-6237 Email: mipoitevint@ncaa.org</p>

SCHEDULE OF EVENTS

(All Times are Mountain Standard Time)

Thursday, November 13

- 8 a.m. – 5 p.m. **Course inspection/practice.**
Weather permitting.
- 6 p.m. **Packet pickup.**
The Pit Club in The Pit University Arena. Located on the North end of The Pit University Arena (from the Big I go South on I-25, exit at Avenida Cesar Chavez, turn left, heading East. Turn right into the TLC 2 Parking Lot, enter the building in the Northeast corner. (Follow the signs.)
- 6:30 p.m. **Mandatory coaches meeting.**
The Pit Club in The Pit University Arena.
Drinks will be provided.

Friday, November 14

- 8 a.m. **Course opens to competitors.**
- 10:40 a.m. Clerking/Check-in process begins.
- 11:30 a.m. First gun fired (indicating 30 minutes to start).
11:35 a.m. **National Anthem.**
- 11:40 a.m. Second gun fired (20 minutes to start).
Women's competitors must report to assigned boxes.
- 11:50 a.m. Third gun fired (10 minutes to start).
Noon **Women's 6K championship race.**
- 12:30 a.m. First gun fired (30 minutes to start).
12:40 a.m. Second gun fired (20 minutes to start).
Men's competitors must report to assigned boxes.
- 12:50 p.m. Third gun fired (10 minutes to start).
1 p.m. **Men's 10K championship race.**

Immediately following second race, recognition of top runners and teams.

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: Doubletree, 201 Marquette NW, Albuquerque, NM 87102; 505-247-3344

Other Hotels and Restaurants in the Area: See appendix or visit: www.visitalbuquerque.org

COURSE DIAGRAMS/INFORMATION

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

UNM Campus information: www.unm.edu

Race preview information: www.golobos.com

Men's and women's course map:

Men's map link: <https://admin.xosn.com/pdf9/2841907.pdf?>

Women's map link: <https://admin.xosn.com/pdf9/2842007.pdf?>

Combined (men's & women's) map: <https://admin.xosn.com/pdf9/2842008.pdf>

DRESSING ROOMS

There are no locker room facilities located at the course. There will be temporary rest room facilities available.

DRUG TESTING

Please see 2014 NCAA Division I Cross Country Pre-Championship Manual for information.

ENTRY PROCEDURES

Coaches will be allowed to submit a maximum of 15 student-athletes on the entry form. Only the 15 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 15 student-athletes on the entry form should the team qualify for the national championship meet. **Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 6.** Entries received after the deadline (up until 5 p.m. Eastern time on Friday, November 7) must be approved by the NCAA regional site representative/committee. A late fine will be assessed (\$400 per team/per gender). No entries will be received after this deadline. 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. Each institution should print a copy of its entry forms to take to the regional and national sites.

Entries will be posted at www.golobos.com by 5 p.m. local time on Monday, November 10.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further entry is required for the national meet.

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 DirectAthletics 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 the genders for which you are submitting entries. 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 I 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 I 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 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.

DECLARATION: Coaches must declare during packet pickup from the list of student-athletes submitted on their original entry form. The runners declared for the national championships meets may be different than those that competed at the regional meet, but all must have appeared on the original entry form submitted by the November 5 deadline. If an institution declares more than seven student-athletes (i.e. takes an eighth or ninth, etc. set of chips and bibs), those chips and bibs must be returned to meet management no later than 30 minutes prior to the start of the race. Hosts will give specific instructions during the coaches meeting as to where to deliver the extra chip(s) and bib(s).

FINAL DECLARATION: Student-athletes must check in with the clerks at an assigned location up to 80 minutes prior to the start of their race. Teams are permitted to ONLY RUN SEVEN. A team running more than seven will be disqualified and the action will be considered misconduct.

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 within an eight-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: In case of inclement weather participants and fans are to return to their bus, van or vehicle in order to wait.

Severe Weather Policy for 2014 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 (505-925-5500) 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. The games committee at the regional will make their recommendation to the NCAA with the NCAA approving the final plan.
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 10,000 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 Saturday, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.
- ** 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

Two independent Ipico chip systems will be utilized. Each athlete will be issued two chips, one for each of their racing shoes. There will be two sets of mats at the finish line and all runners should be instructed to run past both sets of mats. Two independent Finishlynx systems will be utilized on the finish line and will be used to verify finish order. There will also be an Identilyn timer camera to provide a heads on view of the finish. The Identilyn will be connected to the Finishlynx. A traditional video camera will also record a heads on view of the finish. In addition an official will verbally record (using an audio recorder) bib numbers as the athletes cross the finishline. By utilizing all of the before mentioned systems, multiple redundancy are built into the finish process.

Runners need not maintain their order of finish as they exit the chute. Water and trainers will be available outside of the finish chute area. Coaches and fans can wait for runners outside of the finish area. 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 Thursday, November 13 at 6:30 p.m. Mountain time zone) at The Pit Club; University Arena. Prior to the start of the meeting, coaches may pick up their packets.

Located on the North end of The Pit University Arena (from the Big I go South on I-25, exit at Avenida Cesar Chavez, turn left, heading East. Turn right into the TLC 2 Parking Lot, enter the building in the Northeast corner. (Follow the signs.)

MERCHANDISE

Merchandise will be available for purchase from 10 a.m. to 2 p.m. Thursday at the course and at the course Friday from 9 a.m. through the conclusion of the second race.

PACKET PICKUP

Packets will be available Thursday, November 13, from 6 p.m. through the coaches meeting in the Pit Club in the University Arena.

Located on the North end of The Pit University Arena (from the Big I go South on I-25, exit at Avenida Cesar Chavez, turn left, heading East. Turn right into the TLC 2 Parking Lot, enter the building in the Northeast corner. (Follow the signs.)

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 Thursday and the day of competition, weather permitting. The course will be available Thursday, November 13, from 8 a.m. – 5 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 505-925-5500 on race day before leaving for the course for frost warning or severe weather updates if necessary.

PROTESTS

A protest tent/area 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 head referee's ruling and explanation will be posted along with the results of the race. The 30-minute protest period begins when the results of the last race have been posted. There is a \$50 protest fee (cash only) for each protest. The \$50 fee will be returned should the protest be upheld.

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 Clubhouse at the course.

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.
- Contact Mike Mulcahy at UNM for more information at mmulcahy@unm.edu.

SPORTS MEDICINE

The training room is located at the course. There will also be a training area set up on the course Friday. If you have any special needs, please contact Sarah Bair at 505-925-5540 or by email at sbair1@unm.edu.

Training Room Hours:

Thursday, November 13 8 a.m.-5 p.m.

Friday, November 14 8 a.m. – Noon

The training room is located in the Tow Diehm building at University Stadium.

Trainers on course:

Thursday, November 13

8 a.m. – 5 p.m.

Friday, November 14

Beginning at 8 a.m.

Student-athletes 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.

TENTS

Team tents may be set up around the number one tee box.

Teams may contact Albuquerque Tents at 505-873-6190 or www.albuquerque tents.com.

TRANSPORTATION

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

Directions to Course.

The University of New Mexico North Golf Course is located near the corner of Yale Blvd. and Tucker Rd. on the UNM North Campus.

(from I-25): Take Lomas exit and head east on Lomas Blvd., towards the mountains. Turn left on Yale Blvd. and continue north before turning right on Tucker Rd. The golf course clubhouse and parking lot will be on the left.

(from I-40): Exit I-25 south then take Lomas exit and head east, towards the mountains, on Lomas Blvd. Turn left on Yale Blvd. and continue north before turning right on Tucker Rd. The golf course clubhouse and parking lot will be on the left.

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.

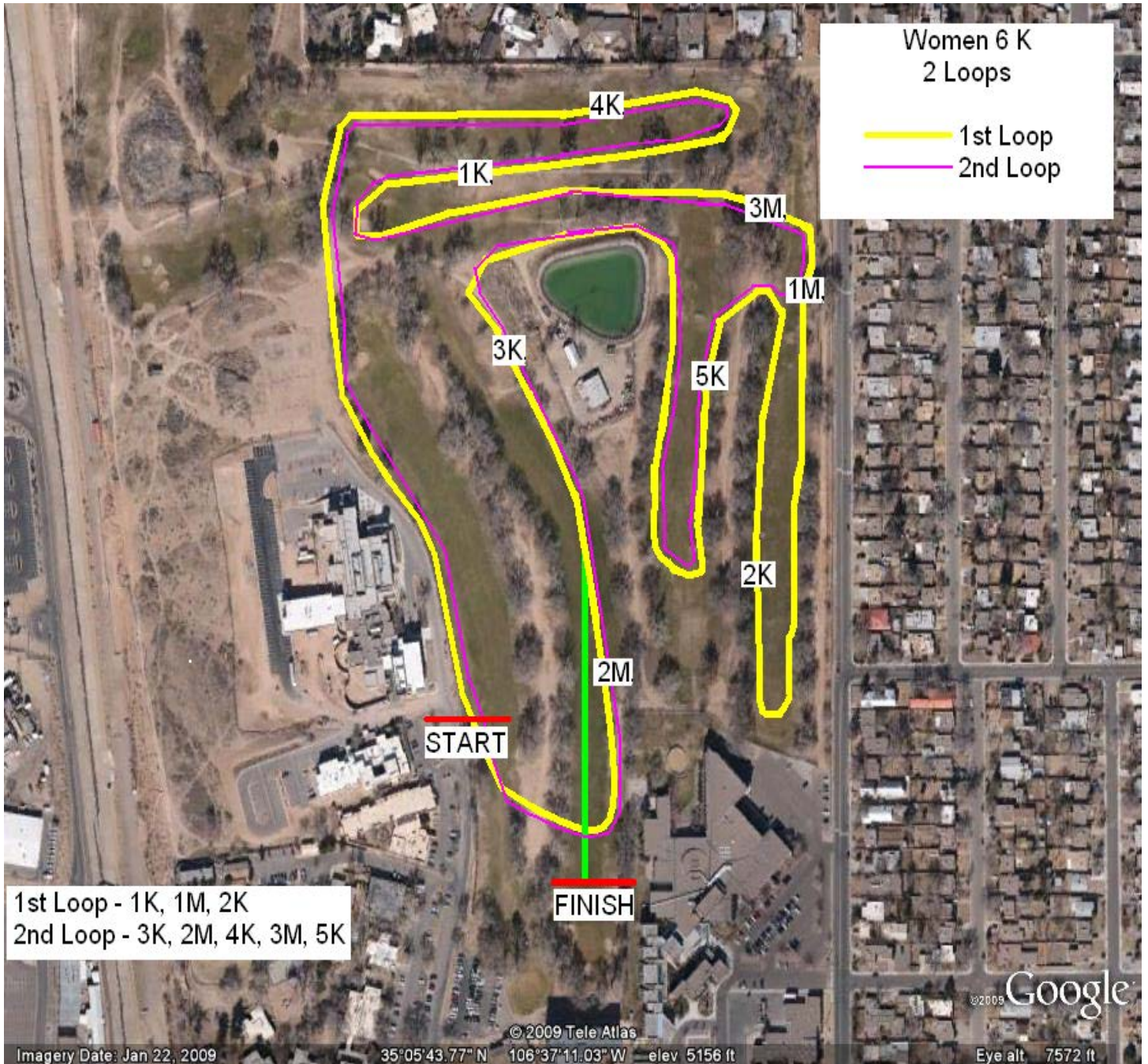
Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2.25 square inches, including 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 2.25 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.

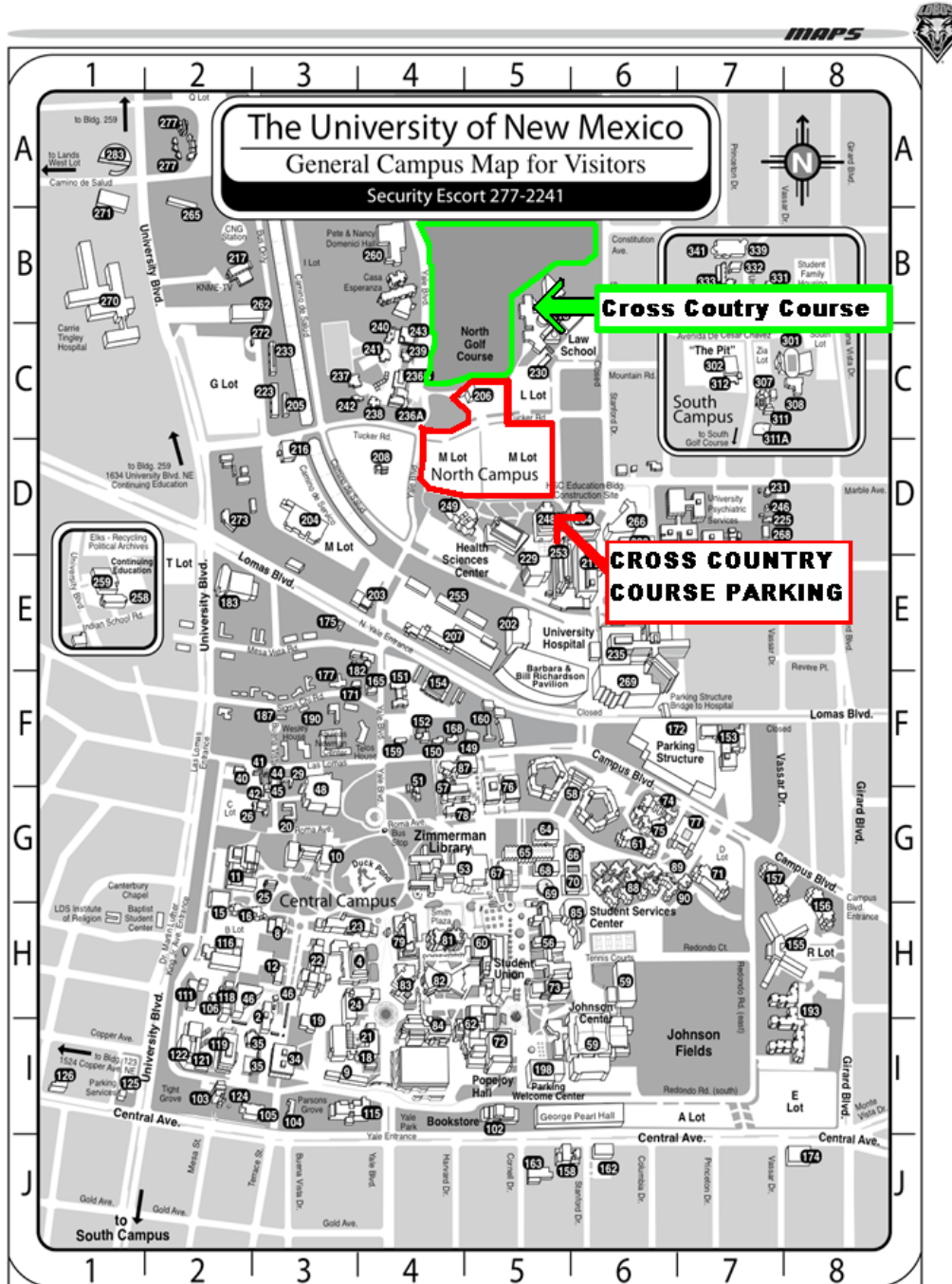
Men's 10K Race Course Map



Women's 6K Race Course Map



Campus Map



APPENDIX

Hotel Information

Albuquerque Marriott
2101 Louisiana Blvd.
Albuquerque, NM 87110
Phone: 505-837-6656

Best Western Airport Albuquerque Inn Suites Hotel
2400 Yale Blvd SE
Albuquerque, NM 87106
Phone: 505-242-7022

Crowne Plaza Albuquerque
1901 University Blvd NE
Albuquerque, NM 87102
Phone: 505-883-6003

Club House Inn & Suites
1315 Menaul Blvd. NE
Albuquerque, NM 87107
Phone: 505-345-0010

Double Tree by Hilton Albuquerque
201 Marquette Ave. NW
Albuquerque, NM 87102
Phone: 505-247-7058

Fairfield Inn & Suites- Town Place Suites
2300 & 2400 Centre Ave SE
Albuquerque, NM 87106
Phone: 505-349-2580
Phone 2: 505-247-1621

Embassy Suites Albuquerque Hotel and Spa
1000 Woodward Pl. NE
Albuquerque, NM 87102
Phone: 505-353-5381

Hotel Cascada, An Urban Resort
2500 Carlisle Blvd. NE
Albuquerque, NM 87110
Phone: 505-888-3311

Hyatt Regency
330 Tijeras Ave NW
Albuquerque, NM 87102
Phone: 505-842-1234

Hampton Inn University Midtown
2300 Carlisle NE
Albuquerque, NM 87110
Phone: 505-837-9300

Heritage Hotels
201 Third St NW, Ste 500
Albuquerque, NM 87102

Phone: 505.944-9026

MCM Elegante Hotel
2020 Menaul NE
Albuquerque, NM 87107
Phone: 505-884-8723

Plaza Inn
900 Medical Arts NE
Albuquerque, NM 87102
Phone: 505-243-5693

Residence Inn Albuquerque Airport
2301 International Ave NE
Albuquerque, NM 87106
Phone: 505-242-2844

Marriott Pyramid North
515 San Francisco Rd. NE
Albuquerque, NM 87109
Phone: 505-798-6443

Quality Inn University/ Midtown
2015 Menaul Blvd NE
Albuquerque, NM 87107
Phone: 505-881-3210

Ramada Hotel & Conference Center
10300 Hotel Ave. NE
Albuquerque, NM 87123
Phone: 505-296-4852 *301

Ramada Albuquerque Airport
2300 Yale. Blvd SE
Albuquerque, NM 87106
Phone: 505-243-2244 *414

Sheraton Albuquerque Airport Hotel
2910 Yale Blvd. SE
Albuquerque, NM 87106
Phone: 505-244-8558