Regional Participant Manual

November 10, 2012
Hosted by
University of Rochester
Genesee Valley Park – Rochester, NY
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## Meet Personnel

<table>
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<th>Name</th>
<th>Phone Number</th>
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<td>Co-Meet Director</td>
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<td>Atlantic</td>
<td>Kate Curran</td>
<td>Cross Country Liaison</td>
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<td>Head Women’s Track and Field Coach</td>
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<td>Central</td>
<td>Ms. Chris Daymont</td>
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<td>Head Track and Field/Head Women’s Cross Country Coach</td>
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<td>Great Lakes</td>
<td>Paul Sargent</td>
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<td>Head Cross Country and Track and Field Coach</td>
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<td>Mideast</td>
<td>Chris Bayless</td>
<td>Indoor Track and Field Liaison</td>
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<td>Head M/W Track and Field/Cross Country Coach</td>
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<td>Midwest</td>
<td>Mahesh Narayanan</td>
<td>Outdoor Track and Field Liaison</td>
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<td>Head Women’s Cross Country/Assistant Women’s Track and Field Coach</td>
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<td>New England</td>
<td>Jon Hird</td>
<td>Cross Country Liaison</td>
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<td>South/Southeast</td>
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<td>Secretary Rules Editor</td>
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<td>Owner</td>
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<td>Tournament Specialist</td>
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2012 NCAA Division III Regional Cross Country Championship
SCHEDULE OF EVENTS
(All Times Are Eastern Standard Time)

Friday, November 9

11 a.m. – 4 p.m.  Course inspection/practice.
Weather permitting.

6 p.m.-7:30 p.m.  Packet pickup.
Hutchison Hall Lobby – outside Lander Auditorium

7:30 p.m.  Mandatory coaches meeting.
Hutchison Hall – Lander Auditorium, Univ. of Rochester campus

Saturday, November 10

9 a.m.  Course opens to competitors.
Please call 585-275-4322 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.

Immediately following second race, recognition of top runners and teams at the Goergen
Athletic Center on the University of Rochester’s River Campus.
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:
Holiday Inn Rochester Airport, 911 Brooks Avenue, Rochester, NY 14624
Group Rate - $82/night + tax
http://www.hirochesterairport.com
Contact Kim Wozniak, Group Sales Manager, at (585) 295-0953 or kwozniak@armhospitality.com

Other Hotels and Restaurants in the Area:

Hotels – contact Diane Kolodziejski at Marriott at (585) 295-2811 or dkolodziejski@ejdcorp.com
- Rochester Airport Marriott, 1890 Ridge Road West, Rochester, NY 14615
- Fairfield Inn Rochester Airport, 1200 Brooks Avenue, Rochester, NY 14624
- Courtyard by Marriott Rochester Brighton, 33 Corporate Woods, Rochester, NY 14623
- Fairfield Inn Rochester South, 4695 W. Henrietta Road, Henrietta, NY 14467

Restaurants
http://enrollment.rochester.edu/admissions/city/#food
http://www.visitrochester.com/restaurants/

COURSE DIAGRAMS/INFORMATION

Maps, campus information and race preview are available at the following link:
http://www.uofrathletics.com/sports/2012/7/24/MXC_0724122919.aspx

Men’s and women’s course map:
http://www.uofrathletics.com/custompages/UR%20CROSS%20COUNTRY/2012/GVP%20Course%20Map.JPG

DRESSING ROOMS

Locker rooms and showers will be available at the Goergen Athletic Center on the University of Rochester’s River Campus, approximately 2 miles from the course. Student-athletes should provide their own towels and padlocks.

DRUG TESTING

Please see 2012 NCAA Division III Cross Country Pre-Championship Manual 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. Eastern 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.uofrathletics.com/sports/2012/7/24/MXC_0724122919.aspx](http://www.uofrathletics.com/sports/2012/7/24/MXC_0724122919.aspx) by 12PM Eastern Time on Wednesday, November 7. Entries received after deadline (up until 5 p.m. local time on Tuesday, November 6) 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 11 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](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:*


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. Teams are permitted to ONLY RUN 7. A team running more than 7 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 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 two large tents near the start/finish area and four permanent shelters (Dogwood, Tupelo, Hawthorne, Red Creek) around the perimeter of the course at Genesee Valley Park. For severe storms or in the event of a tornado, please utilize the Goergen Athletic Center, which is on the University of Rochester campus, approximately 2 miles from the starting line.

Severe Weather Policy for 2012 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 585-275-4322 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.

**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 for chip timing and results at the 2012 NCAA Atlantic Regional.

The order of finish will be verified with FinishLynx 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. The competitor bib numbers will include disposable transponder chips, therefore they do not need to be returned following the competition.

### MANDATORY MEETING

Coaches are required to attend the mandatory coaches meeting on Friday, November 9 at 7:30 p.m. EST in Lander Auditorium, which is located in Hutchison Hall on the University of Rochester River Campus. Prior to the meeting starting coaches may pick up their packets. Hutchison Hall is located just inside the Elmwood Avenue entrance to campus, directly adjacent to the Information Booth at the entrance. Parking is available in campus lots located on
Intercampus Drive and Trustee Road, a short walk from Hutchison Hall. Directions can be found at http://enrollment.rochester.edu/admissions/visit/directions.shtm.

**MERCHANDISE**
Merchandise and programs will be available for purchase at the course from 12 p.m. to 4 p.m. Friday and Saturday from 9 a.m. through the conclusion of the second race.

**PACKET PICKUP**
Packets will be available Friday, November 9, from 6:00 p.m. to 7:30 p.m. at Hutchison Hall, in the lobby area outside the entrance to Lander Auditorium.

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 9, from 11 a.m. to 4 p.m. The course will be open at 8 a.m. the morning of the race unless there is frost on the ground.

**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. 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 Awards Ceremony in the Goergen Athletic Center.

**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 Dennis O’Donnell, Sports Information Director at University of Rochester for more information at dennis@sports.rochester.edu.
SPORTS MEDICINE
The training room is located the Goergen Athletic Center on the University of Rochester campus. The training room is equipped with hydrocollators, 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 contact Eric Rozen, Head Athletic Trainer at (585) 275-9540 or by email at erozen@sports.rochester.edu.

Training Room Hours:  
Friday, November 9  10 a.m. – 5 p.m.  
Saturday, November 10  Beginning at 8 a.m.

The training room is located in the Goergen Athletic Center on the University of Rochester campus.

Trainers on course:  
Friday, November 9  10 a.m. – 5 p.m.  
Saturday, November 10  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.
Genesee Valley Park is located along the eastern bank of the Genesee River within the City of Rochester. The Atlantic Region Championship course is located in the center section of the park, just south of Interstate 390 and the Erie Canal. Teams should enter the park from Elmwood Avenue at Moore Road, or from East River Road. Driving directions to the course can be found at http://www.monroecounty.gov/parks-geneseevalley.php.

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.