



2019 DIVISION II
CROSS COUNTRY
CHAMPIONSHIPS
SACRAMENTO, CA • California State University, Sacramento,
Sacramento Sports Commission, Hosts

PARTICIPANT
2019-20 MANUAL

MEN'S AND WOMEN'S CROSS COUNTRY SECTION TABLE OF CONTENTS

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SECTION 1. WELCOME

1.1 INTRODUCTION

Congratulations on your selection to the 2019 NCAA Division II Men's and Women's Cross Country Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2019 NCAA Division II Men's and Women's Cross Country Pre-Championships Manual. Additional information regarding the championships is available on NCAA.com and on NCAA.org (NCAA.org, Division II, Championships, II Cross Country).

1.2 HOST WELCOME AND INFORMATION

Sacramento State and the Sacramento Sports Commission are proud to co-host the 2019 NCAA Division II Cross Country Championships. Sacramento and the surrounding area have an outstanding history of hosting premier running events. We hope you enjoy your visit and are able to experience a little of what Sacramento has to offer during your time here. To learn more about what to do while you are here, go to sacsports.com. We wish you all the best of luck in the championships!

SECTION 2. CONTACT INFORMATION

2.1 NCAA STAFF AND COMMITTEE ROSTER

Atlantic Region

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East Region

TBD

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2.2 HOST PERSONNEL

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Athlete Medical Director

Tony Mikla
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Phone: 916-342-4190

SECTION 3. KEY DATES

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the national championships.

- ☐ 5 p.m. Eastern time, Wednesday, Nov. 13: Code of Conduct form due to Linda Godby at lgodby@ncaa.org **NOTE: this step is not necessary if your travel party has not changed from regionals. **
- ☐ 5 p.m. Eastern time, Friday, Nov. 15: Team Pronunciation Form due to Linda Godby at lgodby@ncaa.org.
- ☐ 5 p.m. Eastern time, Sunday, Nov. 17: Media credential requests due online at www.ncaa.com/media.
- ☐ 5 p.m. Eastern time, Wednesday, Nov. 20: Elite 90 nomination forms due. Visit NCAA.org for all details.

SECTION 4. CHAMPIONSHIP FORMAT

Teams and individuals qualify for the national championships through participation in the regional meets. Teams and individuals advancing to the finals will receive official notification by 6 p.m. Eastern time, Monday, Nov. 11. A total of 34 teams and 24 individuals will be selected. The process for allocating the berths is as follows:

Teams (34)

- The top three teams from each regional meet will automatically advance to the championship finals (24 teams total).
- Ten at-large teams will be selected by the NCAA Division II Men's and Women's Cross Country Committee using the selection criteria found [here](#). There is no limit to the number of at-large teams that may be selected from any given region.

Individuals (24 minimum)

- The top two individuals who are not part of a qualifying team will automatically advance to the championship finals (16 individuals total).
- All individuals who finish in the top five at the regional meet and are not part of a qualifying team will automatically advance to the championships finals.
- The next eight individuals will be selected at-large.

4.1 RULES

The 2019 championship will be conducted according to the [2019-2020 Cross Country and Track and Field Rules Book](#). Questions regarding the interpretation of rules should be addressed to Mark Kostek, secretary rules editor (515-208-8300).

4.2 AWARDS

NCAA Championship Awards

Awards will be presented after the second race to the top 15 individuals and top four teams from the men's and women's races.

Additional Award Ordering

Teams interested in ordering additional awards can visit <http://www.mtmrecognition.com/ncaa/>. In order to be eligible to purchase an additional award, the student-athlete must have competed in the respective event.

Elite 90 Awards

The Elite 90 Award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award for that championship. All ties are broken by the number of credits completed. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site banquet.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form, please go to the NCAA website at: <http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>).

Nomination forms must be submitted by 5 p.m. Eastern time, Wednesday, Nov. 20.

Contact Mark Bedics with questions at elite90@ncaa.org or 317-917-6222.

Locker Room Program

The national championship teams will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented with the national team trophy at the course after the final race for photo opportunities.

Participant Medallions

Participant medallions will be provided to all student-athletes competing in the championships. These medallions will be distributed at packet pick-up.

Student-Athlete Participation Awards

An online gift suite will house the participation awards provided to members of the official travel party. See **Appendix E** for details.

SECTION 5. CHAMPIONSHIP OPERATIONS

5.1 VENUE HOSPITALITY

Light snacks and POWERADE product will be available for the student-athletes at the championships on race day. Equipment carrying any branding other than POWERADE will not be permitted during NCAA Championships and all products should be consumed out of the NCAA-provided POWERADE branded cups only. Hospitality will not be provided for coaches.

5.2 BANNERS AND ARTIFICIAL NOISEMAKERS

No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery. Team flags/banners used by spectators will be permitted at the championships, but **must remain off of the competition course**. This policy will be strictly enforced.

5.3 CHAMPIONSHIP WEBSITES

The official website for the championships is available at NCAA.com. Additional information specific to participants is located at NCAA.org.

5.4 DRUG TESTING

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the

health and safety of the student-athlete. The 2019-20 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2019-20 Drug-Testing Programs booklet or the NCAA Web site (www.ncaa.org/drugtesting) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Additional information regarding the NCAA's championship drug-testing program are located at www.ncaa.org/drugtesting.

5.5 LOST AND FOUND

The lost and found area is located at the announcer tent near the awards stage. Any items that have been found will be announced over the PA system.

5.6 CHAMPIONSHIP MERCHANDISE

Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. Merchandise will be available for purchase at the following times at the Creekside Pavilion (just beyond the finish line):

Thursday, Nov. 21, 1 to 4 p.m.

Friday, Nov. 22, 9 a.m. to noon

Saturday, Nov. 23, 9 a.m. to noon

5.7 CONCESSIONS

Concessions will be available at the Finish Line Festival area throughout the event.

5.8 PROGRAMS

IMG is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at www.ncaa.com/gameprograms. The program is free to view and can be downloaded and printed in any way you see fit. Using a digital platform will allow IMG to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

5.9 MASCOTS

Live animal mascots are not permissible.

5.10 RESTROOMS

Permanent and temporary restroom facilities will be available on-site.

5.11 SCORING/TIMING

Leone Timing will be the official timers of the championships. Chips, bibs and hip numbers will be distributed in the packets. The races will be scored according to the [2019 and 2020 NCAA Cross Country/Track and Field Rules Book](#).

5.12 SECURITY

Security will be on site the day of the championship. Security will be located throughout the venue.

5.13 SPECTATOR ENTRANCE

The venue will be open for spectators starting at 7 a.m. Saturday, Nov. 23. Please see **Appendix B** for a detailed map and refer to Sections 6.6 and 6.7 of this document for specific parking and arrival instructions.

5.14 SPECTATOR GUIDELINES

The courses will be monitored by designated marshals throughout the races. Spectators must be respectful of the competing student-athletes and should be aware of the runners at all times. Spectators shall remain off the actual course and should not cut across the course if they might impede a runner's progress. Only the appropriate officials/volunteers and competitors are allowed in the finish area.

5.15 EMERGENCY/EVACUATION PLAN

Following NCAA protocol, the host will be using MxVision Weather Sentry 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 eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. Activities will not begin until 30 minutes have passed since the last lightning strike inside the warning ring.

For the safety of all spectators, student-athletes, officials and coaches the following procedures will be used in case of severe weather:

1. The meet director, NCAA championships manager and NCAA Division II Men's and Women's Cross Country Committee will monitor the weather during the week and morning of the championships.
2. The host Twitter account will be used to communicate a change in schedule to all coaches, officials, media and spectators. Teams should follow @SacSportsCom on Twitter for updates. The host will send out a message notifying coaches and officials of the start times or a delay in course inspection times due to inclement weather.
3. The NCAA cross country committee, in consultation with the NCAA championships manager, host and head referee, will determine whether the start of the meet will be delayed or if the meet will be postponed until the following day.
4. If the race has already started and a suspension would need to take place in the middle of the competition, the committee will recommend the following:

Men's 10,000-meter - if competition is suspended before the lead runner reaches the 3,000-meter mark, the race may be run the same day with a two hour delay from the time the race was stopped, weather permitting. If competition is suspended after the lead runner reaches the 3,000-meter mark, the race will be postponed until the next day.

Women's 6,000-meter - if competition is suspended before the lead runner reaches the 2,000-meter mark, the race may be run the same day with a two hour delay from the time the race was stopped, weather permitting. If competition is suspended after the lead runner reaches the 2,000-meter mark, the race will be postponed until the next day.

5. If necessary, competition may be postponed until the next day, per NCAA policy, with similar if not the same start times. This information will be communicated with all involved institutions.

* The 2,000 and 3,000-meter marks for the course must be clearly marked to ensure above procedures can be adequately followed.

** Appropriate provisions will be made to the competition site to ensure the safety of competitors and general public/spectators. The NCAA cross country committee reserves the right to make changes to the above policies and schedules as they see fit.

An announcement will be made by the public address system advising of the problem and occupants should at that time leave the area for the closest designated shelter. Do not leave the designated shelter until an all clear is advised by the department of public safety or a representative of the department of public safety.

SECTION 6. COMPETITION SITE

6.1 SITE MAP

See **Appendix B** for complete map of Arcade Creek Cross Country Course.

6.2 TEAM TENTS

Team tents can be set up beginning Friday, Nov. 22. This area will be unsecured so each institution is responsible for any loss or damaged property. We recommend that you do not leave any personal/valuable items at the course overnight.

For your convenience, we are also pleased to offer an option for team tent rental.

TENT SIZE	CHAIRS	TABLES	PRICE
10x10x8	5	1	\$650
10x20x8	10	2	\$800

ADD-ONS:

- Set of five Chairs \$10
- 6 ft. table \$10

Team tents can be rented using our online reservation portal. Please visit the following link to make your selection and provide a secure payment.

<https://visitsacramento.regfox.com/2019-ncaa-cross-country-team-tent-rentals>

If you have any questions or require additional assistance, please contact Lisa Nottingham with Visit Sacramento.

Lisa Nottingham
Visit Sacramento
lnottingham@visitsacramento.com
916-808-8986

NOTE: NO THIRD-PARTY TENT RENTAL COMPANIES WILL BE PERMITTED INSIDE THE VENUE.

Teams supplying their own pop-up tents will be allowed to set up in the designated team tent area. All tent rentals will be labeled with your school name at the event.

6.3 SECURITY PROCEDURES

All bags, backpacks and packages are subject to inspection prior to entering Arcade Creek Cross Country Course (at Haggin Oaks). As a reminder, the following items are not permitted to be brought into Arcade Creek for the safety of our guests: weapons, knives, or any other type of sharp objects. Please leave any unnecessary articles secured within your vehicle to expedite your entry into the grounds. The venue is not responsible for fire, theft, damage or loss of vehicle including articles left within.

6.4 STARTING BOXES

Starting boxes will be assigned to teams and individuals by a random draw. Starting box assignments will be published online at NCAA.org Friday, Nov. 15 and a copy of the assignments will be included in the packets.

6.5 SITE INFORMATION

In recent years, Arcade Creek Cross Country Course at Haggin Oaks has proven to be one of the region's most versatile outdoor sports venues, as a home for footgolf, FlingGolf, the NCAA Division I Cross Country West Regional (2013, 2016 and 2018) and the annual Capital Cross Challenge, the state's largest one-day cross country event.

The full golf complex boasts two championship courses, a world-class teaching facility with over 15 golf professionals, more than 10 different junior, senior, group and private programs and a lighted driving range that includes over 100 stalls, five practice greens and two bunkers. The driving range is so popular that it stays open 24-hours-a-day during the summer. The complex also provides a three-hole academy site for use with the First Tee Program, the Special Olympics and other special programs designed specifically for golfers with disabilities.

6.6 PARKING

The Arcade Creek Cross Country venue has two separate entries. ***Please read the following carefully and set your GPS accordingly.*** Traffic entering from the wrong side of the venue will be re-routed. Once vehicles arrive at the venue, signage and event staff will provide direction to designated parking areas.

Team Bus Parking

Team buses will drop-off/pick-up athletes just outside of the course and park off site. ***Please set GPS to Haggin Oaks GC – 3645 Fulton Avenue Sacramento, California 95821 for bus pick-up and drop-off.***

Team Van Parking

Team vans will enter parking through the Sacramento Softball Complex. ***Please set GPS to Sacramento Softball Complex – 3450 Longview Drive Sacramento, California 95821.*** Teams will be directed to the designated team van parking area.

Spectator Parking and Admission

Parking and admission are combined into one \$10 cash per vehicle cost. Please have cash ready when you enter the facility in your vehicle. Spectator parking will enter via the Sacramento Softball Complex. ***Spectators should set their GPS to Sacramento Softball Complex – 3450 Longview Drive Sacramento, California 95821.***

Officials, Volunteers, Staff and Media

Any non-bus vehicle will enter parking through the Sacramento Softball Complex (set your GPS to 3450 Longview Drive Sacramento, California 95821) and will be directed to the appropriate parking location.

Only full-sized buses will be granted access to the Fulton Avenue entrance. All other vehicular traffic must enter via the Softball Complex entrance on Longview Drive. No exceptions will be made.

6.7 DIRECTIONS

Driving Directions for all non-bus vehicles:

**team vans are considered non-bus vehicles and should follow these directions*

Please set your GPS as follows to avoid delays and detours:

Sacramento Softball Complex
3450 Longview Drive
Sacramento, CA 95821

Coming from Business 80 East (AKA I-80BL/Capital City Freeway) – Exit Watt Ave North, turn left onto Longview Drive, turn left into the Sacramento Softball Complex, proceed to the end of the road and then follow the coned lane until parked by parking attendants.

Coming from I-80 West – Exit Watt Ave, turn left onto Watt Ave., turn right onto Longview Drive, turn left into the Sacramento Softball Complex, proceed to the end of the road and then follow the coned lane until parked by parking attendants.

Coming from I-80 East – Exit Longview Drive, turn right into the Sacramento Softball Complex, proceed to the end of the road and then follow the coned lane until parked by parking attendants.

Driving Directions for full-sized buses only:

Bus drivers - please set your GPS as follows:

3645 Fulton Ave.
Sacramento, CA 95821

Buses exit Fulton Ave off of Business 80 (AKA I-80 BL/Capital City Freeway). Instead of turning left into the course parking lot turn right onto Haggin Oaks Drive, make a U-turn in the cul-de-sac at the end of the road, pull up along the curb as close to the intersections of Haggin Oaks Drive and Fulton Ave as possible and let athletes off on the sidewalk along the golf course's fence. The athletes will then follow the sidewalk into the venue. NOTE: Only buses will be able to do this. All other vehicles will be turned around before the Fulton Ave/Business 80 on and off ramps.

SECTION 7. MEDIA SERVICES

Important information regarding NCAA media policies is located online at www.ncaa.com/media. For media questions specific to the 2019 DII cross country championships, please contact Kari Miskit (916-808-1422; KMiskit@visitsacramento.com).

7.1 SCORING/RESULTS

Once results are official for each race, a copy of the results will be posted near the finish line on the results board. Live results will be available at NCAA.com.

7.2 CHAMPIONSHIP WEBSITE

More information about the Division II Cross Country Championship is located at NCAA.com.

7.3 WORKING MEDIA FACILITIES

Working media will have space allocated to them in the Creekside Landing area.

7.4 MEDIA INTERVIEW AREA

Media Interviews may take place in the designated mixed-zone near the finish line. Only credentialed media will be allowed access to this area.

7.5 MEDIA PARKING

Media parking will be available in the Officials/Volunteer/Media parking area marked on the map in **Appendix B**. Media must show their NCAA Media Credential to the parking attendant.

7.6 CREDENTIALS FOR MEDIA

All media credential requests, including requests for institutional sports information personnel, must be submitted online at www.ncaa.com/media. Media credentials can be picked up in the media tent at Arcade Creek Cross Country Course between 10 a.m. and 2 p.m. local time Thursday, Nov. 21 and Friday, Nov. 22, or starting at 7 a.m. local time Saturday, Nov. 23. For questions regarding media credentials, please contact Kari Miskit at KMiskit@visitsacramento.com or 916-808-1422. **A photo ID is required to pick up media credentials.**

7.7 INTERVIEW POLICIES

Immediately after a 10-minute cooling-off period, interviews will open to all certified members of the news media; any coach and student-athlete requested by the media will be available for interviews.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition 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 television 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, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10-minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

7.8 VIDEOTAPING/PHOTOGRAPHY

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 31.6.4.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.). Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach’s shows.

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. Copyright infringement could result in a financial penalty to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

SECTION 8. MEDICAL

8.1 MEDICAL EXAMINATIONS

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete’s on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete’s injury, illness or medical condition poses a potentially life threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

8.2 ATHLETIC TRAINING

Certified athletic trainer(s) will be available on-site for the two days of practice, along with race day. Additionally, trainer(s) will be available on-call during your stay to assist in the care of your student-athletes.

On Thursday and Friday, Nov. 21 and 22, a certified athletic trainer will be on site for the duration of course availability (9 a.m. to 4:30 p.m.). The medical tent will be adjacent to the finish line area. We will have a team physician on-call and available for office services if needed. On practice days, we will **NOT** have any electrical modalities available at the course; we will have basic first aid supplies, moist heat packs and ice/ice bags available. If an athletic trainer will not be traveling with your team, please provide needed supplies or a stocked medical kit.

For practice days, if you have a student-athlete with medical treatment needs such as electrical stimulation, ultrasound, etc., we will offer the opportunity for them to obtain treatment at our athletic training facility at:

Kime Performance Physical Therapy
1600 Tribute Road
Sacramento, CA 95815
916-905-6378

On Saturday, Nov. 23 we will have multiple certified athletic trainers, as well an EMS and a team physician on-site for the event. The medical tent will be available beginning 7:30 a.m. On race day, we will have electrical stimulation and ultrasound available in the medical tent, along with items provided on practice days.

If you have any questions or special requests, please contact Tony Mikla at 916-342-4190 or tonymikla@gmail.com.

8.3 CONCUSSION MANAGEMENT

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-

term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the “NCAA Sports Medicine Handbook Guideline on Concussions” online at [www. NCAA.org/health-safety](http://www.NCAA.org/health-safety).

8.4 CREDENTIALS FOR MEDICAL PERSONNEL

Institutional athletic trainers/physicians may request a medical credential by contacting Tony Mikla (Cell: 916-342-4190 or Email: tonymikla@gmail.com). Medical credentials can be picked up at the medical tent during practice days. Medical credentials may only be used by licensed and certified medical staff. They are not to be used by any other institutional members or affiliates and are not transferrable. One medical credential per institution per gender can be requested. **A photo ID and Board of Certificate is required to pick up medical credential.**

8.5 FIRST AID

The main medical tent will be located at the finish line. During the race, certified athletic trainers will follow in a trail vehicle and stationed throughout the course, with immediate access to quick transportation and emergency equipment.

The official meet physician/athletic trainer will be designated and communicated at the coaches meeting. All medical scratches/substitutions must be approved by the official meet physician/athletic trainer.

8.6 EMERGENCY/HOSPITAL INFORMATION

Hospitals near Arcade Creek

Primary hospital:

Mercy San Juan Medical Center
6501 Coyle Avenue
Carmichael, CA 95608
916-537-5000

Additional hospitals:

UC Davis Health Center
2315 Stockton Boulevard.
Sacramento, CA 95817
916-734-2011

Mercy General Hospital
4001 J Street
Sacramento, CA 95819
916-453-4545

Urgent Care Facilities near Arcade Creek

Primary orthopedic urgent care:

Summit Orthopedic Specialists
6403 Coyle Avenue #170
Carmichael, CA 95608
916-965-4000

Additional urgent care:

WellSpace Health Arden-Arcade Community
Health Center and Immediate Care
2433 Marconi Avenue
Sacramento, CA 95821
916-737-5555
8a.m. – 10 p.m. daily

MD Urgent Care
1140 Exposition Boulevard Ste.700
Sacramento, CA 95815
916-333-2542
9 a.m. – 7 p.m. daily

Med7 Urgent Care Center
4156 Manzanita Avenue
Carmichael, CA 95608
916-488-6337
8 a.m. – 8 p.m. daily

SECTION 9. SCHEDULE OF EVENTS

9.1 ADMINISTRATIVE MEETING

A mandatory administrative meeting will be held at 11:30 a.m. local time, Friday, Nov. 22 at The Pavilion at Arcade Creek Cross Country Course. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the course. Institutions failing to have representations at the meetings will be fined \$200 per team per gender.

9.2 BANQUET

A banquet will be held Friday, Nov. 22 beginning promptly at 5:30 p.m. local time at the California Railroad Museum located at 125 I Street, Sacramento, California 95814. Heavy hors d'oeuvres will be served in a unique and historic Sacramento setting. Guests will enjoy access to the museum as well as multiple food stations and an awards presentation including NCAA Elite 90 awards and USTFCCCA regional awards. **All participating teams and individuals must attend the banquet.**

Attire is casual. Please note that the floor can be uneven and there are exposed railroad tracks; please choose shoes wisely.

Parking passes will be available at packet pick-up.

Each school will be allotted banquet tickets for the official travel party. Teams will receive tickets for the participating student-athletes (up to seven) and two non-athletes. Individuals will receive tickets for the participating student-athletes and one non-athlete. If two or more individuals qualify from the same institution, they will only receive one additional banquet ticket (not one for each individual qualifier). Teams will receive their banquet ticket allotment during packet pick-up.

9.3 CLERKING PROCEDURES

The window for check-in will open 80 minutes prior to the start of each race. Teams are encouraged to check in as soon as possible, and not later than 20 minutes prior to the race.

When teams check in at the clerking tent, they will be required to show that they have their hip numbers, bibs on their jerseys and their uniforms meet the NCAA logo requirements. Reminder: Teams may not run more than seven student-athletes.

ALL TEAMS MUST CHECK IN AT THE CLERKING TENT NEAR THE START LINE

The head clerk controls the master list of all the teams/individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring teams that have reported to their appropriate boxes. There should be no need to check uniforms, bibs, etc. at the start line.

If a team is missing from a box, the assistant clerk will communicate via radio to the head clerk.

If a team has not checked in with the head clerk, the head clerk will radio the assistant clerk(s) to check if they are at the start line and have them report immediately to the tent for check in.

9.4 COMMUNITY ENGAGEMENT

Detailed information regarding the community engagement event will be communicated directly from Jill Willson (jwillson@ncaa.org) to teams.

9.5 PRACTICE SCHEDULE

The course will be available for practice from 9 a.m. to 4:30 p.m. local time Thursday, Nov. 21, and Friday, Nov. 22. On-course warmup will be permitted beginning at 7:30 a.m. Saturday, Nov. 23. A certified athletic trainer will be available during these times.

9.6 DECLARATIONS/PACKET PICK-UP

Declarations and packet pick up will be held from 9 to 11 a.m. local time, Friday, Nov. 22, at the Pavilion at Arcade Creek. Declarations must be made in person. The seven student-athletes competing in the meet must be declared at this time. Coaches can only declare student-athletes from the entry form submitted on Direct Athletics or any other eligible student-athletes. A representative of the student-athletes' institution must declare for a team/individual. Late declarations will result in a fine of \$200 per team per gender.

9.7 CHAMPIONSHIP SCHEDULE

Thursday, Nov. 21

9 a.m. to 4:30 p.m.

Course open for practice
Trainers available on site

Friday, Nov. 22

9 a.m. to 4:30 p.m.

Course open for practice
Trainers available on site

9 a.m. to 11 a.m.

Declarations/packet pick-up – The Pavilion at Arcade Creek

11:30 a.m.

Administrative meeting – The Pavilion at Arcade Creek

5:30 p.m.

Student-Athlete Banquet – California Railroad Museum

Saturday, Nov. 23

7 a.m.

Gates and parking open to spectators

7:30 a.m.

Course available for participant warm-up

9:45 a.m.

National anthem

Women's 6,000-Meter Championship Race

8:40 a.m.	Women's competitors clerking procedure begins (80 minutes prior start)
9:40 a.m.	Women's competitors called to the start line (approximately 20 minutes to start)
9:50 a.m.	Second call to the start line (10 minutes to start)
9:55 a.m.	Start line is cleared of all non-competitors (5 minutes to start)
9:57 a.m.	Runners at the start line for instructions
10 a.m.	Start of women's 6,000-meter championship race

Men's 10,000-Meter Championship Race

9:55 a.m.	Men's competitors clerking procedure begins (80 minutes prior to start)
10:55 a.m.	Men's competitors called to the start line (approximately 20 minutes to start)
11:05 p.m.	Second call to the start line (10 minutes to start)
11:10 p.m.	Start line is cleared of all non-competitors (5 minutes to start)
11:12 p.m.	Runners at the start line for instructions
11:15 p.m.	Start of men's 10,000-meter championship race
12:15 p.m. (tentative)	Present team trophies to men's and women's team champions

After the conclusion of the men's race, the national champion teams will receive hats and t-shirts as part of the NCAA Locker Room Program and will be presented with the national team trophy for photo opportunities.

SECTION 10. PARTICIPANT EXPECTATIONS AND GUIDELINES

10.1 CODE OF CONDUCT FORM

All institutional representatives traveling to the championships are expected to adhere to the NCAA Division II Code of Conduct. Guidelines for the code of conduct are outlined on the Code of Conduct Form available online (NCAA.org, Division II, Championships, Cross Country (M/W), Links/Resources, Code of Conduct Form).

All institutional representatives should have signed and submitted the Division II Code of Conduct form prior to regional competition. If additional individuals are traveling to the championships who did not sign the original form for the regional meet, teams must submit an updated form by Wednesday, Nov. 13 to the Linda Godby.

10.2 COMPETITOR NUMBERS

Participating student-athletes will be assigned numbers by the timing company. Bibs, hip numbers, and chips will be included in the team packets, along with a roster of each assigned number.

10.3 CREDENTIALS FOR PARTICIPANTS

Each team will receive credentials for their official travel party. Media credentials must be requested online at www.ncaa.com/media. Athletic trainer credentials must be requested through the designated

host trainer. **Only one medical credential is available per institution per gender. ANY MISUSE OF CREDENTIALS WILL RESULT IN A MISCONDUCT.**

10.4 EQUIPMENT AND UNIFORM CHECK

Uniform and logo rules contained in Rules 4-3 shall apply in all championship-related events, press conferences 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:

- All cross country team members must wear identical school-issued uniforms clearly indicating through color, logo and combination of all worn outer garments, that members are from the same team.
- Pants may be of any length, but must have identical color.
- Visible undergarments, including arm and leg-warmers, 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.

Logo Policy

Per NCAA Bylaw 12.5.4, an institution's official uniform and all other items of apparel (that is, team jersey, socks) 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 (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). 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 of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

Note: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk or the head field event official at initial event check-in. Violators shall be warned, given the chance to correct the violation, and reported as provided in the rule. If violations are not corrected, institutions will be fined \$200 per team per gender.

10.5 PARTICIPANT PRONUNCIATION FORM

Please complete the pronunciation form (**Appendix C**) and return to Linda Godby (lgodby@ncaa.org) by **Friday, Nov. 15**.

10.6 POST-CHAMPIONSHIP/COMPETITION SITE EVALUATION

After the championships, coaches will be provided (via e-mail) a link to an online survey of the championships. Coaches should complete the survey themselves *and* forward it on to all participating

student-athletes. **Coaches' assistance in forwarding the e-mail is crucial to this process.** We appreciate your involvement in helping the NCAA with this important work.

10.7 PROTEST PROCEDURES/APPEALS

All protests must be filed on the official protest form, available at the designated protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official race results have been posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's decision shall be written on each copy of the protest form. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. Final decisions rests with the referee. No further appeal is available.

Correctable Error. Within 72 hours after the last event of a meet, results can be corrected if administrative errors are detected (i.e., incorrect calculation of team, individual or combined-event scores, timing error).

10.8 SPORTS WAGERING

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

10.9 SQUAD SIZE

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. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

10.10 SUBSTITUTES

Substitutions are allowed up to 45 minutes before the start of the race at the championships. A certification of illness or injury by the designated meet physician/athletic trainer is required, and the substitution must be approved by the referee. All participating student-athletes must be eligible to compete. The possible substitute must be on initial entry form.

10.11 TOBACCO BAN

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the

applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

10.12 TICKETS

Admission for the 2019 championships is \$10 (cash only) per vehicle.

10.13 TRAVEL/TRANSPORTATION

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

Institutional Travel Arrangements

Once selected, institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

NCAA Travel Policies

All NCAA travel policies are located on the [NCAA website](http://NCAA.org) at NCAA.org, (Division II, championships, championships resources, travel and reimbursement information).

Expenses/Reimbursement

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per-diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are located on the [NCAA website](http://NCAA.org) at NCAA.org, Division II, championships, championship resources, travel and reimbursement information.

Travel Party

Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete. Institutions that qualify a team (five to seven student-athletes) will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes. Transportation expenses and per diem shall be paid for the finals competition and not for regional qualifying meets.

Band/Spirit Squad/Mascots

A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. Live animal mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.

Lodging

A list of hotels and the room rate for each hotel is available in **Appendix D**. For additional options, please visit sacsports.com.

SECTION 11. APPENDIXES

APPENDIX A: COURSE MAPS

APPENDIX B: FULL VENUE MAP

APPENDIX C: PRONUNCIATION FORM

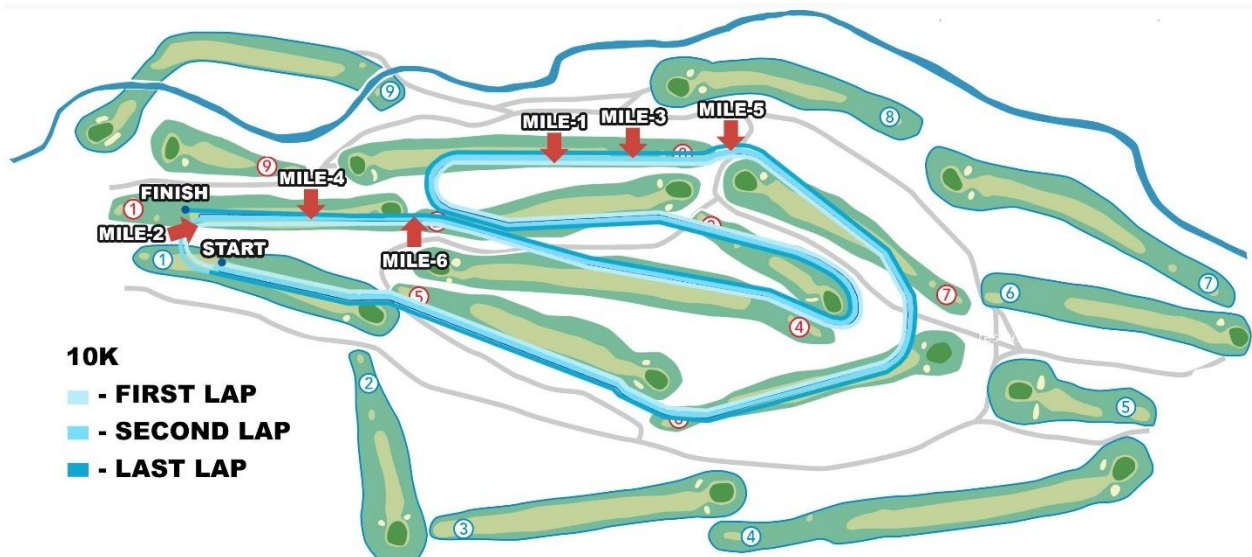
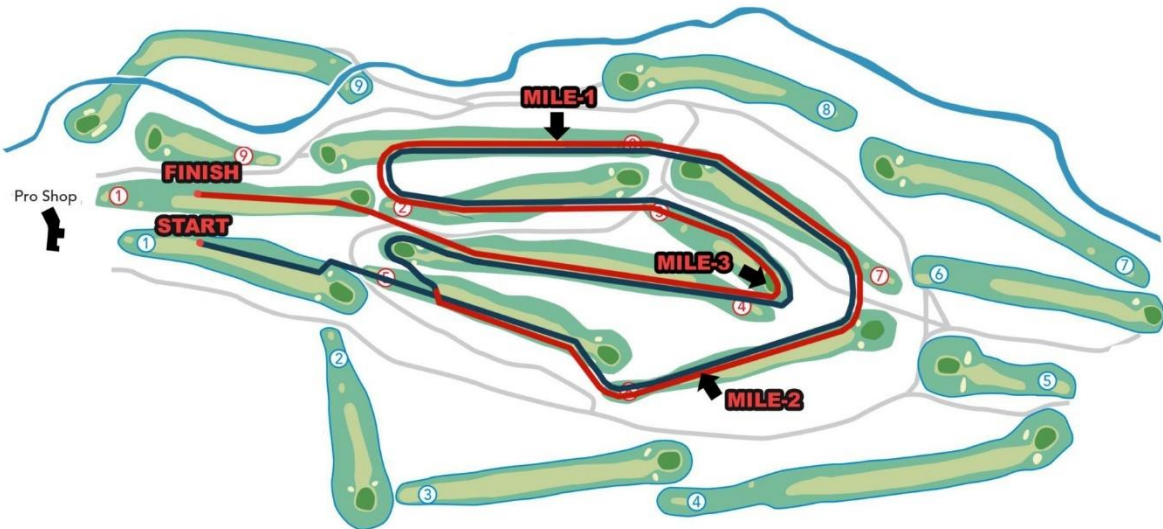
APPENDIX D: LODGING INFORMATION

APPENDIX E: STUDENT-ATHLETE PARTICIPATION AWARDS

6K MAP

■ = LAP 1

■ = LAP 2



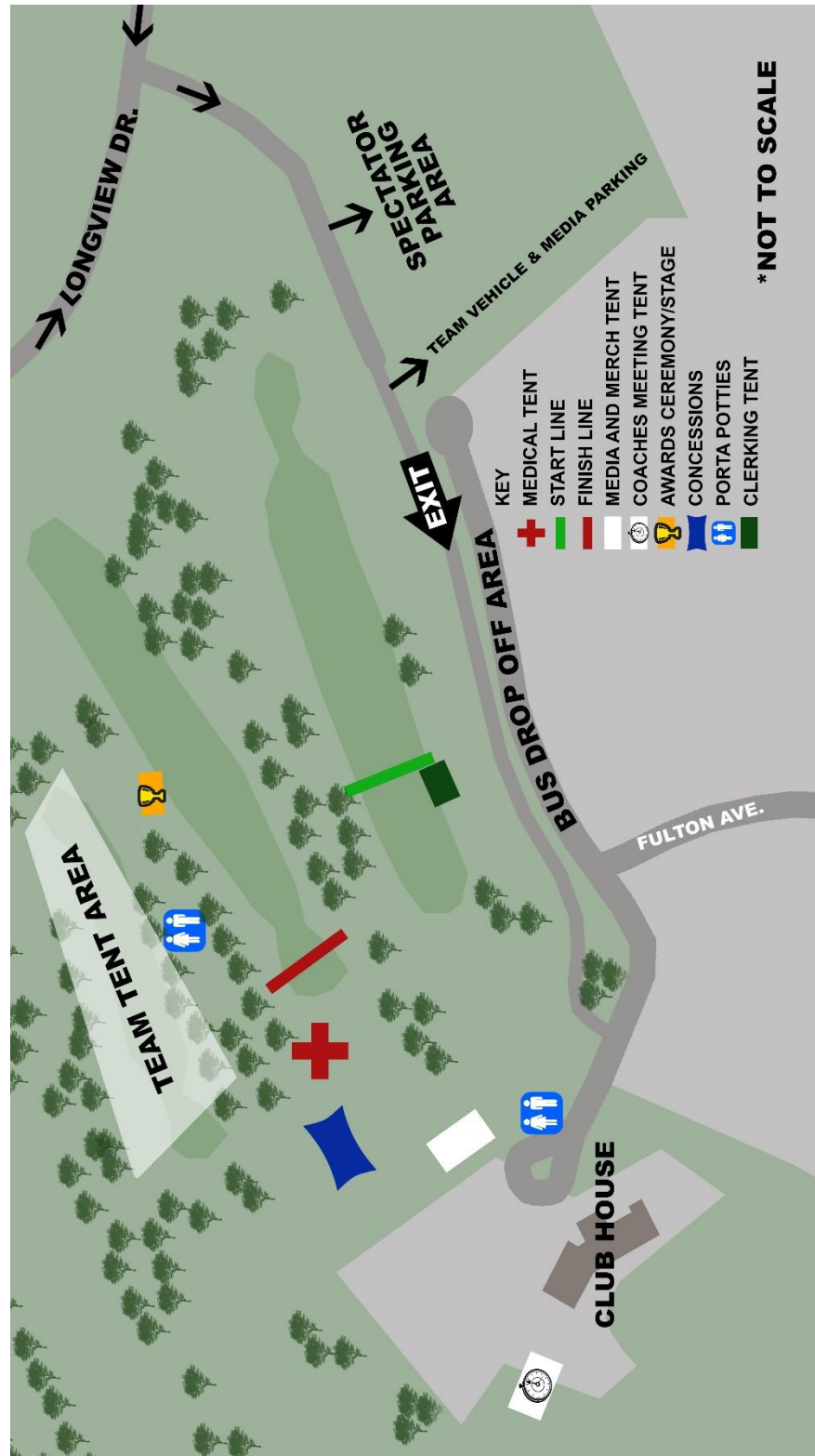
10K

■ - FIRST LAP

■ - SECOND LAP

■ - LAST LAP

11.2 APPENDIX B: FULL VENUE MAP



11.3 APPENDIX C: PRONUNCIATION FORM

**2019 NCAA Division II Men's and Women's Cross Country Championships
Team Pronunciation Form
(Please Print)**

School _____

Team Colors _____

Team Nickname _____

Student-Athlete(s) Name	Phonetic Pronunciation	Previous Individual Placement at Nationals w/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2018 National Team Finish _____

2017 National Team Finish _____

Head Coach _____

Assistant Coach(es) _____

11.4 APPENDIX D: LODGING INFORMATION

******These hotels and rates have been negotiated by the NCAA on your behalf.
You do not need to sign another contract with these properties.***

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

Rate: \$149
Distance to Course: 3 miles

Hotel Contact
Denise Giddings
Denise.giddings@hilton.com
916-604-3993

Breakfast:
Complimentary full breakfast will be provided for the duration of the event.

Wireless:
Wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area will be provided complimentary

Parking:
Complimentary self-parking will be provided for the duration of the event. Bus parking will be available at \$25.00 per bus, per night.

Residence Inn Sacramento Downtown at Capitol Park
1121 15th Street
Sacramento, CA 95814

Rate: \$149
Distance to Course: 7.2 miles

Reservations Contact
Shadi Rezaie
Shadi.rezaie@risacramento.com
916-267-6804 or 1-888-236-2427 outside regular business hours

Breakfast:
Complimentary full breakfast will be provided for the duration of the event.

Wireless:
Wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area will be provided complimentary

Parking: Self-parking will be extended at a rate of \$10.00 per vehicle, per day for the duration of the event.

SpringHill Suites Sacramento Airport Natomas
2555 Venture Oaks Way
Sacramento, CA 95833

Rate: \$159

Distance to Course: 9 miles

Reservations Contact:

Angel Martinez

groups@springhillsacramento.com

916-283-0287

Breakfast:

Complimentary full breakfast will be provided for the duration of the event.

Wireless:

Wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area will be provided complimentary

Parking:

Complimentary self-parking and bus parking will be provided for the duration of the event.

**For additional hotel options and everything you need to explore Sacramento,
check out sacsports.com**



NCAA-Awards.com

HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy ehannoy@maingateinc.com, MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Please add ehannoy@maingateinc.com to your address book to allow us to send you emails.



Place your order at NCAA-Awards.com

