Mountain Regional Participant Manual

November 15, 2013
Hosted by
Weber State University
Ogden, UT
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# Meet Personnel

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<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Meet Director</td>
<td>Dan Walker</td>
<td>WORK: 801-626-7236</td>
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<td></td>
<td></td>
<td>CELL: 801-391-9921</td>
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<td></td>
<td></td>
<td>FAX: 801-626-8962</td>
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<tr>
<td>Sports Information Contact</td>
<td>Paul Grua</td>
<td>WORK: 801-626-7414</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 801-452-3811</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAX: 801-626-8962</td>
</tr>
<tr>
<td>Sports Medicine Director</td>
<td>Paul Bugnet</td>
<td>WORK: 801-626-7241</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 801-726-0565</td>
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<tr>
<td></td>
<td></td>
<td>FAX: 801-626-8962</td>
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<tr>
<td>Name</td>
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<tr>
<td>Stan Kerr</td>
<td>Head Track and Field Coach</td>
<td>Eastern Washington University</td>
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<tr>
<td>Curt Kraft</td>
<td>Director of Track and Field</td>
<td>East Carolina University</td>
</tr>
<tr>
<td>Philip Olson</td>
<td>Head Track and Field Coach</td>
<td>Stephen F. Austin State University</td>
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<tr>
<td>Shondell Reed</td>
<td>Senior Associate Athletics Director</td>
<td>University of Washington</td>
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<tr>
<td>Susan Seaton</td>
<td>Head Women’s Track and Field/ Cross Country</td>
<td>University of Cincinnati</td>
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<tr>
<td>Cinnamon Sheffield</td>
<td>Senior Associate Athletic Director</td>
<td>University of North Texas</td>
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<tr>
<td>Dave Smith</td>
<td>Director of Track and Field/Cross Country</td>
<td>Oklahoma State University</td>
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<tr>
<td>Gina Sperry</td>
<td>Associate Athletic Director</td>
<td>University of Rhode Island</td>
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<tr>
<td>Connie Teaberry</td>
<td>Director of Cross Country/Track and Field</td>
<td>Northern Illinois University</td>
</tr>
<tr>
<td>Stephen Walsh</td>
<td>Head Track and Field Coach</td>
<td>University of Hartford</td>
</tr>
<tr>
<td>Bill Walton</td>
<td>Director of Track and Field/Cross Country</td>
<td>James Madison University</td>
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<tr>
<td>Secretary Rules Editor</td>
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<tr>
<td>Bob Podkaminer</td>
<td>Owner</td>
<td>Tournament Specialist, Inc.</td>
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2013-14 DIVISION I MEN’S AND WOMEN’S CROSS COUNTRY/TRACK & FIELD COMMITTEE
SCHEDULE OF EVENTS
(All Times are Mountain Standard Time)

Thursday, November 14

12:00 p.m. – 5:30 p.m.  **Course inspection/practice.**
Schneiter’s Riverside Golf Course Clubhouse
5460 South Weber Drive  Riverdale, UT 84405

Weather permitting.

4:30 p.m. – 5:30 p.m.  **Packet pickup.**
Schneiter’s Riverside Golf Course Clubhouse
5460 South Weber Drive  Riverdale, UT 84405

5:30 p.m. – 6:30 p.m.  **Mandatory coaches meeting.**
Schneiter’s Riverside Golf Course Clubhouse
5460 South Weber Drive  Riverdale, UT 84405

Friday, November 15

10 a.m.  **Course opens to competitors.**
Please call 801-391-9921 for frost warning or severe weather updates on race day if needed.

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).
Men’s competitors must report to assigned boxes.
Begin clerking procedure.

11:50 a.m.  Third gun fired (10 minutes to start).
Noon  **Men’s 10K championship race.**

12:45 a.m.  First gun fired (30 minutes to start).
12:55 a.m.  Second gun fired (20 minutes to start).
Women’s competitors must report to assigned boxes.
Begin clerking procedure.

1:05 p.m.  Third gun fired (10 minutes to start).
1:15 p.m.  **Women’s 6K championship race.**

Immediately following second race, recognition of top runners and teams.
ACCOMMODATIONS
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:** Summit Hotel, 247 24th Street, Ogden, Utah, 855-385-2266, [http://www.summithotelogden.com](http://www.summithotelogden.com) $119.00

**Other Hotels and Restaurants in the Area:**
Comfort Suites: $82.00 Can sleep 3 athletes per room single occupancy (2 queen beds and queen size sofa sleeper in each room) Rate includes Complimentary full hot buffet breakfast for all in the room. Breakfast is held in our restaurant featuring eggs, potatoes, breakfast meat, made to order waffles, fresh fruit, juices, cereals, yogurts. We will Comp head coach's room for the team. Complimentary meeting rooms and Complimentary wireless internet throughout hotel. Banquet department can prepare team meals and meeting space for group.

Holiday Inn Express: $108.00 Can sleep 2 athletes per room single occupancy, Rate includes Complimentary full hot buffet breakfast for all in the room. Complimentary wireless internet throughout entire hotel.

For team reservations please call:
Comfort Suites Hotel: **801-621-2545**
Ask for Western Regional Track and Field Block

Holiday Inn Express: **801-392-5000**
Ask or Western Regional Track and Field Block

Hotels share the same parking lot. Largest parking space of any hotel in Ogden, 5 miles from Weber State, Directly off of I-15 Freeway for easy on / off access

COURSE DIAGRAMS/INFORMATION
Maps, campus information and race preview are available at the following link:

[http://goo.gl/ucEaiI](http://goo.gl/ucEaiI)

Men’s and women’s course map:

[http://goo.gl/ucEaiI](http://goo.gl/ucEaiI)

DRESSING ROOMS
No locker rooms or showers will be available at the course.

DRUG TESTING
Please see 2013 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. Online entries will be available on DirectAthletics beginning on Monday, November 4 at 8 a.m. Eastern. Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 7. The late deadline for regional entries is 5 p.m. Eastern on Friday, November 8. No entries will be received after this deadline. A fine will be assessed for late entries ($400 per team/per gender). Coaches will receive fine notices for late entries from the NCAA with instructions on how to pay the NCAA directly for those fines. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field Committee and NCAA championship manager. 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://goo.gl/ucEaiI by 5 p.m. local time on Monday, November 11.

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 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 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.

REMANDER: 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: Declarations will take place at packet pick up Thursday, November 14 from 4:30 p.m. to 5:30 p.m.

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 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 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.** Weber State University Swenson Gym located at 2701 University Circle Ogden, UT 84408

**Severe Weather Policy for 2013 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 801-391-9921 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. 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**

The order of finish will be verified with Finish lynx system. Two Lynx cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Coaches and fans can wait for runners outside of the finish. After runners leave the area, they will need to remove their chips, and get them to the coach as soon as possible. Coaches should collect their chips and return them to the results pick up area.

**MANDATORY MEETING**

Coaches are required to attend the mandatory coaches meeting on Thursday, November 14 at 5:30 p.m. mountain standard time at the club house of Riverside Golf Course. Prior to the meeting starting coaches may pick up their packets.
MERCHANDISE
Merchandise will be available for purchase from 12:00 p.m.- 5:00 p.m. Thursday and at the course Friday from 9 a.m. through the conclusion of the second race.

PACKET PICKUP
Packets will be available Thursday, November 14, from 4:30 p.m. to 5:30 p.m. in the club house.

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 November 14, from 12:00 p.m. – 5:30 p.m. The course will be open at 9 a.m. the morning of the race unless there is frost on the ground.

**Please call 801-391-9921 on race day before leaving for the course for frost warning or severe weather updates if necessary.

PROTESTS
A protest/appeals 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 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 results table near the finish line.

SPORTS INFORMATION
Results.
• Via the Internet - NCAA.com is where results can be found after the completion of each race and at runnercard.com
• At the meet - members of the media and coaching staffs (with ticket) may pick up results after each race at the awards area.
• Contact Paul Grua at Weber State University for more information at pgrua@weber.edu.

SPORTS MEDICINE
The training room is located at the track stadium at Weber State, 2701 university Circle, Ogden, UT 84408. There will also be a training area set up on the course Saturday. If you have any special needs, please contact Paul Bugnet at 801-726-0565 or by email at paulbugnet@weber.edu.

Training Room Hours:
Thursday, November 14 12:00 p.m. – 5:30 p.m.
Trainers on course: Thursday, November 14  12:00 p.m. – 5:30 p.m.
Friday, November 15  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.

TENTS
Tents will be allowed at the starting line area only.

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

Directions to Course.
Schneiter’s Riverside Golf Course is located at 5460 South Weber Drive  Riverdale, UT 84405

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.