



2009 DIVISION II MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS HANDBOOK

Updated 9/8/2009
Second update: 11/16/2009



Table of Contents

Introduction	5
General Administration	7
Dates and Sites.....	7
2010 Site Information.....	7
Sports Committees.....	7
Annual Forms.....	8
Determination of Participants	10
Qualifying Procedures.....	10
Total Competitors.....	12
Ties.....	12
Regional and National Participation Procedures.....	12
Certification of Eligibility/Availability.....	13
Instructions to Participants	15
Adjusted Place Standings.....	15
Artificial Noisemakers.....	15
Athletic Health Care Facility.....	15
Attendance.....	15
Audio Coverage (Radio and Internet).....	15
Awards.....	15
Drug Testing.....	16
Lodging.....	16
Media Arrangements.....	16
Medical Arrangements.....	17
Meetings.....	17
Merchandise.....	17
Misconduct.....	18
News, Media, Press Conferences and Satellite Feeds.....	18
Officials.....	18
Practice.....	18
Programs.....	19
Results on NCAA.com.....	21
Rules.....	21
Squad Size.....	22
Team Flags/Banners.....	22
Television Rights and Footage Licensing.....	22
Tickets.....	22

Transportation.....	22
Uniforms.....	23
Web sites/Internet.....	23
Appendix A	24
Appendix B	25
Appendix C	26

Introduction

During the 2009-10 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, five are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into three sections: (1) General Administration; (2) Determination of Participants; and (3) Instructions to Participants. Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in the Appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
P.O. Box 6222
Indianapolis, Indiana 46206-6222
317/917-6222
www.ncaa.org
August 2009

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

Men's and Women's Cross Country Championships Information

Important Dates

Tuesday, October 20—Deadline for receipt of entry roster via online system (by 8 p.m. Eastern time). The online entry roster can be accessed via the following link: www.directathletics.com/ncaa.html.

Saturday or Sunday, November 7 or 8—Regional qualifying meets (women first, men second).

Monday, November 9—Deadline for member institutions to submit the minimum contest and participant verification form.

Monday, November 9—Selection of participants.

Friday, November 20—Declarations, packet pick-up and mandatory coaches meeting (times to be announced). Refer to the host Web site and participants manual for further details.

Saturday, November 21—Championships finals, hosted by University of Southern Indiana, Evansville, Indiana (women, noon; men, 1 p.m. [local time]).

Date formula for determining championships dates—Regional qualifying meets are two weeks prior to the championships (Saturday); championships are the Saturday prior to Thanksgiving.

General Administration

Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manual.]

Regionals—Saturday or Sunday, November 7 or 8 (Note: women first, men second). The sites of the regional qualifying meets, along with the names and contact information of the meet directors, are:

East—University of Massachusetts at Lowell, Boston, Massachusetts; Gary Gardner - phone: 978/934-2342, fax: 978/934-3054, e-mail: umltrack@ulm.edu

Midwest—University of Wisconsin-Parkside, Kenosha, Wisconsin; Tamie Falk-Day - phone: 262/595-2485, fax: 262/595-2225, e-mail: falkday@uwp.edu

Atlantic-Mansfield University of Pennsylvania, Mansfield, Pennsylvania; Michael Rohl - phone: 570/404-2158, fax: 570/662-4116, e-mail: MROHL@MANSFIELD.EDU

South—University of Tampa, Tampa, Florida; Vaknin Dror - phone: 813/253-6240, fax: 813/253-6288, e-mail: coachdror@aol.com

Central—Wayne State College (Nebraska), Wayne, Nebraska; Mike Barry - phone: 402/375-7520, fax: 402/375-7120, e-mail: mibarry1@wsc.edu

South Central-Abilene Christian University, Abilene, Texas; Nate Davis - phone: 325/674-2924, fax: 325/674-6831, e-mail: nate.davis@acu.edu

Southeast—Wingate University, North Carolina; Steve Poston - phone: 704/233-8194, fax: 704/233-8170, e-mail: poston@wingate.edu

West—San Francisco State University; San Francisco, California; Tom Lyons - phone: 415/338-2219, fax: 415/338-1967, e-mail: tomlyons@sfsu.edu

Finals—Saturday, November 21, University of Southern Indiana, Evansville, Indiana; Jay Newton - phone: 812/464-1846, fax: 812/465-1129, e-mail: sjnewton@usi.edu

The women's championships will start at noon, and the men's championships will start at 1 p.m. (local time).

2010 Site Information

Fall Festival

Finals—Saturday, December 4, TBA

NCAA Championships Policy Related to Sports Wagering

No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Sports Committees

[Reference: Administration and Management in the Division II General Section, and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The Division I, Division II and Division III Men's and Women's Cross Country Championships are under the control, direction and supervision of the NCAA Men's

and Women's Track and Field Committee. Kim Duyst, California State University, Stanislaus, chairs the committee and Bob Podkaminer, serves as the secretary-rules editor. Divisional subcommittees supervise their respective championships.

Division II Men's and Women's Track and Field Subcommittee

Representing men's cross country:

Midwest Region: Lou Andreadis, Grand Valley State University
Southeast Region: Mike Mead, Clayton State University
South Region: Jamie Moreno, Florida Southern College
West Region: Kim Duyst, California State University, Stanislaus

Representing women's cross country:

South Central Region: Kirk Pederson, University of Central Missouri
East Region: Adam Siepiola, Adelphi University
Central Region: Sylvia Barnier, Minnesota State University. Moorhead, chair
Atlantic Region: Kristene Kelly, Saint Augustine's College
For additional information about the 2009 NCAA Division II Men's and Women's Cross Country Championships, contact:

Maisha Palmer Assistant Director of Championships NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317/917-6222 Fax: 317/917-6235 E-mail: mpalmer@ncaa.org	Kim Duyst Associate Athletics Director California State University, Stanislaus One University Circle Turlock, California 95382 Phone: 209/667-3312 Fax: 209/667-3084 E-mail: kduyst@csustan.edu
---	--

Annual Forms

Entry Roster. The entry roster must be submitted online by 8 p.m. Eastern time on Tuesday, October 20. The same roster will be used for the regional qualifying meets and national championships. The online entry roster can be accessed via the following link through Direct Athletics: www.directathletics.com/ncaa.html. The Regional Host/Meet Director may request a roster of 10 individuals prior to the meet. Changes to the actual competitors can still be made from any eligible member of the team at the time of declarations.

Expense Reimbursement Form. Expense forms with instructions will be available on the NCAA Web site (<http://www.ncaa.org/wps/ncaa?ContentID=36359>). From that page, click on Cross Country. Forms can be mailed to the director of athletics of each competing institution, if they are unable to be accessed via the Web site. Please contact the travel department at the national office (317/917-6757; e-mail: travel@ncaa.org) to receive hard copies of the form. Completed forms must be received at the NCAA national office within 30 days of the day of competition.

[Reference: Per Diem and Transportation in the Division II General Section, and Bylaw 31.4.6 in the NCAA Manual.]

Financial Report Form. A financial report from each championships site must be submitted to the NCAA not later than 60 days after the conclusion of the competition.

Host institutions may access these forms via the NCAA Web site.

[Reference: Bylaw 31.4 in the NCAA Manual.]

Future Championships. Solicitation of bids for the 2011 and 2012 Division II men's and women's regional and national cross country championships will be sent out in January 2010. Bids must include proposed budget and other supporting materials. If interested, contact the NCAA Division II Cross Country/Track and Field championship manager at the national office (317/917-6222).

Minimum Contest and Participant Verification Form. Each institution that qualifies a team or individual(s) to the national championships must complete and submit this form. The form must be sent by fax and must be received by the NCAA regional representative by 3 p.m. Eastern time, Monday, November 9, 2009.

[Reference: Regional and National Qualifying Procedures in this handbook.]

Online Proposed Budget and Financial Report Submission Process. The proposed budget and financial report form may be accessed on the NCAA Web site at http://web1.ncaa.org/champs_bid/. Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding this process, please contact the NCAA championship manager.

Determination of Participants

Qualifying Procedures

To be eligible to participate in the 2009 NCAA Division II Men's and Women's Cross Country Championships:

1. Teams and individuals must qualify in their respective NCAA regions.
[Note: Conference meets may not be conducted in conjunction with NCAA regional qualifying meets.]
2. A member institution must compete in a minimum of five contests with a minimum of five participants in each of those contests. Further:
 - a. Completion of Contest. To count as a contest, the institution's team actually shall participate in and complete the contest. Scheduled contests that are canceled or not completed may not be counted.
 - b. Conference Championship and Regional Qualifying Meet. An institution may count participation in the conference championship and regional meet in meeting the minimum-contest requirement.
 - c. Meets with No Team Scoring. A meet at which no team scoring is kept counts as a contest for the purpose of meeting the minimum-contest requirement, provided that at least five participants participate on the institution's team.
 - d. One or More Sites. If five or more student-athletes participate on one or more teams, at one or more sites, on behalf of the institution on the same day, an institution may use the competition as a contest in meeting the minimum-contest requirement.

Men

The formula for the number of teams and individuals permitted to qualify from each region is as follows:

Region	Automatic Qualifiers (Teams)	Automatic Qualifiers (Individuals)
East	2	2
Midwest	3	2
Atlantic	2	2
Central	5	2
South	3	2
South Central	3	2
Southeast	3	2
West	3	2

Teams

1. All regions automatically qualify two teams.
2. Additional berths are awarded based on the following formula: Regions will be allotted

one additional berth for each team finishing in the top eight in the previous year's national championships.

Individuals

1. All regions automatically qualify the top two individuals from non-qualifying teams.
2. All individual competitors who finish in the top five overall places in their respective regional meet and are not a member of a qualifying team will automatically advance to the championships.

Total Competitors

$$24 \text{ teams of seven men each} = 168$$

$$\text{Individuals} = 16 + (\text{Top five overall places that are not a member of a qualifying team in their respective region})$$

$$\text{Total} = 184$$

Women

The formula for the number of teams and individuals permitted to qualify from each region is as follows:

Region	Automatic Qualifiers (Teams)	Automatic Qualifiers (Individuals)
East	2	2
Midwest	3	2
Central	6	2
Atlantic	3	2
South	2	2
South Central	2	2
Southeast	2	2
West	4	2

Teams

1. All regions automatically qualify two teams.
2. Additional berths are awarded based on the following formula: Regions will be allotted one additional berth for each team finishing in the top eight in the previous year's national championships.

Individuals

1. All regions automatically qualify the top two individuals from non-qualifying teams.
2. All individual competitors who finish in the top five overall places in their respective regional meet and are not a member of a qualifying team will automatically advance to the championships.

Total Competitors

24 teams of seven women	=	168
each		
Individuals	=	16 + (Top five overall places that are <u>not a member of a qualifying team in their respective region.</u>)
Total	=	184

Please note that a proposal for a change in team advancement format has been submitted to the Division II Championships Committee and will be adopted pending approval. This format will be effective for the 2010 championships.

Ties

Ties in regional qualifying meets in team competition shall be broken for the purpose of advancement to the championships finals by comparing the place finish of each team member 1-5 versus their respective competitors on the opposing team (Team A's first finisher vs. Team B's first finisher, etc.). The winner is the team winning the majority (best of five) of the comparisons.

Regional and National Participation Procedures

Coaches Meeting. A mandatory technical meeting for head coaches, or their representatives, of all competing teams and individuals will be conducted at the competition site before the regional and national championships. The provisions of NCAA Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct, as well as other pertinent information regarding the championships, will be presented. Coaches that are late or not in attendance are subject to a \$100 fine. Attendance will be taken at the regional competitions and the national championships.

Entry Roster. There is no limit to the number of eligible competitors an institution may submit, although no more than seven contestants from each institution may participate.

All participants must be entered in the regional and national competitions; however, it is not necessary for those individuals representing a qualified team to have competed in regional competition.

[Reference: Financial Penalty in the Division II General Section.]

Regional Declarations. Regional declarations must be completed as designated by host.

National Declarations. Declarations at the national championships site will be made at the site during packet pick-up. Declarations must be made in person by each coach at

the location designated by the host institution. A representative of the student-athlete's institution, or their regional representative must declare for a team/individual.

Late Declarations. Late declaration petitions may be submitted to the games committee. If not approved, a fine of \$50 per individual up to a maximum of \$300 per team will be assessed and payment must be made before competition. A letter will be sent to the director of athletics of the institution, with a copy to the coach, describing the circumstances.

Late Entry. Late entry rosters and petitions may be submitted to the games committee. If not approved, a fine of \$50 per individual up to a maximum of \$300 per team will be assessed and payment must be made prior to competition. Eligibility verification must be provided. Late entry procedures must be completed by the end of declarations. A letter will be sent to the director of athletics of the institution, with a copy to the coach, describing the circumstances.

Protest Procedure. All protests shall be written on the three-copy NCAA Cross Country/Track and Field Protest Form. One copy shall be posted, and the other copies shall be given to the referee. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, and the other copy shall be placed in the committee's files. A \$50 deposit is required for all protests and appeals, which will be returned if the protest is successful in reversing the official decision, or if the appeal is granted. Protests will be accepted up to 30 minutes after the posting of the results of the last events. A \$50 deposit is required for all protests and \$50 for all appeals, which will be returned if the protest is successful in reversing the official decision, or the appeal is granted.

Substitutions. All possible team participants must be listed on the team's mid-season change form. Coaches can only substitute if they have a Eligibility Roster with them at the meet, see Certification of Eligibility/Availability paragraph below. Individuals representing a qualified team do not have to compete in the regional competition; however, they must be eligible for championships competition. Substitutions are allowed up to 45 minutes before the start of the race at the regional qualifying meets and national championships. A certification of illness or injury by a physician or the host institution's head athletic trainer is required, and the substitution must be approved by the referee.

Replacements. The sports committee may replace qualified individuals or teams unable to advance to the national championships due to injury or illness through the declarations period.

Note: Individuals representing qualified teams at the national championships need not be the same seven individuals who represented the institution in regional competition.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division II General Section and Bylaws 3.2.4, 12, 13, 14, 15, 16 and 31.2.1.7 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are

required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. For institutions that have teams or individuals under consideration for selections to the championships, the athletics directors and chancellor or president must complete the eligibility verification form located on the NCAA Web site at http://web1.ncaa.org/surveys/d2_elig_verify.html. If the status of a student-athlete changes after the deadline, please contact Maisha Palmer. Institutions that fail to provide this information may be withheld from championships selection.

Instructions to Participants

Adjusted Place Standings

[Reference: Bylaw 31.2.2.4-(a) in the NCAA Manual.]

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association.

Artificial Noisemakers

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the playing and spectator areas. The tournament manager shall be responsible for enforcing these provisions.

Athletic Health Care Facility

Athletic health care facilities will be made available to the competing teams by the host institution.

Attendance

Please note in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a "turnstile" count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

Awards

[Reference: Awards in the Division II General Section and Bylaw 31.1.10 in the NCAA Manual.]

Official NCAA awards will be presented to the first 15 finishers in each of the division national championships. First-, second-, third- and fourth-place team trophies and eight individual awards for first-, second-, third- and fourth-place teams will be awarded in each of the championships. Participant medallions will be provided to all student-athletes competing or in uniform in the championships that did not receive a top 15 finisher or team award. These medallions will be sent to the institution's director of athletics.

Drug Testing

[Reference: Drug Testing in the Division II General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

Student-athletes competing in the championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Lodging

The host institution will be responsible for advising participating institutions of available hotel and motel accommodations at the site of the championships. Each competing institution is responsible for making its own room reservations.

Media Arrangements

[Reference: Programs in this handbook.]

Media Credentials. Requests for working media credentials shall be directed to the championships' host media coordinator. The NCAA shall control the issuance of media credentials for each championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site. These conditions must be approved before the competition by the NCAA.

Microphones. The placement of microphones on a team coach or student-athletes is prohibited.

Postcompetition Interviews. All coaches and student-athletes must be made available for post-competition interviews following the "cooling off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee."

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a team concludes competition), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championships and must report to the interview area immediately after the 10-minute cooling-off period. The coach cannot delay a postcompetition 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 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, report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championships.

Medical Arrangements

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallenged authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, or life-threatening risk to himself or herself, the tournament physician has the final decision regarding participation by the student-athlete.

Meetings

A mandatory technical meeting for head coaches, or their representatives, of all competing teams and individuals will be conducted at the competition site before the regional and national championships. The provisions of NCAA Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct, as well as other pertinent information regarding the championships, will be presented. Late arrival or failure to attend this meeting will result in a \$100 fine per program.

Merchandise

Teams selected to participate in NCAA championships will have the opportunity to pre order preliminary-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. After selection, teams will receive instructions for placing orders. All orders will be shipped directly to the institution the week after preliminary-round competition. In addition, teams advancing to the final site will receive a second notification regarding the opportunity to purchase championship merchandise online. All orders will be shipped directly to the institution the week after the finals. Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 at 888/745-3058.

Misconduct

[Reference: Misconduct in the Division II General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Manual.]

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice, that discredits the event or intercollegiate athletics.

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

Officials

For the 2009 NCAA Men's and Women's Regional and National Cross Country Championships, a referee and starter will be hired.

The referee will receive a fee of \$150 in addition to ground transportation (51 cents per mile, round trip), local transportation not included, and per diem. The referee for the division championships must be approved by the division representatives on the NCAA Men's and Women's Track and Field Committee.

The starter will receive a \$50 honorarium. No allowance for travel or per diem is permitted.

Travel/Per Diem. Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach airfare or 51 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel, 866/655-9215.

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Officials will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a \$45 per diem.

Policies. A sports or games committee may not require membership in any specific officials association as a prerequisite for selection to officiate in an NCAA meet. Officials shall be selected and assigned by the sports or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

Practice

Participants will be allowed to practice on the course where the regional and national championships will be conducted. The regional course will be available one day prior to the start of competition and the national course will be available two days prior to

the start of the national championships. The host institution will inform participants of practice times. In the event of inclement weather, a practice area will be available.

Programs

[Reference: Advertising in the Division II General Section and Bylaw 31.6.3 in the NCAA Manual.]

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championships host should not include expenses or revenues for programs in the championships budget and/or financial report. All program contents are subject to NCAA approval.

Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG College will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated

game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, Kentucky 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets. IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess.

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
3. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
4. Collections
 - a. Contracts
 - i. Upon site selections, all contracts are e-mailed to each site representative.
 - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575).
 - iii. An IMG College representative will track the return of all signed vending contracts to IMG College.

- b. Settlement Reports
 - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575).
 - ii. The vendor will have two weeks to submit payment to IMG College.
 - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments.
 - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its “No Pay” list sent to the NCAA.
 - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
 - vi. Please include the event number on the check that is sent.

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

Results on NCAA.com

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s Web site, www.ncaa.com:

For preliminary competition, please specify the division, sport, region, date of competition, round, official results, photos and provide a brief summary.

Host institutions and sponsoring agencies should use the following method to report:

Send all information via electronic mail in the following manner:

1. E-mail the information to: updates@ncaa.com;
2. Specify the division, sport and region in the SUBJECT area;
3. Paste the text (official results, including date of competition, round, etc.) directly into an e-mail or;
4. Send an e-mail as an attachment in a MS Word document or Windows Notepad text document; and
5. Convert photos to JPEG format and attach to an e-mail.

If you are delayed in reporting results by one of these methods, have problems sending the e-mail or if the e-mail is returned, please contact Eric Mirlis (emirlis@cbs.com).

Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual.]

Per NCAA Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and are modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

The NCAA Men's and Women's Track and Field/Cross Country Rules will be followed. The men's race will be 10,000 meters and women's race will be 6,000 meters at regional and national competitions.

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Manual.]

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.

Institutions entering five to seven runners in the regional qualifying meets or national championships must compete as a team. If an institution enters as a team in the regional competition and qualifies for nationals as a team, it must run as a team at nationals. If fewer than five competitors from one institution compete in the regional qualifying meets or national championships, they will compete as individuals only.

Transportation and per diem will be provided for one to four student-athletes and one non student-athlete for each team selected, or for five plus student-athletes and two non student-athletes for each team selected. Institutions with individuals selected will be reimbursed for one non student-athlete. Transportation expenses and per diem shall be paid for the finals competition and not for regional qualifying meets.

Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at <http://www.ncaa.org/wps/ncaa?ContentID=36359>.

Team Flags/Banners

Flags used by spectators will be permitted at the championships if they are not attached to a pole. One team banner per institution affixed to a tent will be permitted.

Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

Tickets

[Reference: Tickets in the Division II General Section and Bylaw 31.1.11 in the NCAA Manual.]

The minimum ticket price for the Men's and Women's Cross Country Championships shall be \$2. A \$1 student ticket with ID card is permissible for students of participating institutions and the host institution of the championships.

Transportation

[Reference: Squad Size in this handbook and Per Diem and Transportation in the Division II General Section.]

Uniforms

In all events and award ceremonies, each competitor must wear an official team uniform with components governed by rule 4-3-1 or be subject to disqualification. Wearing any part of the official team competition uniform illegally (e.g., top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the referee and offending competitor's coach. Uniforms for all cross country team members must meet the following criteria:

- All cross country team members must wear uniforms clearly indicating, through color, logo and combination of all worn outer garments, that members are from the same team.
- Visible undergarments on top (e.g. t-shirts) worn by team members must be of an identical solid color. Visible undergarments on the bottom (e.g. tights of any length) must be of an identical solid color.
- The use of, or wearing of artificial noisemakers by competitors is prohibited.

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 2¼ 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 2¼ 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 postrace 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.

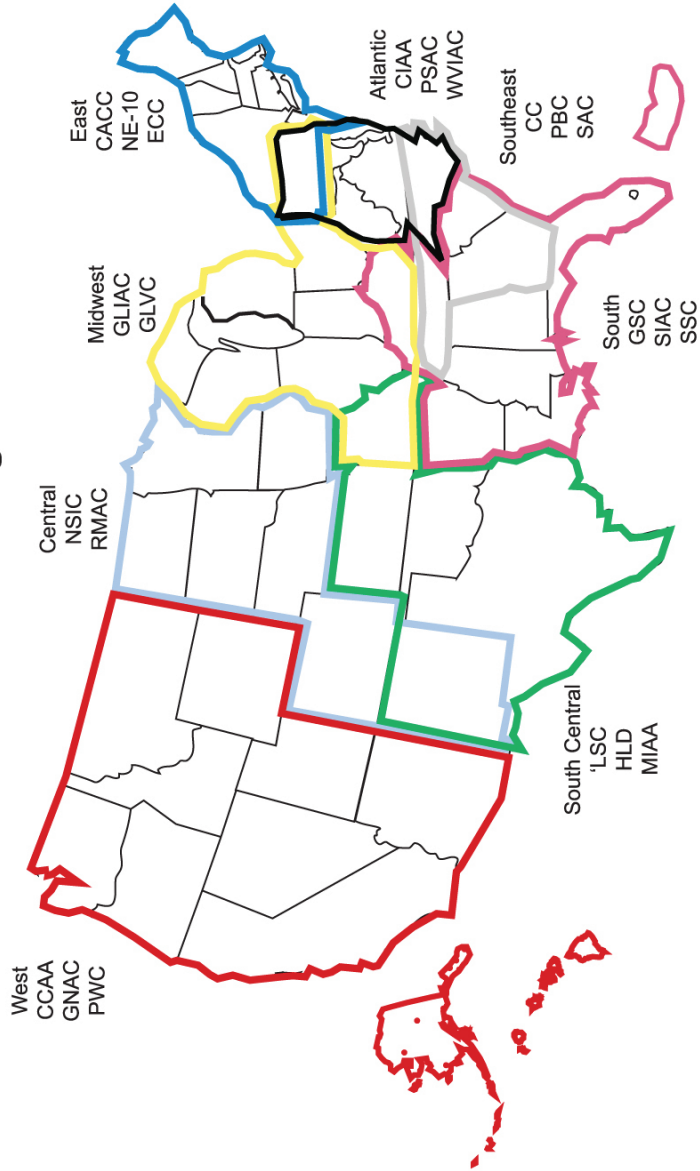
Watches. No watches may be worn by the competitors in the regional or national competitions.

Web sites/Internet

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

Appendix A

NCAA Division II Regionalization Model



Appendix B

Conferences by Region

- East**
 - East Coast Conference
 - Northeast-10 Conference
 - Central Atlantic Collegiate Conference
- Atlantic**
 - Central Intercollegiate Athletic Association
 - Pennsylvania State Athletic Conference
 - West Virginia Intercollegiate Athletic Conference
- Southeast**
 - Conference Carolinas
 - Peach Belt Conference
 - South Atlantic Conference
- South**
 - Gulf South Conference
 - Southern Intercollegiate Athletic Conference
 - Sunshine State Conference
- Midwest**
 - Great Lakes Intercollegiate Athletic Conference
 - Great Lakes Valley Conference
- Central**
 - Northern Sun Intercollegiate Conference
 - Rocky Mountain Athletic Conference
- South Central**
 - Heartland Conference
 - Lone Star Conference
 - Mid-America Intercollegiate Athletic Association
- West**
 - California Collegiate Athletic Association
 - Great Northwest Athletic Conference
 - Pacific West Conference

Appendix C

**NCAA Division II Men's and Women's Cross Country
Minimum Contest and Participant Verification Form
Due November 9, 2009, by 3 p.m. Eastern/noon Pacific**

Please complete the attached form and return this form to the NCAA Division II Track and Field subcommittee member who represents your region. Keep a copy for your files.

Regional Chair	Region	Fax Number
Kristene Kelly	Atlantic	919/516-5810
Lou Andreadis	Midwest	616/331-3232
Jamie Moreno	South	863/680-4122
Sylvia Barnier	Central	218/477-5825
Mike Mead	Southeast	678/466-4799
Kirk Pederson	South Central	660/543-8034
Adam Siepiola	East	516/877-4237
Kim Duyst	West	209/667-3084

This form will be used to verify that your institution has met the minimum contest and participant requirements to qualify for the 2009 NCAA Division II Men's and Women's Cross Country Championships. Member institutions or individuals who intend to compete in the championships are required to submit this form by 3 p.m. Eastern time (noon Pacific time) Monday, November 9, 2009. Member institutions or individuals who do not submit the form by the deadline will be assessed a fine of \$50 per individual to a maximum of \$300 per team and may not be eligible to participate in the championships.

Check one:

Men's Cross Country Women's Cross Country

DEADLINE: MONDAY, NOVEMBER 9, 2009, BY 3 p.m. EASTERN/ NOON PACIFIC

Please Print

In order to be eligible to compete in the Division II Cross Country Championships, Division II Indoor Track and Field Championships or the Division II Outdoor Track and Field Championships, member institutions must meet the minimum contest and participant requirements. List below the name of all meets including dates and number of participants from your institution.

Sport	Minimum Contests	Minimum Participants
Cross Country	5	5

Please note the following:

Completion of Contest. Scheduled contests that are cancelled may not be counted.

No Team Scoring. A meet with no team scoring counts as one contest.

One or More Sites. If the number of athletes participating at one or more sites, on behalf of the institution, on the same day equals or exceeds the minimum required number of participants (5 for cross country), the institution may use the competition as a contest in meeting the minimum contest requirements.

Regional Qualifying Meet. A coach may count the regional qualifying meet for minimum contest requirements.

Meet	Date of Event	Number of Participants-List names	Results: Web site or link to results

Name of Institution: _____

Director of Athletics or Designated Administrator

Head Coach Date