

**2006 NCAA Division III  
Men's and Women's  
Cross Country  
Championships**



**Participation Manual**

*November 18, 2006  
Hosted by Wilmington College  
Voice of America Park  
West Chester, Ohio*



## Introduction

In the event that you are selected for the 2006 NCAA Division III Men’s and Women’s Cross Country Championships this participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championships event. Further, this official participant manual will provide specific information on hotel arrangements, travel, tickets and a schedule of events at the championships site. This annual championships event occurs November 18 at Voice of America Park. Wilmington College will serve as the host institution.

Similar to your team, we understand that thorough preparation is the key to success. That is why we are most excited about the upcoming championships. Good luck!

## Championships History

### Men’s History

1993	North Central
1994	Williams
1995	Williams
1996	Wisconsin-La Crosse
1997	North Central
1998	North Central
1999	North Central
2000	Calvin
2001	Wisconsin-La Crosse
2002	Wisconsin-Oshkosh
2003	Calvin
2004	Calvin
2005	Wisconsin-La Crosse

### Women’s History

1993	Cortland State
1994	Cortland State
1995	Cortland State
1996	Wisconsin-Oshkosh
1997	Cortland State
1998	Calvin
1999	Wisconsin-Oshkosh
2000	Middlebury
2001	Middlebury
2002	Williams
2003	Middlebury
2004	Williams
2005	SUNY-Geneseo

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## Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
<b>Meet Director</b>	Ron Combs	WORK:937-382-6661 ext.256 CELL:937-218-3220 HOME:937-383-4194 FAX:937-383-8566
<b>NCAA Division III Men's and Women's Track and Field Chair</b>	Josh Payne	WORK: 812-866-7383 CELL: 812-292-4580 FAX: 812-866-6818
<b>NCAA Liaison</b>	Kristin Steckmesser	WORK: 317/917-6618 CELL: 317/966-6441 FAX: 317/917-6210
<b>Local Media Coordinator</b>	Jeff Hibbs	WORK:937-382-6661 FAX:937-383-8557
<b>On-Site Athletic Trainer</b>	Troy Garrett	WORK:937-725-2086 FAX:937-383-8566
<b>Ticket Manager</b>	Judy Doyle	WORK:937-382-6661 FAX:937-383-8566
<b>Promotions/Marketing</b>	Terry Rupert	WORK:937-382-6661 FAX:937-383-8566
<b>Facilities Coordinator</b>	Ron Combs	WORK:937-382-6661 CELL:937-218-3220 HOME:937-383-4194 FAX:937-383-8566
<b>Transportation</b>	Quyen Tran	WORK:937-382-6661 FAX:937-383-8566
<b>Stadium Coordinator(VOA)</b>	Barb Wilson	WORK:513-759-7308 FAX:513-777-8960
<b>Volunteer Security</b>	Jerry Muldoon	WORK:937-382-6661 FAX:937-383-8566
<b>Volunteer Coordinators</b>	Kyle Wolf	WORK:937-382-6661 FAX:937-383-8566
<b>Hospitality Coordinators</b>	Kathy Milam	WORK:937-382-6661
<b>Pressbox</b>	Jeff Hibbs	PHONE:937-313-4025 FAX:937-383-8577
<b>Committee Room</b>		PHONE: 513/759-7309 FAX:513-777-8960

## Division III Men's and Women's Track and Field Committee

Josh Payne, chair	Hanover College 812/866-7383 payne@hanover.edu
Vanessa Seljeskog	Macalester College 651/696-6736 seljeskog@macalester.edu
Jon Cutright	Juniata College 814/641-3520 cutrigj@juniata.edu
Ned Bishop	Connecticut College 860/ 439-2566 nbis@conncoll.edu
Seth McGuffin	Eastern Mennonite University 540/432-4310 Seth.mcguffin@emu.edu
Jon Cutright	Juniata College 814/641-3520 cutrigj@juniata.edu
Malcolm Dunn	Whitman College 509-527-5263 dunnm@whitman.edu
Jennifer Potter	Ithaca College 607/ 274-3745 jpotter@ithaca.edu
TBD	

# Schedule of Events

## Thursday, November 16

Noon-6pm - Course open for inspection.

## Friday, November 17

9:00am-4:30pm - Course open for inspection. \*\*

1:00pm-3:30pm - Packet pickup/Memento pickup: Kings Island Resort,  
Belvedere Center Ballroom

6:30pm - Student-Athletes' and Coaches' Banquet: Roberts Center  
I-71 & State Route 68  
Wilmington, Ohio

Following Banquet - Coaches Social, Sponsored by M-F Athletic Company  
Kings Island Resort

## Saturday, November 18

9:00am - Course opens to competitors. \*\*

### **Men's 8,000-Meter Championship Race**

10:30 am - First gun fired (indicating 30 minutes to start)  
10:35 am - National Anthem  
Men competitors must move to assigned boxes  
10:40 am - Second gun fired (20 minutes to start)  
Begin clerking procedure  
10:50 am - Third gun fired (10 minutes to start)  
11:00 am - Men's 8k Championship Race

### **Women's 6,000-Meter Championship Race**

11:30 am - First gun fired (30 minutes to start)  
11:40 am - Second gun fired (20 minutes to start)  
Women competitors must report to assigned boxes  
Begin clerking procedure  
11:50 am - Third gun fired (10 minutes to start)  
Noon - Women's 6k Championship Race

1:30-2:45pm - **Post-race luncheon for athletes and coaches only:** Kings Island Resort

3:00pm - **Awards Ceremony and Result Distribution:** Belvedere Center Ballroom

\*\*Please call 937/218-3220 on practice days before leaving for the course for current weather updates and any practice time updates due to inclement weather or frost.

## Accommodations – Championships Hotels

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.

Hotel Information is located on our website at <http://www2.wilmington.edu/ncaa-cc/index.cfm>.

<b>Hotels</b>	<b>Phone Number</b>	<b>Nightly Rate</b>
Kings Island Resort	800/727-3050	\$69
AmeriSuites	513/754-0003	\$75
Cincinnati Marriott	513/459-3004	\$109
Days Inn Kings Island	866/344-7386	\$49
La Quinta Inn	513/459-1111	\$55
Ramada Limited	513/336-7911	\$51
Red Roof Inn	513/398-3633	\$39.99
Springhill Suites	866/964-7767	\$89 & \$99
Amerihost	513/807-4664	\$69.99
Comfort Suites	513/336-9000	\$49.50
Kirkwood Inn	513/398-7277	\$64
Microtel Inn & Suites	513/754-1500	\$49.99
Super 8 Mason	800/227-7100	\$49 & \$59

## Awards

Official NCAA awards will be presented to the first 15 finishers in each of the division 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. Participation medallions will be provided to all student-athletes competing or in uniform in the championships. These medallions will be sent to the institution's director of athletics. USTFCCA All-American certificates will be presented to the top 35 finishers in the race.

The post race awards luncheon will take place 1:30-2:45 at the Kings Island Resort (Belvedere Center Ballroom). Each athlete and one coach per team will receive a ticket for the luncheon. No additional tickets for the meals will be available.

## Course Diagrams

**Course Maps and Preview are available on our website at:**  
**<http://www2.wilmington.edu/ncaa-cc/index.cfm>**

# Credentials

The following credentials will be distributed at the head coaches and administrators meeting:

1. Coaches' credentials will be distributed by team according to the following formula:

<u>Number of Athletes</u>	<u>Number of Credentials</u>
1-4	1
1 Team	1
2 Teams	2

2. Each athlete registered to compete will receive one credential for access to the championships.
3. Credentials are non-transferable. Any student-athlete, coach, administrator, media or athlete, training personnel found giving or selling their credential to another person is subject to sanctions by the NCAA Division III Men's and Women's Track and Field Committee.
4. There will be the opportunity to purchase additional credentials for members of the coaching staff at packet pick-up for \$15 a piece.

# Drug Testing

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championships event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

**If drug testing were to occur the following format would be used:**

# tested: 9 men, 9 women

Test Plan: Top 3 plus 6 at random

# Entry Procedures

**Entry period for the national championships will be Sunday, November 12 from 3-9 p.m. Eastern Standard Time.** Entries are due by 9 pm EST. (Note: Responsibility for entering teams and individuals rests with the individual coach, NOT the national meet directors.) Entries received after this time are considered late but still may be accepted per games committee approval with a \$100 fine per institution/team until 11 p.m. EST.

All entries for the National Championship must be done online through the direct athletics website ([www.directathletics.com/ncaa.html](http://www.directathletics.com/ncaa.html)). Please follow instructions below to complete your entries. (It is the same process that was utilized for regionals).

*Please note: If you already have a DirectAthletics account for your team, you should login at [www.directathletics.com](http://www.directathletics.com) and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DA meets. If you know you have an account but have forgotten your username/password, you can click the “I forgot my password” link in the login box.*

## **STEP 1—Creating a DirectAthletics Account**

*If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:*

- 1) Go to [www.directathletics.com/ncaa.html](http://www.directathletics.com/ncaa.html)
- 2) On the right side (in the New Account Creation box), select your Division.
- 3) Select your team, choosing only what genders you are submitting entries for. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Lastly, 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 NCAA Division III Championships, you must first add all attending 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 athletes you wish to enter. You can always add more later.

- 3) Enter your 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 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 athletes are added to your roster, you must submit your roster to the NCAA Division III Championships.*

- 1) Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division III Championships
- 2) Check off the box for each athlete you wish to enter. You can check the top box to select (or unselect) 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, Sunday, November 12 (9 p.m. ET), you may edit your entries by clicking the "Edit Entries" link next to the meet in the HOME tab.

*Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender (i.e. Texas (Women)) from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.*

**FOR TEAM ENTRIES:** Each qualifying team may enter 10 athletes. Athletes on a qualifying team need not have raced in the regional meet to be eligible. From this list of athletes, the athletes that are declared at the starting line (20 minutes prior to race time) are the official entrants.

**FOR INDIVIDUAL ENTRIES:** Enter all qualifying individuals. Only athletes that have earned qualifying spots from their respective regional meets may be entered in the national meet.

**REMINDER:** It is the coach's responsibility to inform the committee immediately if for some reason an athlete declared and selected to compete in any national competition cannot compete.

**FINAL DECLARATION:** Student athletes must check in with the clerks at their assigned box 20 minutes prior to the start of their race.

# Evaluations (Site)

**Site evaluation forms** will be in each coaches packet. We ask that you return this evaluation to the NCAA liaison prior to your departure from the championships or send in upon your return to campus following the championships. Your input is a valuable resource to continue the improvement of the championships.

## Evacuation/Severe Weather Plan

### Administration

- a. The underlying basis for decisions related to the starting, suspension and resumption of athletics contests that may be affected by lightning and or severe weather is the safety and welfare of the participants and spectators.
- b. Decisions regarding the starting, suspension and resumption of a contest are to be made independent of considerations related to any team gaining a competitive advantage.
- c. Prior to the start of a contest, decisions regarding whether a contest will begin rests with the host administration/game manager, NCAA committee, game officials and athletics trainers.
- d. Once a contest has begun, the decision to suspend and subsequently resume a contest is the responsibility of the game officials, NCAA committee, and athletics trainers.
- e. Weather-related decisions involving championship events will typically be made by the designated tournament committee. Decisions of suspended contests will be made by the NCAA games committee.

### Devices and Methods

- a. It is strongly suggested that designees listed above employ a Weather Alert Radio to learn of oncoming problems.
- b. When lightning is spotted, the game administration shall utilize the “flash-to-bang” method by counting the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring.
- c. With a flash-to-bang count 30 seconds or less, all athletics participating shall cease and individuals should leave the athletics site and reach a safe structure or location.

### Evacuation

- a. If no safe structure or location is within reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. At Voice of America Park is a building on site to provide some shelter, if necessary.
- b. Assume a crouched position on the ground with only the balls of the feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact with the ground.

- c. Avoid being the highest object in a field. Do not take shelter under a single tall tree.
- d. Avoid using the telephone, except in emergency situations. A cellular phone or portable remote phone is a safe alternative to land-line phones.
- e. Everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the athletics site.

**Severe Weather Policy for 2006 NCAA Cross Country 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 Committee will monitor the weather during the week and morning of the championship.
2. At the coaches meeting on Friday if there are expected delays due to weather at the championships the coaches should be given 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 or frost. This number (937/218-3220) will be placed in the information with the coaches' packets and on the meet website.
3. The Games Committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration should be taken in regards to the policies toward competition on Sunday for each institution.
4. If the race has already begun and would have to be suspended in the middle of the competition the NCAA Track & Field Committee would recommend the following:

**Women's 6,000 meter** - if competition is suspended before the 2000 meters mark you may run the same day with a two hour delay. If competition is suspended after 2000 meters we would recommend postponement until the next day.

**Men's 8,000 meter** - if competition is suspended before the 3000 meters mark you may run the same day with a two hour delay. If competition is suspended after 3000 meters we would recommend postponement until the next day.

5. If necessary, competition may be postponed until Sunday, per NCAA policy, with competition not starting prior to 12:00 p.m. This information must be communicated with all involved institutions.
6. If the meet is postponed to Sunday because of severe weather, the following time schedule **may be** used.

1:00 pm    Men's 6,000 Meter Race  
 2:00 pm    Women's 8,000 Meter Race

- \*\* 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

See Attachment 2 on how to properly attach the assigned computer chip. Order of finish will be verified visually with Finish lynx timing. A video system will be used as backup. Computer chips will also be recorded at various points during the race. (at the mile splits)

## Merchandise

Merchandise will be available for purchase during practice times located at Voice of America Park and on Saturday at the Course.

## Packet Pick-up

Packets will be available Friday, November 17, 1:00pm in the Belvedere Center Ballroom, Kings Island Resort. Mementos will be available at this time. (Parking passes will be distributed at this time.) Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course. Coaches with outstanding fines will not receive their packets until the fine is paid. Packets not picked up at this time will be available at the banquet and Saturday morning under the starting area tent at VOA. Note: Student-athletes are not allowed in the packet pickup area.

## Practice Schedule

Practice access to the course is limited to Wednesday, Thursday and the day of competition, weather permitting. The practice dates and times are as follows: Nov.16, noon-6 pm, November 17, 9 am-4:30 pm, November 18, 9 am-11 am.

**\*\*Please call 937-218-3220 on practice days before leaving for the course for current weather updates and any practice time updates due to inclement weather or frost.**

## Sports Information and Credentials

NCAA guidelines dictate that each competing institution in the championship is entitled to one credential for its sports information staff. The person to be credentialed **MUST** be an employee of the requesting institution. Credentials will be requested through the host's Sports Information Director via each participating team's SID. One media credential will be issued upon request, prior to the championships, to each competing institutions' sports information staff. Those requesting sports information credentials for the 2006 championships may be made by fax 937-383-8557 on institutional letterhead, by mail (also on letterhead) or by email [jeff\\_hibbs@wilmington.edu](mailto:jeff_hibbs@wilmington.edu) We will confirm identity on all email requests. Sports information credential requests will be accepted until noon on **November 16, 2006**. Media credentials can be

obtained on Friday, November 17 between 1:00-3:30pm at the time of packet pick-up in the Belvedere Center Ballroom. Credentials can also be picked up at the Starting Line Tent at the course from 9:00-10:30 am on Saturday, November 18.

If you have media wishing to cover the event, please forward this information to the appropriate sports writer or editor. Their requests must come on company letterhead. Media sending photographers should make arrangements well in advance of the championship date. Photographer access will be tightly controlled and limited to professional photographers who have applied for media credentials.

Meet information including accommodation possibilities are currently available on the championship web site hosted by Wilmington College. The address for the site is <http://www2.wilmington.edu/ncaa-cc/index.cfm>. Links to the results will also be available at the address following the competition. Please contact SID, Jeff Hibbs, for more information at 937-382-6661.

## **Training Room and Medical Information**

The training room is located near the finish line at VOA. The training room is fully equipped with electric modalities, cold and hot whirlpools, taping and rehab tables, heating pads, and ice. If you have any special needs, please contact Troy Garrett at 937-725-2086 or by email at [troy\\_garrett@wilmington.edu](mailto:troy_garrett@wilmington.edu).

<b>Training Room Hours :</b>	Thursday, November 16:	Noon-6:00pm
	Friday, November 17:	9am-4:30pm
	Saturday, November 18:	Beginning at 9:00am

<b>Trainers available at course:</b>	Saturday, November 18:	Beginning at 9:00am
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Certified Athletic Trainers must present their NATA Certification card to obtain a medical credential at packet pickup. Athletic Training Students must provide a NATA membership card or a letter from a supervising ATC. If proof is not provided, the individual will not be issued a credential. 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.

## **Transportation/Travel Information**

All transportation needs will be the responsibility of the participating team. Airline reservations must be made through **Short's Travel Management (866-655-9215)**.

Please fax the travel information sheet (Attachment 1) by noon, Thursday, November 16 to Kristin Steckmesser at 513/777-8960.

**Charter Buses:** Muskingum Coach Co.  
Phone: (800) 468-4486

Croswell Bus Lines  
Phone: (800) 782-8747

Executive Charters  
(859) 261-8841

Directions to Voice of America Park:

**From Interstate 71 South**

Take Exit 25

Go left on Kings Mills Road

Go right on Kings Island Drive

Go right on Western Row Road

Western Row runs into Tylersville Road

Continue on Tylersville to Cox Road

Turn right onto Cox Road

Entrance to Voice of America Park is 1/4 mile on the right

After turning into the park, take the first right, which is a small access road-

It will lead to the gravel lot near the starting line

**From Interstate 71 North**

Take Exit 24

Go left on Western Row Road

Western Row runs into Tylersville Road

Continue on Tylersville to Cox Road

Turn right onto Cox Road

Entrance to Voice of America Park is 1/4 mile on the right

After turning into the park, take the first right, which is a small access road-

It will lead to the gravel lot near the starting line

**From Interstate 75 South**

Take the Tylersville Road Exit

Go left onto Tylersville Road

Take Tylersville to Cox Road

Turn left onto Cox Road

Voice of America Park Entrance is 1/4 mile on the right

After turning into the park, take the first right, which is a small access road-

It will lead to the gravel lot near the starting line

**From Interstate 75 North**

Take the Tylersville Road Exit

Go right onto Tylersville Road

Take Tylersville to Cox Road

Turn left onto Cox Road

Voice of America Park Entrance is 1/4 mile on the right

After turning into the park, take the first right, which is a small access road-

It will lead to the gravel lot near the starting line

Hotel:  
Kings Island Resort  
5691 Kings Island Drive  
Mason, Ohio 45040  
Phone: 513/398-0115

Banquet:  
Roberts Centre  
123 Gano Road  
Wilmington, Ohio 45177  
Take 71 North to the Wilmington Exit of State Road 68

No additional passes will be issued.

Parking for busses is in the gravel/road lot Northeast of the Voice of America building. Vans will park in the field that is adjacent to the Start Area. All vehicles with parking passes will enter through the parking pass gate, and will be allowed to enter through the left lane. *Spectator Parking is \$5 per vehicle.*

### **Travel/Per Diem Reimbursement Information**

Please refer to your 2006 NCAA Division III Cross Country Championships handbook for championship travel information. This handbook can be found online at [http://www.ncaa.org/library/handbooks/crossCountry/2006/2006\\_d3\\_cross\\_country\\_handbook.pdf](http://www.ncaa.org/library/handbooks/crossCountry/2006/2006_d3_cross_country_handbook.pdf). In addition, per diem forms are available online at <http://www.ncaa.org/financial/travelforms.html#crosscountry> and must be completed for reimbursement. Please be aware that participants whose institution is located within 500 miles of the competition site are required to travel via ground transportation. The NCAA travel department utilizes the MapPoint system shortest route ([www.mappoint.msn.com](http://www.mappoint.msn.com)) to determine mileage.

## **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: (a) School issued; if they are singlets, they must be identical; (b) pants may be of any length, but must have identical color; and (c) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable. Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waist band when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

**Logos.** An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition

may bear a single manufacturer's or distributor's normal trademark, not to exceed 2.25 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4 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 pre-race 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.



# ATTACHMENT 1



## TRAVEL AND UNIFORM DECLARATION FORM

Please complete and fax prior to leaving campus for the championships (513/777-8960) or turn in at packet pick-up to the NCAA table.

INSTITUTION: \_\_\_\_\_

COACHES' \_\_\_\_\_ (please circle): Men Women

NAME: \_\_\_\_\_

COACHES' \_\_\_\_\_ OTHER EMERGENCY \_\_\_\_\_

CELL: \_\_\_\_\_ CONTACT \_\_\_\_\_

### STUDENT-ATHLETES PARTICIPATING

1 \_\_\_\_\_ 6 \_\_\_\_\_

2 \_\_\_\_\_ 7 \_\_\_\_\_

3 \_\_\_\_\_ 8 \_\_\_\_\_

4 \_\_\_\_\_ 9 \_\_\_\_\_

5 \_\_\_\_\_ 10 \_\_\_\_\_

### ADDITIONAL STAFF

1 \_\_\_\_\_ 2 \_\_\_\_\_

<b>ATHLETES and COACHES BANQUET - # ATTENDING</b>	
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### TRAVEL INFORMATION

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Flight #: \_\_\_\_\_ Airline: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Uniform Declaration

Please complete this form to assist the NCAA Division III track subcommittee in identifying athletes and institutions in the videotape review of the 2006 NCAA Division III Men's and Women's Cross Country Championships. Please note if men's and women's uniforms are DIFFERENT.

1. Singlet color and other identification aid: \_\_\_\_\_

2. Shorts/briefs color and other identification aid: \_\_\_\_\_

OR \_\_\_\_\_

3. Color of tights or half-tights worn as shorts replacement: \_\_\_\_\_

4. Color of unitards/bodysuit: \_\_\_\_\_

## ATTACHMENT 2

# CHAMPIONCHIPS



NCAA National Cross Country Championships – Saturday, November 18, 2006  
Voice of America Park – Hosted by Wilmington College

### **ChampionChip – Special Instructions**

**COACHES:** At the packet pick up on Friday, November 17, all coaches will pick up individual envelopes assigned to each competitor. Each competitor's envelope will include the following:

- Two NCAA National Cross Country Championship numbers to be pinned on the front and back of the competitor's singlet.
- Two hip numbers (individual competitors) or two hip letters (team competitors)
- Sixteen safety pins
- Two ChampionChips

Upon completion of the race, each coach will be responsible for gathering each of their competitor's Chips and returning them in the issued zip-lock bag to the designated area at [the Finish Line Tent. Personnel will record the return of the Chips. If a Chip is lost or simply not returned, the school will be invoiced for the replacement chip at \$30 per chip.

**Exercise care not to lose or damage Chips. Replacement Chips will not be issued.**

**RUNNERS:** Pin your race number to your uniforms in the appropriate locations (front, back, and both hips). On race day, attach the Chips to your racing shoes using your shoelaces. Make sure you are using the Chips that were assigned to you.