

## CROSS COUNTRY POLICIES – UPDATED 07/25/16

### A. GENERAL ADMINISTRATION

1. **Conference Schedule.** There shall be no required regular season competition between Conference institutions in the sport of cross country. There shall be mandatory participation only in the annual America East Conference Men's and Women's Cross Country Championships.
2. **Sporting Conduct.** Please refer to the America East Administrative Policy Manual. (*Revised March 2010*)

### B. CONFERENCE CHAMPIONSHIP

1. **Championship Site.** The Championship site shall be awarded on the following rotation basis:

<u>Date</u>	<u>Host Institution</u>
2016	UMBC
2017	Vermont
2018	UMass Lowell

  - a. If at a later point, an institution wishes to enter the rotation that wasn't previously included, that institution would be added to the end of the rotation schedule. Further, if an institution wishes to defer its slot in the rotation, it may do so for one year without going to the end of the rotation (e.g. facility conflict).
  - b. Priorities for courses on which the America East Conference conducts its championship meet include proper footing, the width of the trail, safety issues and/or impediments on the course, support facilities on site, and a minimal amount of pavement. A host institution's head cross country coach shall be asked to evaluate his/her course based upon the above-listed priorities one year in advance of hosting. This report shall be circulated to all head coaches and is intended to help address any problems a year in advance of the championship.
2. **Championship Eligibility.** An institution shall be prohibited in both team and individual sports from competing in Conference championship postseason play if a team falls below the 930 APR benchmark. (*Revised July 2012*)
3. **Competitor Numbers.** Runners shall wear numbers on the front of their uniforms.
4. **Course Markings and the Chute.** The course shall be marked carefully, preferably with a continuous white line. A chute of rope, or other similar appropriate material, must be used after the finish line to facilitate recording of contestants order as they cross the finish line.

5. **Course Marshals.** The host institution shall have marshals at the appropriate markers to record that each runner passes the checkpoints. These marshals shall also be aware of the course and shall be able to help with the directions if a participant becomes lost.
6. **Date.** The America East Conference Men's and Women's Cross Country Championships shall be held annually on the Saturday (unless there are extenuating circumstances) two weeks prior to the NCAA Regional Meets.
7. **Disqualification.** Competitors who fail to complete the prescribed course that is defined by a legal marking system shall be disqualified.
8. **Distance.** The men's distance shall be 8,000 meters and the women's course shall be 5,000 meters in length. Mile splits shall be read loud and clear for all runners.
9. **Entry Procedures.** Entry Forms must be returned to the Conference office prior to the championship. There is no limit on the number of competitors that schools may declare on these forms. These forms shall be compiled by the Conference office and sent to the meet director for the assignment of numbers. Numbers shall be assigned to all listed athletes. Final declarations of the runners who shall compete shall be made from the entry form and shall occur no later than one hour prior to race time.
10. **Event Management.**
  - a. Meet Director. The meet director shall have the following responsibilities:
    - 1) Serve as administrator and supervisor for the championship;
    - 2) Coordinate the planning activities of all aspects of the championship in conjunction with the head coach of the host institution;
    - 3) Coordinate and supervise the officials and groups involved in the administration of the championship, including ensuring that they are educated as to the rules of cross country;
    - 4) See to the needs of participants, officials and spectators and ensure that all technical details of the championship have been taken care of within the rules of the America East Conference and as prescribed by this manual; and other duties as outlined in the NCAA Track and Field Rules and as requested by the Conference office.
  - b. Officials. A sufficient number of championship staff and personnel, as determined by the meet director, shall be provided by the host institution to perform the following duties:
    - i. **General Officials**

Meet Director	Referee
Custodian of awards	Announcers
Medical Doctor or Certified Athletics Trainer	

- ii. **Course Officials**

Clerk of Course	Starters
Inspectors	Timers
Judge of Finish	Scorers/Quick Scorers
Time Recorders	Finish Place Recorders
Gate Controllers	Chute Marshals
  - iii. The meet director shall be responsible for educating the clerk of course and starters about the rules governing cross country established by the NCAA and America East. For specific responsibilities of the above listed cross country officials, refer to the NCAA Men's and Women's Cross Country and Track & Field Rules Book.
  - iv. **Equipment.** The following equipment shall be provided by the host institution:
    - Stopwatches
    - Public address system
    - Starting pistols
    - Communication system to the course (walkie-talkies)
    - Backup stopwatches for timing
    - Tent to shelter the timing systems and/or results station, in case of inclement weather.
    - American Flag
11. **Jury of Appeals.** The jury of appeals shall consist of three coaches (including the coaches' chair) who would serve a two-year term to coincide with the coaches' chair. There shall be no substituting by the selected head coach. The two coaches other than the chair shall be determined by random selection by the conference office. This process shall be followed for both the men's and women's championship. *(Revised August 2006)*
12. **Medical Staffing.** The host institution shall arrange for a physician or certified athletic trainer to be in attendance at the championship.
13. **Officials.** The meet director shall keep all jury members and pertinent officials at the championship site at least 30 minutes after the final results are posted or read.
14. **Practice Policy.** The course shall be open to inspection by competing institutions for at least two hours in the afternoon, on the day prior to the championship, and for two hours prior to the meet on the day of competition.
15. **Pre-Championship Meeting.** If necessary, a meeting shall be held prior to the race where the meet director shall brief coaches on items of concern relative to the championship race. Coaches will receive packets containing teams' numbers and safety pins either on Friday at the course inspection or on Saturday prior to the meet. Starting positions shall be determined by the coaches by random draw.

**16. Protest Procedure.**

- a. Protests relating to matters that develop during the conduct of the championship should be made at once and not later than 30 minutes after the results have been posted. The head coach must make any such protest in writing and submit to the referee, who shall render a decision. The protest must include the individuals involved; the conditions that prompted the decision to protest; the rule and section of the NCAA rulebook under which the protest is being made; all essential facts involved in the matter being protested; and the rationale for the protest.
- b. A second protest (appeal) may be made to the referee. Upon receiving this (second) protest, the referee is required to turn the protests over to the jury who shall make a final decision. The referee must leave the jury and not be involved in deliberations. This decision is final and without appeal.

**17. Referee's Report.** At the conclusion of the competition, the championship referee shall make a written report of all actions, protests and controversial decisions that may have affected the results of the championship or an event finish. This report shall be made available to all coaches at the site and emailed to all coaches along with the official final results.

For any other incidents and decisions that do not affect the outcome of the championship, the referee shall make a written report to be emailed with the championship results to the coaches immediately following the championship (does not need to be done at the championship site).

**18. Rules.** The Conference championships shall be conducted under the current NCAA Track & Field/Cross Country Men's and Women's Rules.

**19. Scoring.**

- a. Team Scoring. NCAA rules on team scoring shall be followed. [Rule 8-Sec. 6-3.a.](Revised January 2015)
- b. Individual Finish. Ties in the individual competition shall not be broken. The conference office shall order duplicate awards.

**20. Sequence of Competition.** The sequence of competition shall alternate each year between men and women. In even-numbered years (2016, 2017, etc.) the men's race shall be conducted first. In odd-numbered years, the women's race shall be conducted first.

**21. Squad Size.** A maximum of ten (10) men and ten (10) women may compete for each institution. The first five finishers for each team shall constitute their scorers and the next two runners act as pushers to displace the scorers from other teams. (Revised July 2009)

**22. Uniforms.** Participants in the championship shall wear exclusively the official uniform of their institution in competition and during related ceremonies. All NCAA restrictions

applying to apparel worn by student-athletes shall be strictly enforced. All teams must have the Conference logo or patch on the uniform. Numbers, large enough to enable identification, shall be worn securely pinned on the front each competitor's shirt so as to be plainly visible.

## C. AWARDS

1. **All-Conference.** The All-Conference team shall consist of the **top 14 finishers** in both the men's and women's races. Student-athletes finishing 1<sup>st</sup>-7<sup>th</sup> place shall be recognized as First Team All-Conference and student-athletes finishing 8<sup>th</sup> – 14<sup>th</sup> place shall be recognized as Second Team All-Conference. The All-Conference team shall be recognized in a Conference media release. Medals shall be awarded to individuals placing in first through fourteenth place in each *event*. *(Revised October 2015)*
2. **Individual Awards.** An individual award shall be provided to the Coaching Staff of the Year, the Most Outstanding Rookie and the men's and women's top individual finishers. The Most Outstanding Rookie shall be provided to the male and female rookie (a student-athlete in his/her first year of NCAA eligibility) with the highest finish at the championship. The Coaching Staff of the Year shall be selected by a vote of all men's coaches and all women's coaches participating in the championship meet after the final results are posted. The ballots shall be returned to a representative of the Conference office prior to the coaches leaving the site. *(Revised July 2009, October 2015)*
3. **Championship Team Awards.** A team trophy shall be awarded to both the championship team and the championship runner-up team. Additionally, members of the championship team shall receive champion gifts.