POLICIES AND PROCEDURES
CROSS COUNTRY
CHAMPIONSHIP
SECTION 1 - FORMAT

Championship Date
The conference championship will be conducted in the fall on the Saturday two weeks prior to the NCAA New England regional. Both the men’s and women’s championships shall be conducted at the same site on the same day. The 2018 Championship is Sunday, October 28 hosted by Maine Maritime Academy at the Festival of Champions Course at Troy Howard Middle School in Belfast, Maine. The pre-championship call is Monday, October 22 at 10AM.

Order of Race
The championship will begin with the first varsity race at 11:00 a.m., followed by the second varsity race at 12:00 p.m. The order of races should fall in line with the regional/national order. Women race first in 2018.

SECTION 2 - PARTICIPANTS

All NAC institutions that sponsor either a men’s or women’s cross country team shall participate in the championship.

Entrants
The host institution is responsible for distributing the entrant policy to all participating institutions no later than three weeks prior to the championship. Rosters may be forwarded to the Meet Director per his/her request.

SECTION 3 - EQUIPMENT

Course
The championship course shall be ready at least two hours prior to the start of the championship.

The distance of the championship race shall be as follows:
Men – 8,000 meters
Women – 5,000 meters

SECTION 4 - PLAYING RULES

General
The championship will be conducted according to NCAA Men’s and Women’s Track and Field/Cross Country rules.

Coaches Meeting
There will be a coaches meeting at least one hour prior to the start of the championship.

Disputes
All cases of dispute and any questions that arise and are not provided for in the NAC Cross Country Championship Manual, the NAC Manual, or the NCAA Cross Country Rulebook shall be referred to and decided by the Games Committee.
Squad Size
There is no limit to the number of individuals that may travel with an institution to the championship.

Uniforms
Uniforms shall follow NCAA Men’s and Women’s Cross Country guidelines.

SECTION 5 - OFFICIALS

Games Committee
Any issues related to order of finish, runner conduct, or any other dispute which may require deliberation, will be handled by the games committee. Any coach on the games committee who has an athlete involved in the dispute may be asked to remove themselves from the deliberations. The following will make up the games committee:
- NAC Commissioner/Associate Commissioner
- Host Director of Athletics
- Race Director
- Timer
- Men’s Coach Representative
- Women’s Coach Representative

Championship Suspended or Not Completed (due to inclement weather, etc.)
Every effort shall be made to conduct the championship on the scheduled day. Prior to any rescheduling, there shall be a meeting of the Athletics Director of the host institution and the Meet Director/host head coach to determine the best course of action. The Athletics Director of the host institution shall consult with the conference office. If the championship is suspended and not completed, the championship shall not be awarded unless it is mathematically impossible for any team to overtake the leading team at the time of suspension.

SECTION 6 – MEDICAL PERSONNEL
The host institution is required to have a certified athletic trainer on site. The host institution should be contacted by visiting staffs to alert hosts if no athletic trainer is traveling with a team in order to assist in planning appropriate athletic training coverage.

SECTION 7 – PRACTICE
Teams are permitted to practice at the host site on the day prior to the championship if they so choose.

SECTION 8 – TRAVEL & LODGING
Travel: Teams are responsible for making their own travel arrangements.

Lodging: Traveling teams are responsible for making their own lodging arrangements. Host should provide a list of possible hotels to participating schools.

SECTION 9 - AWARDS
The champion team will each receive an award following the completion of the varsity races.
Awards will be shipped to the Athletics Director of the institution hosting the championship or delivered by a conference representative.

The Conference office shall provide a short script for the awards ceremony.

NAC All-Conference and annual individual runner awards shall be based on the results of the championship. The First Team will consist of the medalist and the next 7 finishers. The Second Team will consist of the next 7 finishers. The Runner of the Year will be the top finisher and the Rookie of the Year will be the top first year finisher. When submitting rosters, coaches should identify all first-year participants (never before competed in collegiate cross country).

Following the Championship, the head coaches will vote for Coach of the Year and Senior Scholar Athlete of the Year. In addition, each coach will select one team member for inclusion on the Sportsmanship Team.

SECTION 10 - PROGRAMS
If feasible, the host institution’s Sports Information Director is responsible for producing a meet program, which should be neutral in nature, devote an equal amount of space to each team, and be printed in black and white ink. Programs should include participating team rosters (with name, class/year, hometown, etc.), top performers, and the NCAA/NAC sportsmanship statement. Visiting teams should forward appropriate material to the host SID as soon as possible, but no later than the Monday prior to the championship.

The host institution is responsible for the cost of producing the program. It is permissible to sell meet programs, and the income from such sales may be used to defray/cover the cost of producing the program.

Advertising in championship programs is permissible. However, advertisements that include the following content are prohibited: alcoholic beverages, cigarettes and other tobacco products, and organizations promoting gambling.

SECTION 11 - RESULTS
A copy of the official results will be made available to all coaches as soon as possible after the races are complete. The results of all championship competition shall also be filed with the Conference office. Official results will include a neutral release and final results from the championship at the host institution.

The host institution SID is responsible for sending the final results and post-meet release to the Conference office and competing teams.

SECTION 12 – FINANCES
Hosting
The host institution bears the costs associated with the event to include a timing system, course marshals, athletic training coverage and other site specific required personnel.

Traveling
All expenses associated with traveling (travel, meals, lodging) are the responsibility of each institution.
Appendix A

Cross Country Host Institution Responsibilities

The host Athletic Director is responsible for overseeing that the championship is carried out in accordance with NAC policies and guidelines. Host institutions should keep in mind that a NAC championship is not a home event. Therefore, hosts should not create a “home atmosphere” through the use of players on programs, displaying host institution signage or similar measures.

Tournament Director
The host institution shall assign an administrator to serve as the Tournament Director. The Tournament Director will be responsible for overseeing all aspects of the championship. The head coach (or assistant coach) of that sport may not serve as the Tournament Director.

Entrants
See Section 2 – Participants for entry information.

Course
See Section 3 – Equipment for course information.

Course Inspection
The championship course shall be available for inspection the day prior to the championship unless weather makes the course unavailable for inspection. The times for inspection on the day before and day of the championship shall be communicated by the Tournament Director and/or Meet Director.

NAC Banners
The NAC Banner should be displayed during the championship.

Spectator/Crowd Control
The responsibility for crowd control rests with the host institution and the Tournament Director. The ADs and coaches of the participating institutions are expected to communicate with their students and other fans that support for teams should be done in a positive manner. The NAC sportsmanship statement should be communicated to fans before the race. The NAC sportsmanship statement is to be included in the championship program.

Concessions
The host institution is encouraged to have food and beverages available for spectators at events. Sales from such ventures remain with the host institution.

Alcoholic Beverages
Alcoholic beverages shall not be made available or be brought into any site during a NAC championship event.

Championships T-shirts and Merchandise
Institutions may choose to sell NAC championship merchandise. All merchandise must be approved by the conference office in advance of the championship.

Programs and Results
See Section 10 – Programs and Section 11 – Results for information regarding programs and results. See Appendix B for Host SID Checklist.
Appendix B
Host SID Checklist

Championship Programs
- Neutral with an equal amount of space dedicated to each team
- Printed in black and white
- Championship Information (schedule with date and times, history, course maps)
- Rosters (name, class, hometown)
- NAC Championship Logo
- NAC Sportsmanship Statement
- NAC Website (http://www.nacathletics.com)
- Do not use national or regional polls or rankings
- Advertising is permitted, but advertisements with the following content are prohibited: alcohol, cigarettes or other tobacco products, professional sports organizations or personnel and organizations promoting gambling

Results Reporting & Recap
- Host SID is responsible for reporting results immediately after the completion of the day’s races to the conference office and participating SID’s
- The recap must be neutral and inclusive of all championships information and sent out no longer than an hour after the completion of the championships
- Conference office will post the recap to the NAC website

Photography
- Host SID shall make sure a photo of the winning team with the NAC plaque and trophy is taken and sent to the respective SID and Conference office
- Meet action photos should be shared with SIDs of participating institutions and Conference office
- Photos of the all-conference teams should be taken and sent to the Conference office

Public Address Announcer
- Appropriate meet information should be announced in an impartial and consistent manner for each team
- Awards presentation script is provided by the Conference office (Appendix D)
Appendix C

Cold Weather Best Practice

In the interest of health and safety for student-athletes, coaches, athletics staff, and spectators, the NAC has instituted cold weather best practices to prevent cold weather-related injuries and illnesses to all participants. These recommendations are in accordance with the National Athletic Trainers’ Association and the guidelines set forth by the NCAA. The athletic training staffs of the NAC institutions have conferred and agreed upon these standards.

These best practices are to be enforced in instances of conference competitions only. This best practice is not intended to override any school’s practice policy.

The following best practices pertain to “Active” sports (Men’s and Women’s Lacrosse, Men’s and Women’s Soccer, and Field Hockey) and “Limited Activity” sports (Baseball, Softball, Men’s and Women’s Track & Field, Men’s and Women’s Tennis, Men’s and Women’s Cross Country, and Men’s Golf).

The concern for student athletes that participate in Limited Activity sports is the student-athlete will be exposed to wind and cold temperatures during long periods of inactivity. During these times, student athletes may have difficulty maintaining proper body temperature due to exposure and lack of metabolic activity, thus, additional considerations are to be made to protect those student-athletes.

All temperatures indicated below are to represent the Wind Chill Temperature. The effects of the wind are to be taken into account. Ideally, the on-field conditions are to be used to determine the participation status. Furthermore, whenever possible, indoor warming facilities are to be made available to participants and spectators. When indoor warming facilities are not available, postponement is required at the previous step.

**Cold Weather Best Practice for “Limited Activity” Sports**

>40 degrees F – No restrictions on activities are required. Advisement is to be given to coaches to the temperature. Maintain regular hydration breaks.

32-40 degrees F – Recommend skin coverage for all athletes including gloves, hats, long sleeves, and leggings/pants. Monitor for cold weather injuries and have indoor facilities available for rewarming if needed.

25-32 degrees F – Required skin coverage as described above. Indoor rewarming should be available. For timed events, allow indoor rewarming for no less than 15 minutes following on field warmups and during halftime. For non-timed events, allow indoor rewarming for no less than 15 minutes during the first stoppage of play after 45 minutes of activity. *If no indoor rewarming facilities are available, activities are to be postponed at <32 degrees F

<25 degrees F – Postponement of athletic contests are required.
On behalf of ______________________ (host institution) and the North Atlantic Conference, thank you for your support of the student-athletes competing in this year’s championship event.

Congratulations to all of the participants on their outstanding seasons and performances here today. At this time, we would like to begin our Awards Ceremony.

Representing the North Atlantic Conference and presenting the awards this year is ___________________________ (NAC office rep/Host AD).

The following individuals have been selected to the All-Conference Second Team. Please come forward to be recognized:

(Men’s Event, #15 - #9 finishers)

(Women’s Event, #15 - #9 finishers)

Congratulations on your performances here today.

ROOKIES – announce with 2nd team or 1st team if applicable – if not announce after 2nd team. The Rookies of the Year will also receive an award at a later date. The 20____(year) Men’s Cross Country Rookie of the Year is ______________ (name) from ________________ (School). The 20____(year) Women’s Cross Country Rookie of the Year is ______________ (name) from ________________ (School). Congratulations to both of you on an outstanding start to your collegiate careers.

Now we would like the All-Conference First Team to come forward to be recognized:

(Men’s Event, #8 - #2 and then announce the Medalist as the final member of the first team to receive both awards)

(Women’s Event, #8 - #2 and then announce the Medalist as the final member of the first team to receive both awards)
Congratulations to all of you on your outstanding efforts.

At this time, we would like to announce the order of finish by team:

For the Men – 8th, 7th, 6th, 5th, 4th, 3rd, and the Runner-up.

We applaud your efforts here today.

This year’s 20____(year) North Atlantic Conference Men’s Cross Country Champions is __________________________ (School). Will the captains and coaches please come forward to accept their Awards. Congratulations.

And now the order of finish by team for the Women –

In 8th, 7th, 6th, 5th, 4th, 3rd, and the Runner-up.

Congratulations to all competitors.

This year’s 20____(year) North Atlantic Conference Women’s Cross Country Champions is __________________________ (School). Will the captains and coaches please come forward to accept their Awards. Congratulations

Congratulations to all participants on two incredible championship races. This concludes the awards ceremony, please travel home safely.

(Be sure to get a team photo following the awards ceremony).