

# 2011-2012 Cross Country Operating Code

## 1. ORGANIZATION STRUCTURE

**1.1 CONFERENCE STRUCTURE:** The Conference structure for cross country is an open-format championship.

### 1.2 CONFERENCE COMMITTEES

**1.2.1 Sports Chairperson:** The Conference shall appoint two Athletics Administrators to serve as the link between the athletics administrators and the coaches. The Cross Country Chairperson shall be responsible for communicating the concerns and recommendations of both groups thus ensuring that all parties are fully informed.

**1.3 MEETINGS:** The annual joint business meeting for the PSAC Track and Field Coaches and the Cross Country Coaches will be held at the discretion of the conference office. Voting rights will be given only to those institutions represented by individuals representing a specific program (one vote per program per school).

**1.3.1** The Games Committee shall consist of three coaches and the Cross Country Chairperson:

**1.3.1.1** Present site coach (meet manager)

**1.3.1.2** Future site coach

**1.3.1.3** Past site coach

**1.3.1.4** Cross Country Chairperson

**1.3.2 Duties:** The Games Committee shall be responsible for:

**1.3.2.1** The organization and conduct of the Championship according to NCAA rules.

**1.3.2.2** Serve as a jury of appeal to act upon written protests submitted at the Championship.

**1.3.3 Championship Meeting:** The cross country coaches shall meet together at a site provided by the host school. The meeting shall be held on the Friday prior to the Championship unless otherwise scheduled.

### 1.4 PERSONNEL

#### 1.4.1 Staff Limitations

a. 1 head coach

b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer

d. 1 volunteer

e. **4 TOTAL COACHES**

**1.4.2 Additional Staffing Notes:** In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

**1.5 NATIONAL LETTER OF INTENT:** Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

## 2. REGULAR SEASON PROCEDURES

### 2.3 GAME ENVIRONMENT

**2.3.1 2.3.1 Sportsmanship:** The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

**2.3.2 Crowd Control Statement:** Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to developed a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. "The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution)."

**2.3.1** Artificial noisemakers are permitted at outdoor athletic events except those devices (i.e. whistles, air horns) that would interfere with the conduct of the contest or those already prohibited by NCAA regular season playing rules.

**2.3.2** The director of athletics or the designated representative is responsible for removing such instruments from the competition area.

**2.3.3 Game Environment, The PSAC and Division II:** Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

### **3. CHAMPIONSHIP PROCEDURES**

#### **3.1 TOURNAMENT FORMAT**

**3.1.1 Date:** The Cross Country Championships shall be held annually on the Saturday two weeks prior to the NCAA Division II Atlantic Region Championships.

**3.1.2 Site:** The site of the Cross Country Championships shall be determined by the Conference upon the recommendation of the coaches. This recommendation shall be made two years in advance, if possible. Any member institution with adequate facilities may host the championship. The site of the meet to be recommended to the Athletics Administrators shall be determined by a majority vote of the coaches. Every effort shall be made to rotate the site from East to West every other year.

**3.1.2.1** The Cross Country Championships shall be held at a common site.

Future Sites:     2011 – Mansfield (October 22, 2011)  
                          2012 – Slippery Rock (TBD)

#### **3.2. TOURNAMENT PROCEDURES**

**3.2.1 Meet Director/Manager:** An Athletics Administrator of the host institution shall oversee the administration of the Championship. The head coach(es) of cross country teams of the host school or their designee shall serve as the meet manager(s) of the Championship. The meet manager(s) shall be responsible for the specific administrative duties related to the Championship.

**3.2.2 Championship Expenses:** The host athletic director should submit a financial report to the commissioner's office.

**3.2.3 Conduct of the Championship**

**3.2.3.1** The Cross Country Championships shall be conducted in accordance with the current NCAA Men's and Women's Cross Country Rules. The Games Committee is empowered to approve modifications of these rules for wholesome competition.

**3.2.3.2** The men's and women's races will alternate starting times each year. (Based on NCAA Regional alternating rotation).

**3.2.3.3** Each team will be limited to ten entrants per team to be declared at the Coaches meeting or before the start of the meet in case of emergency.

**3.2.3.4** The host institution will be responsible for providing a lead vehicle for the cross country championships if the course is not marked specifically according to NCAA guidelines.

**3.2.3.5** The host institution should mail out the information packet by September 1<sup>st</sup>.

**3.2.3.6** Official meet results will be produced by use of a micro-chip/electronic timing device system. The host institution will work with the PSAC Office to secure use of the chips and timing system, and the PSAC Office shall be responsible for the funding of such timing system.

**3.2.4 Officials:** The host institution will work with the conference office to determine the meet officials necessary to conduct the Championship and associated fees.

#### **3.2.5 Awards**

**3.2.5.1** Trophies shall be awarded to the first and second place teams. Plaques shall be awarded to the top ten (10) finishers and to each member of the first place team.

**3.2.5.2** A most valuable cross country athlete for men and women shall be selected by a vote of the coaches and shall receive a plaque.

**3.2.5.3 Awards Ceremony Protocol:** The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

## **4. ALL-CONFERENCE AWARD PROCEDURE**

### **4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS**

**4.1.1** All-Conference certificates shall be awarded to the top twenty (20) finishers in each race.

**4.1.2** A Coach of the Year award shall be awarded to a coach of the men's program and a coach of a women's program.

**4.1.3** An Athlete of the Year award shall be awarded to the athlete who throughout the year best demonstrates outstanding athletic ability and sportsmanship during the entire cross country season at all levels (state, region, nation, etc.).

**4.1.4** A Freshman of the Year award shall be awarded to the athlete who throughout the year best demonstrates outstanding athletic ability and sportsmanship during the entire cross country season as a first year participant. To be eligible for the Freshman of the Year Award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

### **4.2 NOMINATION PROCEDURES**

**4.2.1** Recipients shall be selected via votes for a first and second choice for each award.

### **4.3 VOTING PROCEDURE**

**4.3.1** A Coach shall **not** vote for his/her own players or himself/herself.

**4.3.2** Ties shall be broken by a revote of uninvolved coaches.

### **4.4 MISCELLANEOUS**

**4.4.1** Head Coaches shall vote during the week following the NCAA Division II Championships.

**4.4.2** The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.