



NORTH EASTERN ATHLETIC CONFERENCE

Men's & Women's Cross Country Operating Codes

Updated: August 1, 2009

All NEAC member Colleges share the belief that a spirit of fair play and sportsmanship is the central component of sound athletic competition. The Conference expects all participants to exhibit good sportsmanship and show respect for fellow athletes, coaches, and officials during all competitive events.

The *NEAC Sports Procedures Manual* consist of those policies, procedures, and practices unique or specific to the conduct and administration of each conference championship sport, and are intended as supplements to the NCAA Manual, NEAC Constitution and By Laws and the recognized playing rules of each sport, not as replacements for them.

I. Rules

A. Conference/National Rules

Coaches are expected to be knowledgeable of, and abide by, all NEAC and NCAA rules. When in question, coaches are expected to consult with their Director of Athletics, or NEAC Cross Country Chair, concerning application of a rule(s).

B. Contest Rules

NCAA rules shall apply to conference dual or multi-team meets.

II. Squad and Travel Squad Limitations

Squad size is unlimited during the season but may be limited for national competition. Teams must abide by travel squad sizes established for national competition by the NCAA.

III. Playing and Practice Season

A. Length of Season/Contest Limitations

Refer to current NCAA Manual (Bylaw 17.7).

B. Conference Meets/Scheduling

No regular season competition is required during the regular season within the NEAC. Dual meets and multi-team meets such as invitational meets are encouraged.

C. Results

All results of meets, both conference and non-conference, must be sent to the conference Commissioner's/Sports Information Director as per the Sports Information Director's Guidelines.



- D. Athletic Training
All regular season meets must be covered by appropriate medical personnel and/or a first responder(s).

IV. Conference Championship

- A. Conference Champions
The NEAC Conference Men's Champions and NEAC Women's Champions shall be the team that wins the NEAC championship.
- B. Selection & Participation of Teams
 1. All institutions that sponsor men's and/or women's cross-country are invited and expected to attend the championship events.
 2. Two official entry forms will be provided to each participating conference institution in the pre-race information. A course description and map will be included in the mailing with the entry forms.
 3. One entry form must be returned to the meet director by the designated deadline and the other copy is to be retained by the institution.
 4. Entry forms are due 10-days prior to the championship.
- C. Date of Meet
The conference championships will be held annually, two weeks prior to the NCAA Regionals. The championship dates are set by the NEAC Board of Athletics Directors and are confirmed during the NEAC cross country coaches meeting.
- D. Athletic Trainer
An N.A.T.A. certified athletic trainer must be present at the meet. Ice and water should be available at all times at the site of the meet.
- E. Site
 1. The conference championship site will be held at an institution that can accommodate both men's and women's races, and one that is agreed upon by the participating institutions.
 2. The conference championship meet will rotate among participating institutions through the bidding of championship hosting privilege and approval from the Board of Athletic Directors.
- F. Host Site Responsibilities
 1. The host site must mail entry forms and a course map to all conference institutions that sponsor men and women's cross-country teams and conference commissioner, one month prior to the championships. Entry forms should include all coaches' home phone numbers, e-mail addresses, and institution fax number.
 2. Supply a registration table for all coaches to check in, one-hour prior to the race.
 3. Supply a packet including course maps and numbers for all participants.



4. Adequately prepare the courses, making sure they are well marked and safe.
5. The course should be available for review prior to the start of the first scheduled race of the day on less than one hour prior to the event start time.
6. Supply all personnel for the operation of the meet, including:
 - a. Timing and scoring service.
 - b. Place distributor.
 - c. Finish line judge.
7. Unofficial results should be given to each team's coach and conference commissioner prior to departure.
8. Supply each participating institution and conference commissioner with the official meet results, including individual time and place finish, as well as team scores and place. Include all-conference selections, runner of the year, and coach of the year award winners as described in the awards section below (V). The results should be made available to all involved coaches on the day of the event via the internet.
9. Restroom facilities must be available at the course site.
10. The host athletic director will serve as meet director and will be present on the date of the championship.
11. A meet committee consisting of the host directors of athletics, host coaches, commissioner, the meet officials, and official timer will be formed to address any issues related to the meet.
12. An event program shall be provided.

G. Championship Format

1. The start of the men's and women's races will be staggered, with the women's race beginning first.
2. The men will run 8 kilometers, 4.96 miles. This may vary slightly depending on the course.
3. The women will run 5 kilometers, 3.1 miles. This may vary slightly depending on the course.
4. The races will begin at the designated times to be selected by the host institution and published in the pre-race materials.
5. All runners must report to the starting line when called by the race starter.
6. A scoring team shall consist of 5 finishers. An unlimited number of runners may enter the event with no more than 7 scoring.
7. The top-5 finishers for each team will score.
8. Institutions with fewer than 5 athletes may enter as individuals and qualify for individual awards.
9. Should a tie result in team scoring, it will be broken by the NCAA rule to use the combined time of the first five runners.
10. Coaches must confirm or scratch entries one-hour prior to the event, at the registration table.



V. Conference Awards

- A. Conference Championship Team
 - 1. Team will receive a trophy.
 - 2. Each member will receive a medallion.
- B. Conference Runner-Up Team
 - 1. Team will receive a trophy.
 - 2. Each member will receive a certificate.
- C. All-Conference First Team – consists of the first 7 (1-7) runners to complete championship race. Each member of the all-conference first-team will receive a plaque.
- D. All-Conference Second Team – consists of the next 7 (8-14) runners to complete championship race. Each member of the all-conference second-team will receive a certificate.
- E. All-Conference Third Team – consists of the next 7 (15-21) runners to complete the championship race. Each member of the all-conference third-team will receive a certificate.
- F. Conference Runner of the Year – will be the first runner to complete the championship race. The Conference Runner-of-the-Year will receive a plaque.
- G. Conference Coach of the Year – will be selected by the coaches during the coaches meeting at the championship event. It will be the coach receiving the most votes during the selection process. The Conference Coach-of-the-Year will receive a plaque.

VI. Protest – Grievances

- A. Protest and Grievance Committee

The protest and grievance committee shall consist of the NEAC Executive Committee and the NEAC cross country chair. If any member of this committee is representing one of the involved institutions, they shall recuse themselves of voting and decision making in the case. If the NEAC Cross Country Chair is representing one of the involved, the vice-chair shall serve on the committee.
- B. Procedure for Protest
 - 1. Protest procedures shall follow NCAA rules.
 - 2. A written statement shall be submitted to all members of the Race Committee (Usually the NEAC Commissioner or representative, the Athletics Director Cross Country liaison, the Meet Director, and the XC Coaches Committee Chair) as soon as possible after the conclusion of the event and no later than 24-hours after the event has concluded.
 - 3. The protesting coach and director of athletics shall be notified of receipt of the protest.



4. The Race Committee shall consult and reach a decision within one week of receipt of the protest.
5. Appeals shall be directed to the NEAC Protest & Grievance Committee. Their decision shall be final.

C. Procedure for Grievance

The procedure of B 2-5 above shall be followed. The Chairperson shall notify the Director of Athletics of the person or team against whom the grievance has been made within 48-hours.

VII. Late Policy for the Championships

If a team experiences transportation weather or traffic related problems en route to the championship meet, contact must be made with the host school. The athletic director liaison, sports chair, and commissioner may choose to delay the start of the race.

VIII. Liaison, Chair and Vice Chair

A. Athletic Director Liaison

Responsibilities - Each sports-related committee shall be assisted by an athletics director assigned to that committee by the Board of Athletic Directors. The athletics director liaison serves an ex-officio member of each sport-related committee and shall represent the conference office at sports related committee meetings in which a representative of the conference office is not in attendance. The athletics directors' liaisons are expected to work closely with the chair of the sports related committee to which they are assigned and should be prepared to represent the views of the sports-related committee at the Board of Athletics Directors meetings.

B. Sport Chair

1. Term - The coaches shall elect a chair who will serve a term of two (2) years.
2. Responsibilities
 - a. Serves at the primary liaison between the sport coaches, the Executive Committee and the conference office.
 - b. Identifies and communicates to the Executive Committee and conference office pertinent issues and problems related to the sport.
 - c. Solicits items from the sport coaches, athletics administrators, faculty athletics representatives and others (i.e. sports information directors, athletic trainers, student athletes) for inclusion on meeting agendas.
 - d. Assisting the conference office and the athletics administrator assigned sports coverage responsibilities with the notification, preparation and conduct of the sport committee meetings.
 - e. Serves as the chair for the annual sports-related committee meeting(s) and special meetings. Assigns individual to record meeting minutes.



- f. Serves as a member of the Tournament Committee and assists in the conducting of the conference championship(s) where appropriate.
- g. Assumes responsibilities for maintaining current with national trends and issues related to the sport.
- h. Assists in the overall evaluation of the sport season.
- i. Consults with the development of sport master scheduling.
- j. Assists in the promotion of the sport at the conference, regional and national levels.
- k. Reviews and comprehend NEAC Constitution and operating by-laws.
- l. Compiles and distributes coach's information and contact data.

C. Vice-Chair

1. Term - The coaches shall elect a chair who will serve a term of two (2) years.
2. Responsibilities
 - a. To assist the chair in all responsibilities listed above.
 - b. To serve as chair when chair is unavailable.

IX. Meetings

- A. The NEAC cross country coaches will meet twice annually. The one meeting will be held prior to the start of the fall season. The second meeting will be held on the day of the championship races at a time to be determined by the cross country Athletic Director liaisons. New business and other items for discussion should be presented to the liaisons prior to the meeting date.
- B. Proceedings
All minutes of all meetings and all business conducted must be sent to the NEAC cross country liaison, athletic directors, the NEAC commissioner, and all cross country coaches.