

 [Entry Fee & Reservations Order Form](#) |  [Merchandise Order Form](#)

**2012 NJCAA DIVISION I
CROSS COUNTRY
NATIONAL CHAMPIONSHIPS**



Hosted by Rend Lake College

Ina, IL

Saturday, November 10, 2012

Rend Lake Golf Course

12476 Golf Course Drive

Whittington, IL 62897

The NJCAA, Rend Lake College, and the community of Ina welcome you to the Division I National Cross Country Meet.

We strongly recommend the following:

1. Read ALL of the information included in this packet.
2. Register as early as possible.
3. Meet all deadlines.
4. Make hotel, plane and rental car reservations as early as possible. The closest airports to Ina are St. Louis International, Evansville Regional, and Paducah Regional.
5. To ensure the availability of tee shirts and hooded-sweatshirts, please submit the attached pre-order form. There will be a limited number of shirts available on race day.

Friday October 19th Midnight – Pre-Meet Rosters Due to www.directathletics.com

Monday November 6th Midnight – All Entries Due (up to 10 Runners) to www.directathletics.com

Friday November 9th – Final Declarations will be made during Packet pick-up from 2:00 p.m. to 6:30 p.m. – Rend Lake Resort. A mandatory meeting for all Head Coaches will take place on Friday November 9th, 6:30 p.m., at the Rend Lake Resort.

It is imperative that all deadlines are met. It may be necessary to forward information before you qualify for the championship. We ask Coaches and Athletic Directors to assist us in making the deadlines.

Thank you.

MEET CONTACTS

Tournament Director

Tim Wills – Athletic Director
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(618) 218-2363 (Cell)
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RLC Cross Country Coach

James Wooldridge
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RLC Athletics Administrative Assistant

Julie Oxford
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RLC Athletic Trainer

Jessica Laber
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RLC Sports Information Director

Nathan Wheeler
(618) 437-5321 Ext. 1234
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RLC Athletic Department FAX

(618) 437-5935

MEET INFORMATION

SITE Rend Lake Golf Course 12476 Golf Course Drive Whittington, IL 62897

Meet Headquarters-Friday: Rend Lake Resort ([Map](#))

Officials Tent - Saturday: Behind Awards Stand

SCHEDULE OF EVENTS

Course will be open for inspection:

Thursday, November 8 from Noon to 6:00 p.m.

Friday, November 9 from 9 a.m. to 6:00 p.m.

(Course Maps - [Men 8K](#) [Women 5K](#))

Friday November 9, 2010

2:00-6:00 p.m. Packet pick-up and final declaration at Meet Headquarters - Rend Lake Resort

6:30 p.m. FCA Pasta Feast at Rend Lake Resort Great Room (Reservations Required/ \$10.00 per person)

6:30 p.m. **Coaches Meeting/Dinner** (Rend Lake Resort)

Saturday November 10, 2010

9:45 a.m. First call for Women's Race

10:00 a.m. Women's 5K Race

10:45 a.m. First call for Men's Race

11:00 a.m. Men's 8K Race

12:30 p.m. Awards at course (per NJCAA Handbook)

--- Teams must check in with clerk prior to starting time. ---

RACE INFORMATION

Teams must report to their assigned starting box and check in with clerk 15 Minutes prior to each race.

Box Assignments: Team and individual box assignments will be assigned by random draw. Assignments will be in your coach's packet.

Race Course/Description: Both the men's and women's course will run primarily on a flat terrain with a few small hills. (Course Maps - [Men 8K](#) [Women 5K](#))

Course Markings: A lead vehicle will guide the runners over the course.

Starting Line: The starting line will be on the fairway and will be open for the first 500 Meters.

ENTRIES/ENTRY FEE Entries should be done online at www.directathletics.com by **November 6 at midnight.** ([How to submit online entries](#))

Entry Fee: (per NJCAA Handbook) Each college shall pay its own team expenses. The entry fee is **\$20.00 per runner, per gender; not to exceed \$200 per team, per gender.** Entry fee **must** be paid at registration. Participation **will not** be allowed until entry fee is paid.

Team Areas: The team area will be located on the open lawn between the start and finish lines.

Parking: Spectators should follow the directions of the parking officials. All team vehicles/buses will be directed to park along road next to course.

Friday Night Banquet

The banquet begins at 6:30 p.m., at the Rend Lake Resort. It is sponsored by Fellowship of Christian Athletes and is \$10 per individual (Pasta, Salad, Drink, Dessert.) RSVP required by October 29, 2012. All teams are welcome.

RULES AND PROCEDURES

NJCAA Cross Country Rules and Officials

NCAA Cross Country Rules shall be followed with whatever changes or modifications deemed necessary by the NJCAA Committee on Cross Country.

Meet Times

There shall be 30 minutes between men's race and women's race.

Jury of Appeals

Members are the NJCAA Representative/Designee, the championship/meet director, and a person appointed by the other two members, not to be a coach in the meet.

Squad Size

Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. There should be no delay of a contest to allow a competing institution to conform to this policy. Any violations shall automatically result in the disqualification of the institution(s) in violation. No member institution may run athletes as individuals if they have also entered as a team.

Box Assignments

Team and individual box assignments will be assigned by random draw. Assignments will be in your coach's packet.

Code of Conduct

All coaches, athletes, and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XIX of the NJCAA bylaws.

Open Wound Policy

Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Promotions

Only the official tournament vendors will be allowed to sell merchandise or services. No other group or product may be promoted.

Results and Official Stats

Results will be available for inspection at the awards ceremony following the event and will also be available online at www.rlc.edu/xc-nationals

Awards Ceremony

The awards ceremonies will take place at 12:30 p.m., following the conclusion of the men's race. Awards will be given as per NJCAA guidelines.

ATHLETIC TRAINER

Certified Athletic Trainers will be available on site approximately 2 hours prior to the start of the first race. Any athlete who wishes to receive help with taping must bring their own supplies. Contact information for the ATC will be included in your meet packet.

TRANSPORTATION Each school is responsible for their transportation and costs while attending the Championship

CHAMPIONSHIP APPAREL and SOUVENIRS Championship apparel and souvenirs will be made available by pre ordering online and a limited supply will be sold race day at the race course. Merchandise order form is attached and available at www.rlc.edu/xc-order-form.

TOURNAMENT & COACHES ASSOCIATION MEETINGS A mandatory meeting for all Head Coaches will take place on **Friday November 9, 2012 at 6:30 p.m.** This is a **mandatory** meeting for all coaches.

How to Submit Online Entries

NOTE: After all of your athletes have been added to your online roster (Step 2), you must submit your roster/entries to the meet by clicking the green “Register” link. (Step 3 below) Your rosters/entries are not submitted until you complete Step 3.

STEP 1— Access your DirectAthletics Account. (Each coach must have a DirectAthletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.)

If you already have a DirectAthletics account for your Cross Country team, and know your username and password ...

- 1) Go to www.directathletics.com
- 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive)

If you DO NOT already have a DirectAthletics Account, or if you DO NOT know your username and password ...

- 1) Go to www.directathletics.com
- 2) Click on the link “New User? Click HERE”.
- 3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.

NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at a time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account.

For example: Sport: Cross Country Team: Trinity College School (M) This indicates that you are controlling the Trinity College School MEN'S team (M=MEN). To switch to your Women's team, you would select “Trinity College School (W)”.

STEP 2— Edit/Set up Your Online Roster

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons) you do not need to add him/her again. Most schools will just need to add new athletes and delete athletes no longer on the roster.

- 1) Upon logging in, click the TEAM tab.

2) If you have used DirectAthletics before, you will see last year's roster. School years have automatically been moved forward one year. You can click "Import Track Roster" which is listed

on the left. You will be able to add athletes from your Track roster to your Cross Country roster. If you do not see this link or you are new to DirectAthletics, skip this step.

3) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).

4) Enter your athletes First Name, Last Name and School Year and click "Submit"

5) You may add, edit or delete athletes on your Team Roster at any time by clicking the TEAM tab.

STEP 3 — Submit Your Roster/Entries

Once your athletes are added to your roster, you must submit your roster to the meet.

1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.

2) Check off the box for each athlete you wish to enter. You can check the "All" box to select (or un-select) your entire roster.

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. At any time before the entry deadline, you may edit your entries by clicking the "Edit Entries" link.

5) For entry confirmation, simply print the "View Entries" page 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.

[Men Course Map](#)



[Women Course Map](#)

