

USTFCCCA NCAA DIVISION I CROSS COUNTRY HANDBOOK 2016



Effective Date: September 8, 2016

USTFCCCA DIVISION I CROSS COUNTRY HANDBOOK

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Association Contacts

USTFCCCA DIVISION I CROSS COUNTRY HANDBOOK

USTFCCCA Board of Directors

<i>Officer</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>
President	<i>Damon Martin</i>	Adams State College	719-587-7266		ddmartin@adams.edu
Secretary	<i>Sandra Ford-Centonze</i>	Dartmouth College	603-646-3570		Sandra.Ford-Centonze@dartmouth.edu
Treasurer	<i>Larry Cole</i>	Rose-Hulman Institute of Technology	812-877-8509	812-230-3799	cole@rose-hulman.edu

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>
Division I Cross Country President	<i>Dave Smith</i>	Oklahoma State University	405-744-8765		smidavm@okstate.edu
Division I Track & Field President	<i>Dennis Shaver</i>	Louisiana State University	225-578-8627		shaver@lsu.edu
Division I At-Large	<i>Steve Keith</i>	Vanderbilt University	615-343-8558		steven.keith@vanderbilt.edu
Division I At-Large	<i>Joseph Franklin</i>	University of New Mexico	505-925-5735		jbfrankl@unm.edu
Division II Cross Country President	<i>Mark Misch</i>	University of Colorado, Colorado Springs	660-562-1303	660-541-1590	mmisch@uccs.edu
Division II Track & Field President	<i>Ryan Dall</i>	Texas A&M University-Kingsville	361-593-2424		ryan.dall@tamuk.edu
Division II At-Large	<i>David Osanitsch</i>	Shippensburg University of Pennsylvania	717-477-1284	717-658-7691	dmosan@ship.edu
Division III Cross Country President	<i>Dara Ford</i>	Otterbein University	614-823-3511	330-280-3975	dford@otterbein.edu
Division III Track & Field President	<i>Jason Maus</i>	Ohio Northern University	419-772-2451	567-674-6035	j-maus@onu.edu
Division III At-Large	<i>Kristen Morwick</i>	Tufts University	617-627-5625	617-780-9542	kristen.morwick@tufts.edu
At-Large	<i>John Foss</i>	Indiana Wesleyan University	765-677-2336		john.foss@indwes.edu

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>
Past President	<i>Beth Alford-Sullivan</i>	University of Tennessee	865-874-4000	814-880-6525	basullivan@tennessee.edu
CEO	<i>Sam Seemes</i>	USTFCCCA	504-599-8900	504-722-7185	sam@ustfccca.org

USTFCCCA DIVISION I CROSS COUNTRY HANDBOOK

USTFCCCA National Office

Mailing / Shipping Address

USTFCCCA
1100 Poydras Street, Suite 1750
New Orleans, LA 70163

Telephone and Fax

Main office line: 504-599-8900
Fax: 504-599-8909

National Office Staff

Name	Position	E-mail
Sam Seemes	CEO	Sam@ustfccca.org
Mike Corn	Assistant Director	Mike@ustfccca.org
Shannon Wright	Director of Administrative & Legislative Affairs	Shannon@ustfccca.org
Tom Lewis	Director of Media, Broadcasting and Analytics	Tom@ustfccca.org
Dave Svoboda	Director of Membership Services and Operations	dave@ustfccca.org
Kyle Terwillegar	Director of Communications	kyle@ustfccca.org
Tyler Mayforth	Communications Assistant	tyler@ustfccca.org
Kristina Taylor	Membership Services and Operations Assistant	kristina@ustfccca.org

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Division I Cross Country Executive Committee

Officers and Additional Members

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>	<i>Term Ends</i>
President	Dave Smith	Oklahoma State University	405-744-8765		smidavm@okstate.edu	Summer 2017
1st Vice President	Vicki Mitchell	University at Buffalo	716-645-6815	716-913-3979	vam3@Buffalo.edu	Summer 2017
2nd Vice President	John Gondak	Pennsylvania State University		814-883-1933	jeg33@psu.edu	Summer 2017
Secretary	Scott Jones	University of Illinois	217-244-6119	217-278-1310	sjone@illinois.edu	Ongoing

Past President	Sean Cleary	West Virginia University	304-293-9875	304-685-3643	sean.cleary@mail.wvu.edu	Summer 2017
Past Past President	Barry Harwick	Dartmouth College	603-646-2540	603-276-0108	barry.harwick@dartmouth.edu	Summer 2017
Men's Poll Coordinator	Don Kopriva		630-964-5496	630-712-2710	donkopriva7777@gmail.com	Ongoing
Women's Poll Coordinator	Jesse Rosen			414-215-0256	jjrosen@gmail.com	Ongoing

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Men's National Poll Voters and Regional Representatives

<i>Region</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>	<i>Term Ends</i>
Great Lakes	Lisa Senakiewich	Michigan State University	517-355-1641	517-243-1986	senakie1@ath.msu.edu	12/31/16
Mid-Atlantic	Robert Hamer	Rider University	609-895-5705	610-505-1725	bhamer@rider.edu	12/31/17
Midwest	Marc Burns	University of Missouri	573-823-0527		Burnswe@missouri.edu	12/31/18
Mountain	Jon Murray	Texas Tech	806-834-2021		jonathan.murray@ttu.edu	12/31/16
Northeast	Ricardo Santos	Iona College	914-633-2314		rsantos@iona.edu	12/31/18
South	Keith Vroman	Middle Tennessee State University	615-899-5685		kvroman@mtsu.edu	12/31/18
South Central	Wendel McRaven	Texas A&M University		217-649-2784	wmcraven@athletics.tamu.edu	12/31/16
Southeast	Alex Gibby	UNC Charlotte	734-647-1221	757-784-4987	A.Gibby@uncc.edu	12/31/18
West	John Oliver	Stanford University	650-723-1805		jsoliver@stanford.edu	12/31/17
Men's At Large	Steve Dolan	University of Pennsylvania	215-898-4249		stdolan@upenn.edu	12/31/17

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Women's National Poll Voters and Regional Representatives

<i>Region</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>	<i>Term Ends</i>
Great Lakes	Sara Vergote	Ohio State University	614-292-3436		vergote.2@osu.edu	12/31/18
Mid-Atlantic	Amy Horst	Loyola University Maryland	410-617-2991		alhorst@loyola.edu	12/31/16
Midwest	A'Havahla Haynes	Northwestern University		505-307-5561	a.haynes@northwestern.edu	12/31/17
Mountain	Isaac Wood	Weber State University	801-626-6497		isaacwood@weber.edu	12/31/17
Northeast	Eric Blake	Central Connecticut	860-832-3054		BlakeE@ccsu.edu	12/31/16
South	Matt Esche	University of Alabama at Birmingham		319-321-7942	mesche@uab.edu	12/31/17
South Central	Cody Clark	Stephen F. Austin	936-468-4062		clarkcody@sfasu.edu	12/31/18
Southeast	Dave Rinker	James Madison University		540-478-3325	rinkerld@jmu.edu	12/31/17
West	Forest Braden	UCLA	310-206-8713		fbraden@athletics.ucla.edu	12/31/18
Women's At Large	Andrea Grove-McDonough	Iowa State	515-294-7345		andreagm@iastate.edu	12/31/16

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Division I Cross Country Committee Members

Standing Committees

Nominations and Election Committee

	Name	Institution	Phone	E-mail
Chair	Barry Harwick	Dartmouth College	603-646-2540	barry.harwick@dartmouth.edu
	Steve Dolan	University of Pennsylvania	215-898-4249	stdolan@upenn.edu
	Andrea Grove-McDonough	Iowa State University	515-294-7345	andreagm@iastate.edu

Awards Committee

	Name	Institution	Phone	E-mail
Chair	John Gondak	Pennsylvania State University		jeg33@psu.edu

Poll Committee

	Name	Institution	Phone	E-mail
Chair	Vicki Mitchell	University at Buffalo	716-645-6815	vam3@Buffalo.edu
	Don Kopriva		630-428-8788	donkopriva7777@gmail.com
	Jesse Rosen		414-215-0256	jjrosen@gmail.com
	Lisa Senakiewich	Michigan State University	517-355-1641	senakie1@ath.msu.edu
	Robert Hamer	Rider University	609-895-5705	bhamer@rider.edu
	Marc Burns	University of Missouri	573-823-0527	burnswe@missouri.edu
	Jon Murray	Texas Tech	806-834-2021	jonathan.murray@ttu.edu
	Ricardo Santos	Iona	914-633-2314	rsantos@iona.edu
	Keith Vroman	Middle Tennessee State University	615-899-5685	kvroman@mtsu.edu
	Wendel McRaven	Texas A&M University	217-649-2784	wmcraven@athletics.tamu.edu
	Alex Gibby	UNC Charlotte	734-647-1221	A.Gibby@uncc.edu
	John Oliver	Stanford University	650-723-1805	jsoliver@stanford.edu

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	Sara Vergote	Ohio State University	614-292-3436	vergote.2@osu.edu
	Amy Horst	Loyola University Maryland	410-617-2991	alhorst@loyola.edu
	A'Havahla Haynes	Northwestern	505-307-5561	a.haynes@northwestern.edu
	Isaac Wood	Weber State University	801-626-6497	isaacwood@weber.edu
	Eric Blake	Central Connecticut	860-832-3054	BlakeE@ccsu.edu
	Matt Esche	University of Alabama at Birmingham	205-934-7236	mesche@uab.edu
	Cody Clark	Stephen F. Austin	936-468-4062	clarkcody@sfasu.edu
	Dave Rinker	James Madison University	540-478-3325	rinkerld@jmu.edu
	Forest Braden	UCLA	310-206-8713	fbraden@athletics.ucla.edu

Law and Legislation Committee

	Name	Institution	Phone	E-mail
Chair	Scott Jones	University of Illinois	330-972-7925	Sjone@illinois.edu
	Steve Dolan	University of Pennsylvania	215-898-4249	stdolan@upenn.edu
	Andrea Grove-McDonough	Iowa State University	515-294-7345	andreagm@iastate.edu

NCAA Championships Committee

	Name	Institution	Phone	E-mail
Chair	Sean Cleary	West Virginia University	304-293-9875	sean.cleary@mail.wvu.edu
	Alan Drosky	Georgia Tech	404-894-4420	adrosky@athletics.gatech.edu
	Greg Hipp	Northern Illinois University	815-753-0836	ghipp@niu.edu
	Scott Jones	University of Illinois	330-972-7925	Sjone@illinois.edu
	Scott Slade	UTSA	210-458-6193	scott.slade@utsa.edu

NCAA Field Expansion Subcommittee

	Name	Institution	Phone	E-mail
Chair	Scott Jones	University of Illinois	330-972-7925	Sjone@illinois.edu
	Jon Bell	St. Louis University	314-977-3253	jbelle30@slu.edu
	Wendel McRaven	Texas A&M University	979-845-3257	wmcraven@athletics.tamu.edu
	Lou Snelling	Bowling Green State University	419-372-7104	lrsnell@bgsu.edu

NCAA Qualifying Process Subcommittee

	Name	Institution	Phone	E-mail
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Chair	Alan Drosky	Georgia Tech	404-894-4420	adrosky@athletics.gatech.edu
	Scott Abbott	California State University, Sacramento	916-278-2945	abbottsl@csus.edu
	Marc Burns	Bradley University	309-677-2643	mburns@bradley.edu
	John Gondak	Pennsylvania State University	814-863-1893	jeg33@psu.edu
	Brad Herbst	University of Texas	864-656-1972	BHerbst@clemson.edu
	Jeff Jacobs	Coastal Carolina University	843-349-2907	jjacobs@coastal.edu
	Jon Warren	Rice University	713-348-6021	jhwarren@rice.edu

Course Review Subcommittee

Chair	Greg Hipp	Northern Illinois University	815-753-0836	ghipp@niu.edu
Midwest	Jeff Bovee	Illinois State University	309-428-3247	jlbovee@ilstu.edu
Mountain				
Southeast				
South	Houston Franks	Mississippi State University	662-325-7042	hfranks@athletics.msstate.edu
Northeast	Paul Harkins	Yale University	203-432-1406	paul.harkins@yale.edu
South Central	Lance Harter	University of Arkansas, Fayetteville	479-575-7457	lharter@uark.edu
Great Lakes	Mike Nelson	Marquette University	414-288-5105	michael.nelson@marquette.edu
Mid-Atlantic	Debbie Utesch	Lehigh University	610-758-4303	deu3@lehigh.edu
West	Chris Zeller	Eastern Washington University	509-359-6679	czeller@ewu.edu



Division I Cross Country Executive Committee

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Division I Cross Country Officers

General Eligibility Requirements: Only qualified members of a Division I Program Membership Division who are in good standing with the USTFCCCA may be nominated for, elected to, appointed to, or serve in any office of Division I Cross Country.

Number of In-Person Meetings per Year:

Division I Cross Country Officers meet once per year, at the USTFCCCA annual convention.

Number of Conference Calls per Year:

Division I Cross Country Officers participate in eleven (11) regularly scheduled conference calls per year. Currently, Division I Cross Country conference calls are scheduled the second Wednesday of the months of January through November. Special conference calls may be scheduled by the President at any time during the year, as needed.

President

1. Selection: A rotation system moves the 1st Vice President up to the office of President as the office of President is vacated.
2. Term: Two (2) year term. The President may elect to run for a second two (2) year term but may serve no more than two (2) consecutive terms.
3. Duties:
 - a. Preside over all general, special, or annual meetings.
 - b. Ensure meetings are called in a timely manner to conduct the Association's business.
 - c. Establish Division I Cross Country working committees as needed.
 - d. Appoint committee members.
 - e. Appoint the Secretary and any vacancy on the Executive Committee.
 - f. Serve as an ad-hoc member of all Division I Cross Country committees.
 - g. Vote in the National Coaches Poll.
 - h. In conjunction with the CEO of USTFCCCA, act as the Division I Cross Country Representative before the NCAA.
 - i. Meet with the NCAA Track and Field Sport Committee annually at a time determined by the USTFCCCA National Office.
 - ii. Assist in lobbying the NCAA Track and Field Sport Committee on issues of importance to Division I Cross Country.
 - i. Act as the Division I Cross Country representative before the USTFCCCA and serve on the USTFCCCA Board of Directors. The Board of Directors may meet in-person twice per year:
 - i. In the summer
 - ii. In the winter during the USTFCCCA annual convention
 - j. Establish the agenda for and conduct periodic conference calls with the Executive Committee, including Regional Representatives, regarding Associational business.
 - k. Establish the agenda for in-person meetings of Division I Cross Country.
 - i. Establish a preliminary Convention agenda by October 1 of each year.

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- ii. Establish a tentative Convention agenda by November 1 of each year.
- iii. Establish a final Convention agenda by December 1 of each year.
- l. Write a quarterly column, "NCAA Report: Division I Cross Country," for the official USTFCCCA magazine *techniques*
 - i. Due dates for the column (Note: These are **firm** deadlines):
 - 1. **January 1**
 - 2. **March 25**
 - 3. **June 25**
 - 4. **September 25**
 - ii. The purpose of the column is to provide a quarterly report to the membership of the business of Division I Cross Country.
 - iii. Column should have approximately 400 words.
 - iv. Column should be written with the understanding that Coaches will read this report approximately six (6) weeks later.
 - v. Column should be submitted to Mike Corn in the USTFCCCA national office (Mike@ustfccca.org)
- m. Attend the Division I Cross Country National Championships.
 - i. Present USTFCCCA awards at the Saturday NCAA Division I Cross Country Banquet.
- n. Perform any other duty as may be necessary to carry out the directives of the Division I Cross Country Operating Bylaws and the Articles of Incorporation and Bylaws of the USTFCCCA.

1st Vice President

- 1. Selection: A rotation system moves the 2nd Vice President up to the office of 1st Vice President as the office of 1st Vice President is vacated.
- 2. Term: Two (2) year term.
- 3. Duties:
 - a. Perform the duties of the President in the absence of the President.
 - b. Chair the Division I Cross Country Poll Committee.
 - c. Vote in the National Coaches Poll.
 - d. Attend the Division I Cross Country annual general meeting and any other scheduled Executive Committee meetings.
 - e. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - f. Carry out any other duties the President may from time to time assign.

2nd Vice President

- 1. Selection:
 - a. Candidates for 2nd Vice President are nominated by the Nominating Committee and elected at the annual general meeting.
 - b. Every effort should be made to alternate the gender of the incoming 2nd Vice President.
 - c. A plurality is required for election.

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2. Term: Two (2) year term.
3. Duties:
 - a. Be available to perform any tasks required by the President.
 - b. Chair the Division I Cross Country Awards Committee.
 - c. Vote in the National Coaches Poll.
 - d. Attend the Division I Cross Country annual general meeting and any other scheduled Executive Committee meetings.
 - e. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - f. Carry out any other duties the President may from time to time assign.

Secretary

1. Selection: Appointed by the President.
2. Term: Continuing.
3. Duties:
 - a. Keep a true record of the proceedings of all meetings of the Association.
 - b. Ensure that proper notice of all meetings is sent to all members.
 - c. Ensure notification of all members of any committee appointments or duties assigned to them.
 - d. Be knowledgeable in matters of parliamentary procedure and advise the other Officers or members in such matters.
 - e. Keep an election schedule approved by the Executive Committee for the election of Officers, At-Large Representatives, and Regional Representatives.
 - f. Chair the Division I Cross Country Law and Legislation Committee.
 - g. Update the Division I Cross Country Operating Bylaws as needed.
 - h. Attend the Division I Cross Country annual general meeting and any other scheduled Executive Committee meetings.
 - i. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - j. Carry out any other duties the President may from time to time assign.

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Other Members of the Division I Cross Country Executive Committee

General Eligibility Requirements: Only qualified members of a Division I Program Membership Division who are in good standing with the USTFCCCA may be nominated for, elected to, appointed to, or serve in any office of Division I Cross Country.

Number of In-Person Meetings per Year:

Division I Cross Country Executive Committee members meet once per year, at the USTFCCCA annual convention.

Number of Conference Calls per Year:

Division I Cross Country Executive Committee members participate in eleven (11) regularly scheduled conference calls per year. Currently, Division I Cross Country conference calls are scheduled for the second Wednesday of the months of January through November. Special conference calls may be scheduled by the President at any time during the year, as needed.

Regional Representatives

1. Number: One (1) per NCAA Division I Cross Country region per program gender (18 total)
2. Selection: Elected at the annual USTFCCCA convention. They may be appointed as needed to fill a vacancy by the President.
3. Term:
 - a. Three (3) year terms such that no more than four (4) men's and four (4) women's representatives (At-Large and Regional Representatives) are replaced in any one year.
 - b. The men's and women's representatives from each region shall not be replaced in the same year.
 - c. Region reps may not serve more than two (2) consecutive terms.
 - d. A plurality of votes is required for election.
4. Duties:
 - a. Represent their region on the Executive Committee.
 - b. Attend the Division I Cross Country annual general meeting and any other Executive Committee meetings.
 - c. Serve on the Division I Cross Country Polls Committee.
 - d. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - e. Conduct regional Coaches meetings as necessary.
 - i. Prepare an agenda for regional Coaches meetings as necessary.
 - ii. Ensure that the regional meeting agenda is distributed to the respective region's Coaches prior to the meeting.
 - iii. Keep a true record of the proceedings of respective regional meetings .
 - iv. Ensure that the minutes of respective regional meetings are distributed to the Coaches in the region.

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- v. Forward agenda items and minutes of regional meetings to the President, Secretary, and National Office.
- f. Submit rankings during the Cross Country season for men's or women's Cross Country in their region (top 15), as per the schedule established by the Poll Committee, and vote in the men's or women's National Coaches Poll. For procedures, see the Regional Polls and National Polls sections of this document.
- g. Send a "Call for Nominations" 30-45 days before the annual meeting when pending vacancies exist.
- h. Notify regional members of the nominees for vacant positions a minimum of five (5) days before the annual meeting.
- i. Conduct elections to fill Regional Representative vacancies at the USTFCCCA annual meeting.
- j. Work with the Regional Site Selection Committee, the NCAA, and the President to approve Regional Championship sites.
- k. Obtain a recommendation from the respective region's Coaches at the USTFCCCA annual meeting regarding future Regional Championship sites and forward this recommendation to the national office.
- l. Carry out any other duties the President may from time to time assign.

At-Large Representatives

- 1. Number: One (1) per Division I Cross Country program gender (two (2) total)
- 2. Selection:
 - a. Elected at the annual USTFCCCA convention.
 - b. A plurality of votes is required for election.
 - c. They may be appointed as needed to fill a vacancy by the President.
- 3. Term:
 - a. Three (3) year terms.
 - b. The men's and women's representatives should not be replaced in the same year.
 - c. At-Large reps may not serve more than two (2) consecutive terms.
- 4. Duties:
 - a. Represent either men's or women's Division I Cross Country programs on the Executive Committee.
 - b. Serve on the Division I Cross Country Law and Legislation Committee.
 - c. Serve on the Division I Cross Country Nominations and Election Committee.
 - d. Attend the Division I Cross Country annual general meeting and any other Executive Committee meetings.
 - e. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - f. Carry out any other duties the President may from time to time assign.

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Past Presidents

1. Number: Two (2)
2. Selection: The two (2) most recent outgoing Presidents serve in the role of Past President.
3. Term: Two (2) consecutive two (2) year terms (total of four (4) years).
4. Duties:
 - a. Work with the President as advisors.
 - b. Attend the Division I Cross Country annual general meeting and any other Executive Committee meetings.
 - c. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - d. The Past President votes in the National Coaches Poll.
 - e. The Past President serves as chair of the Division I Cross Country Championships Committee. The Past Past President serves as chair of the Division I Cross Country Nominations and Election Committee.
 - f. Carry out any other duties the President may from time to time assign.

Poll Coordinators

1. Number: Two (2), one (1) for men and one (1) for women
2. Selection: Appointed by the president.
3. Term: Not applicable.
4. Duties:
 - a. Coordinate and conduct the weekly national Coaches' poll for Division I Men's or Women's Cross Country during the Division I Cross Country season.
 - b. Provide the results of the poll to the President and to the National Office for release.
 - c. Participate in Division I Cross Country Executive Committee conference calls, as established by the President.
 - d. Attend the Division I Cross Country annual general meeting.
 - e. Carry out any other duties the President may from time to time assign.
5. Stipend:
 - a. A stipend [\$1000] plus travel expenses to the USTFCCCA annual convention will be paid to each of the Poll Coordinators.
 - b. No stipends will be paid to any other Division I Cross Country Executive Committee members.



Division I Cross Country Committees

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Standing Committees

- ◇ Awards Committee
- ◇ Ethics Committee
- ◇ Law and Legislation Committee
- ◇ Nominations and Election Committee
- ◇ Poll Committee
- ◇ Championships Committee
 - NCAA Field Expansion Subcommittee
 - NCAA Qualifying Process Subcommittee
 - Regional Site Selection Subcommittee

Awards Committee

1. Chair: 2nd Vice President
2. Members: Appointed by the President.
3. Duties:
 - a. Provide to the Secretary a current list of all awards currently awarded by the Association, the criteria to qualify for the award, and a description of the award.
 - b. Provide to the National Office a list of all recipients of any award given by the Association.
 - c. Ensure that any existing lists of the Association's awards are up-to-date.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
 - b. The Committee also shall meet a minimum of twice per year by teleconference:
 - i. During the month of August
 - ii. After the Division I Cross Country Championships but prior to the USTFCCCA annual meeting.

Ethics Committee

1. Chair: Elected by the members of the Ethics Committee.
2. Members: Appointed by the President and the President of the Division I Track and Field Coaches.
3. Duties of the Chair:
 - a. Accept written complaints of potential ethical violations.
 - b. With the President of the respective Sport of the USTFCCCA, and the CEO or his/her designee, perform a preliminary evaluation of reported ethical violations.
 - c. If the complaint is not found to represent a potential ethical violation:
 - i. Inform the complainant immediately following such a decision.
 - d. If the complaint is found to represent a potential ethical violation:
 - i. Send the complaint immediately to the full Ethics Committee;
 - ii. Make notification by certified mail of the action and specific charges to the accused Coach; and

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- iii. Include in the correspondence to the accused Coach an invitation to respond in writing to the charges.
- 4. Duties of the Committee if a complaint is found to represent a potential ethical violation:
 - a. Following a reasonable opportunity for written response, the committee may choose to:
 - i. Accept the response. No further action. Notify the complainant.
 - ii. Propose simple disciplinary action, (likely to be accepted by the accused). Accused is notified, and may accept proposal, or may insist upon a full hearing.
 - iii. Schedule a full hearing for the complaint. In this case, a full written explanation of the hearing process and place, time, etc. will be mailed to the accused.
 - b. In the case of a decision that an Ethics Violation has occurred, the Ethics Committee may impose penalty(s) from among the following options:
 - i. Letter of reminder of ethical conduct to the member.
 - ii. Letter of reprimand directly to the offending member.
 - iii. Letter of reprimand to the offending member, with copies to the athletic director and president of the Coach's institution.
 - iv. Letter of reprimand to the offending member, with copies to the athletic director and president of the Coach's institution, along with temporary suspension of USTFCCCA voting privileges and eligibility for coaching awards for a defined period of time.
 - v. Letter of reprimand to the offending member, with copies to the athletic director and president of the Coach's institution, along with indefinite suspension of USTFCCCA voting privileges and eligibility for coaching awards to be reviewed at a future time.
 - c. The above are representative penalties only and may be modified to appropriately fit any situation of ethical violation by the Ethics Committee. They are presented in order of severity.
- 5. Meetings:
 - a. The committee meets as necessary regarding potential ethical violations.
 - b. The committee meets annually at the USTFCCCA Convention and at the direction of the President and/or the Committee Chair.
 - c. Other conference call and/or e-mail communication may be necessary throughout the year.

Law and Legislation Committee

- 1. Chair: Secretary
- 2. Members: Men's and Women's At-Large Representatives
- 3. Duties:
 - a. Review, interpret, and maintain the Operating Bylaws of the Association.
 - b. At the annual meeting, present to the Executive Committee prepared materials regarding proposed amendments to the Operating Bylaws.
- 4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention.
 - b. The Committee also meets by teleconference after the Division I Cross Country Championships but prior to the USTFCCCA annual meeting and at the direction of the President or the Committee Chair.

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- c. Conference call and/or e-mail communication may be necessary throughout the year.

Nominations and Election Committee

1. Chair: Past Past President
2. Members: Men's and Women's At-Large Representatives
3. Duties:
 - a. Develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Membership of the Association at the annual convention.
 - b. Solicit individual members who possess exceptional skills and attributes that would enable them to carry out the goals and mission of the Association and the USTFCCCA.
 - c. Determine procedure for voting and eligibility of candidates for election.
 - d. Nominate candidates to fill vacancies within the Division I Cross Country Executive Committee and/or other committees as needed.
4. Meetings: The Committee meets as necessary to fill Division I Cross Country Officer vacancies and at the direction of the President or the Committee Chair.

Poll Committee

1. Chair: 1st Vice President
2. Members: Both Poll Coordinators and all Regional Representatives. Additional members appointed by the President as needed.
3. Duties:
 - a. Determine regional and national poll release dates.
 - b. Analyze previous year's poll methodology and make improvements as necessary.
 - c. Determine the poll methodology for each Division I Cross Country season.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
 - b. Conference call and/or e-mail communication may be necessary throughout the year.

Championships Committee

1. Chair: Past President
2. Members: A minimum of six (6) additional members appointed by the President, to include the chairs of any standing subcommittees of the Committee.
3. Duties:
 - a. Identify and/or respond to issues related to the NCAA Men's and Women's Division I Cross Country Regional and/or National Championships, either through direct committee action or through delegation to a standing or working subcommittee of the Committee.
 - b. Report regularly to the Division I Cross Country Executive Committee:
 - i. Championships issues currently being studied
 - ii. The findings of studies undertaken by the Committee or its subcommittees
 - iii. Recommended course(s) of action based on those findings.
4. Meetings:

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- a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
- b. Conference call and/or e-mail communication may be necessary throughout the year.

NCAA Field Expansion Subcommittee

1. Chair: Scott Jones, University of Illinois
2. Members: Determined through appointment by the President.
3. Duties:
 - a. Examine the current field size for Division I Cross Country Championships, as well as the current field sizes for other NCAA Division I sports.
 - b. Examine the potential for expansion of the NCAA Division I Cross Country Championships field size by gathering and analyzing data.
 - c. Present this data and any recommendations on field expansion to the Executive Committee.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
 - b. Conference call and/or e-mail communication may be necessary throughout the year.

NCAA Qualifying Process Subcommittee

1. Chair:
2. Members: Determined through appointment by the President.
3. Duties:
 - a. Explore the qualifying process for Division I Cross Country.
 - b. Analyze the current qualifying system.
 - c. Review any NCAA proposals or proposals submitted to the Committee by Coaches for changes to the qualifying process.
 - d. Present any recommendations for change to the Executive Committee that the Committee believes would improve the current qualifying process.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
 - b. Conference call and/or e-mail communication may be necessary throughout the year.

Course Review Subcommittee

1. Chair: Greg Hipp, Missouri State University
2. Members: Appointed by the President, with a minimum of one (1) member from each of the Division I Cross Country regions.
3. Duties:
 - a. Develop written protocol for approval of Regional Championship sites so that courses conform to Rule 8 of the NCAA guidelines.
 - b. Develop a list of approved sites, which must be approved by both Regional Representatives for that region.

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- c. Develop written protocol for dealing with courses that do not fully comply with Rule 8 but are acceptable Regional Championship courses.
- 4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President or the Committee Chair.
 - b. The Committee also meets by teleconference a minimum of once per quarter for the initial three (3) quarters of the calendar year.
 - c. Conference call and/or e-mail communication may be necessary throughout the year.

Working Committees

The President may establish committees to study topics or perform specific duties. These committees may be established at any time throughout the year and may remain intact until their charge has been accomplished. Such committees shall have the authority to make recommendations and carry out any directives issued by the President and/or Executive Committee.



Division I Cross Country Meetings

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Convention/Annual Meeting

Purpose

The USTFCCCA Convention serves as the annual business meeting for USTFCCCA Division I Cross Country.

Attendance Requirement

Attendance at the convention/annual meeting is mandatory for all Division I Cross Country Officers, Regional Representatives, At-Large Representatives, and Poll Coordinators of the Executive Committee. Those who will not be able to attend should notify the Division I Cross Country President as soon as possible.

Business

Division I Cross Country business meetings follow the Operating Bylaws of the NCAA Division I Program Membership Divisions (Cross Country) and the Bylaws of the USTFCCCA. When a procedural question is not defined within these Bylaws, the Division I Cross Country business meetings follow *Robert's Rules of Order, Newly Revised*.

Submission of Proposals

The secretary shall ensure that proposals may be submitted online at any time, through the USTFCCCA web site, and that calls for proposals are made once per quarter throughout the year.

The Division I Cross Country President shall ensure that all submitted proposals are distributed to the Executive Committee and that the submitter of each proposal is scheduled to present their proposal to the Executive Committee. The Executive Committee shall review and discuss each proposal after it has been presented by the submitter.

The Executive Committee has three possible actions to take following their discussion of the proposal:

1. The Division I Cross Country President may assign the proposal to a standing committee or create a committee or working group to review the proposal and provide a recommendation to the Executive Committee
2. The Executive Committee may table the proposal until a future meeting in order to allow more time for discussion, to gather additional information, or to gather feedback from the membership or an outside party
3. The Executive Committee may vote on the proposal (a quorum is required)

When the Executive Committee takes action on a proposal, the secretary shall ensure that the proposal and said action are made available to the membership through the USTFCCCA web site.

Once the Executive Committee votes upon a proposal, said proposal is deemed an agenda item and will be assigned to a member(s) of the Executive Committee to present the agenda item, and the Executive Committees position on said proposal to the membership. Presentation of agenda items to the membership will occur at the following USTFCCCA Convention, unless the item has a response deadline prior to the next convention.

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Agenda items with a response deadline prior to the next convention are those which require action prior to the next convention. Examples of such agenda items may include directives from the NCAA with a due date that falls prior to the next convention or safety issues that require immediate intervention. A majority vote of the Executive Committee members present under a quorum may move to designate an agenda item as having a response deadline prior to the next convention. The secretary shall ensure that the agenda item requiring a response prior to the next convention and the Executive Committee's decision is made available to the membership prior to the next Executive Committee meeting.

Once an agenda item has been presented to the membership at convention, the Division I Cross Country President shall allow for a pre-determined period of discussion on the item. If the Executive Committee had previously voted in favor of the agenda item, then said item would be placed on the voting ballot for the membership at the current Convention. If the Executive Committee voted to oppose an agenda item or takes no action on an agenda item, then opinion of the Executive Committee stands as the position of the membership; unless the agenda item receives a motion from the floor to place the item on the voting ballot at that convention, a second, and a majority vote from members present at the meeting (vote shall be conducted by voice, if the decision of the membership is not clear then a vote shall be conducted by hand).

All proposals received prior to the final Executive Committee conference call of the calendar year to be considered at convention shall be made available to the Division I Cross Country general membership prior to the start of the convention.

Voting

Members of USTFCCCA Division I Cross Country must be present to vote at convention. Voting is by membership, unless the President and/or Officers of the Association call for a Unit Vote.

Types

Membership: Voting is conducted by member Coach. Each Division I Coach from a program that sponsors men's and/or women's Cross Country, who is present at the voting session(s), receives one (1) vote. Coaches may **not** cast a ballot for a Coach who is absent from the official voting session(s).

Unit Vote: Voting is conducted by member program. Each institutional program receives one vote, such that a Division I men's or women's Cross Country program receives one (1) vote, and a Division I combined Cross Country program receives two (2) votes. Only one designated representative per member program may cast a vote. This designated representative need not be the head Coach. Coaches may **not** cast a ballot for institutions that have no representatives present at the official voting session(s).

Action

The Division I Cross Country President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following the annual convention/business meeting, particularly as necessitated by the results of Division I Cross Country voting sessions.

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Conference Calls

Purpose

Division I Cross Country conference calls serve to inform Division I Cross Country Officers, At-Large Representatives, Regional Representatives, and other members of the Executive Committee of issues affecting the Division I Cross Country membership. These calls also provide a forum for proposal presentation, discussion, and action of Division I Cross Country issues.

Schedule

Division I Cross Country scheduled conference calls take place once a month from February through December. Special conference calls may be scheduled by the President at any time during the year, as needed.

Currently, Division I Cross Country conference calls are scheduled for 11:00AM Central Time on the second Wednesday of the month from February through December.

Attendance Requirement

Attendance on conference calls is mandatory for all Division I Cross Country Officers, Regional Representatives, At-Large Representatives, and Poll Coordinators. Those who will not be able to attend should notify the Division I Cross Country President and Secretary as soon as possible.

Business

Monthly conference call agendas shall be of the following format:

- Roll Call
- Information items
- Continuation of previously addressed proposals
- Proposal Presentations
- Discussion of new proposals
- Questions/Future discussion items
- Comments from the national office

Division I Cross Country conference calls follow the Operating Bylaws of the NCAA Division I Program Membership Divisions (Cross Country) and the Bylaws of the USTFCCCA. When a procedural question is not defined within these Bylaws, Division I Cross Country conference calls follow *Robert's Rules of Order, Newly Revised*.

Voting

The Executive Committee may vote during or in conjunction with a regularly scheduled or special conference call, as necessary. All members of the Executive Committee should be notified in advance of the call, and a necessary quorum of a majority of members present must be established in order for a vote to take place.

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Action

The Division I Cross Country President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following conference calls, particularly in preparing the agenda for the annual convention/business meeting. Regional Representatives are responsible for informing the Coaches in their region of any items discussed during conference calls that affect Division I Cross Country generally or the Coaches of their region specifically.

Special Meetings

Purpose

In addition to the regular meetings of the Association, the President or the Executive Committee by majority vote may call a Special Meeting whenever the welfare of the Association or sport of Cross Country warrants such an action.

Voting

The Executive Committee may vote during a special meeting, as necessary. All members of the Executive Committee should be notified in advance of the meeting, and a necessary quorum of a majority of committee members present must be established in order for a vote to take place.

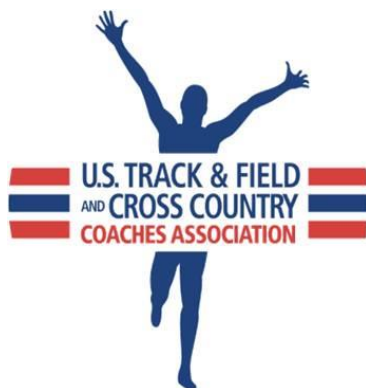
Action

The Division I Cross Country President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following special meetings. Regional Representatives are responsible for informing the Coaches in their region of any items discussed during special meetings that affect Division I Cross Country generally or the Coaches of their region specifically.

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2016 Conference Call Schedule

Day	Date	Time
Tuesday	February 2, 2016	10:00 am Central Time
Tuesday	March 1, 2016	10:00am Central Time
Tuesday	April 5, 2016	10:00 am Central Time
Tuesday	May 3, 2016	10:00am Central Time
Wednesday	June 1, 2016*	10:00 am Central Time
Thursday	August 11, 2016	10:00 am Central Time
Wednesday	September 14, 2016	11:00 am Central Time
Wednesday	October 12, 2016	11:00 am Central Time
Wednesday	November 11, 2016	11:00 am Central Time



Division I Cross Country Rankings

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Regional Rankings

Division I Cross Country regional rankings are released by the USTFCCCA national office on Mondays during the Cross Country season. Dates are predetermined by the Division I Cross Country Executive Committee. The top 15 teams in each gender and region are ranked. Only programs that are members in good standing with the USTFCCCA shall be ranked.

Preseason Ranking: Released on the Monday prior to the first weekend of Division I Cross Country competition.

Regular Rankings: Released weekly on Mondays beginning ten (10) weeks prior to the Division I Cross Country Championships and ending with the Monday prior to the NCAA Regional meets (nine (9) poll dates).

Regional Representatives determine the regional rankings for the top 15 teams in the region/gender they represent. Men's rankings must be submitted to d1mxcpoll@ustfccca.org by **10:00 pm Central Time** on Sunday prior to each Monday release. Women's rankings must be submitted to d1wxcpoll@ustfccca.org, also by **10:00 pm Central Time** on Sunday prior to each Monday release.

This submission should include a brief explanation of why the top teams achieved their rankings, as well as information on any teams that moved in the rankings from the previous week. The Poll is subjective. The voting on the national poll does not have to comply with the regional ranking

Contact Information

<i>Position</i>	<i>Name</i>	<i>Email</i>	<i>Office</i>	<i>Cell</i>
Men's Coordinator	Don Kopriva	Donkopriva77@gmail.com	630-964-5496	630-712-2710
Women's Coordinator	Jesse Rosen	jjrosen@gmail.com		414-215-0256
USTFCCCA Director of Media, Broadcasting and Analytics	Tom Lewis	tom@ustfccca.org		479-422-9407
USTFCCCA Director of Communications	Kyle Terwillegar	kyle@ustfccca.org	504-599-8905	
Communications Assistant	Tyler Mayforth	tyler@ustfccca.org	504-599-8904	
USTFCCCA CEO	Sam Seemes	sam@ustfccca.org	504-599-8902	504-722-7185

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National Polls

Division I Cross Country national polls are released by the USTFCCCA national office on Tuesdays during the Cross Country season. Dates are predetermined by the Division I Cross Country Executive Committee. The top 30 teams in each gender are ranked. Only programs that are members in good standing with the USTFCCCA shall be ranked.

Preseason Poll: Released on the Tuesday prior to the first weekend of Division I Cross Country competition.

Regular Polls: Released weekly on Tuesdays beginning ten (10) weeks prior to the Division I Cross Country Championships and ending with the Tuesday prior to the NCAA Division I Cross Country Championships (ten (10) poll dates).

Division I Cross Country Officers (except the Secretary), the most recent Division I Cross Country Past-President, At-Large Representatives, and Regional Representatives submit their rankings of the top 30 teams in the country, in the gender they represent, to the Division I Cross Country men's or women's poll coordinator. Only 30 teams should be ranked, and there should be no ties or half votes. Voters are not obligated to follow the order of region rankings in compiling their national ranking.

The four Cross Country Officers designated to vote in the national cross country polls shall be divided into two men's voters and two women's voters. If two of the designated Officers coach a men's program and two coach a women's program, then those respective coaches shall be assigned to vote for the gender they represent. If there is an imbalance amongst the voting Officers in terms of the genders they represent, the President may appoint a Past-Past President to assume the voting rights of an Officer if the Past-Past President would correct the voting imbalance. If the Past-Past President would not correct the imbalance, then the voting Officers will maintain their voting rights and it will be the responsibility of the President to appoint which Officer will vote for which gender.

Rankings must be submitted ONLY to the men's or women's poll coordinator by **1:00 pm Central Time** on Monday prior to each Tuesday release. Final rankings are submitted to the national office by the men's and women's poll coordinators.

Contact Information for Division I Cross Country Poll Coordinators

Position	Name	Email	Office	Cell
Men's Coordinator	Don Kopriva	Donkopriva77@gmail.com	630-964-5496	630-712-2710
Women's Coordinator	Jesse Rosen	jjrosen@gmail.com		414-215-0256

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2016 Ranking Dates

Regional Rankings

<i>Sunday Due Dates and Times</i>	<i>Monday Releases</i>
August 24, 2016 (Preseason) Wednesday@12PMCT	August 29, 2016 (Preseason)
September 11, 2016 @9PM CT	September 12, 2016
September 18, 2016 @9PM CT	September 19, 2016
September 25, 2016 @9PM CT	September 26, 2016
October 2, 2016 @9PM CT	October 3, 2016
October 16, 2016 @9PM CT	October 17, 2016
October 30, 2016 @9PM CT	October 31, 2016

National Polls

<i>Monday Due Dates and Times</i>	<i>Tuesday Releases</i>
August 26, 2016 (Preseason)Friday @9AM CT	August 30, 2016 (Preseason)
September 12, 2016 @12PM CT	September 13, 2016
September 19, 2016 @12PM CT	September 20, 2016
September 26, 2016 @12PM CT	September 27, 2016
October 3, 2016 @12PM CT	October 4, 2016
October 17, 2016 @12PM CT	October 18, 2016
October 31, 2016 @12PM CT	November 1, 2016
November 13, 2016 (Sunday) @9PM CT	November 14, 2016 (Monday)

Key Dates

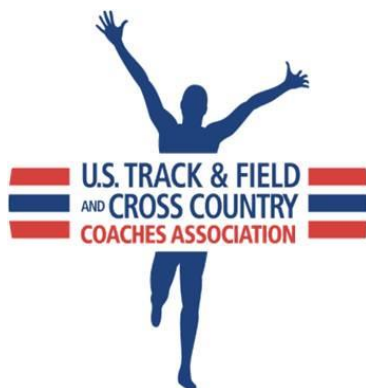
Sept. 1: First date of competition ([NCAA DI Manual](#) - 17.6.3)

Oct. 15: DI Pre-National

Oct. 27-30: DI Conference Championship Week

November 11: DI Regional Championships

November 19: DI National Championships, Terre Haute, Ind.



Division I Cross Country Awards

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Cross Country Awards

- ◇ All-Region
- ◇ Regional Team Awards
- ◇ Regional Coaches of the Year
- ◇ Regional Athletes of the Year
- ◇ All-America
- ◇ Bill Dellinger Award Men's Coach of the Year
- ◇ Peter Tegen Award Women's Coach of the Year
- ◇ National Athlete of the Year
- ◇ All-Academic Individuals
- ◇ Scholar Athletes of the Year
- ◇ All-Academic Teams
- ◇ Scholar Teams of the Year

All-Region

Selection

Awarded to the top 25 finishers at the NCAA Division I Cross Country Regional Championships in each region and gender.

Eligibility

1. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.
2. Non-eligible student-athletes in the top 25 who do not receive awards do not displace other finishers.

Award Distribution

Student-athletes who qualify for the award receive an All-Region medal at the Regional Championships. Two (2) All-Region certificates are mailed by the national office to the student-athlete's program. One of these certificates should be given to the qualifying student-athlete.

Regional Team Awards

Selection

Awarded to the top two (2) team finishers in each region and gender at the NCAA Division I Cross Country Regional Championships.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

Award Distribution

Awards are distributed at the Regional Championships.

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Regional Coaches of the Year

Selection

1. Selected by a vote of USTFCCCA Division I member Coaches in the respective region and awarded to one (1) Cross Country Coach per gender per region.
2. Nominees are the Coaches of the top four (4) finishing teams at each NCAA Division I Cross Country Regional Championships and a write-in.
3. Vote is conducted online via a ballot compiled by the national office.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their Coaches to be eligible for this award.

Award Distribution

Awards are distributed at the NCAA Division I Cross Country National Championships.

Regional Athletes of the Year

Selection

1. Selected by a vote of USTFCCCA Division I member Coaches in the respective region and awarded to one (1) student-athlete per gender per region.
2. Nominees are the top four (4) finishers in each NCAA Division I Cross Country Regional Championships and a write-in.
3. Vote is conducted online via a ballot compiled by the national office.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution

Awards are distributed at the NCAA Division I Cross Country National Championships.

All-America

Selection

Awarded to the top 40 finishers in the men's and women's NCAA Division I Cross Country Championship races, without regard to citizenship.

Eligibility

1. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.
2. Non-eligible student-athletes in the top 40 who do not receive awards do not displace other finishers.

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Award Distribution

Student-athletes who qualify for the award receive an All-American medal at the National Championships. Two (2) All-American certificates are mailed by the national office to the student-athlete's program. One of these certificates should be given to the qualifying student-athlete.

Bill Dellinger Award Men's Coach of the Year

Selection

1. Selected by a vote of USTFCCCA Division I member Coaches and awarded to one (1) men's Cross Country Coach.
2. Nominees are the Division I Cross Country Regional Coaches of the Year, the Coach of the top five finishing men's teams, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office. Brief seasonal bios for each candidate are included on this ballot.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their Coaches to be eligible for this award.

Award Distribution

Awards are distributed by the USTFCCCA national office.

Peter Tegen Award Women's Coach of the Year

Selection

1. Selected by a vote of USTFCCCA Division I member Coaches and awarded to one (1) women's Cross Country Coach.
2. Nominees are the Division I Cross Country Regional Coaches of the Year, the Coach of the top five finishing women's teams, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office. Brief seasonal bios for each candidate are included on this ballot.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their Coaches to be eligible for this award.

Award Distribution

Awards are distributed by the USTFCCCA national office.

National Athletes of the Year

Selection

1. Selected by a vote of USTFCCCA Division I member Coaches and awarded to one (1) student-athlete per gender.

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2. Nominees are the Division I Cross Country Regional Athletes of the Year, the men's and women's individual national champions, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution

Awards are distributed by the USTFCCCA national office.

All-Academic Individuals

Selection

1. Awarded to all nominated student-athletes who meet the following criteria:
 - a. Cumulative GPA of 3.25 or higher on a 4.0 scale, including the most recent grading period.
 - i. Institutions utilizing a different GPA scale must convert the GPA to a 4.0 scale using the standard conversion method $[GPA/Scale \times 4.0]$.
 - b. USTFCCCA Division I Cross Country All-American finisher or top 25 finisher (or top 10%) at an NCAA Division I Cross Country Regional meet.
 - c. Completed a minimum of one (1) semester or one (1) quarter at the nominating institution.
 - d. Written nomination of the student-athlete's Coach.
2. Nomination forms are available online at the USTFCCCA website and must be received by the national office before the deadline published by the national office.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution

Two (2) All-Academic certificates are mailed by the national office to each qualifying student-athlete's program. One of these certificates should be given to the qualifying student-athlete.

Late Nominations

1. Late nominations will be accepted until 90 calendar days after the deadline published by the USTFCCCA national office for All-Academic nominations.
2. Late nominations will not be included in the press release announcing All-Academic selections, but will be included in official records of All-Academic honorees.
3. All late nominations are subject to (1) a flat \$50 late fee; and (2) a charge of \$20 per set of All-Academic certificates printed. Two (2) All-Academic certificates are included in each set.

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Scholar Athletes of the Year

Selection

1. Awarded to one (1) men's Division I and one (1) women's Division I Cross Country student-athlete each year.
2. Student-athletes must meet the criteria for the USTFCCCA All-Academic Individual awards for Division I Cross Country.
3. From among the student-athletes who meet the All-Academic Individual criteria, the men's student-athlete and the women's student-athlete with the highest individual finishes at the most recent NCAA Division I Cross Country Championships receive the designation of USTFCCCA Cross Country Scholar Athlete of the Year for Division I.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

All-Academic Teams

Selection

1. Awarded to all nominated teams who meet the following criteria:
 - a. Must have started at least five (5) runners at an NCAA Division I Regional Cross Country meet during the most recent Cross Country season
 - b. Cumulative team GPA at the end of the most recent semester/quarter of at least 3.0 on a 4.0 scale, including the most recent grading period, computed by the following method:
 - i. Total the cumulative number of semester hours or quarter hours earned for all student-athletes on the NCAA Squad List who used a season of eligibility, including the most recent grading period;
 - ii. Total the cumulative number of grade points earned by all student-athletes who used a season of eligibility, including the most recent grading period;
 - iii. Divide the cumulative number of grade points/quality points earned by the cumulative number of semester or quarter hours earned.
 - iv. Institutions utilizing a different GPA scale than 4.0 then must convert the GPA to a 4.0 scale using the standard conversion method $[GPA/Scale \times 4.0]$.
2. Nomination forms are available online at the USTFCCCA website and must be submitted before the deadline published by the national office.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution

Two (2) All-Academic certificates are mailed by the national office to each qualifying program.

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Late Nominations

1. Late nominations will be accepted until 90 calendar days after the deadline published by the USTFCCCA national office for All-Academic nominations.
2. Late nominations will not be included in the press release announcing All-Academic selections, but will be included in official records of All-Academic honorees.
3. All late nominations are subject to (1) a flat \$50 late fee; and (2) a charge of \$20 per set of All-Academic certificates printed. Two (2) All-Academic certificates are included in each set.

Scholar Teams of the Year

Selection

1. Awarded to one (1) men's Division I and one (1) women's Division I Cross Country team each year.
2. Teams must meet the criteria for the USTFCCCA All-Academic Team awards for Division I Cross Country.
3. From among the teams who meet the All-Academic Team criteria, the men's team and the women's team with the highest finishes at the most recent NCAA Division I Cross Country Championships receive the designation of USTFCCCA Cross Country Scholar Team of the Year for Division I.

Eligibility

Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

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USTFCCCA Awards

- ◇ John McDonnell Program of the Year Award
- ◇ Terry Crawford Program of the Year Award

John McDonnell Program of the Year Award

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) men's Division I Cross Country and Track and Field program each year.
2. Each qualifying men's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The men's program with the fewest total points receives the award.

Eligibility

1. The men's program must have competed and compiled a team score at the NCAA Division I Cross Country, NCAA Division I Indoor Track and Field, and NCAA Division I Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

Award Distribution

Award is presented by the USTFCCCA national office at the conclusion of the NCAA Division I Outdoor Track and Field season.

Terry Crawford Program of the Year Award

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) women's Division I Cross Country and Track and Field program each year.
2. Each qualifying women's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The women's program with the fewest total points receives the award.

Eligibility

1. The women's program must have competed and compiled a team score at the NCAA Division I Cross Country, NCAA Division I Indoor Track and Field, and NCAA Division I Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

Award Distribution

Award is presented by the USTFCCCA national office at the conclusion of the NCAA Division I Outdoor Track and Field season.