

**Northeast Conference  
Championship Handbook  
2012-13**



**Men's and Women's  
Cross Country**

**Saturday, October 27  
Bryant University  
Women's Race - 11:00 a.m.  
Men's Race - 12:00 p.m.**

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# Championship Personnel

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## Bryant University Staff

Name	Title	Email	Phone
Bill Smith	Director of Athletics	<a href="mailto:bsmith2@bryant.edu">bsmith2@bryant.edu</a>	401-232-6078
John Ruppert	<b>Tournament Director, Sr.</b> Assoc AD	<a href="mailto:jruppert@bryant.edu">jruppert@bryant.edu</a>	401-232-6737 Cell: 401-255-7131
Jason Sullivan	Assoc AD/External Relations	<a href="mailto:jsulliva@bryant.edu">jsulliva@bryant.edu</a>	401-232-6072
Tristan Hobbes	<b>XC Media Contact</b>	<a href="mailto:thobbes@bryant.edu">thobbes@bryant.edu</a>	401-232-6558, ext 2
Beth Wandyes	Assoc. AD/SWA	<a href="mailto:bwandyes@bryant.edu">bwandyes@bryant.edu</a>	401-232-6277
Patrick O' Sullivan	Championship Athletic Trainer	<a href="mailto:posulliv@bryant.edu">posulliv@bryant.edu</a>	401-232-6530
Stephanie Reilly	XC, Head Coach	<a href="mailto:Sreilly2@bryant.edu">Sreilly2@bryant.edu</a>	401-232-6526 Cell: 401-654-9596
Deborah Levine	Assistant Athletic Director of Operations	<a href="mailto:Dlevine2@bryant.edu">Dlevine2@bryant.edu</a>	401-232-6942

## Northeast Conference Staff

Name	Title	Email	Phone – 732-469-0440
Noreen Morris	Commissioner	<a href="mailto:nmorris@northeastconference.org">nmorris@northeastconference.org</a>	Ext 201
Ron Ratner	Assoc. Commissioner/Ext. Relations	<a href="mailto:rratner@northeastconference.org">rratner@northeastconference.org</a>	Ext 206
Michelle Boone	Assoc. Commissioner/Sport Services – <b>XC Contact</b>	<a href="mailto:mboone@northeastconference.org">mboone@northeastconference.org</a>	Ext 205
Andy Alia	Asst. Commissioner/Marketing	<a href="mailto:aalia@northeastconfernece.org">aalia@northeastconfernece.org</a>	Ext 204
Kelly Webb	Asst. Commissioner/Compliance	<a href="mailto:kwebb@northeastconference.org">kwebb@northeastconference.org</a>	Ext 202
Benjamin Shove	Director of Sport Services	<a href="mailto:bshove@northeastconfernece.org">bshove@northeastconfernece.org</a>	Ext 203
Ralph Ventre	Director of Communications & Social Media	<a href="mailto:rventre@northeastconfernece.org">rventre@northeastconfernece.org</a>	Ext 207
Erik Kaminski	Director of New Media and Communications	<a href="mailto:ekaminski@northeastconfernece.org">ekaminski@northeastconfernece.org</a>	Ext 210
Kevin Sanchez	Director of Events and Operations	<a href="mailto:ksanchez@northeastconference.org">ksanchez@northeastconference.org</a>	Ext 209
Emily Nassi	Media Relations Intern – <b>XC Contact</b>	<a href="mailto:enassi@northeastconference.org">enassi@northeastconference.org</a>	Ext 208

# Cross Country Championship – Quick Reference

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**Date:** October 27, 2012  
**Location:** Bryant University Cross Country Course, 1150 Douglas Pike, Smithfield, RI  
**Start times:** Women's race 11:00 a.m., Men's race 12:00 p.m.

## 2012 Cross Country Schedule of Events

<b>Friday, October 26</b>	<b>Event</b>
From 2 pm to 6pm	Bryant Cross Country Course Available
6:00 pm	Banquet at Bryant University's Chace Athletic center - MAC
7:30 pm (approx.)	Coaches Meeting in the Bulldog Room

<b>Saturday October 27</b>	<b>Event</b>
8:00 am	Sports Medicine available
9:00 am	Hospitality available
10:45 am	Women at starting line
10:50 am	National anthem and women's team introductions
11:00 am	Women's Race
11:45 am	Men at starting line
11:55 am	Men team introductions
12:00 pm	Men's Race
1:00 pm (approx.)	Awards Ceremony

## 2012 Championship Important Deadlines

Rosters	Submitted on Direct Athletics & emailed to NEC by Friday, October 12
Travel Party/Banquet #'s	Email to NEC and BU by Friday, October 12 - <a href="http://northeastconference.org/sb_output.aspx?form=39">http://northeastconference.org/sb_output.aspx?form=39</a>
Hotel Contact	Email to NEC and BU by Friday, October 12 - <a href="http://northeastconference.org/sb_output.aspx?form=38">http://northeastconference.org/sb_output.aspx?form=38</a>
Race entries	Due at Friday, October 26 coaches meeting
Substitutions	Due 30 minutes before the race

## Championship Games Committee

Michelle Boone, NEC Championship Representative  
John Ruppert, Senior Associate AD/Meet Director  
Lyneene Richardson, Quinnipiac University, M & W Cross Country Committee  
Head official, Ed Gorman

## Timing Service

Cleon Fowler, C.F.P.I. Timing  
[cleon@cfpiming.com](mailto:cleon@cfpiming.com)  
[www.cfpiming.com](http://www.cfpiming.com)

# Participating Schools

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## Bryant University

Bill Smith, Director of Athletics  
Beth Wandyes, Senior Woman Administrator  
Stephanie Reilly, Head Coach  
Tristan Hobbes, SID  
Patrick O'Sullivan, Athletic Trainer

## Central Connecticut State University

Paul Schlickmann, Director of Athletics  
Amy Strickland, Senior Woman Administrator  
Eric Blake, Head Coach  
Chelsea Pitvorec, SID  
Kathy Pirog, Athletic Trainer

## Fairleigh Dickinson University

David Langford, Director of Athletics  
Rita Babikian-Andrini, SWA  
Sharlene Milwood-Lee, Head Coach  
Gavin Nevill, SID  
Cathy Liggett, Athletic Trainer

## Monmouth University

Dr. Marilyn McNeil, Director of Athletics  
Rachelle Held, Senior Woman Administrator  
Joe Compagni, Head Coach  
David Cooper, SID  
Chuck Whedon, Athletic Trainer

## Mount St. Mary's University

Lynne Robinson, Director of Athletics  
Lily Otu, Senior Woman Administrator  
Jim Stevenson, Head Coach  
Mark Vandergrift, SID  
Eric Hansen, Athletic Trainer

## Quinnipiac University

Jack McDonald, Director of Athletics  
Tracey Flynn, Senior Woman Administrator  
Carolyn Martin, Head Coach  
Maxx McNall, SID  
Ernie Hallbach, Athletic Trainer

## Robert Morris University

Craig Coleman, Director of Athletics  
Addie Muti, Senior Woman Administrator  
Michael Smith, Head Coach  
Jim Duzyk, SID  
Mike Vittorino, Athletic Trainer

## Sacred Heart University

Don Cook, Director of Athletics  
Alicia Alford, Senior Woman Administrator  
Christian Morrison, Head Coach  
Bill Peterson, SID  
Leo Katsetos, Athletic Trainer

## St. Francis (NY) College

Irma Garcia, Director of Athletics  
Meghan O'Brien, Senior Woman Administrator  
Kyle Brown, Head Coach  
Brian Morales, SID  
Andrew Cornicello, Athletic Trainer

## Saint Francis (PA) University

Bob Krimmel, Director of Athletics  
Erika Renwick, Senior Woman Administrator  
Doug Hoover, Head Coach  
Dann Whitmore, SID  
Terry Bennett, Athletic Trainer

## Wagner College

Walt Hameline, Director of Athletics  
Peg Hefferan, Senior Woman Administrator  
Joe Stasi, Head Coach  
Kevin Ross, SID  
Joe Abruzzo, Athletic Trainer

# Championship Policies

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## Awards, Post-Championship

The following awards will be presented in a brief ceremony that is scheduled to begin following the last race:

- Plaques to the top 14 individual finishers
- Outstanding Performer (Men's and Women's)
- Freshman of the Year (Men's and Women's)
- Coaching Staff of the Year (Men's and Women's)\*
- First Place Team Trophy for Men's and Women's Races
- Second Place Team Trophy for Men's and Women's Race

\*To be determined via email vote on Tuesday following the Championship.

Student-athletes participating in the championship will receive an NEC commemorative gift. Participant gifts will be distributed at the banquet on Friday, October 26th. The NEC will provide a maximum of 14 participant gift items per team.

## Banquet

A championship banquet for participants and members of your institution's official travel party has been scheduled for Friday, October 26, at 6:00 pm in the MAC at Chace Wellness Center. Directions to Bryant University and the Wellness Center Grand Hall are included at the back of the handbook.

The banquet will be a buffet style meal including chicken, pasta, salad, vegetables, dessert and beverages. Each visiting team will contribute \$18.00 per person towards the banquet. If writing a check for the banquet, please make the check payable to Bryant University. Attire for the banquet is neat/casual. Each participating team is expected to attend the banquet and should plan travel accordingly.

Please complete the travel party roster – Save yourself time: Click link, enter information and submit: [http://northeastconference.org/sb\\_output.aspx?form=39](http://northeastconference.org/sb_output.aspx?form=39) or email the form at the end of this book to John Ruppert ([jruppert@bryant.edu](mailto:jruppert@bryant.edu)) and Michelle Boone at the NEC by **Friday, October 12<sup>th</sup>**. This is the form we will use to get a count of how many people you will have attending the banquet. Please include a bus driver if they will be having dinner with your team.

## Coaches Meeting

A mandatory pre-championship meeting to review logistics and procedures for the event will be held on Friday, October 26 immediately following the banquet. The meeting will be held in the Bulldog Room located on the top level of the Chace wellness Center. If a head coach cannot attend the meeting, a representative of the institution must take his/her place. Starting box assignments will be randomly chosen during this meeting.

## Certification of Eligibility

It is the responsibility of each institution to certify that all student-athletes entered to participate in the championship(s) meet all applicable NCAA, Northeast Conference and institutional requirements and are eligible to represent their respective institution in NCAA and NEC competition.

## Code of Conduct/Sportsmanship

Each participating institution in this championship has the primary responsibility to cultivate and maintain wholesome conditions and behavior for coaches, athletes and spectators by ensuring maximum sportsmanlike conduct throughout the championship(s). The conference's sportsmanship policy requires coaches and athletes to

conduct themselves in a dignified and courteous manner. Negative comments, insults and physical threats to other individuals (e.g., participants, officials) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference (e.g., letter of reprimand, suspension from subsequent NEC competition).

## Competitor Numbers

Runners shall wear numbers on the front of their uniforms and on their right hip. Chute chip sensor system will be used.

## Course & Records

The course is located on the campus of Bryant University, located in Smithfield, RI. The surface is grass and dirt trails. Directions to and maps of **the course will be available for inspection after 2 pm on Friday, October 26th.**

The men's course is 8,000 meters. Men Course record – 25:24.5

The women's course is 5,000 meters. Women Course Record – 18:00.1

## Directions and Drop-off/Parking Instructions

Banquet: Parking Lot adjacent to Chace Wellness center

Championship: Parking Lot adjacent to Bulldog Stadium

Directions to Bryant University's Campus are included at the end of this document.

## Entries and Substitutions

Only teams are eligible to enter the NEC Cross Country Championships. A team shall consist of a minimum of five (5) runners. Each team may enter between five (5) and ten (10) participants. All entries are due at the championship's coaches meeting. Entry forms are attached.

Coaches are permitted to substitute one athlete (who was already submitted on the roster) on the team's entry form up to thirty (30) minutes prior to the start of each race. A substitution form is included at the end of the handbook. The substitution form must be handed to Michelle Boone, the NEC representative at the meet.

## Hospitality

Hospitality for coaches, visiting Administrators and support staff will be available during the NEC races. A tent will be set-up in a designated location at the park, which will be announced at the coaches meeting. Six Administrative passes have been sent to each Athletic Director; Administrators attending the event should bring a pass with them.

## Hotel

Each school will be responsible for making its own hotel arrangements. The Conference office will not designate a tournament hotel. A list of Choice Hotels, the "Official Hotel of the NEC" in proximity to the venue can be found in the NEC Policy Manual. All institutions can receive discounted room rates.

Hotel and Head Coach contact form must be filled out by Friday, October 12<sup>th</sup>. You may either enter information via [http://northeastconference.org/sb\\_output.aspx?form=38](http://northeastconference.org/sb_output.aspx?form=38) or fill out the form located in the back of this handbook and email to Michelle Boone at the NEC.

## Locker Rooms/Bathroom Facilities

Locker Rooms are available in the Chace Wellness center. We will have signs for both men and women locker rooms. Public restrooms are available in Chace Wellness Center and Bulldog Stadium, which are both located in short walking distance adjacent to the course. We will have portable restrooms at the start line area.

## Media & Meet Results

All requests for media credentials should be directed to Emily Nassi [enassi@northeastconference.org](mailto:enassi@northeastconference.org) at the Conference office. Championship results will be available as soon as possible after completion of the races. Results will be e-mailed and faxed to sports information directors and media outlets following the conclusion of both races. For any media related questions, please contact Bryant University sports information office. The Northeast Conference will have complete championship results on its website shortly following the completion of the championship(s). The Northeast Conference's website address is [www.northeastconference.org](http://www.northeastconference.org).

The NEC will use Twitter handle @necxc to update fans on all the action during the course of the event. Fans can also visit [www.NECFrontRow.com](http://www.NECFrontRow.com) for live footage of the Cross Country banquet and highlights from the Championship.

## Medical

A sports medicine tent will be available by the finish line area at the course at 9:00 a.m. on Saturday. Athletic training coverage will be staffed by Bryant University. There will be a certified athletic trainer on duty, though limited services will be available in the tent (e.g., ice, taping). Visiting institutions are expected to make every good-faith effort to bring trainers to the championship. Visiting teams should bring their own tape, towels, etc. Visiting teams should contact Patrick O'Sullivan at 401-232-6073 and 401-255-3980 and [posulliv@bryant.edu](mailto:posulliv@bryant.edu), to find out what specific training services will be provided by Bryant University.

In the event of a medical emergency, student-athletes will be transported to the following hospital:

Fatima Hospital 200 High Service Ave, North Providence, Rhode Island 02904 ph: 401-456-3000

## Merchandise & Programs

The Northeast Conference will have merchandise and Tournament Programs on sale at the course. Championship specific t-shirts will be \$16.00 and long sleeve shirts will be \$22.00. If teams wish to pre-order Championship t-shirt an order form is located at the back of this handbook.

## National Anthem/Runner Introductions

The national anthem will be played prior to the first race. Teams and two designated student-athletes will be announced prior to each race. Please include your two designated student-athletes on the entry form.

## Protest Procedures

The on-site representative of the conference office, using all appropriate resources available, such as the Cross Country Games Committee (which may be comprised of an NEC Championship Representative, NEC Administrator, XC Meet Director, Head official and XC Head Coach), shall serve as the final authority on any changes, additions, deletions and/or interpretation of NEC policy as necessary, during and/or after all NEC championships. The referee and/or games committee shall serve as the final authority on any interpretations of the NCAA rules pertaining to Cross Country.

## Team Rosters

**Team rosters must be entered into Direct Athletics by Friday, October 12<sup>th</sup> at noon.** There is currently no limit on roster size for the NEC Cross Country Championship; a maximum of 10 athletes will be allowed to compete. Rosters must also be emailed to Michelle Boone ([mboone@northeastconference.org](mailto:mboone@northeastconference.org)) by 5:00pm on Friday, October 12<sup>th</sup>.

## Rules

Competition shall be governed by NCAA Track & Field/Cross Country rules book, except as amended by the Northeast Conference.

## Schedule of Events

### Friday, October 26

From 2 pm -6pm  
6:00 pm  
7:30 pm (approx.)

### Event

Bryant Cross Country Course Available  
Banquet at Bryant University's Chace Wellness Center - MAC  
Coaches Meeting

### Saturday October 27

8:00 am  
9:00 am  
10:45 am  
10:50 am  
11:00 am  
11:45 am  
11:55 am  
12:00 pm  
1:00 pm (approx.)

### Event

Sports Medicine available  
Hospitality available  
Women at starting line  
National anthem and women's team introductions  
Women's Race  
Men at starting line  
Men team introductions  
Men's Race  
Awards Ceremony

## Scoring

1. Only the first five runners from each team shall enter into the scoring.
2. First place shall score one point; second place, two points; third place, three points; etc. All runners who finish the course shall be ranked and tallied in this manner. Team scores shall be determined by totaling the points scored by the first five finishers from each team. The team with the lowest total number of points shall be declared the winner. First-place ties will not be broken.
3. Although the sixth and seventh finisher from each team do not score towards their respective team's total, their places, if better than any of the first five finishers from any opposing team, serve to increase the opposing team's total.
4. The eighth through tenth finishers from each team will not displace.
5. If fewer than five runners from a team finish the course, the places of all team members of that team shall be disregarded in both the team and individual scoring.
6. Bryant University will compete but will not be scored.

## Starting box Assignments

The starting box assignments will be randomly drawn at the coaches meeting on Friday evening.

## Timing System

C.F.P.I. Timing ([www.cfpitiming.com](http://www.cfpitiming.com)) will be the official timer of the NEC Cross Country Championship. If you have any questions regarding, C.F.P.I. Timing please contact: Cleon Fowler, e-mail [cleon@cfpitiming.com](mailto:cleon@cfpitiming.com)

## Tobacco, Alcohol Policy

The use of any tobacco product on or adjacent to an NEC championship competition site is prohibited. Any use of a tobacco product by any coach or student-athlete discovered by an official or NEC representative at any NEC championship practice or competition shall result in immediate disqualification from the remainder of the championship for the individual committing the violation.

The sale of alcoholic beverages at NEC championships is prohibited unless approved in advance by the Council of Presidents. It is not permissible for alcoholic beverages to be brought to the competition site by spectators, participants, coaches, patrons or facility employees.

## Uniforms

Rule 4-3 and 8-8 (The Uniform) of the NCAA Track & Field/Cross Country Rule Book shall be followed and enforced. All cross country team members must wear uniforms clearly indicating, through color, logo and combination of all worn outer garments, that members are from the same team. Visible undergarments on top (e.g. t-shirts) worn by team members must be of an identical solid color. Visible undergarments on the bottom (e.g. tights of any length) must be of an identical solid color. Logo rules are the same and can be found in Rule 4-3-3.

When engaged in competition, each competitor must wear an official team uniform with components governed by these rules or be subject to disqualification. Wearing any part of the official team competition uniform illegally (e.g., top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the referee and offending competitor's coach.

- a. A uniform consists of two school-issued components, shorts or briefs, and a top. A one-piece body suit is acceptable as a combination of the two components. Any outer garment (e.g., sweat pants, tights) that is school-issued becomes the official uniform, when worn.
- b. The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.
- c. The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the briefs, while the competitor is standing, and allow for competitors' numbers to be placed above the waist, front and back.
- d. Uniform tops must be worn so to not obscure hip numbers.
- e. Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.
- f. The use of, or wearing of, artificial noisemakers by competitors is prohibited.

**Note:** Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk or the head field event official at initial event check-in. Violators shall be warned, given the chance to correct the violation, and reported to the referee. A report of uncorrected violations shall be made to the referee and offending competitor's coach.

## **Directions to Bryant University & Chace Wellness center - MAC**

Cross Country Banquet  
Friday, October 26<sup>th</sup> at 6:00 pm

### **Travel by Car**

#### **From Route 95:**

Take Route 295 to Route 7 north (Exit 8B). Bryant is one mile north on the left.

#### **From 195 West:**

Follow into Providence, RI, and take 95N to 146N. Follow 146N to Lincoln, RI, and take the exit for 116S. Follow 116S to the light at the intersection of Route 7. Make a right on Route 7 (heading north). Follow 1 mile to the entrance of the College on the left.

#### **From the Massachusetts Pike (Route 90):**

Take Exit 10A to Route 146 south. Route 146 to Route 295 south. Route 295 South to Route 7 north (Exit 8B). Bryant is one mile north on the left

#### **From Route 146:**

Take Route 295 south to Route 7 north (Exit 8B). Bryant is one mile north on the left

#### **From Route 84:**

Take Route 6 east to Route 295 north. Route 295 north to Route 7 north (Exit 8B). Bryant is one mile north on the left.

#### **From Cape Cod (Bourne Bridge):**

Take Route 25 west to Route 495 north to Route 95 south to Route 295 south to Route 7 north (Exit 8B). Bryant is one mile north on the left.

### **Travel by Train**

There is a major Amtrak station located in Providence, Rhode Island. For more information on daily routes and schedules, please visit [www.amtrak.com](http://www.amtrak.com). From Providence to the Bryant campus you may take a taxi at an approximate cost of \$30.

### **Travel by Plane**

The Providence airport is approximately 30 minutes from Bryant, and a taxi to campus costs approximately \$30. From the airport, follow signs to Route 295 North. Take Route 295 North to Route 7 North (Exit 8B). Bryant is one mile north on the left.



# 5000 Meter Cross Country Course



Mile 2

Mile 3

Finish

Mile 1

Start  
© 2012 Google

Start near Flagpole and proceed towards Sutton Field joining the gold loop  
Complete two full laps of the gold loop  
On the third lap join the red loop by the Conaty baseball complex to finish in front of the stadium



# 8,000 Meter Cross Country Course



**Mile 4**

**Mile 3**

**Mile 2**

**Mile 1**

Start near Flagpole and proceed towards Sutton Field joining the blue loop  
Complete four blue loops  
On the fourth lap join the red loop by the flagpoles to finish in front of the stadium

Start

Finish

© 2012 Google

## Northeast Conference Cross Country Championships Official Travel Party/Credentials List

Save yourself time: Click link, enter information and submit : [http://northeastconference.org/sb\\_output.aspx?form=39](http://northeastconference.org/sb_output.aspx?form=39)

<b>School:</b>	<b>Banquet Head Count*:</b>
_____	_____
1.) _____	14.) _____
2.) _____	15.) _____
3.) _____	16.) _____
4.) _____	17.) _____
5.) _____	18.) _____
6.) _____	19.) _____
7.) _____	20.) _____
8.) _____	21.) _____
9.) _____	22.) _____
10.) _____	23.) _____
11.) _____	24.) _____
12.) _____	25.) _____
13.) _____	26.) _____

\* The Bus Driver is attending the banquet and is included in the head count

**Please Indicate:** (P) for participant (S) for support staff  
(C) for coach (A) for Administrators

Please also indicate your graduating seniors with **SENIOR** next to their name.

<u>Administrator/ Support Staff's Name</u>	<u>Position</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

**Note:** Administrative passes for each school will be limited to six.

Please email to John Ruppert at [jruppert@bryant.edu](mailto:jruppert@bryant.edu) and  
Michelle Boone (NEC) [mboone@northeastconference.org](mailto:mboone@northeastconference.org)  
by Friday, October 12th.



## Cross Country Hotel Contact Information Form

Save yourself time: Click link, enter information and submit : [http://northeastconference.org/sb\\_output.aspx?form=38](http://northeastconference.org/sb_output.aspx?form=38)

**Team:** \_\_\_\_\_

**Name of Hotel:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Hotel Phone Number :** \_\_\_\_\_

**Coach's cell phone number:** \_\_\_\_\_

**Please email to Michelle Boone (NEC) [mboone@northeastconfernece.org](mailto:mboone@northeastconfernece.org)  
by Friday, October 12<sup>th</sup>**

## 2012 Cross Country Championship “Event Tee” Pre-Order Form

*(Pre-Orders must be made via this Form ONLY)*

This form may be utilized to order **Short Sleeve or Long Sleeve Championship Event Tee Shirts** to be delivered to the ordering team at the Championship. Championship Event Tee Shirts are white, either short or long sleeve, and feature a Championship Design memorializing the Year and Date of the **2012 Cross Country Championship**. Pre-Orders must be for at least six (6) shirts. If your team would like to pre-order Championship Event Tee Shirts, please complete this form in its entirety and return it to Benjamin Shove at the Conference Office on or before **Friday, September 21<sup>st</sup>**. Forms must be e-mailed (bshove@northeastconference.org). *Incomplete Forms, late forms or orders for less than 6 shirts will not be honored.*

--	--

*Institution* *Name of Person Placing Order*

--	--	--

*Phone Number* *E-Mail Address* *Signature of Person Placing Order*

--	--	--

*\*Credit Card Number* *Credit Card Type* *Exp. Date*



*\*(Credit Cards are for Guarantee Purposes only, Teams will be invoiced by the NEC Office)*

Shirt Size	# of Shirts Ordered		Price per Shirt		Total Cost
Small short sleeve Event Tee		X	\$16.00	=	
Medium short sleeve Event Tee		X	\$16.00	=	
Large short sleeve Event Tee		X	\$16.00	=	
X-Large short sleeve Event Tee		X	\$16.00	=	
Small long sleeve Event Tee		X	\$22.00	=	
Medium long sleeve Event Tee		X	\$22.00	=	
Large long sleeve Event Tee		x	\$22.00	=	
X-Large long sleeve Event Tee		x	\$22.00	=	
<b>TOTAL ORDER COST (Minimum of 6 shirts required)</b>				=	

**\* PLEASE READ:** Pre-Order Forms submitted after **September 21<sup>st</sup>** or for less than 6 shirts will not be accepted. All Pre-Order purchases must be guaranteed by Credit Card. **Teams will be direct billed by the NEC Office for the total order cost.** Pre-Order purchases will either be delivered to head coaches by Conference Office personnel the day before the Championship. On-Site delivery will be at the sole discretion of the Conference Office. By signing this Pre-Order Form, you agree to pay the Total Order Cost, indicated above, upon receipt of an invoice from the NEC Office.

***Please e-mail to Benjamin Shove by Friday, September 21<sup>st</sup>***

**E-mail: [bshove@northeastconference.org](mailto:bshove@northeastconference.org)**

# NEC Cross Country Championship Women's Entry Form

**Due Date:** Friday, October 26, 2012

**Return To:** Coaches of the men's and women's teams should hand deliver this Entry Form to the NEC representative on Friday, October 26th at the pre-championship coaches meeting.

Please type and fill out this Entry Form completely.

**School:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_

**Uniform Colors:** \_\_\_\_\_

The following student-athletes are eligible to compete in the 2012 Northeast Conference Cross Country Championship (student-athletes' names/roster information must have been submitted previously).

**\*\*Please indicate two athletes you would like to recognize as team leaders in the pre-race announcements.\*\***

**Names (maximum of 10):**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_
- 7.) \_\_\_\_\_
- 8.) \_\_\_\_\_
- 9.) \_\_\_\_\_
- 10.) \_\_\_\_\_

**Coaches Name:** \_\_\_\_\_

**Coaches Signature or electronic approval:** \_\_\_\_\_

# NEC Cross Country Championship Men's Entry Form

**Due Date:** Friday, October 26, 2012

**Return To:** Coaches of the men's and women's teams should hand deliver this Entry Form to the NEC representative on Friday, October 26th at the pre-championship coaches meeting.

Please type and fill out this Entry Form completely.

**School:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_

**Uniform Colors:** \_\_\_\_\_

The following student-athletes are eligible to compete in the 2012 Northeast Conference Cross Country Championship (student-athletes' names/roster information must have been submitted previously).

\*\*Please indicate two athletes you would like to recognize as team leaders in the pre-race announcements.\*\*

**Names (maximum of 10):**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_
- 7.) \_\_\_\_\_
- 8.) \_\_\_\_\_
- 9.) \_\_\_\_\_
- 10.) \_\_\_\_\_

**Coaches**

**Name:** \_\_\_\_\_

**Coaches Signature or  
electronic approval:** \_\_\_\_\_

# 2012 Northeast Conference Men's and Women's Cross Country Championships

## Substitution Form

On the day of the championship, a team may substitute one athlete up to thirty (30) minutes prior to the start of the race. Substitution must be made on this form and handed to the NEC representative on-site.

Name of Athlete Being Removed From Entry: \_\_\_\_\_

Athlete's Competitor Number: \_\_\_\_\_

Name of Athlete Being Entered: \_\_\_\_\_

Athlete's Competitor Number: \_\_\_\_\_

Please make the above substitution.

\_\_\_\_\_  
Name of Coach

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature of NEC Representative

\_\_\_\_\_  
Time Substitution Request Received

## Memorandum

**To:** Head Men's & Women's Cross Country Coaches  
NEC Cross Country Committee

**From:** Michelle Boone  
Director of Sports Services

**Re:** Coaches Conference Call

**Date:** September 2012

The annual cross country coaches' conference call will take place on **Monday, November 5<sup>th</sup> at 11:00 am.**

To access the call, dial 1-888-205-5513 a few minutes prior to 11:00 am. The confirmation pass code for the call is 344713. *Just a reminder: you can access the call from any phone.*

If you would like to place an agenda item on the call, please fill out the agenda item request form and return to the NEC office by 5:00 p.m. on Wednesday, October 31. The form accompanies this memo. An agenda for the call will be sent out prior to the call.

Each school should have a head coach on the call. If the head coach cannot be on the call, please let me know ASAP.

If you have any questions, please feel free to contact me at (732) 469-0440 ext.5 or [mboone@northeastconference.org](mailto:mboone@northeastconference.org).

cc: Senior Woman Administrators (via e-mail)



## Agenda Item Request Form

Your Name \_\_\_\_\_ Institution \_\_\_\_\_

Intended Meeting: **2012 Cross Country Coaches Call**

\_\_\_\_\_

This item is intended for action (i.e. a vote of the membership).

\_\_\_\_\_

This item is intended for discussion/informational purposes only.

\_\_\_\_\_

Specific Agenda Item Request

\_\_\_\_\_

Rationale For Request

\_\_\_\_\_

If approved, what impact will your proposed agenda item have on budgets and missed class time for student athletes?

\_\_\_\_\_

Please email this form to Michelle Boone (NEC) [mboone@northeastconference.org](mailto:mboone@northeastconference.org)  
by Wednesday, October 31, 2012 at 5:00 pm.