

Atlantic Sun Conference
2013 Cross Country Championship Handbook



November 2, 2013
Nashville, TN
Hosted by Lipscomb University



Atlantic Sun Conference

2013 Cross Country Championship
Host: Lipscomb University
Date: Saturday, November 2, 2013
Site: Vaughn's Gap Cross Country Course

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Mission Statement

The Atlantic Sun Conference shall support its member institutions in providing intercollegiate athletics programs committed to *Building Winners for Life*.

Atlantic Sun Conference

CHAMPIONSHIP STAFF DIRECTORY

Atlantic Sun Conference	478-474-3394 (office)	www.atlanticsun.org
Commissioner		Ted Gumbart
Senior Associate Commissioner		Sherri Booker
Senior Associate Commissioner		Matt Wilson
Associate Commissioner.....		Tim Crosby
Assistant Commissioner.....	Mike Hagen (<i>administrative contact</i>)	Mobile: 434-316-3811 E-Mail: mhagen@atlanticsun.org
Assistant Commissioner.....		John Roberts
Director of Information/Executive Director of AtlanticSun.org		Patrick McCoy
Director of Public Relations.....		Craig Threlkeld
Director of Business Services		Pat Bush
Assistant Director of Championships.....		Keith Hendrix
Assistant Director of Sports Information	Olivia Walter (<i>media contact</i>)	Mobile: 615-779-6977 E-Mail: sportsinfo@atlanticsun.org

Lipscomb

Director of Athletics.....		Phillip Hutcheson E-Mail: phillip.hutcheson@lipscomb.edu
Meet Director		Andy Lane Mobile: 615-479-3794 Office: 615-966-5859 E-Mail: andy.lane@lipsomb.edu
Head Coach.....		Bill Taylor Mobile:615-479-4139 Office: 615-966-7152 E-Mail: bill.taylor@lipscomb.edu
Medical Contact		Maggie Schweer Mobile: 513-237-9629 Office: 615-966-6181 E-Mail: Maggie.schweer@lipscomb.edu
Media Contact		Ryan Hilgemann Mobile: 605-380-7672 Office: 615-966-5453 E-Mail: ryan.hilgemann@lipscomb.edu

Additional Meet Personnel

Official Scorer	CFPI Timing
Referee / Umpire.....	Mike Ham
Starter / Judge of the Finish	Randall Brady

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2013 CROSS COUNTRY CHAMPIONSHIP SCHEDULE OF EVENTS

Tuesday, October 8

Midnight *Deadline for all possible entries to be submitted online.* Entry submission information must be entered through DirectAthletics.

Midnight *DirectAthletics entry forms submitted to A-Sun.* Entry forms should be requested by each head coach via e-mail. That e-mail should be reviewed and forwarded to Mike Hagen (mhagen@atlanticsun.org) and Keith Hendrix (champs@atlanticsun.org) via e-mail.

Thursday, October 31

5:00 p.m. *Deadline for submission of student-athlete declaration form.* The form should contain only those student-athletes that will be competing at the Championship. ***THIS LIST IS SEPARATE FROM THE ONLINE ENTRY PROCESS.*** Lists should be sent to the Atlantic Sun Conference office via e-mail to Mike Hagen (mhagen@atlanticsun.org).

Friday, November 1

2-6:00 p.m. Course available for inspection/practice

4:30 p.m. Coaches meeting at the Championship site.

Saturday, November 2

8:45 a.m. National Anthem

9:00 a.m. Atlantic Sun Conference Men's Cross Country Championship

10:00 a.m. Atlantic Sun Conference Women's Cross Country Championship

11:15 a.m. Awards Ceremony

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Atlantic Sun Conference

CHAMPIONSHIP POLICIES

The rules for the Championships shall conform to those rules adopted by the NCAA for the Division I Cross Country Championships, and the Atlantic Sun Conference as stated in the 2013-14 A-Sun Policy Manual and this manual. Any events not specifically mentioned in this Championship manual will be scored and administered in accordance to the 2013 and 2014 NCAA Men's & Women's Cross Country & Track & Field Rules book.

Admission

There will be no admission charge for the 2013 A-Sun Cross Country Championship. Spectators are not permitted in the competition area.

Athletic Training

A certified athletic trainer will be available for assistance for the duration of the Championship. Please see *Appendix B* of this handbook for further details.

Awards

The following awards will be presented in a brief ceremony that is scheduled to begin immediately following the conclusion of the Championship:

- All-Conference – Men & Women (Top 7 finishers in each race shall be declared First Team All-Atlantic Sun; the next seven finishers in each race shall be declared Second Team All-Atlantic Sun)
- All-Freshmen Team – Men & Women (Top 5 freshman finishers in each race)
- Runner of the Year – Men & Women (Individual champion)
- Freshman of the Year – Men & Women (Top freshman finisher)
- Coach of the Year – Men & Women (Coaches vote)
- Championship Trophy – Men & Women
- Championship T-Shirts – Men & Women

PLEASE NOTE: In case of a tie in team scoring, co-champions will be declared. Ballots for the Coach-of-the-Year are due immediately following the conclusion of the final race. These ballots should be submitted to a member of the A-Sun Staff. Freshmen may be either true freshmen or red-shirt freshman to qualify.

Banquet

There will be no banquet for the 2013 Atlantic Sun Cross Country Championship. See *Hospitality* for Student-Athlete Hospitality.

Championship Evaluation

Evaluation forms will be submitted through the website Perfect Forms. Separate forms will be generated to compile feedback from coaches/administrators and student-athletes. Links to the surveys will be distributed by the A-Sun Office on the Monday following the Championship. The conference office asks that all forms be submitted no later than 14 days after the conclusion of the Championship.

Coaches Meeting

There will be a Championship Meet meeting on Friday, November 1 at 4:30 pm. The meeting will be held at the Vaughn's Gap Cross Country Course.

Course Markings

The course shall have kilometer and mile markings throughout the course.

Credentials

No credentials will be issued for the 2013 Atlantic Sun Cross Country Championship.

Crowd Control

The host institution will provide appropriate security for the Championship. No artificial noisemakers will be permitted. Alcoholic beverages and tobacco products shall not be sold or brought to the site during the Championship.

Directions

See *Appendix D* for directions to the Vaughn's Gap Cross Country Course.

Entry Forms / Eligibility List

Entry forms should be submitted by *Midnight on Tuesday, October 8* and must be entered on Direct Athletics with a copy of the confirmation form forwarded to the A-Sun office by *Midnight*. A declaration form should be submitted by *5 p.m. on Thursday, October 31*. Any changes to the declaration form must be declared at the Friday night Championship meeting. Both the eligibility list and the confirmation e-mail for online entries should be sent to Mike Hagen and Keith Hendrix at the Atlantic Sun Office via email only (mhagen@atlanticsun.org; champs@atlanticsun.org).

The travel squad for this Championship shall be nine (9) student-athletes.

Hospitality

Appropriate student-athlete hospitality will be distributed by the host on race day.

Hotels

See *Appendix E*. Each institution is encouraged to stay at one of the properties listed.

Introductions

There will be no formal introductions at the Cross Country Championship.

Jury of Appeals

The Jury of Appeals for the Cross Country Championship will include the following:

Bill Taylor	Lipscomb	Host Representative
Cassandra Goodson	FGCU	Coaches Committee Chair
Andy Eggerth	Kennesaw State	Coaches Committee Vice Chair

Locker Rooms

There will be no locker rooms available at the Cross Country Championship. Please dress and shower at the team hotel.

Media Relations

See *Appendix A*.

National Anthem

The National Anthem will be performed prior to the start of the Championship's first race.

Parking

On-site parking will be available for all teams. The host will have staff on hand to direct teams and spectators to the appropriate parking areas.

Participant Gift

Each institution will receive participant gifts for their travel squad plus support staff (up to 5). The 2013 participant gift will be a long-sleeve ready dry shirt from our partners at Crons.

Photographer

The A-Sun will provide a photographer throughout the championship. The photographer will take digital pictures of the competition as well as the championship ceremony. All photos will be available for download within four weeks of the conclusion of the Championship, at no cost to the institution. Photos from each race will be displayed on the A-Sun website (www.atlanticsun.org) and all photos will be available for purchase on-line for fans.

Protests

Protests relating to matters which develop during the conduct of the Championships should be made at once and not later than 30 minutes after the results of the event in question have been posted. An immediate oral protest may be filed by a competitor or coach; the formal protest may then be written and presented to the head referee by the head coach. Any such protests should be made in writing by a head coach and submitted to the head referee, who will consult with any official or the Jury of Appeals as necessary, and render a decision. The Protest Form can be found as *Appendix I* of this handbook.

Results

Championship Meet results can be accessed at the Atlantic Sun website (www.AtlanticSun.org).

Scoring

Scoring will be conducted pursuant to NCAA guidelines and will be tabulated by Endurance Sports timing. IPICO SPORTS Timing System will be used to conduct the scoring and a videotape back-up system will also be in place at the finish line.

Team Composition

Each team may enter up to nine runners in the Championship meet. However, under NCAA rules, only the first five will score. A sixth or seventh finisher for a given team may place in the race, allowing these runners to raise the place score of finishers behind them. All finishers for a given team shall be eligible for individual awards.

Uniforms

NCAA uniform rules will be strictly enforced.

Weather Delay & Postponement

All decisions in regards to delays and postponements shall be made by the meet director and host Director of Athletics after consultations with the conference office.

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MEDIA RELATIONS

The Atlantic Sun Conference Communications staff will serve as the primary contact for the 2013 Atlantic Sun Conference Cross Country Championships.

FILING A STORY

Contact a member of the Atlantic Sun Conference Communications staff for assistance in filing a story during the Championship.

VIDEO

Post-game video from the 2013 Championships will be available on ASun.TV and AtlanticSun.org following the event.

RESULTS

Results will also be posted on the A-Sun Volleyball Championship pages on the Atlantic Sun website (www.atlanticsun.org) as soon as they are available.

Results and a recap will also be e-mailed to all A-Sun Volleyball media contacts as soon as they are available. Additionally, video interviews from select participants and a slideshow featuring the day's action will be available online.

For specific media distribution requests, provide contact name and e-mail address to Olivia Walter, A-Sun Assistant Director of Sports Information.

CONTACT INFORMATION

Atlantic Sun Conference

Olivia Walter
Assistant Director of Sports Information
Mobile: 615-779-6977
E-mail: sportsinfo@atlanticsun.org

Lipscomb

Ryan Hilgemann
Communications Assistant
Mobile: 605-380-7672
E-mail: ryanhilgemann@lipscomb.edu

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Atlantic Sun Conference

ATHLETIC TRAINING/MEDICAL INFORMATION

The Lipscomb University(LU) Sports Medicine-Athletic Training Staff would like to welcome you to Nashville, TN for the Men's & Women's Cross Country Champions. We look forward to providing the most opportune service and care available during your visit to the Lipscomb University Campus.

Electrical stimulation, ultrasound, and hydrocollators along with other therapy modalities will be available in the Elite Sports Medicine medical tent. Should prior modality use be needed, all requests should be made through the LU Sports Medicine-Athletic Training Staff. The usual amenities of water, Gatorade, cups, ice, and biohazard supplies will be provided on site. Emergency equipment will be located in the Elite Sports Medicine Medical Tent for all runs. The Lipscomb University Sports Medicine Staff and team physician/physician assistants will be available to you on site during the tournament.

If your team is traveling without an athletic trainer, please arrange in advance with any/all treatments and send any necessary supplies.

Please contact Maggie Schweer for any further questions or concerns regarding sports medicine coverage for this event.

St. Thomas Event Medicine will supply two paramedics/EMT and ambulance on site in case of an emergency. The injured athlete will be transported to St. Thomas Emergency Room located approximately 6 miles from Warner Park Vaughn's Gap. Directions from Vaughn's Gap to St. Thomas Emergency Room:

- Take a right out of Vaughn's Gap and begin on Highway 100
- Continue on Harding Road (TN-100) which will turn into Harding Pike (US-70S)
- Continue to follow US-70S
- Arrive at 4220 Harding Road, Nashville, TN

Athletic Training Staff

Primary Contact

Name: Maggie Schweer, MEd, ATC, LAT
Title: Assistant Athletic Trainer
Office: 615-966-6181
Cell: 513-237-9629
Fax: 615-966-5852
Email: maggie.schweer@lipscomb.edu

Secondary Contact

Name: Will Ness, MS, ATC, LAT
Title: Head Athletics Trainer
Office: 615-966-7042
Cell: 615-416-3870

Host Sports Medicine Team Physicians

Name: Dr. Jim Johnson, MD
Title: Team Physician – General Sports Med
Office: Elite Sports Medicine & Orthopaedic Center

Name: Stephen Hasselbring, PA-C, MSM, ATC
Title: Physician Assistant to Dr. Burton Elrod
Office: Elite Sports Medicine

Hospital and Emergency Number:

St. Thomas – West ER
Phone: (615) 222-2111

Pharmacy:

Walgreens – Greenhills
615-298-5340

St. Thomas – Midtown ER
Phone: (615) 284-8484

Atlantic Sun Conference

LIGHTNING POLICY

Guidelines

- This policy governs both regular season and conference championship play.
- In any case in which play is being conducted at a facility or university where the host conducts its events under stricter lightning suspension policies, the stricter policy shall be adhered to.
- Each facility hosting conference play shall have a prescribed plan for seeking safe shelter in case of lightning suspensions.

A. Monitoring Lightning Activity.

The Event Manager (Tournament Director) and the Athletic Trainer shall monitor any lightning activity. Should lightning activity be confirmed within eight (8) miles, the competition shall be suspended.

B. Methodology.

A lightning detection service shall be relied upon for registering lightning strikes and distance from the field of competition

[Note for the 2012-13 academic year, the A-Sun shall utilize the WeatherSentry service by Telvent.]

C. Chain of Command.

The Event Manager (Tournament Director) and the Athletic Trainer staffing the event shall determine when a suspension is necessary. If a suspension becomes necessary, the Athletic Trainer shall notify the officials and the head coaches; the Event Manager (Tournament Director) shall notify administrators (Conference delegate/games committee/visiting team administrator), the public address announcer, SID's and media.

D. Suspension Actions.

Appropriate announcements shall be made. Competitors shall follow the facility plan for seeking appropriate shelter.

E. Resumption of Play.

Lightning activity shall continue to be monitored. Play shall not resume until there has been no lightning activity for a period of thirty (30) minutes within a 6-mile radius.

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Atlantic Sun Conference

RISK MANAGEMENT STATEMENT

The Atlantic Sun Conference recognizes that the host institution is familiar with the facilities it will be providing for use for the Atlantic Sun Conference Cross Country Championships, and that the institution's staff members are in the best position to oversee safety preparations and inspections. Accordingly, on behalf of the host institution, its staff members must agree to perform such preparations and inspections and to provide such facilities free from all defective and hazardous conditions. If any conditions cannot be corrected before the Championships, specifics must be provided to the Conference in writing as far in advance as possible. Receipt of any such notice will obligate the Atlantic Sun Conference to make every effort to alleviate the condition in question and to bring that condition to the attention of all affected parties prior to the conduct of the event.

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DIRECTIONS

Percy Warner Park:

Percy Warner Park
2500 Old Hickory Blvd.
Nashville, TN 37221

DO NOT TRAVEL ON OLD HICKORY BLVD BETWEEN HILLSBORO RD & HWY 100
TO THE COURSE DUE TO TRAFFIC FOR THE TSSAA HIGH SCHOOL STATE
CHAMPIONSHIPS!

From the South (Brentwood area/Hotel partners):

Turn left at Hillsboro Rd. Turn right on Sneed Rd. Take a right from Sneed Rd to Hwy 100 to the course.

From the North:

Take Hillsboro Rd & turn west on Harding Pl. Turn left from Harding Pl onto Harding Rd. Take the Left fork (Hwy 100) to the course.

From Vanderbilt area/Downtown:

Take West End toward the South. West End becomes Harding Rd. Take the Left fork (Hwy 100) to the course.

HOTEL PARTNERS

Holiday Inn - Nashville/Vanderbilt

2613 West End Ave
Nashville, TN 37203
615-321-8251

Scott Phillips, Sales Manager

Scott.phillips@ihg.com

<http://www.ihg.com/holidayinn/hotels/us/en/nashville/bnavb/hoteldetail>

Hampton Inn - Brentwood

5630 Franklin Pike Circle
Brentwood, TN 37207
615-661-9477

Sarah Gruenwald, Sales Manager

sgruenwald@chartwellhospitality.com

<http://hamptoninn3.hilton.com/en/hotels/tennessee/hampton-inn-nashville-brentwood-i-65s-BNABDHX/index.html>

Courtyard by Marriott – Brentwood

103 East Park Drive
Brentwood, TN 37207
615-371-9220

Beth Buchanan, Sales Manager

Beth.buchanan@marriott.com

<http://www.marriott.com/hotels/travel/bnabr-courtyard-nashville-brentwood/>

Hyatt Place – Brentwood

202 Summit View Drive
Brentwood, TN 37027
615-661-9477

Tecla Tawonezvi, Sales Manager

Tecla.tawonezvi@hayatt.com

<http://nashvillebrentwood.place.hyatt.com/en/hotel/home.html>

RESTAURANT PARTNERS

Copper Kettle Nashville

Lana Robb
4004 Granny White Pike
Nashville, TN 37204
PHONE: 615-742-5545, ext. 2
lane@copperkettlenashville.com

Sodexo/Lipscomb Dining Services

Wolcott Fary, General Manager
1 University Park Drive
Nashville, TN 37204
PHONE: 615-966-6260
wolcott.fary@lipscomb.edu

Jim 'N Nick's Bar-B-Q

Jennifer Gonzalez
7004 Charlotte Pike
Nashville, TN 37209
PHONE: 615-417-3050 (cell)
nashvillecatering@jimnicks.com

Nero's Grill

John Griswold, Owners
2122 Hillsboro Drive
Nashville, TN 37215
PHONE: 615-297-7777
john@nerosgrill.com

Carrabba's Italian Grill

Eric Martino, Proprietor
2101 Green Hills Village
Nashville, TN 37215
PHONE: 615-463-3000

BOX/SACK LUNCHES

B&C Melrose BBQ

Paul Johnson, Owner
2617 Franklin Pike, Unit 112
Nashville, TN 37204
PHONE: 615-457-3473
baconandcaviar@gmail.com

Chick-fil-A Brentwood

Barry Hooper, Owner
330 Franklin Road
Brentwood, TN 37027
01594@chick-fil-a.com

Chipotle Mexican Grill

3900 Hillsboro Pike
Nashville, TN 37215
PHONE: 615-292-9199

Jet's Pizza

K.C. Mason, Manager
2010 Richard Jones Road
Nashville, TN 37215
PHONE: 615-292-2020

Noshville Delicatessen

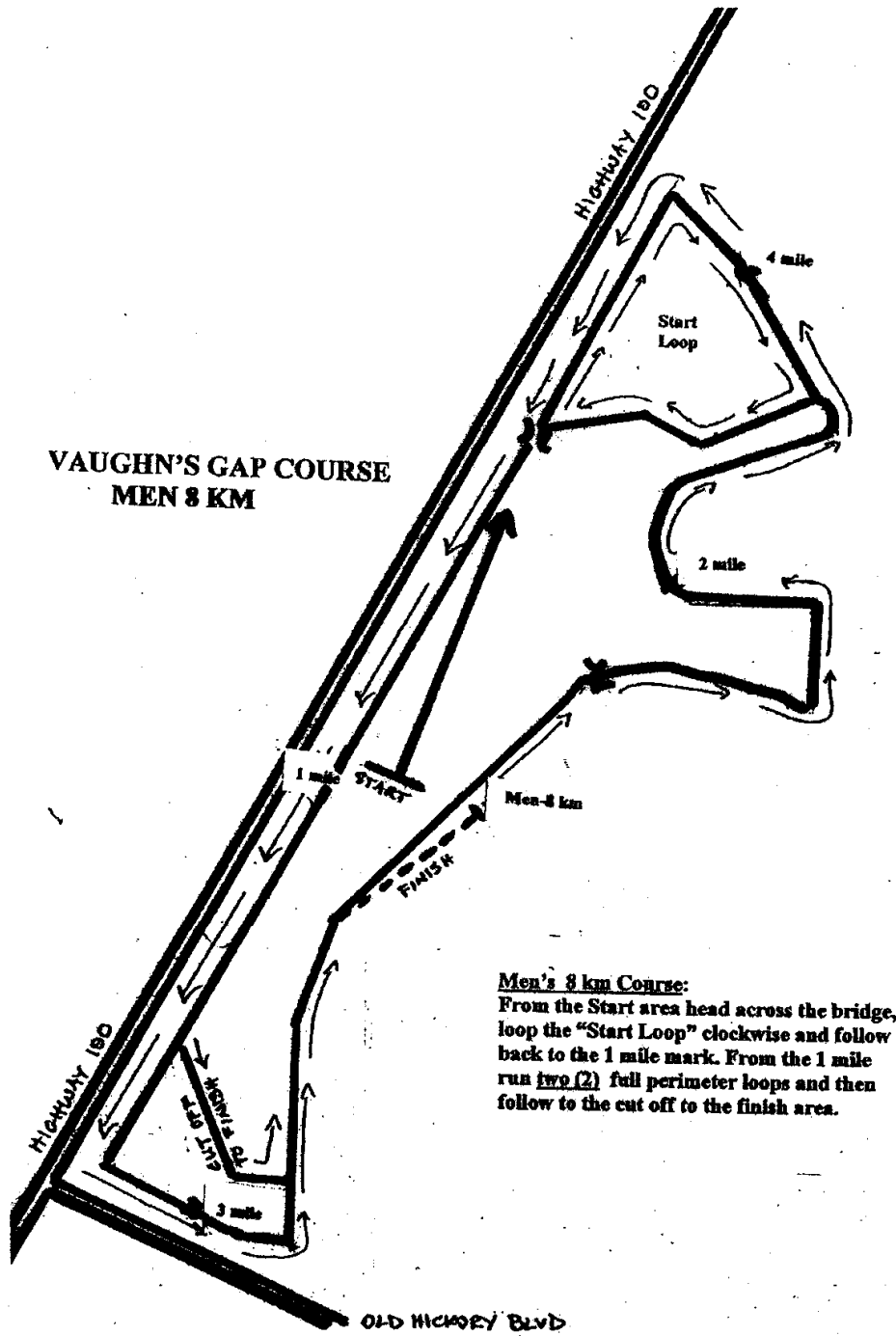
Casey Compton, General Manager
4014 Hillsboro Circle
Nashville, TN 37215
PHONE: 615-269-3535
caseycompton@noshvilledeli.com

Subway

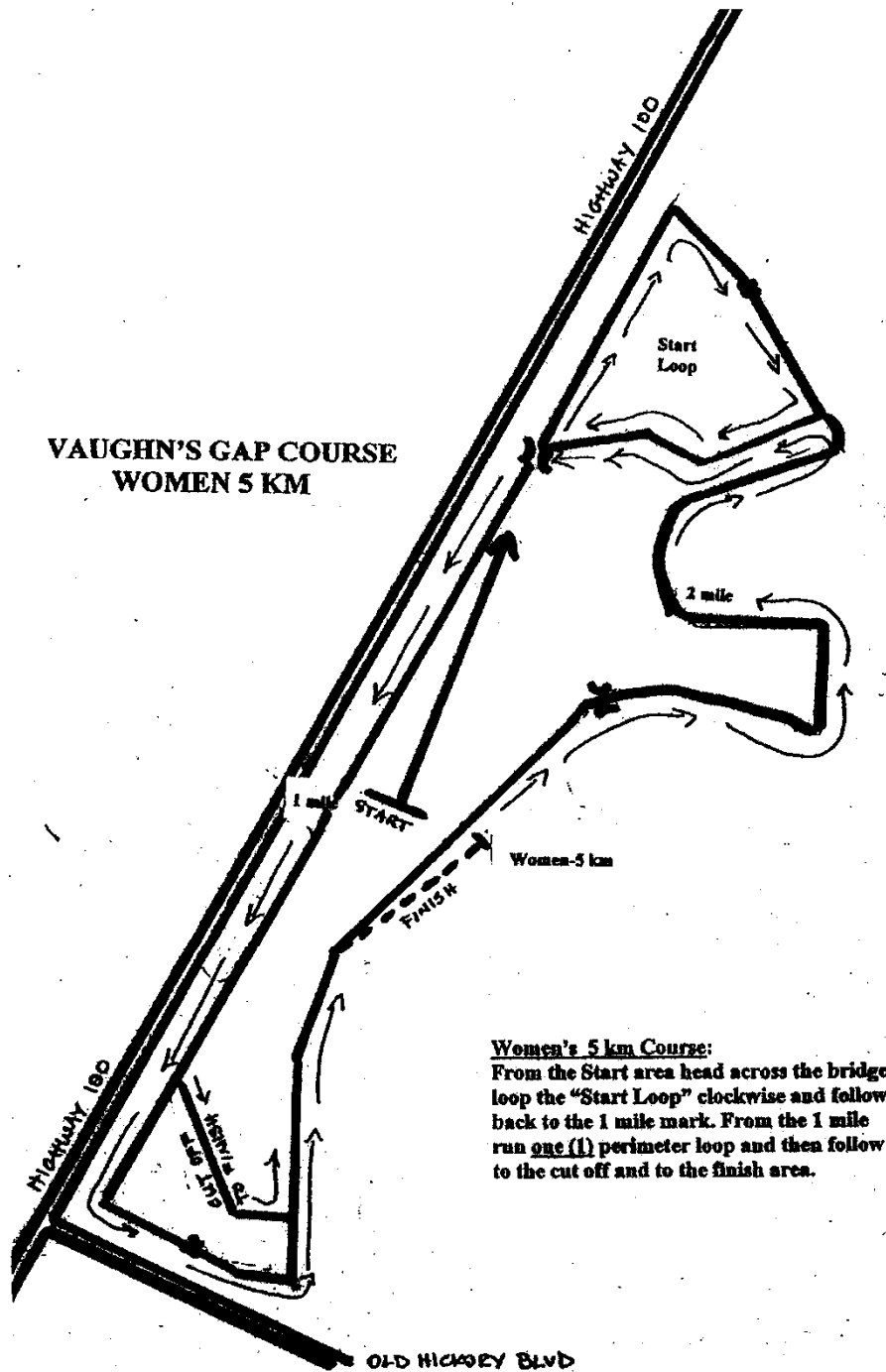
4000 Granny White Pike
Nashville, TN 37204
PHONE: 615-750-5711

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Course Map – Men



Course Map - Women



Atlantic Sun Conference

2013 CROSS COUNTRY CHAMPIONSHIPS

CHAMPIONSHIP PROTEST FORM

Event (Men or Women): _____

Student-Athlete Name/Number: _____

Time of Protest: _____

Issue: _____

Cite NCAA Rule Governing Issue: _____

Submitted by (Coach): _____

Referee's Decision: _____

Referee's Signature: _____

Protests must be made in writing and submitted to the head referee, who will render a decision.

Atlantic Sun Conference

2013 CROSS COUNTRY PARTICIPANT DECLARATION LIST

Please list **ONLY** your athletes who will compete in the championship in alphabetical order. This list may contain only nine student-athletes entered into the meet. This does not replace your official online entry form due by Midnight on Tuesday, October 8.

INSTITUTION:	
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GENDER:	
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	Last Name	First Name		Class
1				
2				
3				
4				
5				
6				
7				
8				
9				

I certify that each student-athlete listed above has been certified as eligible and appears on a current squad list.

Submitted by:	
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Submit via **EMAIL ONLY** to Mike Hagen (mhagen@atlanticsun.org)

DEADLINE: FORM MUST BE SUBMITTED by 5:00 PM THURSDAY, OCTOBER 31.