

USTFCCCA
NCAA DIVISION II
CROSS COUNTRY
HANDBOOK
2012



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Changes since last revision are in red.

USTFCCCA DIVISION II CROSS COUNTRY HANDBOOK

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Association Contacts

USTFCCA DIVISION II CROSS COUNTRY HANDBOOK

USTFCCA Board of Directors

Position	Name	Institution	Office	Cell	E-mail	Address	City	State	Zip
President	Ted Bulling	Nebraska Wesleyan University	402-465-2369	402-525-4677	tab@nebrwesleyan.edu	5000 Saint Paul Ave	Lincoln	NE	68504
Secretary	Gary Gardner	University of Massachusetts at Lowell	978-934-2342	978-873-1454	gary_gardner@uml.edu	One University Ave, Costello Gym	Lowell	MA	01854
Treasurer	Fred Barends	The Ohio State University		614-736-0320	fbarends@sbcglobal.net	410 Woody Hayes Dr	Columbus	OH	43210
Division I Cross Country President	Barry Harwick	Dartmouth College	603-646-2540	603-276-0108	barry.harwick@dartmouth.edu	6083 Alumni Gym, Wheelock St	Hanover	NH	03755
Division I Track & Field President	Ron Mann	University of Louisville	502-852-0106	502-640-1268	ron.mann@louisville.edu	Student Activities Center	Louisville	KY	40292
Division I At-Large	Beth Alford-Sullivan	Penn State University	814-863-3146	814-880-6525	bx10@psu.edu	147 Bryce Jordan Center	University Park	PA	16802
Division I At-Large	John Gartland	Indiana State University	812-237-4019	812-239-5518	john.gartland@indstate.edu	Track Office - Indiana State	Terre Haute	IN	47809
Division II Cross Country President	Marlon Brink	Wayne State College	402-375-7507	402-833-8757	mabrink1@wsc.edu	1111 Main St	Wayne	NE	68787
Division II Track & Field President	Steve Guymon	Harding University	501-279-4360		sguymon@harding.edu	900 East Center, Box 12281	Searcy	AR	72149
Division II At-Large	Aaron Russell	Lock Haven University	570-484-2261	570-916-5716	arussell@lhup.edu	75 E Waterstreet Apt E	Lock Haven	PA	17745

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Division III Cross Country President	Greg Huffaker	Illinois Wesleyan University	309-556-3239	630-244-6569	ghuffake@iwu.edu	PO Box 2900	Bloomington	IL	61702
Division III Track & Field President	Chris Hall	University of Chicago	773-702-4640	773-619-5902	hallc@uchicago.edu	5734 A South Ellis Avenue	Chicago	IL	60637
Division III At-Large	Kari Kluckhohn	North Central College	630-637-5503	630-621-8896	kskluckhohn@noctrl.edu	30 N Brainerd St	Naperville	IL	60540
At-Large	Kent Allshouse	Bethel College (Kansas)	316-284-5279	515-554-6815	kallshouse@bethelks.edu	300 E 27th Street	North Newton	KS	67117
Past President	Curtis Frye	University of South Carolina	803-777-7915	803-777-7915	cafrye@gwm.sc.edu	Rosewood Drive	Columbia	SC	29208
CEO	Sam Seemes	USTFCCCA	504-599-8900	504-722-7185	sam@ustfccca.org	1100 Poydras Street, Suite 1750	New Orleans	LA	70163

USTFCCCA DIVISION II 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
Sylvia Kamp	Administrative & Legislative Services Manager	Sylvia@ustfccca.org
Tom Lewis	Communications Manager	Tom@ustfccca.org
Mandi Magill	Membership Services Manager	Mandi@ustfccca.org
Shannon Wright	Director of Administrative & Legislative Services	Shannon@ustfccca.org

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Division II Executive Council

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Office</i>	<i>Cell</i>	<i>E-mail</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Chairman	Aaron Russell	Lock Haven University	570-484-2261	570-916-5716	arussell@lhup.edu	662 W 3rd St	Lock Haven	PA	17745
Incoming Chairman	Damon Martin	Adams State College	719-587-7266		ddmartin@adams.edu	208 Edgemont Blvd, Plachy Hall	Alamosa	CO	81102
Cross Country President	Marlon Brink	Wayne State College	402-375-7507	402-833-8757	mabrink1@wsc.edu	1111 Main St	Wayne	NE	68787-1119
Track & Field President	Steve Guymon	Harding University	501-279-4360		sguymon@harding.edu	900 East Center, Box 12281	Searcy	AR	72149
Cross Country 1st Vice President	Gary Gardner	University of Massachusetts Lowell	978-934-2342	978-873-1454	gary_gardner@uml.edu	One University Ave, Costello Gym	Lowell	MA	01854-2827
Track & Field 1st Vice President	Troy Johnson	Cal Poly Pomona	909-869-2831		troyjohnson@csupomona.edu	3801 W Temple Ave	Pomona	CA	91768
Cross Country 2nd Vice President	Michael Friess	University of Alaska Anchorage	907-786-1325	907-227-4642	track@uaa.alaska.edu	3211 Providence Drive, WFSC220	Anchorage	AK	99508
Track & Field 2nd Vice President	Sterling Martin	Missouri University of S&T	573-341-4971		martinsb@mst.edu	705 West 10 th St	Rolla	MO	65409
Secretary	Michelle Latimer	Bowie State University	301-860-3575	301-748-8451	mlatimer@bowiestate.edu	14000 Jericho Park Rd	Bowie	MD	20715-3319
Cross Country Secretary	Lisa Klingshirn	University of Findlay	419-434-4545	419-721-9255	klingshirn@findlay.edu	1000 N Main St	Findlay	OH	45840-3653
Track & Field Secretary	David Osanitsch	Shippensburg University	717-477-1284	717-658-7691	dmosan@ship.edu	1871 Old Main Dr Attn Davis House	Shippensburg	PA	17257-2200
Past Chairman									
Parliamentarian	Mike Rohl	Mansfield University	570-662-4645		mrohl@mansfield.edu	70 S Stadium Dr	Mansfield	PA	16933-1608

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Division II Cross Country Executive Committee

Officers and Additional Members

<i>Officer</i>	Name	Institution	Office	Cell	E-mail	Address	City	State	Zip
President	Marlon Brink	Wayne State College	402-375-7507	402-833-8757	mabrink1@wsc.edu	1111 Main St	Wayne	NE	68787-1119
1st Vice President	Gary Gardner	University of Massachusetts Lowell	978-934-2342	978-873-1454	gary_gardner@uml.edu	One University Ave, Costello Gym	Lowell	MA	01854-2827
2nd Vice President	Michael Friess	University of Alaska Anchorage	907-786-1325	907-227-4642	track@uaa.alaska.edu	3211 Providence Drive, WFSC220	Anchorage	AK	99508
Secretary	Lisa Klingshirn	University of Findlay	419-434-4545	419-721-9255	klingshirn@findlay.edu	1000 N Main St	Findlay	OH	45840-3653
Past President	Patty Vavra	Missouri Southern State University	417-625-3063	417-499-5501	vavra-p@mssu.edu	3950 East Newman Rd	Joplin	MO	64801-1595
Chairman (Ex Officio)	Aaron Russell	Lock Haven University	570-484-2261	570-916-5716	arussell@lhup.edu	662 W 3rd St	Lock Haven	PA	17745

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Conference Representatives

Conference	Name	Institution	Region	Office	Cell	E-mail	Address	City	State	Zip
<i>California Collegiate Athletic Assn.</i>	Gary Towne	Chico State University	West	530-898-4955		GTowne@csuchico.edu	First & Orange Streets	Chico	CA	95929-0300
<i>Central Atlantic Collegiate Conf.</i>	Bob Heller	University of the Sciences in Philadelphia	East	215-895-3133	267-280-6364	r.heller@uciences.edu	600 S 43rd St	Philadelphia	PA	19104-4495
<i>Central Intercollegiate Athletic Assn.</i>	Ray Williams	Lincoln University	Atlantic	484-365-7628		rwilliams2@lincoln.edu	1570 Baltimore Pike	Lincoln University	PA	19352
<i>Conf. Carolinas</i>	Mike DeWitt	Belmont Abbey College	Southeast	704-461-5010	262-496-2212	michaeldewitt@bac.edu	100 Belmont-Mt Holly Rd	Belmont	NC	28012
<i>East Coast Conf.</i>	Al Kilfoyle	Molloy College	East	516-678-5000 x6648	516-965-3633	AKilfoyle@Molloy.edu	1000 Hempstead Ave	Rockville Centre	NY	11570-1135
<i>Great American Conf.</i>										
<i>Great Lakes Intercollegiate Athletic Conf.</i>	Steve Picucci	Ferris State University	Midwest	231-591-2860	231-629-1774	stephenpicucci@ferris.edu	210 Sports Drive	Big Rapids	MI	49307
<i>Great Lakes Valley Conf.</i>	Rick Hamer	Lewis University	Midwest	815-836-5507	260-415-3603	hammerri@lewis.edu	JFK Sports Ctr, One University Pkwy	Romeoville	IL	60446

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<i>Great Northwest Athletic Conf.</i>	Mike Johnson	Western Oregon University	West	503-838-848		johnsonm@wou.edu	345 Monmouth Ave N	Monmouth	OR	97361-1371
<i>Gulf South Conf.</i>	John Bergen	West Florida University	South	850-474-2141		jbergen@uwf.edu	1100 University Pkwy, Bldg 54	Pensacola	FL	32514
<i>Heartland Conf.</i>	Josh Caudill	University of Texas of the Permian Basin	South Central	432-552-4678	432-559-9267	caudill_p@utpb.edu	4901 East University	Odessa	TX	79762
<i>Independent</i>										
<i>Lone Star Conf.</i>	Patrick Ponder	Tarleton State University	South Central	254-968-9174	254-592-9442	ponder@tarleton.edu	Box T 0080	Stephenville	TX	76402-0001
<i>Mid-America Intercollegiate Athletics Assn.</i>	Scott Lorek	Northwest Missouri State University	South Central	660-562-1303		slorek@nwmissouri.edu	800 University Dr	Maryville	MO	64468
<i>Northeast-10 Conf.</i>	Rich Hart	Stonehill College	East	508-565-1728	617-733-7740	rhart@stonehill.edu	320 Washington St	Easton	MA	02357
<i>Northern Sun Intercollegiate Conf.</i>	Tracy Hellman	Augustana College (South Dakota)	Central	605-274-5528		Tracy.hellman@augie.edu	2001 S Summit, Elmon Ctr	Sioux Falls	SD	57197-0001
<i>Pacific West Conf.</i>	Christian Friis	Hawaii Pacific University	West	808-356-5214	808-282-9547	hpucrosscountry@gmail.com	1060 Bishop St. #PH	Honolulu	HI	96813-4210
<i>Peach Belt Conf.</i>	Adam Ward	Augusta State University	Southeast	706-731-7914		award4@aug.edu	2500 Walton Way	Augusta	GA	30904
<i>Pennsylvania State Athletic Conf.</i>	Andy Young	Millersville University of Pennsylvania	Atlantic	717-871-5560	516-316-0981	ayoung@millersville.edu	PO Box 1002	Millersville	PA	17551-0302

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<i>Rocky Mountain Athletic Conf.</i>	Kent Flint	Fort Lewis College	Central	970-247-7171		flint_k@fortlewis.edu	1000 Rim Drive	Durango	CO	81301
<i>South Atlantic Conf.</i>	Mike Owens	Mars Hill College	Southeast	828-689-1178	828-777-1084	mowens@mhc.edu	PO Box 370	Mars Hill	NC	28754-0370
<i>Southern Intercollegiate Athletic Conf.</i>	Connie Tolbert-McClinton	Tuskegee University	South		334-552-1086	cmac@tuskegee.edu	321 James Center	Tuskegee	AL	36088
<i>Sunshine State Conf.</i>	Pete Mazzone	Florida Institute of Technology	South	321-674-7209	321-537-6487	pmazzone@fit.edu	Florida Tech 150 W University Blvd	Melbourne	FL	32901-6975
<i>West Virginia Intercollegiate Athletic Conf.</i>	Ricky Moore	Wheeling Jesuit University	Atlantic	304-243-2183	304-639-7097	rmoore@wju.edu	316 Washington Avenue	Wheeling	WV	26003

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Division II Cross Country Committee Members

Standing Committees

Cross Country Polls Committee

	Name	Institution	Office	E-mail
Chair	Michael Friess	University of Alaska Anchorage	907-786-1325	track@uaa.alaska.edu
South Region	David Cain	University of Alabama in Huntsville	256-824-2222	caind@email.uah.edu
Central Region	Ken Flint	Fort Lewis College	970-247-7171	Flint_K@fortlewis.edu
West Reg./Men's Coordinator	T. J. Garlatz	University of Alaska Anchorage	907-786-1308	run@uaa.alaska.edu
East Region	Bob Heller	University of the Sciences in Philadelphia	215-895-3133	r.heller@usp.edu
Women's Coordinator	Ray Hoffman	Kutztown University	610-683-1334	hoffman@kutztown.edu
Midwest Region	Mike Hillyard	Southern Indiana University	812-465-1232	mhillyar@usi.edu
Atlantic Region	Ricky Moore	Wheeling Jesuit University	304-243-2183	rmoore@wju.edu
Southeast Region (W)	Joe Soehrlen	Wingate University	704-233-8039	jsoehrlen@wingate.edu
Southeast Region (M)	Matt van Lierop	Mount Olive College	919-658-7809	mvanlierop@moc.edu
South Central Region	Michael Harney	Eastern New Mexico University	575-562-2982	michael.harney@enmu.edu

Nominations & Elections Committee

	Name	Institution	Office	E-mail
Chair	Patty Vavra	Missouri Southern State University	417-625-3063	vavra-p@mssu.edu



Division II Cross Country Executive Committee

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Division II Cross Country Officers

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

Number of In-Person Meetings per Year:

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

Number of Conference Calls per Year:

Division II Cross Country Officers participate in eight (8) regularly scheduled conference calls per year. Currently, Division II Cross Country Executive Committee conference calls are scheduled for the second Wednesday of the months of February, April, June, August, September, October, November, and December.

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.
3. Duties:
 - a. Preside at all Division II Cross Country meetings.
 - b. Serve as a member of the Division II Executive Council.
 - c. Appoint working committees as he/she deems necessary.
 - d. Appoint members of standing and working committees as necessary.
 - e. Appoint persons to serve on any vacancy on the Division II Cross Country Executive Committee.
 - f. Appoint persons to serve on any vacancy on Division II Cross Country Committees.
 - g. Serve as an ad-hoc member of all Division II Cross Country committees.
 - h. In conjunction with the CEO of the USTFCCCA, act as the Division II Cross Country Representative before the NCAA.
 - i. Meet with the NCAA Track & Field Sport Committee annually at a time determined by the USTFCCCA National Office.
 - ii. Assist in lobbying the NCAA Track & Field Sport Committee on issues of importance to Division II Cross Country.
 - i. Act as the Division II 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 Conference Representatives, regarding Associational business.
 - k. Establish the agenda for in-person meetings of Division II 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.
- I. Write a quarterly column, "NCAA Report: Division II Cross Country," for the official USTFCCCA magazine *techniques*
 - i. Due dates for the column (Note: These are **firm** deadlines):
 1. **January 1**
 2. **March 20**
 3. **June 20**
 4. **September 20**
 - ii. The purpose of the column is to provide a quarterly report to the membership of the business of Division II Cross Country.
 - iii. Column should have a minimum of 700 words and no more than 900 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 II Cross Country National Championships.
 - i. Present USTFCCCA awards at the NCAA Division II Cross Country Championships.

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. Serve as a member of the Division II Cross Country Executive Committee.
 - b. Serve as a member of the Division II Executive Council.
 - c. Perform the duties of the President in the absence of the President.
 - d. Attend the Division II Cross Country annual general meeting and any other Executive Committee meetings.
 - e. Participate in Division II Cross Country Executive Committee conference calls, as established by the President.
 - f. Serve as chair of the Division II Awards Committee.
 - g. Carry out any other duties the President may from time to time assign.

2nd Vice President

1. Selection: Candidates for 2nd Vice President are elected at the annual general meeting.
2. Term: Two (2) year term.
3. Duties:
 - a. Serve as a member of the Division II Cross Country Executive Committee.
 - b. Serve as a member of the Division II Executive Council.
 - c. In the absence of the President and 1st Vice-President, perform the duties of the President.

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- d. Attend the Division II Cross Country annual general meeting and any other Executive Committee meetings.
- e. Participate in Division II Cross Country Executive Committee conference calls, as established by the President.
- f. Serve as chair of the Division II Cross Country Polls Committee.
- g. Carry out any other duties the President may from time to time assign.

Secretary

1. Selection: Elected by Division II Cross Country membership.
2. Term: Ongoing.
3. Duties:
 - a. Serve as a member of the Division II Cross Country Executive Committee.
 - b. Serve as a member of the Division II Executive Council.
 - c. Keep the minutes of the Division II Cross Country annual meetings, Division II Cross Country Executive Committee meetings, and issues reported at the non-business meetings held at the cross country championships.
 - d. Issue a report of each at the annual meeting.
 - e. Serve on the Division II Law and Legislation Committee.
 - f. Attend the Division II Cross Country annual general meeting and any other Division II Cross Country Executive Committee meetings.
 - g. Participate in Division II Cross Country Executive Committee conference calls, as established by the President.
 - h. Carry out any other duties the President may from time to time assign.

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Other Members of the Division II Cross Country Executive Committee

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

Number of In-Person Meetings per Year:

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

Number of Conference Calls per Year:

Division II Cross Country Executive Committee members participate in eight (8) regularly scheduled conference calls per year. Currently, Division II Cross Country Executive Committee conference calls are scheduled for the second Wednesday of the months of February, April, June, August, September, October, November, and December.

Conference Representatives

1. Number: One (1) per NCAA Division II conference with members that sponsor cross country and one (1) to represent NCAA Division II institutions without a conference affiliation (total of twenty-three (23))
2. Selection: Elected at the annual USTFCCCA convention. They may alternatively be elected within their conference or appointed as needed by the President.
3. Term: Two (2) year terms such that no more than 12 representatives are replaced in any one year. Conference representatives may not serve more than two (2) consecutive terms.
4. Duties:
 - a. Represent the concerns and interests of his/her conference.
 - b. Serve on the Division II Cross Country Executive Committee.
 - c. Attend the Division II Cross Country annual general meeting and any other Executive Committee meetings.
 - d. Advise coaches in the conference of the actions, policies, and services of the Association.
 - e. With the other Conference Representatives in the region, organize and preside at the annual regional business meeting to be held at the site of any regional qualifying meet.
 - f. Conduct the election of Division II Cross Country Conference Representatives.
 - g. Participate in Division II Cross Country Executive Committee conference calls, as established by the President.
 - h. Carry out any other duties the President may from time to time assign.

Past President

1. Number: One (1)
2. Selection: The most recent outgoing President serves in the role of Past President.
3. Term: Two (2) year term.
4. Duties:
 - a. Serve as a member of the Division II Cross Country Executive Committee.

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- b. Chair the Division II Cross Country Nominations and Elections Committee.
- c. Serve on the Division II Executive Council Nominations and Elections Committee.
- d. Attend the Division II Cross Country annual general meeting and any other Executive Committee meetings.
- e. Participate in Division II 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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Terms of Office

<i>Officer</i>	Name	Institution	Term Ends (subsequent summer)
<i>President</i>	Marlon Brink	Wayne State College	2012
<i>1st Vice President</i>	Gary Gardner	University of Massachusetts at Lowell	2012
<i>2nd Vice President</i>	Michael Friess	University of Alaska Anchorage	2012
<i>Secretary</i>	Lisa Klingshirn	University of Findlay	Ongoing

<i>Past President</i>	Patty Vavra	Missouri Southern State University	2012
<i>Chairman (Ex Officio)</i>	Aaron Russell	Lock Haven University	2011



Division II Committees

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Standing Committees

The President may appoint any other committee(s) deemed necessary to the welfare of the Association.

- ◇ Cross Country Nominations and Election Committee
- ◇ Cross Country Polls Committee

Cross Country Nominations and Election Committee

1. Chair: Past President
2. Members: Appointed by the President.
3. Duties:
 - a. Ensure proper call for nominations of Division II Cross Country Officers is provided to coaches.
 - b. Review nominations and put forward accepted name to the Division II Cross Country Executive Committee.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the President and/or the Committee Chair.
 - b. Conference call and/or e-mail communication may be necessary throughout the year.

Cross Country Polls Committee

1. Chair: 2nd Vice President, Cross Country
2. Members: Appointed by the Division II Cross Country President, to include one (1) representative from each of the eight (8) NCAA Division II Cross Country regions.
3. Duties:
 - a. Determine regional and national poll release dates.
 - b. Compile the regional and national rankings throughout the Division II Cross Country season
 - c. Analyze previous year's poll methodology and make improvements as necessary.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Cross Country President or the Committee Chair.
 - b. Conference call and/or e-mail communication will be necessary throughout the year.
 - c. The committee meets annually at the USTFCCCA Convention and at the direction of the Executive Director or the Committee Chair.
 - d. Other conference call and/or e-mail communication may be necessary throughout the year.



Division II Cross Country Meetings

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Convention/Annual Meeting

Purpose

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

Attendance Requirement

Attendance at the convention/annual meeting is mandatory for all Division II Cross Country Officers, Conference Representatives, and other members of the Executive Committee. Those who will not be able to attend should notify the Division II Cross Country President as soon as possible.

Business

The general policy of business shall be:

- (a.) The secretary's report
- (b.) Other committee reports
- (c.) Old business
- (d.) New business

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

Items of Business

Submission of Proposals

The secretary shall ensure that a request is sent to the Division II general membership by September 15 for submission of proposals to be considered for the convention agenda. Proposals shall be submitted in writing to the Division II Cross Country President and the USTFCCCA National Office by November 1.

The Division II Cross Country President then shall distribute all submitted proposals to the Executive Committee and any appropriate working or standing Committees for their review. The Executive Committee shall review all proposals to determine whether to accept each proposal into the convention agenda. The Executive Committee also shall determine whether to designate any proposals or agenda items as "Time-Sensitive." Such determination may be made by the Executive Committee at any time after the proposal is submitted but shall be made prior to the first general session meeting at the Convention.

Time-Sensitive proposals or agenda items are those which require action prior to the following year's convention. Examples of such proposals may include directives from the NCAA with a due date that falls prior to the following year's convention or safety issues that require immediate intervention. Any member of the Executive Committee may move to designate a proposal or agenda item as Time-Sensitive. A two-thirds vote of Executive Committee members present under a quorum shall be required to officially designate a proposal or agenda item as Time-Sensitive.

All proposals shall be distributed to the Division II general membership no later than two weeks prior to the start of the convention.

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Late Submission of Proposals

Any proposals submitted to the Division II Cross Country President after the November 1 deadline may either be accepted into the convention agenda or tabled until the next scheduled conference call of the Executive Committee, at the determination of the Executive Committee. The Executive Committee also shall determine whether to designate any late proposals accepted into the convention agenda as Time-Sensitive. Such determination may be made by the Executive Committee at any time after the proposal is submitted but shall be made prior to the first general session meeting at the Convention.

Submitted Proposals – First Convention

At the first convention after a proposal has been submitted, coaches who submitted proposals (or their designee) shall be assigned an allotted amount of time to present their proposal to the Executive Committee. The Executive Committee may elect to discuss each proposal, assign each proposal to a working or standing Committee, and/or take a straw poll on each proposal, but further Committee action on the proposal may not take place until at least the following year's convention, unless a proposal has been designated as Time-Sensitive. An Executive Committee member shall be assigned to present any initial Committee action on the proposal to the general membership (i.e., assignment of the proposal to a working or standing Committee and/or results of any straw polls taken).

Next, coaches who submitted proposals (or their designee) may present the proposal to the general membership. In addition, the assigned Executive Committee member for each proposal shall report the initial action of that Committee on the proposal. After this presentation, the Division II Cross Country President shall allow for a predetermined time period of discussion on the proposal. The general membership may move to amend the proposal during this time period. However, voting on any proposals introduced at the convention may not take place until at least the following year's convention, unless the proposals have been designated as Time-Sensitive.

Submitted Proposals – Second Convention

At the second convention after a proposal has been submitted, coaches who submitted proposals (or their designee) again shall be assigned an allotted amount of time to present their proposals to the Executive Committee. After discussion and Committee action on the proposal (in the form of a recommendation to the general body), an Executive Committee member shall be assigned to present the Committee's recommendation to the general membership.

After the presentation of the Committee's recommendation to the general membership, the Division II Cross Country President shall allow for a predetermined time period of discussion on the proposal.

Following this discussion, the general membership may move to place the proposal on the voting ballot for the voting session. Having received such a motion and a second, the Division II Cross Country President shall determine the method of voting (e.g. show of hands, voice vote) on the motion to place the proposal on the voting ballot.

The general membership also may move to amend the proposal. If amendment is accepted, the item shall be placed automatically on the voting ballot for the voting session.

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Should the proposal **not** receive a motion and a second to place it on the voting ballot, the recommendation of the Executive Committee shall be considered the adopted position of the general body.

Proposals Brought Forth at Convention

Any proposals introduced at the convention as new business may be presented to the Executive Committee for discussion, and the general membership may elect to discuss any such proposals. However, voting on any proposals introduced at the convention may not take place until at least the following year's convention, unless the Executive Committee designates the proposal as Time-Sensitive.

Time-Sensitive Proposals/Agenda Items

At the convention, coaches (or their designee) whose submitted proposals were designated as Time-Sensitive shall be assigned an allotted amount of time to present their proposals to the Executive Committee. After discussion and Committee action on the proposal (in the form of a recommendation to the general body), an Executive Committee member shall be assigned to present the Committee's recommendation to the general membership.

After the presentation of the Committee's recommendation to the general membership, the Division II Cross Country President shall allow for a predetermined time period of discussion on the proposal.

Following this discussion, the general membership may move to place the proposal on the voting ballot for the voting session. Having received such a motion and a second, the Division II Cross Country President shall determine the method of voting (e.g., show of hands, voice vote) on the motion to place the proposal on the voting ballot.

The general membership also may move to amend the proposal. If amendment is accepted, the item shall be placed automatically on the voting ballot for the voting session.

Should the proposal **not** receive a motion and a second to place it on the voting ballot, the recommendation of the Executive Committee shall be considered the adopted position of the general body.

Voting

Members must be present to vote at convention. Voting is a Membership Vote, unless the Cross Country President and/or a plurality of the Executive Committee calls for a Unit Vote. All voting will take place on the final day of convention during the Division II Cross Country Voting Session.

Types

Membership: Voting is conducted by member coach. Each Division II coach from a member program, 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 program. Each institutional program receives one vote, such that a Division II men's or women's program receives one (1) vote, and a Division II combined men's and women's program receives two (2) votes. Only one designated representative per institutional program

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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 II 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 II cross country voting sessions.

Conference Calls

Purpose

Division II Cross Country conference calls serve to inform Division II Cross Country Officers, Conference Representatives, and other members of the Executive Committee of issues affecting the Division II Cross Country membership. These calls also provide a forum for discussion of Division II Cross Country issues.

Schedule

Division II Cross Country scheduled conference calls take place once every other month from January through July, and once per month from August through December. Special conference calls may be scheduled by the President at any time during the year, as needed. Currently, Division II Cross Country conference calls are scheduled for the second Wednesday of the months of February, April, June, August, September, October, November, and December.

Attendance Requirement

Attendance on conference calls is mandatory for all Division II Cross Country Officers, Conference Representatives, and other members of the Executive Committee. Those who will not be able to attend should notify the Division II Cross Country President as soon as possible.

Business

Items of business may be brought forward to members of the Executive Committee for inclusion on a conference call agenda prior to the call. Participants in the conference call may propose additional agenda items while on the call during the designated time for new business. The Division II Cross Country conference calls follow the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country). When a procedural question is not defined within the Bylaws, the Division II Cross Country conference calls follow Robert's Rules of Order.

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 must be established in order for a vote to take place.

Action

The Division II 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. Conference Representatives are responsible for informing

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the coaches in their conference of any items discussed during conference calls that affect Division II Cross Country generally or the coaches of their conference specifically.

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2012 Scheduled Conference Calls

Day	Date	Time
Wednesday	February 8, 2012	10:30 AM Central Time
Wednesday	April 11, 2012	10:30 AM Central Time
Wednesday	June 13, 2012	10:30 AM Central Time
Wednesday	August 8, 2012	10:30 AM Central Time
Wednesday	September 12, 2012	10:30 AM Central Time
Wednesday	October 10, 2012	10:30 AM Central Time
Wednesday	November 14, 2012	10:30 AM Central Time



Division II Cross Country Rankings

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Regional Rankings

Division II Cross Country Regional Rankings are released by the USTFCCCA national office on Tuesdays during the cross country season. Dates are predetermined by the Division II Cross Country Polls Committee. The top ten (10) 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 Tuesday fourteen (14) weeks prior to the Division II Cross Country Championships.

Regular Rankings: Weekly rankings are released each Tuesday beginning ten (10) weeks prior to the Division II Cross Country Championships and ending with the Tuesday two (2) weeks prior to the NCAA Regional meets (total of nine (9) poll dates).

The members of the Cross Country Polls Committee determine the regional rankings for the top ten (10) teams in each gender in the region they represent. Rankings are due by **12:00 Noon Central Time** on Monday prior to each Tuesday release. These rankings must be submitted to the following people: the USTFCCCA Communications Manager, the Division II Cross Country Men's and Women's Poll Coordinators, and the Division II Cross Country Polls Committee Chair.

Only schools that are up-to-date, paid members of USTFCCCA may be included in regional rankings. The rankings submitted each week should include a brief explanation of why the top teams achieved their rankings, as well as brief information on any teams that moved in the rankings from the previous week. These submissions should use the Excel file distributed by the USTFCCCA Communications Manager.

Contact Information for Division II Cross Country Regional Rankings

	Name	E-mail	Office	Cell
<i>USTFCCCA Communications Manager</i>	Tom Lewis	Tom@ustfccca.org	504-599-8904	504-256-8937
<i>Men's Coordinator</i>	T.J. Garlatz	run@uaa.alaska.edu	907-786-1308	907-764-1322
<i>Women's Coordinator</i>	Ray Hoffman	hoffman@kutztown.edu	610-683-1334	484-553-1197
<i>DII Cross Country Polls Chair</i>	Michael Friess	track@uaa.alaska.edu	907-786-1325	907-227-4642

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National Ranking

Division II Cross Country national ranking are released by the USTFCCCA national office on Wednesdays during the cross country season. Dates are predetermined by the Division II Cross Country Rankings Committee. The top 35 teams in each gender are ranked. Only programs that are members in good standing with the USTFCCCA shall be ranked.

Preseason Ranking: Released on the Wednesday fourteen (14) weeks prior to the Division II Cross Country Championships.

Regular Ranking: Weekly rankings are released on Wednesdays beginning eight (8) weeks prior to the Division II Cross Country Championships and ending with the Wednesday two (2) weeks prior to the NCAA Regional meets (total of seven (7) poll dates).

The poll coordinators determine the national rankings based on the regional rankings. Poll Coordinators must submit national rankings to the USTFCCCA Communications Manager by **10:00PM Central Time** on the Tuesday prior to each release.

Contact information for Division II Cross Country National Ranking

	Name	E-mail	Office	Cell	Fax
USTFCCCA Communications Manager	Tom Lewis	Tom@ustfccca.org	504-599-8904	504-256-8937	504-599-8909
Men's Coordinator	T.J. Garlatz	run@uaa.alaska.edu	907-786-1308	907-764-1322	907-786-1142
Women's Coordinator	Ray Hoffman	hoffman@kutztown.edu	610-683-1334	484-553-1197	610-683-1379

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2012 Ranking Dates

Regional Rankings

Due Date (12 Noon CT)

August 27, 2012

September 17, 2012

September 24, 2012

October 1, 2012

October 8, 2012

October 15, 2012

October 22, 2012

Tuesday Release Dates

August 28, 2012 (Preseason)

September 18, 2012

September 25, 2012

October 2, 2012

October 9, 2012

October 16, 2012

October 23, 2012

November 6, 2012 (Regional Results)

National Ranking

Wednesday Release Dates

August 29, 2012 (Preseason)

September 19, 2012

September 26, 2012

October 3, 2012

October 10, 2012

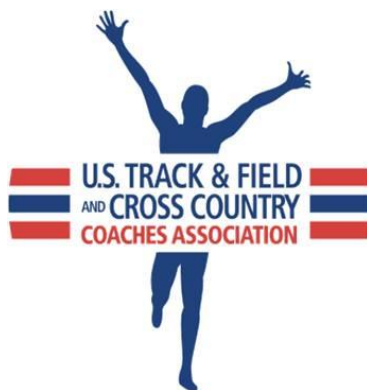
October 17, 2012

October 24, 2012

November 7, 2012

November 17, 2012

(National Results)



Division II Cross Country Awards

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Cross Country Awards

- ◇ All-Region
- ◇ Regional Team Awards
- ◇ Regional Athletes of the Year
- ◇ Regional Coaches of the Year
- ◇ All-America
- ◇ National Athletes of the Year
- ◇ National Coaches 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 II Cross Country regional meets in each region and gender.

Eligibility

1. Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA 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 meet. 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 team finisher in each region and gender at the NCAA Division II Cross Country regional meets.

Eligibility

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

Award Distribution

Awards are distributed at the regional meets.

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Regional Athletes of the Year

Selection

1. Selected by a vote of USTFCCCA Division II member head coaches in the respective region and awarded to one (1) student-athlete per gender per region.
2. Nominees include the top four (4) finishers in each NCAA Division II Cross Country region and gender as well as a write-in.
3. Voting takes place online following the NCAA Division II Cross Country Regional Championship via a ballot compiled by the national office.

Eligibility

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

Award Distribution

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

Regional Coaches of the Year

Selection

1. Selected by a vote of USTFCCCA Division II member head coaches in the respective region and awarded to one (1) coach per gender per region.
2. Nominees include the coaches of the top four (4) finishing teams in each NCAA Division II region and gender as well as a write-in.
3. Voting takes place online following the NCAA Division II Cross Country Regional Championship via a ballot compiled by the national office.

Eligibility

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

Award Distribution

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

All-America

Selection

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

Eligibility

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

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Award Distribution

Student-athletes who qualify for the award receive an All-American medal at the national meet. 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.

National Athletes of the Year

Selection

1. Selected by a vote of USTFCCCA Division II member head coaches and awarded to one (1) student-athlete per gender.
2. Nominees are the Division II 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 II Program Membership Division who are in good standing with the USTFCCCA and NCAA in order for their student-athletes to be eligible for this award.

Award Distribution

Awards are distributed by the USTFCCCA national office.

National Coaches of the Year

Selection

1. Selected by a vote of USTFCCCA Division II member head coaches and awarded to one (1) coach per gender.
2. Nominees are the Division II Cross Country Regional Coaches of the Year, the coaches of the men's and women's national championship teams, and a write-in.
3. Voting is conducted online the Sunday and Monday after the Division II Cross Country National Championships.

Eligibility

Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA in order for their coaches 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. The student-athlete must have completed at least 12 semester/quarter hours through the semester of competition at the institution to be eligible.

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- b. The student-athlete must have at least a 3.25 cumulative grade point average on a 4.0 scale through the end of the semester/quarter of competition. Institutions utilizing a different GPA scale must convert the GPA to a 4.0 scale using the standard conversion method $[GPA/Scale \times 4.0]$. Data must be certifiable by the institution's registrar.
 - c. The student athlete must have placed in the top 30% of the total number of athletes eligible to compete at the respective regional championships (total Division II teams in the region multiplied by seven (7) runners per team), rounding up if necessary, or in the top 50% of the field at the NCAA Division II Cross Country Championships.
2. Nomination forms are available online at the USTFCCCA website and must be submitted to the national office before the deadline published by the national office.

Eligibility

Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA 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.

Scholar Athletes of the Year

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) men's Division II and one (1) women's Division II cross country student-athlete each year.
2. Student-athletes must meet the criteria for the USTFCCCA All-Academic Individual awards for Division II 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 II Cross Country Championships receive the designation of USTFCCCA Cross Country Scholar Athlete of the Year for Division II.

Eligibility

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

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All-Academic Teams

Selection

1. Awarded to all nominated teams who meet the following criteria:
 - a. Team cumulative grade point average of 3.0 on a 4.0 scale, computed by the following method:
 - i. Total the cumulative number of semester hours or quarter hours earned for all student-athletes who used a season of eligibility, including the most recent grading period;
 - ii. Total the cumulative number of quality points earned by all student-athletes including the most recent grading period;
 - iii. Divide the cumulative number of 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 $[GPA/Scale \times 4.0]$.
 - b. All eligible student-athletes whose names appear on the NCAA Eligibility Form and used a year of eligibility must be included.
 - c. The team must have competed and compiled a team score at an NCAA Division II Regional meet.
2. Nomination forms are available online at the USTFCCCA website and must be submitted to the national office before the deadline published by the national office.

Eligibility

Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA 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. 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.

Scholar Teams of the Year

Selection

Award winners are selected annually as follows:

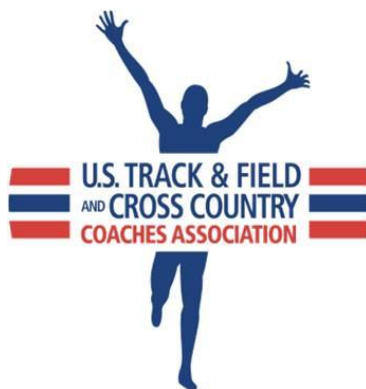
1. Awarded to one (1) men's Division II and one (1) women's Division II cross country team each year.

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2. Teams must meet the criteria for the USTFCCCA All-Academic Team awards for Division II 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 II Cross Country Championships receive the designation of USTFCCCA Cross Country Scholar Team of the Year for Division II.

Eligibility

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



Division II Code of Ethics

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USTFCCCA DII-Cross Country and Track & Field

Code of Ethics

1. Member coaches should not receive COY or regional COY if they are deemed responsible for a program being on probation by the NCAA. Coaches in such a situation are responsible for removing themselves from consideration for COY awards until the probation period has been lifted.
2. Responsibility to Student Athletes
 - a. Place the academic, emotional, physical, and moral well being of student athletes above all else.
 - b. Maintain strictly professional interpersonal relationships with student athletes, student managers and student trainers.
 - c. Put safety and health considerations above performance strategy, and never force student athletes to train or compete in situations which might lead to injury.
3. Responsibility to Prospective Student Athletes
 - a. Refrain from any negative recruiting that reflects disapprovingly on another institution, its coach, or student athletes.
 - b. Desist from making any statements or promises to a prospect that, knowingly, cannot be fulfilled
4. Responsibility to Fellow Coaches
 - a. Conduct one's self in such a way to bring credit to the profession, and exhibit professionalism in all words and actions.
 - b. Honor all professional relationships with colleagues, and treat colleagues with dignity and respect.
 - c. Notify the head coach of another institution prior to interviewing or offering a position to one of his/her staff members.
 - d. Communicate with the head coach of another institution when a student athlete from their institution initiates transfer process.
5. Responsibility to the Sports of Track and Field and Cross Country
 - a. Conduct all competition within the spirit and intent of the rules.
 - b. Submit entry marks with complete integrity
 - c. Support and respect competition officials and abide by their judgment, refraining from any form of criticism to student athletes, news media, or the public.
6. Responsibility of Personal Conduct
 - a. Abstain from public demonstrations or profanity, vulgar language, and obscene gestures and discourage the same among staff members and student athletes.
7. Championship Code of Conduct
 - a. Coaches should make sure that they and their teams sign and follow the NCAA Code of Conduct document before participating in the championships.

With payment of dues per membership to USTFCCCA Division II coaches agree to the above Code of Ethics statement as written above.