

USTFCCCA NCAA DIVISION II GENERAL MEMBERSHIP HANDBOOK 2012



Effective Date: **January 26, 2012**
Changes since last revision are in **red**.

Table of Contents

Table of Contents	2
Association Contacts	3
<i>USTFCCCA Board of Directors</i>	4
<i>USTFCCCA National Office</i>	6
<i>Division II Executive Council</i>	7
<i>Division II Cross Country Executive Committee</i>	9
<i>Division II Track and Field Executive Committee</i>	12
<i>Division II Committee Members</i>	16
Division II Executive Council	19
<i>Division II Executive Council</i>	20
<i>Terms of Office</i>	23
Division II Committees	24
<i>Standing Committees</i>	25
<i>Working Committees</i>	28
Division II General Meetings	29
<i>Convention/Annual Meeting</i>	30
<i>Conference Calls</i>	33
<i>2012 Scheduled Conference Calls</i>	34
Division II Awards	35
<i>Division II Awards</i>	36
Division II Code of Ethics	38



Association Contacts

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

USTFCCCA 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
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	Chris Hall	University of Chicago	773-702-4640	773-619-5902	hallc@uchicago.edu	5734 A South Ellis Avenue	Chicago	IL	60637

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

President									
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@ustfcca.org	1100 Poydras Street, Suite 1750	New Orleans	LA	70163

USTFCCCA DIVISION II GENERAL MEMBERSHIP 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

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Executive Council

Position	Name	Institution	Office	Cell	E-mail	Address	City	State	Zip
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 and Field	David Osanitsch	Shippensburg University	717-477-1284	717-658-7691	dmosan@ship.edu	1871 Old Main Dr Attn Davis House	Shippensburg	PA	17257-2200

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Secretary									
Past Chairman									
Parliamentarian	Mike Rohl	Mansfield University	570-662-4645		mrohl@mansfield.edu	70 S Stadium Dr	Mansfield	PA	16933-1608

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Cross Country Executive Committee

Officers and Additional Members

<i>Officer</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>
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		klingshirn@findlay.edu	1000 N Main St	Findlay	OH	45840
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

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Cross Country Conference Representatives

<i>Conference</i>	<i>Name</i>	<i>Institution</i>	<i>Region</i>	<i>Office</i>	<i>Cell</i>	<i>E-mail</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<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@uscience.edu	600 S 43rd St	Philadelphia	PA	19104-4495
<i>Central Intercollegiate Athletic Assn. Conf.</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
<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

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

<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
<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

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

<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

Division II Track and Field Executive Committee

Officers and Additional Members

Officer	Name	Institution	Office	Cell	E-mail	Address	City	State	Zip
President	Steve Guymon	Harding University	501-279-4360		sguymon@harding.edu	900 East Center, Box 12281	Searcy	AR	72149
1st Vice President	Troy Johnson	Cal Poly Pomona	909-869-2831		troyjohnson@csupomona.edu	3801 W Temple Ave	Pomona	CA	91768
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	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 President	Christopher Asher	Cal State University – Los Angeles	323-343-6413	714-878-9434	casher@exchange.calstatela.edu	5151 State University Dr.	Los Angeles	CA	90032-4226
-----------------------	-------------------	------------------------------------	--------------	--------------	--	---------------------------	-------------	----	------------

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

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
----------------------------------	---------------	-----------------------	--------------	--------------	--	--------------	------------	----	-------

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Track & Field Conference Representatives

<i>Conference</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>
<i>California Collegiate Athletic Assn.</i>	Terry Burke	San Francisco State University	415-338-2707	415-717-4043	tburke@sfsu.edu	1600 Holloway Ave	San Francisco	CA	94132-1722
<i>Central Atlantic Collegiate Conf.</i>	Brett Harvey	Georgian Court University	732-987-2653		harveyb@georgian.edu	900 Lakewood Ave, Athletics	Lakewood	NJ	08701-2600
<i>Central Intercollegiate Athletic Assn.</i>	Michelle Latimer	Bowie State University	301-860-3575	301-748-8451	mlatimer@bowiestate.edu	14000 Jericho Park Rd	Bowie	MD	20715-3319
<i>Conf. Carolinas</i>	Kevin Vees	Limestone College	864-488-8346	864-809-5370	kvees@limestone.edu	1115 College Dr	Gaffney	SC	29340-3799
<i>East Coast Conf.</i>	Lorne Marcus	St. Thomas Aquinas College	845-398-4663		lmarcus@stac.edu	125 Route 340	Sparkill	NY	10976-1041
<i>Great American Conf.</i>									
<i>Great Lakes Intercollegiate Athletic Conf.</i>	Jeff Forino	Hillsdale College	517-607-3161	517-610-4037	jforino@hillsdale.edu	201 Oak St	Hillsdale	MI	49242
<i>Great Lakes Valley Conf.</i>	Dana Schwarting	Lewis University	815-836-5563	708-341-9936	schwarda@lewisu.edu	1 University Pkwy	Romeoville	IL	60446-1832
<i>Great Northwest Athletic Conf.</i>	John Spatz	Northwest Nazarene University	208-467-8247		jtspatz@nnu.edu	623 Holly Street	Nampa	ID	83686
<i>Gulf South Conf.</i>	David Cain	University of Alabama Huntsville	256-824-2222	256-651-0677	caind@email.uah.edu	205 Spragins Hall	Huntsville	AL	35899
<i>Independent</i>									
<i>Lone Star Conf.</i>	James Reid	Angelo State University	325-942-2091 x223	325-234-7971	james.reid@angelo.edu	ASU Station #10899	San Angelo	TX	76909-0001
<i>Mid-America Intercollegiate Athletic Assn.</i>	Dennis Weber	Fort Hays State University	785-628-4390		dweber@fhsu.edu	600 Park St	Hays	KS	67601
<i>Northeast-10</i>	Kevin LaSure	University of New	203-932-7021		klasure@newhaven.edu	Charger Gym	West Haven	CT	06516

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

<i>Conf.</i>		Haven				300 Boston Post Rd			
<i>Northern Sun Intercollegiate Conf.</i>	Mason Rebarck	Winona State University	507-457-5211	608-385-9002	mrebarchek@winona.edu	175 W Mark Street	Winona	MN	55987
<i>Peach Belt Conf.</i>	J.D. Evilsizer	Columbus State University	706-562-1756	706-593-4255	evilsizer_jd@columbusstate.edu	4225 University Ave	Columbus	GA	31907-5645
<i>Pennsylvania State Athletic Conf.</i>	Scott Weiser	Millersville University	717-871-2198		scott.weiser@millersville.edu	1 South George St, PO Box 1002	Millersville	PA	17551
<i>Rocky Mountain Athletic Conf.</i>	David Harmer	University of Colorado – Colorado Springs	719-255-3825	719-963-4166	dharmar@uccs.edu	1420 Austin Bluffs Pkwy	Colorado Springs	CO	80933
<i>South Atlantic Conf.</i>	Brad Nagel	Mars Hill College	828-689-1213	336-577-6156	bnagel@mhc.edu	PO Box 370	Mars Hill	NC	28754-0370
<i>Southern Intercollegiate Athletic Conf.</i>	Von Smith	Kentucky State University	502-597-6020	816-721-3985	von.smith@kysu.edu	400 E Main St	Frankfort	KY	40601-2355
<i>Sunshine State Conf.</i>	Bryan Hagopian	Nova Southeastern	954-262-8242		bh456@nova.edu	3301 College Ave	Ft Lauderdale	FL	33314-7721
<i>West Virginia Intercollegiate Athletic Conf.</i>	Tim Creamer	Seton Hill University	724-830-1872	724-640-6479	tcreamers@setonhill.edu	1 Seton Hill Drive, Box 287K	Greensburg	PA	15601

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Committee Members

Standing Committees

Awards Committee

	Name	Institution	Office	E-mail
Chair	Gary Gardner	University of Massachusetts Lowell	978-934-2342	Gary_gardner@uml.edu
	Lisa Klingshirn	University of Findlay	419-434-4545	klingshirn@findlay.edu
	Steve Kruse	Northern Kentucky University	859-572-5193	kruses@nku.edu
	Sterling Martin	Missouri University of Science & Technology	573-341-4971	martinsb@mst.edu
	Pat Ponder	Tarleton State University	254-968-9174	ponder@tarleton.edu
	Patty Vavra	Missouri Southern State University	417-625-3063	vavra-p@mssu.edu
	Adam Ward	Augusta State University	706-731-7914	award4@aug.edu

Division II Hall of Fame Committee

	Name	Institution	Office	E-mail
Chair	Troy Johnson	Cal Poly Pomona	909-869-2831	troyjohnson@csupomona.edu
	Marc Arce	The University of Findlay	419-434-4674	arce@findlay.edu
	Kip Janvrin	University of Central Missouri	660-543-4254	janvrin@ucmo.edu
	James Reid	Angelo State University	325-942-2091 x223	james.reid@angelo.edu
	Dana Schwarting	Lewis University	815-836-5563	schwarda@lewisu.edu
	George Williams	St. Augustine's College	919-516-4236	georgewilliams41@aol.com

Law and Legislation Committee

	Name	Institution	Office	E-mail
Chair	Mike Rohl	Mansfield University	570-662-4645	mrohl@mansfield.edu
	David Osanitsch	Shippensburg University	717-477-1284	dmosan@ship.edu
	Lisa Klingshirn	University of Findlay	419-434-4545	klingshirn@findlay.edu

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Meet Enhancement Committee

	Name	Institution	Office	E-mail
Chair	Sterling Martin	Missouri Science & Technology	573-341-4971	martinsb@mst.edu
	Marc Arce	The University of Findlay	419-434-4674	arce@findlay.edu
	David Cain	University of Alabama in Huntsville	256-824-2222	caind@email.uah.edu
	Craig Hougen	Bemidji State University	218-755-2883	chougen@bemidjistate.edu
	Mike Mead	Clayton State University	678-466-4679	mikemead@clayton.edu
	James Reid	Angelo State University	325-942-2091	james.reid@angelo.edu

Nominations and Election Committee

	Name	Institution	Office	E-mail
Chair	Sterling Martin	Missouri Science & Technology	573-341-4971	martinsb@mst.edu
	Patty Vavra	Missouri Southern State University	417-625-3063	vavra-p@mssu.edu
	Christopher Asher	Cal State University - Los Angeles	323-343-6413	casher@exchange.calstatela.edu

Division II Coaches Scholarship Committee

	Name	Institution	Office	E-mail
Chair	Derek Riedel	University of the Incarnate Word	210-805-3566	riedel@uiwtx.edu
	Ryan Dall	Texas A&M Kingsville	361-593-2424	ryan.dall@tamuk.edu
	Bill Massoels	Saint Joseph's College	219-866-6386	billm@saintjoe.edu
	Mark Schuck	Minnesota State University, Mankato	507-389-5486	mark.schuck@mnsu.edu
Adhoc	Mike Corn	USTFCCCA	504-599-8903	mike@ustfccca.org

Site Selection Committee

	Name	Institution	Office	E-mail
Chair	Jen Blue	Minnesota State University, Mankato	507-389-6415	jennifer.blue@mnsu.edu
	Mark Bluman	Francis Marion University	843-661-1239	mbluman@fmarion.edu
	Bill Lundberg	Hillsdale College	517-607-3134	bill.lundberg@hillsdale.edu
	Tom Lyons	San Francisco State University	415-717-6103	tomlyons@sfsu.edu
	John Papa	Slippery Rock University	724-738-2798	johnpapa@sru.edu

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

	John Spatz	Northwest Nazarene University	208-467-8247	jtspatz@nnu.edu
--	------------	-------------------------------	--------------	--

Working Committees

Ethics Committee

	Name	Institution	Office	E-mail
Chair	Patrick Ponder	Tarleton State University	254-968-4606	ponder@tarleton.edu
	Karen Boen	Stonehill College	781-344-3828	kboen@stonehill.edu
	Bob Heller	University of the Sciences in Philadelphia	215-895-3133	r.heller@usp.edu
	Connie Tolbert-McClinton	Tuskegee University	334-552-1086	cmac@tuskegee.edu
	John Spatz	Northwest Nazarene University	208-467-8247	jtspatz@nnu.edu
	Andy Young	Millersville University	717-871-5560	andy.young@millersville.edu



Division II Executive Council

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Executive Council

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 position of the Division II Executive Council.

Number of In-Person Meetings per Year:

Division II Executive Council members meet once per year at the USTFCCCA annual convention.

Number of Conference Calls per Year:

Division II Executive Council members participate in six (6) bi-monthly scheduled conference calls per year. Currently, Division II Executive Council conference calls are scheduled for the fourth Tuesday of the months of September, October, November, January, March and May.

Chairman

1. Selection: Elected at the annual convention by qualified coaches of Division II Program Membership Divisions. Candidates must currently serve, or have previously served, on the Division II Executive Council.
2. Term: Two (2) year term beginning after the subsequent USTFCCCA Board of Directors meeting.
3. Duties:
 - a. Preside at all Division II Executive Council meetings.
 - b. Appoint the Secretary of the Division II Executive Council.
 - c. Serve as an ex officio member of the Division II Cross Country Executive Committee.
 - d. Serve as an ex officio member of the Division II Track & Field Executive Committee.
 - e. Establish all committees that serve both cross country and track and field coaches of the Association and appoint committee members.
 - f. In conjunction with the CEO of the USTFCCCA, act as the Division II 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 and Track & Field.
 - iii. Relay pertinent information to the Division II Cross Country President and Track & Field President.
 - g. Act as the Division II 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
 - h. Establish the agenda for and conduct periodic conference calls with the Executive Council regarding Associational business.
 - i. Establish the agenda for in-person meetings of the Division II Executive Council.
 - i. Establish a preliminary Convention agenda by October 1 of each year.
 - ii. Establish a tentative Convention agenda by November 1 of each year.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

- iii. Establish a final Convention agenda by December 1 of each year.

Secretary

1. Selection: Appointed by Chairman.
2. Term: Ongoing.
3. Duties:
 - a. Serve as a member of the Division II Executive Council.
 - b. Ensure that proper notice is provided of all meetings to all members of the Executive Council.
 - c. Attend the Division II Executive Council annual general meeting and any other Division II Executive Council meetings.
 - d. Participate in Division II Executive Council conference calls, as established by the Chairman.
 - e. Keep the minutes of all Division II Executive Council meetings and issue a report of each at the annual meeting.
 - f. Ensure notification of all members of any committee appointments or duties assigned to them.
 - g. Serve as chair of the Division II Law and Legislation Committee.
 - h. Keep current all edits of the Division II Operating Bylaws.
 - i. Carry out any other duties the Chairman may from time to time assign.

Past Chairman

1. Selection: The most recent outgoing Chairman serves in the role of Past Chairman.
2. Term: Two (2) year term.
3. Duties:
 - a. Serve as a member of the Division II Executive Council.
 - b. Attend the Division II Executive Council annual general meeting and any other Executive Council meetings.
 - c. Participate in Division II Executive Council conference calls, as established by the Chairman.
 - d. Serve as chair of the Nominations and Election Committee.
 - e. Carry out any other duties the Chairman may from time to time assign.

Parliamentarian

1. Selection: Appointed by the Chairman.
2. Term: Ongoing
3. Duties:
 - a. Serve as a member of the Division II Executive Council.
 - b. Attend the Division II Executive Council annual general meeting and any other Executive Council meetings.
 - c. Participate in Division II Executive Council conference calls, as established by the Chairman.
 - d. Advise the presiding officer in regard to parliamentary inquiries.

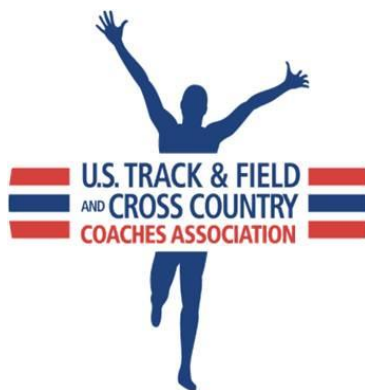
USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

- e. Provide advice on conducting the meeting according to the rules and by-laws of the association.
- f. Be knowledgeable in matters of parliamentary procedure and advise members in such matters.
- g. Carry out any other duties the President may from time to time assign.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Terms of Office

<i>Officer</i>	<i>Name</i>	<i>Institution</i>	<i>Term Ends (after subsequent Board meeting)</i>
<i>Chairman</i>	Aaron Russell	Lock Haven University	2011
<i>Incoming Chairman</i>	Damon Martin	Adams State College	2013
<i>Cross Country President</i>	Marlon Brink	Wayne State College	2012
<i>Track & Field President</i>	Steve Guymon	Harding University	2012
<i>Cross Country 1st Vice President</i>	Gary Gardner	University of Massachusetts at Lowell	2012
<i>Track & Field 1st Vice President</i>	Troy Johnson	Cal Poly Pomona	2012
<i>Cross Country 2nd Vice President</i>	Michael Friess	University of Alaska Anchorage	2012
<i>Track & Field 2nd Vice President</i>	Sterling Martin	Missouri University of S&T	2012
<i>Secretary</i>			ongoing
<i>Cross Country Secretary</i>	Lisa Klingshirn	University of Findlay	ongoing
<i>Track & Field Secretary</i>	David Osanitsch	Shippensburg University	ongoing
<i>Past Chairman</i>			
<i>Parliamentarian</i>	Mike Rohl	Mansfield University	ongoing



Division II Committees

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Standing Committees

- ◇ Awards Committee
- ◇ Division II Hall of Fame Committee
- ◇ Law and Legislation Committee
- ◇ Meet Enhancement Committee
- ◇ Nominations and Election Committee
- ◇ Division II Coaches Scholarship Committee
- ◇ Site Selection Committee

Awards Committee

1. Chair: 1st Vice President, Cross Country
2. Members: Appointed by the Chairman.
3. Duties:
 - a. Monitor the awards system.
 - b. Keep accurate records of the number and type of awards distributed.
 - c. Adjust these records as necessary based on legislative action of the membership.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman, Division II Cross Country President or Track and Field President, or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Division II Hall of Fame Committee

1. Chair: 1st Vice President, Track and Field
2. Members: Appointed by the Chairman.
3. Duties:
 - a. Determine procedures for selecting and honoring new inductees into the Division II Athlete Hall of Fame.
 - b. At the annual general meeting, select inductees for the following year's class of Division II Hall of Fame members from a list of nominees submitted by member coaches to the USTFCCCA by early December.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman, Division II Cross Country President or Track and Field President, or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Law and Legislation Committee

1. Chair: Secretary, Executive Council

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

2. Members: Division II Cross Country Secretary, Division II Track & Field Secretary and any other members as determined by the committee chair.
3. Duties:
 - a. Keep current all edits of the Operating Bylaws of the Association.
 - b. Keep resolutions.
 - c. Preserve appropriate records.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman, Division II Cross Country President or Track and Field President, or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Meet Enhancement Committee

1. Chair: Second Vice President, Track and Field
2. Members: Second Vice President, Cross Country and four (4) additional members determined by the committee chair.
3. Duties:
 - a. Oversee the distribution of the \$5000 NCAA Division II Meet Enhancement Fund each calendar year.
 - i. Select cross country and track and field meets hosted by USTFCCCA Division II member institutions to receive meet enhancement funding.
 - ii. Determine the amount of funding to be awarded to each meet.
 - iii. Send the following information to the USTFCCCA national office for each meet selected to receive meet enhancement funding:
 1. Name of meet
 2. Date of meet
 3. Name of USTFCCCA member institution hosting meet
 4. Location of meet
 5. Name of institution or individual that payment should be issued to
 6. Name of individual and address that payment should be sent to
 7. Amount of meet enhancement funds the meet is to receive
 8. Statement from the committee and from the chairman that these meets are recommend by the committee to receive meet enhancement funding for the current calendar year.
 - b. The Meet Enhancement Fund covers indoor track and field, outdoor track and field, and cross country meets for the current calendar year (e.g. 2010).
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Nominations and Elections Committee

1. Chair: Past Chairman
2. Members: Cross Country Past President and Track & Field Past President.
3. Duties:
 - a. Develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Membership of the Association at the annual convention.
 - b. Determine procedure for voting and eligibility of candidates for election.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman or the Committee Chair.
 - b. The committee participates in e-mail communication as outlined in the above list of committee duties.
 - c. Other conference call and/or e-mail communication may be necessary throughout the year.

Division II Coaches Scholarship Committee

1. Chair: Derek Riedel
2. Members: At least three (3) additional members, appointed by the Chairman.
3. Duties:
 - a. Administer the procedures for selection of the Division II Track & Field Academy Coaches Scholarship winners.
 - b. Review the procedures for selecting the Division II Track & Field Academy Coaches Scholarship award winners as needed.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman or the Committee Chair.
 - b. The committee participates in e-mail communication as outlined in the above list of committee duties.
 - c. Other conference call and/or e-mail communication may be necessary throughout the year.

Site Selection Committee

1. Chair: Jen Blue, MN State Mankato
2. Members: Appointed by the Chairman.
3. Duties:
 - a. To seek out and recruit potential host institutions for Division II championships in Cross Country, Indoor Track & Field, and Outdoor Track & Field. Criteria for potential hosts should include:
 - i. Championship-caliber facilities
 - ii. Access to an adequate number of USATF-certified officials.
 - iii. Adequate lodging space for the travel parties of all teams.
 - iv. An adequate airport reasonably close to the host site.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

- v. A banquet facility that would accommodate championship needs.
 - vi. Substantial support in the following areas:
 - a. Facility maintenance
 - b. Sports Information
 - c. Banquet Coordination
 - d. Marketing and Promotions
 - e. Local convention and visitors' bureau
 - b. To coordinate with the NCAA Division II Track & Field Subcommittee regarding site selection for national and regional meets.
 - i. Make suggestions on improving the process.
4. Meetings:
- a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman, Division II Cross Country or Track and Field President, or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Working Committees

- ◇ Ethics Committee

Ethics Committee

1. Chair: Patrick Ponder, Tarleton State University
2. Members: Appointed by the Chairman.
3. Duties: Explore the creation of a Code of Ethics for Division II.
4. Meetings:
 - a. The committee meets annually at the USTFCCCA Convention and at the direction of the Division II Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.



Division II General Meetings

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Convention/Annual Meeting

Purpose

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

Attendance Requirement

Attendance at the convention/annual meeting is mandatory for all Division II Executive Council members. Those who will not be able to attend should notify the Division II Chairman 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

Division II Executive Council business meetings follow the Division II Program Membership Divisions Operating Bylaws and the Bylaws of the U.S. Track and Field and Cross Country Coaches Association. When a procedural question is not defined within these Bylaws, Division II Executive Council 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 Chairman and the USTFCCCA National Office by November 1.

The Division II Chairman then shall distribute all submitted proposals to the Executive Council and any appropriate working or standing Committees for their review. The Executive Council shall review all proposals to determine whether to accept each proposal into the convention agenda. Executive Council also shall determine whether to designate any proposals or agenda items as "Time-Sensitive." Such determination may be made by the Executive Council 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 Council may move to designate a proposal or agenda item as Time-Sensitive. A two-thirds vote of Executive Council 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.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Late Submission of Proposals

Any proposals submitted to the Chairman after the November 1 deadline may either be accepted into the convention agenda or tabled until the next scheduled conference call of the Executive Council, at the determination of the Executive Council. The Executive Council 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 Council 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 Council. The Executive Council 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 Council 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 Council member shall be assigned to present any initial Council 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 Council member for each proposal shall report the initial action of that Council on the proposal. After this presentation, the Chairman 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 Council. After discussion and Council action on the proposal (in the form of a recommendation to the general body), an Executive Council member shall be assigned to present the Council's recommendation to the general membership.

After the presentation of the Council's recommendation to the general membership, the Chairman 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 Chairman 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 Council shall be considered the adopted position of the general body.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Proposals Brought Forth at Convention

Any proposals introduced at the convention as new business may be presented to the Executive Council 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 Council designates the proposal as Time-Sensitive.

Time-Sensitive Proposals/Agenda Items

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

After the presentation of the Council's recommendation to the general membership, the Chairman 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 Chairman 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 Council 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 Chairman and/or a plurality of the Executive Council calls for a Unit Vote. All voting will take place on the final day of convention during the Division II General 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 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 Chairman, 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 voting sessions.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Conference Calls

Purpose

Division II Executive Council conference calls serve to inform Division II Executive Council members of issues affecting the Division II membership. These calls also provide a forum for discussion of Division II issues.

Schedule

Division II Executive Council scheduled conference calls take place once per month from September through November and bimonthly from January through July. Special conference calls may be scheduled by the Chairman at any time during the year, as needed. Currently, calls are scheduled for the fourth Tuesday of each month.

Attendance Requirement

Attendance on conference calls is mandatory for all Division II Executive Council Officers. Those who will not be able to attend should notify the Division II Chairman as soon as possible.

Business

Items of business may be brought forward to the Chairman 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. Division II Executive Council conference calls follow the Division II Operating Bylaws and the Bylaws of the U.S. Cross Country and Track and Field Coaches Association. When a procedural question is not defined within the Bylaws, the Division II Executive Council conference calls follow Robert's Rules of Order.

Voting

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

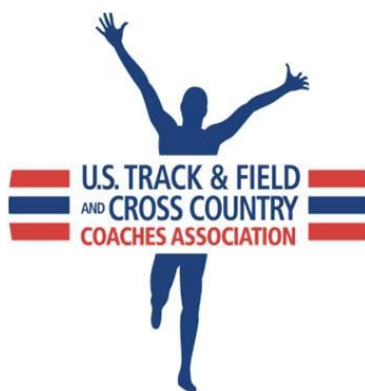
Action

The Division II Chairman, 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.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

2012 Scheduled Conference Calls

Day	Date	Time
Tuesday	January 24, 2012	10:30 AM Central Time
Tuesday	March 27, 2012	10:30 AM Central Time
Tuesday	May 22, 2012	10:30 AM Central Time
Tuesday	July 24, 2012	10:30 AM Central Time
Tuesday	September 25, 2012	10:30 AM Central Time
Tuesday	October 23, 2012	10:30 AM Central Time
Tuesday	November 27, 2012	10:30 AM Central Time



Division II Awards

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Awards

- ◇ Men's Program of the Year Award
- ◇ Women's Program of the Year Award
- ◇ Division II Coaches Scholarship
- ◇ Division II Athlete Hall of Fame

Men's Program of the Year Award

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) men's Division II cross country and track and field program each year.
2. Each qualifying men's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The men's program with the fewest total points receives the Men's Program of the Year Award.

Eligibility

1. The men's program must have competed and compiled a team score at the NCAA Division II Cross Country, NCAA Division II Indoor Track & Field, and NCAA Division II Outdoor Track & Field National Championships in the same academic year.
2. 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

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

Women's Program of the Year Award

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) women's Division II cross country and track and field program each year.
2. Each qualifying women's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The women's program with the fewest total points receives the Women's Program of the Year Award.

Eligibility

1. The women's program must have competed and compiled a team score at the NCAA Division II Cross Country, NCAA Division II Indoor Track & Field, and NCAA Division II Outdoor Track & Field National Championships in the same academic year.
2. 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.

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Award Distribution

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

Division II Coaches Scholarship

Selection

The Division II Coaches Scholarship Committee selects the Division II Academy Coaches Scholarship winners each year.

Eligibility

Division II assistant, graduate assistant or volunteer coaches in the sports of track and field and/or cross country who met all eligibility requirements for admission into the Track & Field Academy Program. Recipients must be coaching at a Division II member program at the time of the Track & Field Academy certification course.

Award Distribution

Tuition waivers will be provided to attend a USTFCCCA Track & Field Academy Technical or Specialist Certification course of the recipients' choosing.

Division II Athlete Hall of Fame

Selection

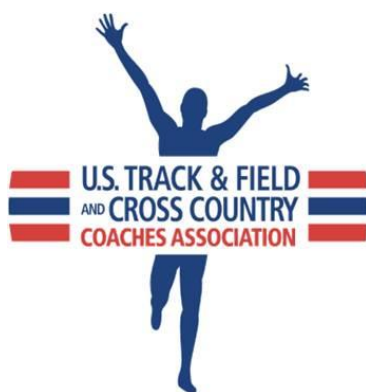
Selected one (1) year in advance by the Division II Hall of Fame Committee at the annual general meeting, from a list of nominees submitted by member coaches to the USTFCCCA national office prior to the annual general meeting.

Eligibility

1. The Hall of Fame recognizes current or former Division II or College Division Individuals and Institutions.
2. Inductees must be five (5) years or more out of competing at the Division II Championships.
3. The Inductee has to attend or be represented.
4. The award is regionalized to where the National Championships is being held unless a nomination is brought up where an institution or individual will pay expenses for the inductee.
5. All nominees must be nominated by a member of the USTFCCCA.
6. Honorees must have been a National Champion.

Award Distribution

Hall of Fame selectees are recognized at the Division II Outdoor Track and Field Championships.



Division II Code of Ethics

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

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.