



CHAMPIONSHIP MANUAL

Hosted By: Messiah University

November 2, 2024

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GENERAL ADMINISTRATIVE GUIDELINES

SECTION 1 | INTRODUCTION

The Middle Atlantic Conference (MAC) office is grateful to work with the membership to create an excellent student-athlete experience across all MAC championships in 2024-2025. The MAC is dedicated to promoting a competitive championship atmosphere that promotes student-athlete leadership and engagement opportunities, diversity, equity, inclusion and belonging as well as athlete holistic health. Included in this manual are details related to the MAC Cross Country Championships hosted by Messiah University in Mechanicsburg, PA. For additional information please consult the [Fact Book](#) for more information related to the Cross Country Championships.

MAC Positioning Statement: The Middle Atlantic Conference (The MAC) models the best in NCAA Division III athletics. An association of private, nonprofit colleges and universities with diverse missions, MAC schools believe that athletics play a vital role in the growth and success of their students and the visibility of their institutions.

MAC Mission Statement: We are the MAC, a voluntary association of independent, non-profit colleges and universities, diverse in missions and academic programs, but with a shared vision rooted in the values of the NCAA Division III and with special emphasis on promoting gender equity and racial diversity. We are committed to excellence in undergraduate education, to the education of the whole person, to high standards of athletics competition and good sportsmanship, and to support student athletes so they may reach their full potential and be prepared for professional success and service to their communities. Our presidents take seriously their responsibility to lead our conference, working closely with faculty, direct reports, student representatives, and athletics administrators.

Founded: 1912

Executive Director: Megan Morrison

Division: NCAA Division III

Number of Institutions: 16 (8 – MAC Commonwealth; 8 – MAC Freedom)

Headquarters: Newtown, Pennsylvania

SECTION 2 | CHAMPIONSHIP CORE STATEMENT

The Middle Atlantic Conference (MAC) office staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount. This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, and fans.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the MAC and the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure

SECTION 3 | CONDUCT

Section 3.1 – Certification of Student-Athlete Eligibility

Only eligible student-athletes may compete in MAC Championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the MAC office before the selection date for each championship of any student-athlete or team who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for MAC championship competition.

Section 3.2 – Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and good sporting behavior at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 3.3 – Misconduct & Failure to Adhere to MAC Policies

Misconduct in a MAC championship is defined as any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

The MAC office may assess consequences against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition, if the MAC office determines that the offense rises to the level necessitating a consequence. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry forms for qualification and other materials necessary for the efficient administration of the competition.

Coaches are responsible for their team's cheers and clothing. Language, pictures, and other displays that are not acceptable will be noted. Failure to rectify the situation will lead to sanctions by the sport committee and/or the MAC office.

SECTION 4 | HEALTH & SAFETY

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care.

MAC MEN'S & WOMEN'S CROSS COUNTRY

SECTION 1 | GENERAL ADMINISTRATION

Middle Atlantic Conference (MAC) Office Staff

Megan Morrison
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2024-25 MAC Cross Country Committee

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2024-25 MAC Cross Country Championship Administration Staff

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2024-25 MAC Cross Country Head Coaches

Cross Country Coaches

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Daryl Nelson, Dnelson@albright.edu

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York College	Stephen LoBianco, slobianco@ycp.edu

Section 1.1 – Important Dates

MAC Pre-Championship Coaches Meeting	November 1, 2024
MAC Cross Country Championship Dates	November 2, 2024
NCAA DIII Automatic Qualifier Date	November 16, 2024
NCAA DIII Cross Country Regionals	November 16, 2024
NCAA DIII Cross Country Selection Date	November 17, 2024
NCAA DIII Cross Country Finals	November 23, 2024
MAC Cross Country Coaches Postseason Call	November 25, 2024

Section 1.2 – Rules and Scoring

MAC member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the National Collegiate Athletics Association (NCAA) in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The MAC Conference will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

All NCAA/MAC cross country results must be reported to the Track and Field Results Reporting System for Cross Country (TFRRS-XC) directly from meet-management software.

The 2024-25 NCAA Cross Country and Track and Field Rules Book will be followed. Only NCAA-MAC varsity teams may compete in the MAC Cross Country Championships. There are no sub-varsity runs at the MAC Championships.

NCAA rules will apply with a seven-person displacement. Incomplete teams (fewer than five finishers) will not count in team placement, but individuals may win awards.

Only the first seven runners on an institution's team may be used in determining scoring places. An order for team-finish placing is established by removing all runners behind the top seven finishers on each team, and all runners starting the race including those individuals that began the race as part of a team but whose team finished with fewer than five runners completing the course.

A score shall be established by totaling the final scoring place finish of an institution's first five runners to finish the race. The team scoring the lowest number of points shall be the highest-placing team.

Up to a maximum of seven runners from an institution's team shall be used in determining the final finish place of a team's runner to establish scoring places. The final scoring place of a team's runner shall be determined by removing all runners in the race not participating on a team, runners representing an incomplete team, and/or runners on teams competing more than seven scoring runners.

The MAC Championship will implement the Honest Effort Rule. Competitors are to abide by the letter and spirit of the rules and shall be responsible for conducting themselves in an honest and sporting fashion at all times toward opponents, officials and spectators. This includes competing to the best of their ability for a given circumstance (that is, honest effort). Competitors who conduct themselves in an unsporting manner, who are offensive by action or language, or who are found to be in violation of the code of conduct, shall be warned or disqualified by the referee from the event and from the remainder of the meet.

Section 1.3 – Uniforms

In all events and award ceremonies, competitors must wear the uniform (warmups included) of the institution they represent in the championships.

Uniforms for all cross country team members must meet the following criteria: (1) School issued; if they are singlets, they must be identical; (2) pants may be of any length but must have the identical primary color; and (3) visible undergarments must be of an identical solid color.

Uniforms must be clean and of a material and design so as not to be objectionable.

Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waist band when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Section 1.4 – Tobacco, Alcohol and Illegal Drugs Policy

The use of tobacco or vaping products by student-athletes, or team or game personnel (e.g., coaches, athletic trainers, managers and game officials), is prohibited during competition. Any student-athlete, or team or game personnel, who uses tobacco or vaping products during competition shall be disqualified for the remainder of that competition.

Use of alcohol or illegal drugs during the competition (from school departure to return) shall result in immediate championship team disqualification.

SECTION 2 | MAC CHAMPIONSHIP PARTICIPATION & FORMAT

Section 2.1 – Entry Information

In order to be considered for selection to the 2024 Cross Country championships, all institutions must ensure that the electronic submission of results from all eligible competition opportunities in which their student-athletes compete is completed by the meet host and/or the timing company in the Track and Field Results-Reporting System (TFRRS-XC) through the online provider DirectAthletics.

MAC Cross Country entries should be submitted to [Direct Athletics](#) by 11:59 PM the Monday prior to the MAC Championships (October 28, 2024). A school may be determined by the MAC Office to incur fines for late entries. An institution (team) may enter up to 15 entries for the meet but only 12 starters are permitted. The final list of runners competing in the meet is due at least 15 minutes prior to race start. Only the official electronically reported meet results as submitted by the timing company in TFRRS-XC will serve as proof of performance for all NCAA Division III cross country competitions.

Team Rosters. Institutions that sponsor NCAA Division III men's and women's cross country will be required to register and maintain their official team roster with TFRRS-XC by their first competition. Each student-athlete will be assigned a unique TFRRS-XC tracking ID that will identify the student-athlete throughout his or her collegiate career.

Section 2.2 – Championship Format

The men's races will be 8,000 meters for MAC Championships. The women's races will be 6,000 meters for MAC Championships.

The women's race will be conducted first in even-numbered years, and the men's race will be conducted first in odd-numbered years. The women's race shall be conducted first for the 2024 MAC Cross Country Championships.

Schedule of Events

- Friday - Day 1
 - 2:00pm - 6:00pm Course open for Inspection**
 - 8:00pm Coaches Pre-Championship Call (Zoom Video Call)
- Saturday - Day 2
 - 8:00am - 11:00am Course open for Inspection
 - 8:00am - 9:30am Registration/Packet Pick-up (Sawyer Pavilion)
 - 10:45am National Anthem
 - 11:00am Women's Race (6000 meters)
 - 12:00pm Men's Race (8000 meters)
 - 1:00pm Head Coaches Meeting (Sawyer Pavilion)
 - 1:15pm (approx.) Awards Ceremony (Shoemaker Stadium)

***start/finish field will be occupied by soccer practice 4:00pm - 6:00pm*

Championship Host Rotation. The cross country rotation of championship sites shall be as follows:

2024	Messiah
2025	Delaware Valley
2026	Stevenson
2027	Hood
2028	DeSales
2029	York
2030	Lebanon Valley

If an institution is unable to host in their given year, that school will work in chronological order of the host list to find an institution to switch with. The order of the host sites will NOT change when schools are unable to host.

If a new school puts in a bid to host, they will go to the end of the current rotation of host sites.

Section 2.3 – Results

Meet Results. It will be the responsibility of the timing company (Pioneer Timing) to submit complete meet results that include all team scores/places to TFRRS-XC by 11:59 PM Eastern Time of the same day as the races/championship. Results may not be considered for championship selection if meet results are

not received from the timers within the designated time period. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host and/or timing company within five days of the performance. Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form. The submission of incorrect performances may result in the disqualification of the student-athlete and/or team.

Live Results will be available on the Pioneer Timing site: Live.pioneerTiming.com

Championship Results. Results will be posted on the [championship central page](#) on www.gomacsports.com after they become official.

Printed results will be available for head coaches following the meet. A camera and race bib tags will record contestants crossing the finish line. Results will be posted near the finish area. Teams may appeal results to the meet referee within 30 minutes of their posting. Appeals are resolved by the sport committee.

Section 2.4 – Awards

The MAC office shall provide the awards for the MAC Cross Country Championships.

The top 10 finishers in each race earn MAC First-Team All-Conference; finishers 11-20 earn MAC Second-Team All-Conference; and runners finishing 21-30 earn MAC Third-Team All-Conference. All-conference honorees will receive medals at the championships and digital certificate templates are available for distribution to the all-conference recipients by each institution's sports information staff.

The runner of the year is the top finisher and the rookie of the year is the top first-year runner (determined by eligibility in the sport). The same individual may win both awards.

Plaques are presented to the runners, coaches, and rookies of the year. Blank plaques will be used for photo opportunities during the awards ceremony presentation. Medals and engraved plaques will be distributed to schools of top award-winners as soon as possible following the championships.

Award-winners are expected to attend the ceremony in school-issued uniforms or warm-ups. Photos of championship teams, awards winners, and All-Conference student-athletes will be taken at the awards ceremony. The team Champions will receive a Championship Banner and t-shirts. For a listing of the MAC Cross Country awards, please refer to Appendix B.

Voting for Special Awards. At the conclusion of the final completed event, the head coaches of all MAC institutions participating in the MAC Cross Country Championships shall meet at the finish line to discuss and select the Coach of the Year. The MAC office shall provide a ballot to Head Coaches of each institution.

SECTION 3 | MAC CROSS COUNTRY CHAMPIONSHIP INFORMATION

Championship information can also be found on the [championship central page](#) on the MAC website at www.gomacsports.com. Feel free to contact Bryton Curtis, Associate Executive Director of Championships (curtis@gomacsports.com) directly with any questions or concerns.

Section 3.1 – Venue Information

Course Location. The Messiah Cross Country Course is on the main campus; the address for the start/finish area is:

Starry Fields - Messiah University
One University Ave
Mechanicsburg, PA 17055

Parking. Parking is available at Starry Athletic Fields parking lot on campus for buses, vans, and spectator vehicles, or along Creekside Dr, across the covered bridge from the Starry parking lot.

Registration. Team Registration and packet pick-up, including timing chops, starting line positions, and course maps will be available starting at 8:00 - 9:30 AM on Saturday, November 2 at Sawyer Pavilion at the west end of the track.

Facilities. Bathrooms are available at Sawyer Pavilion and Falcon Hut near the track, as well as porta-potties adjacent to the XC start/finish field. Locker rooms are available at Eisenhower Campus Center lower level, on campus, approximately 800m from Starry Parking Lot.

Team Areas. Team tents may be set-up in the grass to the left of the starting line, behind the white soccer field line and not in the path of the starting route.

Hospitality/Concessions. The meet host will provide light breakfast refreshments to staff and officials. The hospitality area will be located inside Sawyer Pavilion, at the west end of the track. Also, the Cole Family Concessions area in Sawyer Pavilion will be open 10:00 AM to 2:00 PM.

Animals. NO PETS are permitted on the Starry athletic fields, which include all areas on the parking side of the covered bridge. Please notify your spectators of this policy.

On the main campus, across the creek from the athletic fields, all pets must be on a leash and should not be left unattended. Pet owners/handlers are responsible for cleaning up their pet waste.

Insurance. Certificate of Insurance will be provided by the MAC. Messiah University and the MAC are not responsible for any injuries incurred on their premises.

Section 3.2 – Championship Personnel

Announcer. The MAC office staff will provide a script for the announcer. Conference records will be announced however, birthdays and other personal announcements, as well as school records will not be announced.

Athletic Training Services. If schools have requests for tapings by Messiah University Sports Medicine staff on race day, those requests must be made by Friday before the race. Athletes should bring their med kits with them to be taped; they will be instructed to retrieve their med kit if they arrive without one. Water and ice will be available, however, all teams are encouraged to bring their own water. Only water will be available, no cups or bottles will be provided.

Athletic training services will be available on site at the course and will be located under a tent near the start/finish general area. All taping needs can be sent to: cnapolitano@messiah.edu and fowler@messiah.edu (please send to both email addresses).

Messiah Athletic Training Staff:

- Megan Fowler, Athletic Trainer - fowler@messiah.edu
- Cal Napolitano, Athletic Trainer - cnapolitano@messiah.edu
- Nicole Kreimer, Athletic Trainer
- Luke Luckenbaugh, Athletic Trainer

Hospitals in the area:

UPMC Harrisburg 111 S. Front Street Harrisburg, PA 17101 (717) 782-3131	Penn State Health Holy Spirit Medical Center 503 N 21st Street Camp Hill, PA 17011 (717) 763-2100	Orthopedic Institute of PA 3399 Trindle Road Camp Hill, PA 17011 (717) 837-5769
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National Anthem Singers. Any individuals interested in singing the national anthem should reach out to Bryton Curtis, MAC Associate Executive Director of Championships.

Timers. Pioneer Timing will be managing the timing for the 2024 MAC Cross Country Championships.

Section 3.3 – Media and Merchandise

Media Access. Any media personnel wishing to attend the championships should request access through an institution's sports information director, through a direct request to the MAC office.

Social Media. Championship participants and fans are encouraged to join the conversation about the championship on [X/Twitter](#) and [Instagram](#) by following @gomacsports and using the hashtags #MACchamps, #MACtf and #BringYourBest.

Photos. A photographer will be on site to take periodic action photos and awards photos. Photos will be posted to the MAC [Flickr](#) account.

Video Interviews. At the conclusion of the awards ceremony special award winners (Runner of the Year, Rookie of the Year, and Coach of the Year) should be available for a video interview. Highlights and interviews will be posted to the MAC [Facebook](#) page.

Merchandise. Official MAC Championship merchandise will be available onsite for purchase at the 2024 MAC Cross Country Championship. Short and long sleeve t-shirts in a military green color will be for sale at \$18.00 ad \$20.00.

- 100% polyester moisture wicking knit
- Tag-less label
- Crew neck, set-in sleeves

In support of Breast Cancer Awareness, the Middle Atlantic Conference has teamed up with Go Pink for a Cure and Susan G. Komen (komen.org) to help raise funds and promote awareness around breast cancer. Go Pink for the Cure is a fundraising program for Susan G. Komen that encourages healthy living and breast cancer awareness.

On November 2nd at our Cross Championship – let's PINK OUT! The MAC will have a limited number of co-branded MAC and Susan G. Komen short and long sleeve shirts for sale, with a percentage of proceeds benefiting SGK at this year's Cross Country Championship!

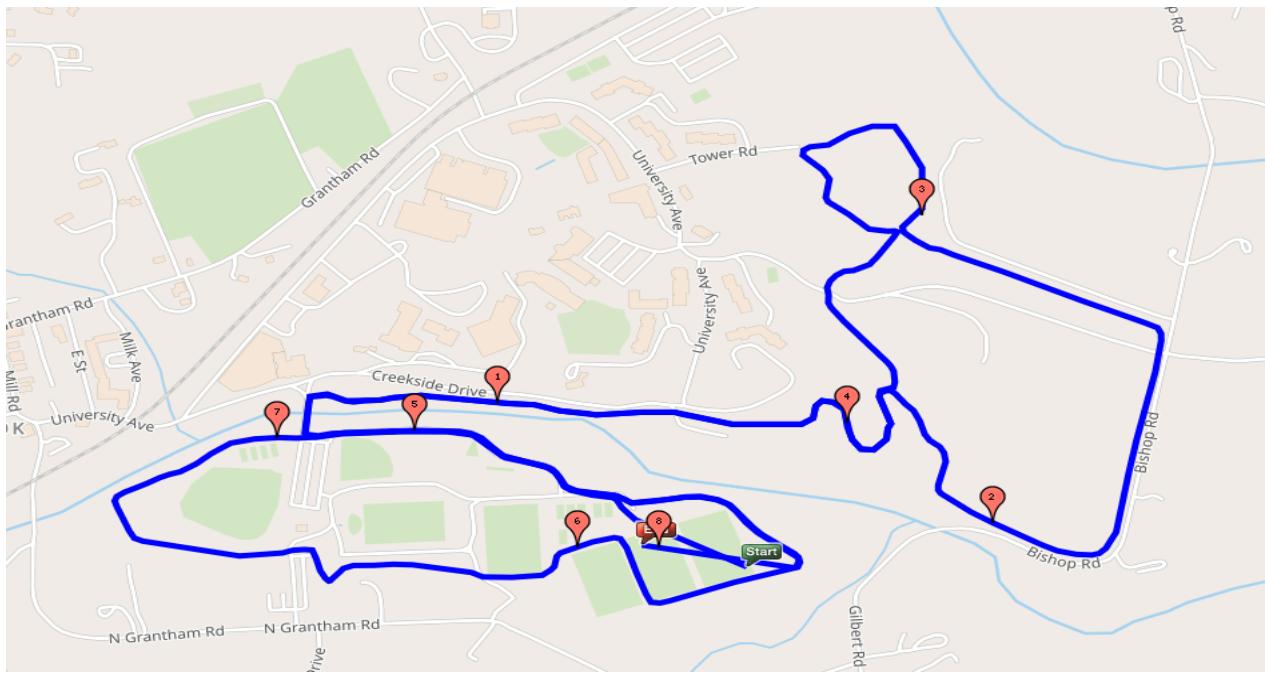


MAC CROSS COUNTRY APPENDICES

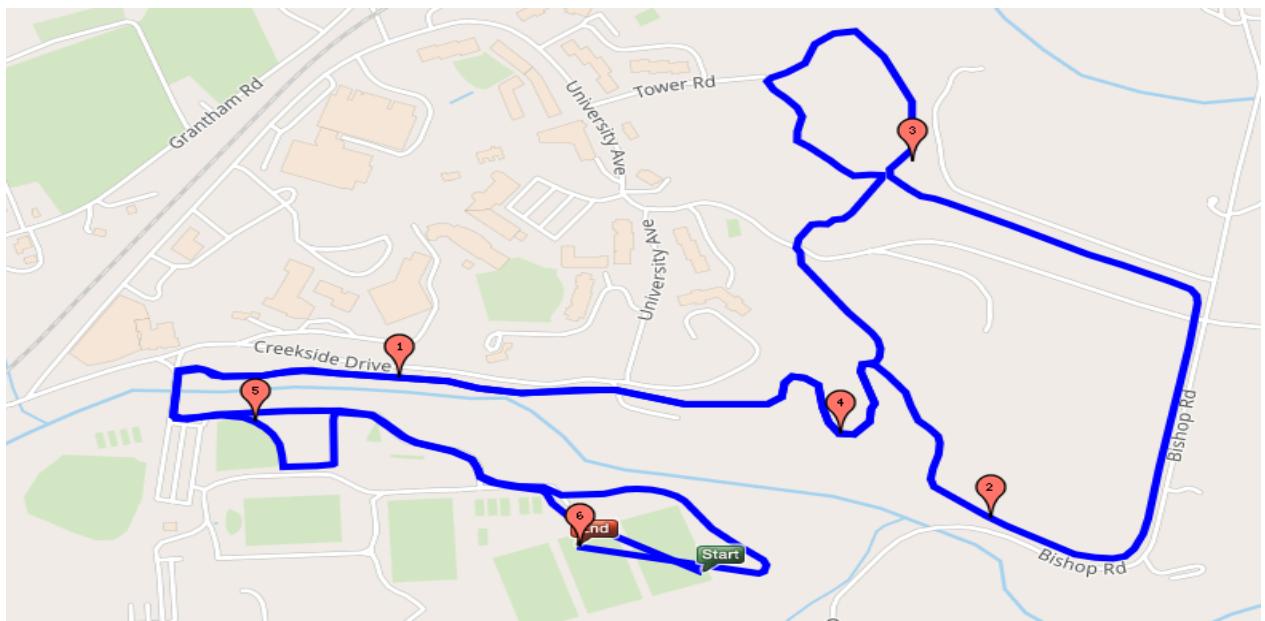
Appendix A: Cross Country Course Maps

Course Maps can be found here: [2024 MAC Cross Country Championship Courses](#)

Men's 8k Course:



Women's 6k Course:



Course Info and Description:

The women's 6,000 meter and men's 8,000 meter courses are challenging courses with approximately 700' (women) and approximately 850' (men) total elevation change, including open grass, mulch/gravel forest trails, and minimal asphalt crossover surfaces. The common start/finish field is on well-manicured practice fields.

Additional breakdown details are here:

- First Kilometer : grass and gravel course along the picturesque Yellow Breeches Creek, including a minor portion of asphalt and concrete through a covered bridge
- Second Kilometer: mulch trail in forest shade
- Third Kilometer: grass open field perimeter
- Fourth Kilometer: mulch forest trail uphill to a water tower (highest point on campus) and downhill in the shade
- Fifth Kilometer: gravel trail along stream lowest point on campus)
- Sixth Kilometer (women) / 6th-8th kilometer (men): grass course around athletic fields

Appendix B: Cross Country Championship Awards

Full listing of the MAC Championship awards for cross country:

Runner of the Year

- The Runner of the Year award is determined by the athlete who was the top finisher with the fastest time in each race (women's/men's).

Rookie Runner of the Year

- The Rookie Runner of the Year award goes to the athlete who is competing in their first year at a MAC member institution and competing for the first time at the MAC Cross Country Championship with the fastest time in each race (women's/men's). The Runner of the Year and the Rookie of the Year can be the same athlete.

Coach of the Year

- The Coach of the Year award is determined by the Head Coaches of all of the participating teams in the MAC Cross Country Championship. A meeting with all of the head coaches is held after the conclusion of both the men's and women's races near the finish line. The MAC Office will moderate the discussion, receive nominations from the coaches and conduct a ballot/vote for the Coach of the Year.

Three (3) All-Conference Teams

- Top ten finishers will be selected to the first team all-conference
- Finishers 11-20 will be selected to the second team all-conference
- Finishers 21-30 will be selected to the third team all-conference

Appendix C: Championship Hotels Information

Special Messiah University rates are available at:

Holiday Inn Express & Suites
5011 Louise Drive
Mechanicsburg, PA 17055

Courtyard by Marriott
4921 Gettysburg Rd
Mechanicsburg, PA 17055

Holiday Inn Express
6325 Carlisle Pike
Mechanicsburg, PA 17050

Hampton Inn by Hilton
4950 Ritter Rd
Mechanicsburg, PA 17055

MainStay Suites
1405 Dennison Circle
Carlisle, PA 17015

Home 2 Suites by Hilton
300 Bent Creek Blvd
Mechanicsburg, PA 17050

Fairfield by Marriott
503 Winding Creek Blvd
Mechanicsburg, PA 17050

Homewood Suites by Hilton
5001 Ritter Rd
Mechanicsburg, PA 17055

Towneplace Suites by Marriott
4915 Ritter Rd
Mechanicsburg, PA 17055

Appendix D: Coaches Checklist

Friday, October 25, 2024

- 5:00pm - Email Pre-Championship Coaches' Poll to Jalon Avent (avent@gomacsports.com)

Monday, October 28, 2024

- 11:59pm - Submit team/athlete entries on [Direct Athletics](#)

Friday, November 1, 2024

- 8:00pm - Attend the Cross Country Pre-Championships Coaches Call

Topic: Cross Country Coaches - Pre-Championships Call

Time: Nov 1, 2024 08:00 PM Eastern Time (US and Canada)

Link: <https://us06web.zoom.us/j/81235592103?pwd=MItArsINlrEPDiWUbe8YDjSRCalkPm.1>

Meeting ID: 812 3559 2103

Passcode: 650985

Saturday, November 2, 2024

- 8:00am - 9:30am - Packet pick-up and Team Registration at the Championship Course
 - Location: Sawyer Pavilion, located at west end of the outdoor track*
- 1:00pm - Attend Coaches Meeting for OTY Voting Post-Championship
 - Location: Sawyer Pavilion, located at west end of the outdoor track*
 - Head Coaches only*