# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEOPLE TO KNOW</td>
<td>1</td>
</tr>
<tr>
<td>SCHEDULE OF EVENTS</td>
<td>2</td>
</tr>
<tr>
<td>EVENT INFORMATION</td>
<td>3-4</td>
</tr>
<tr>
<td>CHAMPIONSHIP BANQUET INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>HOTEL INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>HOST HOTEL SELECTION FORM</td>
<td>7</td>
</tr>
<tr>
<td>TOURNAMENT INFORMATION FORM</td>
<td>8</td>
</tr>
<tr>
<td>CHAMPIONSHIP ENTRY FORM</td>
<td>9</td>
</tr>
<tr>
<td>CHAMPIONSHIP ORDER FORM (Entry Fees/Banquet)</td>
<td>10</td>
</tr>
<tr>
<td>FINAL REGISTRATION CHECK LIST</td>
<td>11</td>
</tr>
<tr>
<td>VENUE MAP</td>
<td>12</td>
</tr>
<tr>
<td>HCC CAMPUS MAP AND PARKING</td>
<td>13</td>
</tr>
<tr>
<td>DIRECTIONS TO RACE VENUE (STANLEY PARK)</td>
<td>14</td>
</tr>
<tr>
<td>5K COURSE MAP</td>
<td>15</td>
</tr>
<tr>
<td>8K COURSE MAP</td>
<td>16</td>
</tr>
<tr>
<td>CHAMPIONSHIP STARTING LINE @ STANLEY PARK</td>
<td>17</td>
</tr>
<tr>
<td>TOURNAMENT T-SHIRTS &amp; MERCHANDISE</td>
<td>18</td>
</tr>
</tbody>
</table>
PEOPLE TO KNOW
All phone calls about the tournament can be made to:

**Tournament Director**
Holyoke Community College Director of Athletics
Thomas Stewart
(413) 552-2162 (Office)  (413) 454-3886 (cell)
tstewart@hcc.edu

Holyoke Community College Sports Information Director
Rob Galazka
(413) 552-2158 (Office)  (413) 218-2054 (cell)
rgalazka@hcc.edu

**Holyoke Community Athletics Administrative Assistant**
Mary Shelasky
(413) 552-2161 (Office)
mshelasky@hcc.edu

**Holyoke Community College Athletic Department FAX**
(413) 552-2135
Entries/Declarations are due by Monday, October 21 at 5 PM

**Host/Banquet Location**
Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040

**Championship Race Site**
Stanley Park
400 Western Avenue
Westfield, MA 01085
SCHEDULE OF EVENTS

Thursday, October 31, 2019
12 PM – 5 PM  COURSE INSPECTION

Friday, November 1, 2019
10 AM – 4 PM  COURSE INSPECTION

5:00 PM – 6:00 PM  EVENT REGISTRATION
(H.C.C. Bartley Center for Athletics & Recreation, Holyoke Community College campus). The head coach from each team should complete the registration process for the entire team. Registration should take approx. 5-10 minutes if there are no lines.

PARKING: Parking is in "M" parking lot directly in front of the Bartley Center. Those traveling by motor coach should park along the guard rail to allow for optimum traffic flow. See HCC Campus Map attached.

5:30 PM - 6:45 PM  SOCIAL HOUR for athletes and team members. (Bartley Center Gymnasium) See Championship Banquet Information attached.

6:15 PM - 6:45 PM  TOURNAMENT & COACHES MEETING.
A mandatory meeting for all Head Coaches (Bartley Center Rm 202). Coaches packets will be available for pick up at this meeting. Head coaches only please.

7:00 PM  CHAMPIONSHIP BANQUET
(Bartley Center Gymnasium). Reservations required. Complete Championship Order Form by October 21st deadline. See Championship Banquet Information for more details.

Saturday, November 2, 2019
9:45 AM  First call for Men's Race
10:00 AM  Men’s Race
10:45 AM  First call for Women's Race
11:15 AM  Women’s Race
12:30 PM  Awards
Awards will be given as per NJCAA regulations.

Teams must check in with clerk prior to starting time.
**SUBMIT PHOTOS**
Please provide us with the following photos to be shared in a slide show during the banquet.

**TEAM PHOTO AND MASCOT/LOGO.**

Images should be: High resolution, JPEG, RGB preferred, NOT CMYK, no photos under 500KB (small photos do not transfer well on screen). Deadline: 10/21/19

**ENTRIES/ENTRY FEE**
Entries/Declaration are due no later than 11:59 PM on Monday, October 21, 2019. The entry fee must be paid no later than registration when you pick up your team packet.

*Entry Fee:*
- $30 per individual (4 or fewer runners)
- $200 for Complete Women’s team (5+)
- $200 for Complete Men’s Team (5+)

**SQUAD SIZE**
Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. No member institution may run athletes as individuals if they have also entered as a team.

**RULES AND PROCEDURES**
All NJCAA rules apply and will be enforced.

**TRANSPORTATION**
Each school is responsible for their own transportation and costs while attending the Championship. The local airport is Bradley International (BDL) in Hartford CT. The airport is 30 minutes from Host and Championship event sites.

**ATHLETIC TRAINER**
Keith Scarlett, Holyoke Community College Athletic Trainer, will be available on site. Any athlete who wishes to receive help with taping must bring his/her own supplies.

**RESULTS:**
“IC4A Track” will time the meet. Results will be posted after the meet is over and will be posted on line at www.coolrunning.com.

**AWARDS CEREMONY**
The awards ceremony will begin at approximately 12:30 PM
TOURNAMENT MERCHANDISE (T-shirts etc.)
Official merchandise for the NJCAA Championship, which will be handled by the NJCAA’s official championship merchandise vendor – Team IP, Inc., will be sold onsite at the race and online. Team IP encourages teams to preorder online at www.teamip.com/njcaa. Not all styles and sizes may be available at the race.

HOTEL ACCOMMODATIONS:
Per NJCAA rules, all colleges must stay in a host hotel.

For more information, please see the attached HOTEL INFORMATION documents. A Host Hotel Selection Form is also attached. Once your reservations have been made, please complete this form and return it to Mary Shelasky (mshelasky@hcc.edu) or Tom Stewart (tstewart@hcc.edu) no later than October 23, 2019.
PARKING: Parking is in "M" parking lot directly in front of the Bartley Center. Those traveling by motor coach should park along the guard rail to allow for optimum traffic flow. See HCC Campus Map with Athletic Fields attached.

5:30 PM - 6:45 PM **SOCIAL HOUR** for athletes and team members. Appetizers and infused water will be offered. There will be an opportunity during this time period for team photos (taken by our SID) in front of the National Championship banner. We encourage all teams to participate. For those teams unable to attend the social hour, additional photo opportunities will be available later in the evening. These photos will be posted on the Championship web site. Come enjoy the food, music, comradery and perhaps a trivia challenge!

7:00 PM **CHAMPIONSHIP BANQUET**
Reservations required. Complete “Order Form” by October 21st deadline. $30 per person.
**Dress Code:** “Business Attire”. Suggested attire for men would be a shirt & tie or collared shirt and slacks. Suggested attire for women would be dresses, skirts or slacks. Athletic wear (t-shirts, jeans, sweats, team uniforms, etc.) is not appropriate for this event. Please plan accordingly.

**Buffet Banquet Menu:**
The menu, subject to change, will possibly include:
**Appetizers:** Veggies & dip; crackers, pita or nachos;
**Entrees:** Chicken Marsala w/mushrooms, pesto chicken breast, tortellini pesto pasta, pasta with marinara sauce, tossed salad, garlic bread & dinner rolls.
**Dessert:** Cookie assortment;
**Beverages:** Infused water and other assorted beverages

Most restrictive dietary needs (gluten free, nut free, etc.) can be accommodated with advanced notice for your athletes with food allergies. Please email Mary Shelasky (mshelasky@hcc.edu) no later than noon on Friday 10/25/19 to request an accommodation.
2019 NJCAA National Cross Country Championships
Hosted by Holyoke Community College, Holyoke, MA

HOTEL INFORMATION

Rooms are blocked under: **NJCAA D3 Cross Country Championship.** Speak only with the person whose name is provided.

**Candlewood Suites West Springfield (25 rooms) ($115)**
572 Riverdale Street, West Springfield, MA 01089
(413) 739-1122, Speak with Susan Daley, Dir. Of Sales

**Courtyard West Springfield (24 rooms) ($119)**
885 Riverdale Street, West Springfield, MA 01089
(413) 732-8111, Speak with Joy Biscette, Dir. Of Sales

**Fairfield Inn & Suites Holyoke/Ingleside (60 rooms) ($119)**
229 Whiting Farms Rd., Holyoke, MA 01040
(413) 322-0778, Speak with Donna Ritchie, Sales Manager

**Hampton Inn Chicopee/Springfield (30 rooms) ($109)**
600 Memorial Drive, Chicopee, MA 01020
413-593-1500 (option #3), Speak with Stacey Warren, Director of Sales

**Hampton Inn West Springfield (40 rooms) ($99)**
1011 Riverdale St., West Springfield, MA 01089
413-732-1300, Speak with Tammy Boland, Reg. Dir. Of Sales

**TRU by Hilton Chicopee (60 rooms) ($109)**
440 Memorial Drive, Chicopee, MA 01020
(413) 331-5155 (option #2), Speak with Rachel Nawrocki, Sales Manager

All host hotels, with the exception of Candlewood Suites, provide a hot or cold continental breakfast for their guests.
HOST HOTEL SELECTION

Full College Name & City: _______________________________________________________

Check In Date: ___________________ Check Out Date: ____________________________
All rooms are blocked until 10/23/19 and will be released thereafter.

Per NJCAA rules, all colleges must stay at a Host Hotel. Please indicate which hotel you have chosen and the number of rooms in each type you reserved.

☐ **Candlewood Suites** *(West Springfield, MA)*
  ____ King, ____Double Queen

☐ **Courtyard by Marriott** *(West Springfield, MA)*
  ____ Double Queen

☐ **Fairfield Inn** *(Holyoke, MA)*
  ____ King, ____Double Queen

☐ **Hampton Inn** *(Chicopee/Springfield, MA)*
  ____ King, ____ Double Queen

☐ **Hampton Inn** *(West Springfield, MA)*
  ____King w/Sofa, ____ Two Doubles

☐ **TRU Hotel** *(Chicopee, MA)*
  ____King, ____Double Queen
# 2019 Championship Tournament

**Information Form**

*Please print or type all information*

<table>
<thead>
<tr>
<th>Full Name of College:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Region:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>School Phone:</td>
<td>School Fax:</td>
</tr>
<tr>
<td>Head Coach:</td>
<td>Email:</td>
</tr>
<tr>
<td>Office Number:</td>
<td>Home/Cell:</td>
</tr>
<tr>
<td>Athletic Director:</td>
<td></td>
</tr>
<tr>
<td>Office Number:</td>
<td>Home/Cell:</td>
</tr>
<tr>
<td>College President:</td>
<td></td>
</tr>
<tr>
<td>Team Colors:</td>
<td></td>
</tr>
<tr>
<td>Mascot/Nickname:</td>
<td></td>
</tr>
</tbody>
</table>

Due: October 21, 2019

Return this sheet to Thomas Stewart, AD
Fax: 413.552.2135
E-Mail: tstewart@hcc.edu
2019 Championship Entry Form

*Please print or type all information

Coach: ___________________________ College: ___________________________

Phone: __________________________ Address: ___________________________

Email: __________________________ Mascot: ___________________________

Please type all entries:

<table>
<thead>
<tr>
<th>MEN</th>
<th>Class: Fr/So</th>
<th>Women</th>
<th>Class: Fr/So</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Athletic Director's Signature: ___________________________

Entry Deadline: Monday, October 21, 2019 5 PM

Return this sheet to Thomas Stewart, AD
Fax: 413.552.2135
E-Mail: tstewart@hcc.edu
### 2019 Championship Order Form

**Banquet & Race Entry Fees**

**Entry Deadline: Mon. Oct. 21, 2019**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Total # of Tickets</th>
<th>Banquet Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tournament</td>
<td>$30</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>Banquet</td>
<td>$30</td>
<td>X</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Entry Fee/TEAM</th>
<th>Total Team Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Complete* Team=$200</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Women's Complete* Team=$200</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>No. of Individuals</th>
<th>Entry Fee</th>
<th>Total Individual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Fee/Individual</td>
<td>X</td>
<td>$30</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Payment Due** [Holyoke Community College](#) (Tax ID #042719849) $ 

---

**FULL COLLEGE NAME:**

**COLLEGE ADDRESS:**

Orders and reservations must be received no later than: Monday, October 21, 2019 at 11:59 PM.

Fax to (413) 552 - 2135 or e-mail tstewart@hcc.edu

*See Event Information for rules on squad size.*
2019 NJCAA National Cross Country Championships
Hosted by Holyoke Community College, Holyoke, MA

Final Registration Check List:

☐ Championship Tournament Information Form

☐ Championship Entry Form (team/athlete roster)

☐ Championship Order Form (entry fees, banquet)

The following forms must be received
NO LATER THAN OCTOBER 21, 2019 AT 11:59 PM

We will do our best to send a confirmation receipt via email to the head coach within 24 hours of receiving your documents. If you do not receive this email, please contact tstewart@hcc.edu and mshelasky@hcc.edu to confirm document receipt. Thank you. We look forward to seeing you here at Holyoke Community College!
NJCAA D3 National Cross Country Championship

Venue Map

Host College, Race Venue, Accommodations
Banquet Venue: Bartley Athletic Center (BC)

Parking:

General Parking: “M” parking lot

Motor Coaches: Please park along guardrail to allow for optimum traffic flow.
Directions to Stanley Park
400 Western Ave., Westfield, MA 01085

South on Rt. 91 from points North of Holyoke MA
Continue on Route 91 South and take exit 14 to Mass Pike - Go West on Mass Pike and follow directions below.

North on Rt. 91 from Connecticut
Continue on Route 91 North and take exit 14 to Mass Pike - Go West on Mass Pike and follow directions below.

Mass Pike EAST or WEST
On the Massachusetts turnpike take EXIT 3 – which is the WESTFIELD/NORTHAMPTON exit. TURN RIGHT onto Routes 10 and 202 SOUTH.

Continue on Routes 10 and 202 SOUTH for 2 miles until you reach the center of Westfield. A Rotary will be on your left and the Westfield Athenaeum/Library will be on your right. Take a RIGHT onto Court Street. Continue for about 1 mile. Court Street turns into Western Avenue – continue for about 1 mile. The Tennis Courts Entrance to Stanley Park is on the LEFT.
8K
CROSS-COUNTRY COURSE MAP
STANLEY PARK, Westfield, MA

Terrain "KEY"

- Grass
- Rocky Trails
- Wooded Path

START
FINISH

Picnic Area
Restrooms
Playground
Soccer Fields

1st Loop: RIGHT
2nd Loop: STRAIGHT
3rd Loop: LEFT

4 MILE
3 MILE

Western Ave

Entrance to parking areas
Westfield State College Main Campus

Parking Areas
Restrooms

Page 16
Championship Starting Line
Stanley Park
400 Western Ave., Westfield, MA 01085
TOURNAMENT T-SHIRTS & MERCHANDISE

Official merchandise for the NJCAA Championship, which will be handled by the NJCAA’s official championship merchandise vendor – Team IP, Inc., will be sold onsite at the race and online. Not all styles and sizes may be available at the race.

Team IP encourages teams to preorder online at

[Website Link]

We Look Forward To Seeing You Here

Good Luck!