



2016 DIVISION III
CROSS COUNTRY
CHAMPIONSHIPS
SALEM, OR • Willamette University, Host

PARTICIPANT
2016-17 MANUAL

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SECTION 1 – Introduction

Introduction.



The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2016 NCAA Division III Cross Country Regional Championships. Included in this manual is information about the championship location, site, entry procedures, travel, lodging and reimbursement. Coaches are strongly encouraged to read the entire manual and make use of the coaches' checklist.

SECTION 2 – Host Personnel and Contact Information

Title	Name/Title/Email	Contact Numbers
Meet Director	Jaela Dinsmore Assistant Director of Operations and Recruiting jdinsmor@willamette.edu	Work: 503-370-6630 Cell: 541-589-3505
Division III NCAA Site Representative	Michael Orechia Director of Cross Country and Track & Field (University of Puget Sound) morechia@pugetsound.edu	Work: 253-879-3453 Cell: 425-773-3274
NCAA Championships Liaison	Liz Horvat Assistant Director, Championships and Alliances lhorvat@ncaa.org	Work: 317-917-6245 Cell: 317-966-0035 Fax: 317-917-6235
Media Coordinator	Robert McKinney Sports Information Director rmckinne@willamette.edu	Work: 503-370-6110 Fax: 503-370-6379
Head Athletic Trainer	Ken Smith kosmith@willamette.edu	Work: 503-370-6672 Fax: 503-370-3022
Promotions/Marketing	Judy Gordon Associate Athletics Director, Senior Woman Administrator jgordan@willamette.edu	Work: 503-370-6506
Facilities Coordinator	Rob Passage Associate Director of Athletics/Facilities and Operations rpassage@willamette.edu	Work: 503-370-6217 Fax: 503-370-6379
Volunteer Coordinator	Rob Passage Associate Director of Athletics/Facilities and Operations rpassage@willamette.edu	Work: 503-370-6217 Fax: 503-370-6379
Hospitality Coordinator	Jaela Dinsmore jdinsmor@willamette.edu	Work: 503-370-6630 Cell: 541-589-3505

SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons
Division III Track and Field Committee and Staff Liaisons.

<p align="center"><u>Atlantic</u></p> <p>Thomas Thomasson Jr., <i>Cross Country/Indoor/Outdoor Track and Field Liaison</i> Associate Director of Athletics and Recreational Services Rutgers, The State University of New Jersey, Camden 301 Linden Street Camden, New Jersey 08102 Office: 856-225-2745 Cell: 609-970-2092 Email: tthomass@camden.rutgers.edu Term expires: September 2019</p>	<p align="center"><u>Central</u></p> <p>Chris Daymont, <i>Indoor/Outdoor Track and Field Liaison</i> Head Women’s Cross Country Coach St. Olaf College 1520 St. Olaf Avenue Northfield, Minnesota 55057 Office: 507-786-3810 Cell: 612-702-0460 Email: daymont@stolaf.edu Term expires: September 2017</p>
<p align="center"><u>Great Lakes</u></p> <p>Bill Ross, <i>Chair</i> Assoc. Dir. of Athletics & Rec. Services Allegheny College 520 N. Main Street Meadville, Pennsylvania 16335 Office: 814- 332-2316 Cell: 814- 573-8057 Email: bill.ross@allegheny.edu Term expires: September 2017</p>	<p align="center"><u>Midwest</u></p> <p>Donald Nichter, <i>Cross Country/Outdoor Track and Field Liaison</i> Head Cross Country and Track and Field Coach Dickinson College Kline Center Carlisle, Pennsylvania 17013 Office: n/a Cell: 717-385-5316 Email: nichter@dickinson.edu Term expires: September 2019</p>
<p align="center"><u>Midwest</u></p> <p>Derek Stanley, <i>Indoor/Outdoor Track and Field Liaison</i> Head MW Cross Country/Asst. MW Track and Field Coach University of Wisconsin-La Crosse La Crosse, Wisconsin 54601 Office: 608-785-8185 Cell: 317-919-4699 Email: dstanley@uwlax.edu Term expires: September 2019</p>	<p align="center"><u>New England</u></p> <p>Kelly Scafariello, <i>Cross Country Liaison</i> Senior Woman Administrator/Associate Athletics Director Salve Regina University 100 Ochre Point Avenue Newport, Rhode Island 02840 Office: 401-341-2247 Cell: 407-556-7102 Email: Kelly.scafariello@salve.edu Term expires: September 2017</p>
<p align="center"><u>South/Southeast</u></p> <p>Natalie Bach-Prather, <i>Cross Country/Indoor Track and Field Liaison</i> Head MW Cross Country/Track and Field Coach East Texas Baptist University 1 Tiger Drive Marshall, Texas 75671 Office: 903-923-2242 Cell: 903-742-9464 Email: nbachprather@etbu.edu Term expires: September 2020</p>	<p align="center"><u>West</u></p> <p>Michael Orechia, <i>Indoor Track and Field Liaison</i> Director Cross Country/Track and Field University of Puget Sound 1500 N. Warner St. #1044 Tacoma, WA 98416 Office: 253-879-3453 Cell: 425-773-3274 Email: morechia@pugetsound.edu Term expires: September 2018</p>

SECTION 4 – Championship History

<u>Men's History</u>		<u>Women's History</u>	
1993	North Central College	1993	State University College at Cortland
1994	Williams College	1994	State University College at Cortland
1995	Williams College	1995	State University College at Cortland
1996	University of Wisconsin, La Crosse	1996	University of Wisconsin, Oshkosh
1997	North Central College	1997	State University College at Cortland
1998	North Central College	1998	Calvin College
1999	North Central College	1999	Calvin College
2000	Calvin College	2000	Middlebury College
2001	University of Wisconsin, La Crosse	2001	Middlebury College
2002	University of Wisconsin, Oshkosh	2002	Williams College
2003	Calvin College	2003	Middlebury College
2004	Calvin College	2004	Williams College
2005	University of Wisconsin, La Crosse	2005	State University College at Geneseo
2006	Calvin College	2006	Middlebury College
2007	New York University	2007	Amherst College
2008	State University College at Cortland	2008	Middlebury College
2009	North Central College	2009	University of Wisconsin, Eau Claire
2010	Haverford College	2010	Middlebury College
2011	North Central College	2011	Washington University (Missouri)
2012	North Central College	2012	Johns Hopkins University
2013	St. Olaf College	2013	John Hopkins University
2014	North Central College	2014	Johns Hopkins University
2015	University of Wisconsin-Eau Claire	2015	Williams College

SECTION 5 – Championship Location and Competition Site

Directions.

The 2016 NCAA West Region Cross Country Championships will be held at Bush's Pasture Park in Salem, Oregon, Saturday, Nov. 12. You can access the park either from Mission Street or Leffelle Street (off of High Street or Cross Street). Nov. 11, training room access, packet pickup, and the mandatory administrative meeting will take place in Sparks Athletic Center located on Willamette University's campus at 900 State Street.

Competition Site.

The competition will take place in Bush Park. The men will run a 2k loop followed by two 3k loops, while the women run two 3k loops. The start is a flat 200m to a short hill leading to the upper park. The course winds through the trees before a gradual downhill, followed by a pair of U-turns that eventually lead across the derby hill and behind the stadium to the lower park. The

men's race will bypass the lower loop on the first lap circling behind the start. The lower park is a flat loop starting with a left heading towards the tennis courts before turning right onto the outer bark loop. The bark loop leads back to the softball field and heads around its south before passing the start line and repeating the loop. Both courses finish veering off the loop and hugging the fence line.

Competition Site Maps.

The men's and women's course maps are included as **Appendix C/D**.

For additional information, please go to the host website located at the following link: wubearcats.com/sports/xc/meetinfo/westregion.

Locker Rooms. There are no dressing facilities available at the course. Dressing facilities are available only at Sparks Athletic Center on Willamette's main campus. Arrangements must be made ahead of time to use the locker rooms through Rob Passage at rpassage@willamette.edu or 503-370-6217.

Parking / Admission.

Parking/admission to the regional cross country meet is free.

SECTION 6 – Entry Procedures and Championship Format

Entry Procedures.

Entry Forms. Only the 10 student-athletes listed on the entry form may compete in the regional championship meet. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. (See the Pre-Championships Manual for guidelines.)

Online entries will be available on DirectAthletics beginning Monday, Oct. 31 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 6.** Institutions submitting late entries are subject to a fine of \$400 per gender. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager, Liz Horvat. **Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.**

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. After the regional championships, coaches will have until 9 p.m. Eastern standard time the Sunday prior to nationals to make changes to their roster for the national championship on Direct Athletics. **The system will shut down at 9 p.m. Eastern time sharp so please give yourself enough time to make the necessary changes to your rosters. If there are no changes to the 10 student-athletes on the entry form, coaches will still need to declare**

their team in TFFRS. No action will constitute a scratch. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

Administrative Meeting.

The NCAA site representative and meet director will conduct a **mandatory** administrative meeting the day before competition (Friday) or not later than two hours prior to the start of competition to review championship matters. It is **mandatory** that each institution is represented at the meeting. An institution missing the meeting will be assessed a \$200 fine per gender unless prior arrangements have been made with the NCAA liaison (Liz Horvat, lhorvat@ncaa.org) at least 48 hours prior to the meeting.

Final Declaration – Clerking and Check-In Procedure.

The window for check-in will open 80 minutes prior to the start of each race (8:40 a.m. for the women and 9:40 a.m. for the men). Student-athletes are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams and individuals check-in at the clerking tent, they will be required to show that they have their bibs on their jersey, chips are securely attached to the appropriate location (shoe or bib), and that their uniforms meet the NCAA logo requirements. The head clerk will apply a small colored dot sticker to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for assistant clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra chips/bibs for additional student-athletes beyond the seven (7) that were declared. Reminder: Teams may not run more than seven (7) student-athletes.

Student-athletes will NOT be allowed to check-in at the start line. All student-athletes must check-in at the clerking tent located immediately adjacent to the start line 20 minutes prior to the start of the race.

The head clerk controls the master list of all the team and individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring runners have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

Packet Pick-Up.

Packets will be available for pick up during the course preview from 12 to 4:30 p.m., Nov. 11 in the track shed (near the finish line of the track). We will leave the gates along the perimeter of the fence open (one near the baseball stadium; one near the track shed) so you can access the shed if you choose. Packets will still be available at 7 p.m. Friday, Nov. 11 in the Sparks Athletic Center before the 7:30 p.m. administrative meeting begins if you cannot get them earlier. We will collect chips for those runners not competing at the time of pick up.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.

Practice Schedule.

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice is from Noon to 4:30 p.m. Friday, Nov. 11. The course will be open at 8:00 a.m. the morning of the race.

**Please check wubearcats.com/sports/xc/meetinfo/westregion or @willamettetrack Twitter feeds for severe weather updates on race day if needed.

Finish-Line Procedures.

Details on the timing chips and championship bibs are located in **Appendix A**.

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men's splits and team scores may be collected and displayed in the final results. Women's splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute to their designated box for retrieval of their warm up apparel. Runners need not maintain their order of finish in the chute. Water and athletic trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute.

Results.

Immediately after each race, preliminary results will be posted on-site near the timing trailer and at wubearcats.com/sports/xc/meetinfo/westregion. Final results will be posted at the wubearcats.com/sports/xc/meetinfo/westregion and NCAA.com. Each coach may receive one hard copy of the official results. Coaches can pick these up at the timing trailer near the finish line.

Protests.

All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision.

If the violation that is being protested was called by the referee, the protest will be referred directly to the jury of appeals for review. As part of the protest process, the decision of the referee may be appealed through the appointed jury of appeals, in writing, not later than 15 minutes after the decision of the referee has been announced. Any official evidence available to the referee may be reviewed. If such evidence is not conclusive, the decision of the referee shall be upheld. No further appeal is available. The result of an appeal shall be posted and the affected coaches notified. A \$50 deposit is required for all appeals, which will be returned if the appeal is granted. The games committee will serve as the jury of appeals for the regional cross country championships.

Medical.

The following information pertains to athletic training and medical coverage for the championships:

- The medical tent on-site will be open at 8 a.m. Saturday, Nov. 12. For athletes wanting muscle stim, ultrasound, combination stim/US, or hot packs, requests must be made beforehand to Ken Smith at kosmith@willamette.edu or 503-370-6672. Friday, Nov. 11 treatments and access to ice will be limited to the training room at Sparks Athletic Center on campus.
- Athletic trainers will be available until 7 p.m. Friday in the training room on campus. Saturday, athletic trainers will only be available in the medical tent on the course and by request in the training room inside the stadium for special needs and modalities. In addition, physicians, EMTs and ambulance services, will be on-site Saturday. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 12 must schedule an appointment with the sports medicine staff through Ken Smith.
- Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

Athletic Training Contact Information.

Ken Smith- Head Athletic Trainer

Office 503-370-6672

Fax 503-370-3022

Weather Policy.

For the safety of all spectators, student-athletes, officials and coaches, the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the championships.

2. A Twitter feed on delays and/or postponement to the following day. The host can communicate through the feed alerting coaches of different start times or a delay in course inspection times due to inclement weather. The twitter handle can be found in the information with the coaches' packets and on the meet website. The Twitter feed is @willamettetrack.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration should be taken in regards to the policies toward Sunday competition for each institution.
4. If the race has already begun and would have to be suspended in the middle of the competition, the track and field and cross country committee would recommend the following:
 - a. **Women's 6,000 Meter.** If competition is suspended before the 2,000-meter mark, you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.
 - b. **Men's 8,000 Meter.** If competition is suspended before the 3,000-meter mark, you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

** Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.

Drug Testing.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championships events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that postevent NCAA drug testing will occur at this championships event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships drug-testing couriers will be instructed to remind selected student-athletes of such.

Uniforms.

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups 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 identical 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 waistband when the competitor is standing.)

Uniforms must allow for competitors' numbers to be placed above the waist (front and back).

Logo Policy.

The provisions of Bylaw 12.5.3 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

Misconduct.

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

Criticism of Officials.

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

Misconduct Incident to Competition.

If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between races) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

SECTION 7 – Squad Size**Squad Size.**

Teams are limited to a maximum of seven competitors. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, student-athletes will compete as individuals.

SECTION 8 –Awards**USTFCCCA Awards.**

After the conclusion of the regional meet the USTFCCCA representative will present 35 men All-Region medallions and 35 women All-Region medallions. In addition, each region will receive one men's team champion plaque and one women's team championship plaque.

Awards Ceremony.

The awards ceremony will be held near the finish line at 11:45 a.m. If inclement weather necessitates a change in location, the ceremony will take place in the stands of McCullough Stadium. Such changes will be announced after the finish of the last race.

SECTION 9 – Host City Spectator Information**Websites.**

Please see the following websites for spectator and venue information:

www.travelsalem.com

www.willamette.edu

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located outside the stadium and on city streets (where allowed) surrounding the park. Overflow parking will be at the main parking lot at Willamette University, located at 900 State Street, Salem, Oregon 97301.

The City of Salem has asked that team buses not park in the southeast lot. They have also asked that buses avoid the small side streets south of the park. Buses can park in the Mission Street lot or along High Street. They can also park on campus in the Sparks parking lot.

SECTION 10 – Championships Operations

Emergency / * Evacuation Plan.

****See Appendix E for an emergency/evacuation plan.***

Lightning Policy. The purpose of this lightning policy is to provide a uniform code of procedures to follow during weather where the risk of lightning strike is high. This is done to protect the health and wellbeing of the student-athletes.

Ceasing Activity. The NCAA has made arrangements through Schneider Electric to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically. In case there are issues with the Schneider Electric weather monitoring system, the SkyScan Lightning Detector (portable, electronic) and Internet Doppler radar will be used.

The primary method of communication, in case of inclement weather, will be through the public address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.

Flash-to-Bang Method. The flash-to-bang method will also be used as a visual reference.

Shelter Locations.

Because of the course location, in the event of lightning or severe weather we ask that teams and spectators return to their vehicles for safety. Coaches and officials will meet in the clubhouse to discuss further action.

Appendix A - Chips/Bibs Special Instructions

COACHES

All coaches will receive bib numbers and chips for each participant as part of the packet obtained during packet pick-up Friday, Nov. 11. Each packet will contain the following:

- One championship bib for each participant, which should be pinned on the front of the participant's singlet.
- Four (4) safety pins for bibs.
- One timing chip, which should be attached to the participant's shoe. The bib will also have a chip attached to the back of it.

RUNNERS AND COACHES

Participants must wear timing chips and bibs in order to receive finishing time and place. The Finish Lynx system will record times and places; however, all close finishes will be verified by Lynx cameras, so bibs **MUST** be worn.

Attaching Timing Chips. Each participant will receive timing chips in his or her packet. For the bib chips, please do not bend them in any capacity or else they will not read. Bib tags do not need to be returned.

Participants should attach their shoe chips to the front of their shoes by threading the twist tie through the holes and laces, and secure it tightly by twisting the tie as many times as possible. Please do not put shoelaces through the holes of the chip. Participants should ensure that chips are centered on their shoes.

After the end of the races, the student-athletes will have their shoe chips clipped at the finish line. Any unreturned shoe chip will be charged a \$20 fine to the school to which it was assigned.

Appendix B - Schedule of Events

(All times are local)

Friday, Nov. 11

- 12 – 4:30 p.m. **Course open for inspection/practice.**
Packet pickup near track finish line.
- 7 p.m. Additional packet pickup at Sparks Athletic Center.
- 7:30 p.m. Coaches meeting at Sparks Athletic Center.

Saturday, Nov. 12

- 8 a.m. **Course opens to competitors.**
- 8:40 a.m. **Clerking begins for women's race.** Clerking time period is from 8:40 to 9:40 a.m.
- 9:30 a.m. **First gun fired (30 minutes to start).**
- 9:35 a.m. **National Anthem.**
- 9:40 a.m. **Second gun fired (20 minutes to start).**
Women's competitors must report to assigned boxes.
Clerking process is completed for women's race.
Clerking process begins for men's race. Clerking time period is from 9:40 to 10:40 a.m.
- 9:50 a.m. **Third gun fired (10 minutes to start).**
- 10 a.m. **Women's 6,000-meter championship race.**
- 10:30 a.m. **First gun fired (30 minutes to start).**
- 10:40 a.m. **Second gun fired (20 minutes to start).**
Men's competitors must report to assigned boxes.
Clerking process is completed for men's race.
- 10:50 a.m. **Third gun fired (10 minutes to start).**
- 11 a.m. **Men's 8,000 -meter championship race.**
- 11:45 a.m. **Awards ceremony.**

Appendix C/D – Women's 6,000 Meter/Men's 8,000 Meter Course Map



Appendix E – Safety and Security Plan

In the event of an emergency, call 911

Lightning and Severe Weather

In the event of a lightning or severe weather, all teams and spectators should proceed to their respective vehicles.

General Safety

All individuals should remain in the designated safe areas until safety officers announce that the immediate danger has passed.

Emergency Situations & Who to Call

Emergency situations call for prompt action and common sense. For a major emergency, dial Salem police directly at 911. For a minor emergency call Campus Safety at 503-370-6911. In the event of life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate college officials at 630-637-5911.

Evacuations

Situations that may require evacuation can include the following:

Campus Evacuations

If a situation occurs that requires a section of or the entire campus to be evacuated, staff, faculty, students and visitors will be directed to a safe location.

- Remain in the designated assembly area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator, Campus Safety and/or designee.

Bomb Threats

If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.

- Clear the area.
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device.
- Call Campus Safety at 503-370-6911 from a landline.
- If you receive a bomb threat by telephone, follow these directions:
 - Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.
 - Immediately call Salem Police at 911 or Campus Safety at 503-370-5911. Provide as much information as possible from the bomb-threat call.

- o Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the Naperville police or Campus Safety.
- o Move to a safe location and wait for Campus Safety or the police.

In the event of an explosion

- Immediately evacuate the building using established evacuation routes.
- From a landline, call Salem police at 911 or Campus Safety at 503-370-6911
- Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so
- Do not use cell phones in close proximity to suspicious packages

Campus Violence

General Guidelines

- It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities.
- The College will support criminal prosecution for any act of physical violence against a College employee or student while on campus.
- With the help of local police, the College will help to enforce orders of protection and/or ban threatening persons from College property. All orders of protection should be reported to Campus
- Safety immediately. If an incident evolves into a crime, Campus Safety will contact the Naperville Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs.

- Call 911. If possible, call Campus Safety at extension 6911.
- Try to flee or hide if not directly confronted.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say
- Listen attentively, and report any and all threatening documents to Campus Safety immediately.
- If it can be done safely, clear the area of other personnel and students
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

Medical Emergencies

In case of a medical emergency please call 911 and then contact Campus Safety at extension 503-370-6911. Please be very explicit about your location. There will be an ambulance on site.

While you are waiting for assistance

- Administer CPR/AED as the situation warrants
- Do not leave the victim alone
- Clear the room of unnecessary spectators
- Send someone to watch for and direct emergency personnel
- Stay calm
- Protect the victim from further harm

Remember

- Do not move the victim unless his/her life is threatened
- AVOID contact with blood/bodily fluids.
- Protect the victim's privacy by not discussing the situation in public

Location of Automated External Defibrillator (AED)

- Athletic Training Room (McCullough Stadium)

If you have questions about these safety procedures or require additional assistance, please contact Willamette University's Campus Safety (24 Hours) at 503-370-6911.

Local Emergency Contact Information

Head of Campus Security

Ross C. Stout

Office: 503-370-6911

Salem Police Department

503-588-6123 or 911

Oregon State Police

503-378-3720

Salem Hospital ER

503-561-5200

Salem Fire Department

503-588-6245 or 911

Poison Control Center

800-222-1222

Appendix F – Coaches Checklist

Make hotel reservations and provide hotel with your team’s rooming list. _____

Read and understand the Medical section of this manual and act if needed. _____

Read and understand the weather, drug-testing, uniforms and, logo and misconduct policies. _____

Make any desired roster changes for national championships on DirectAthletics no later than 9 p.m. Nov. 13. **If no changes, coaches will still need to log on to TFFRS and declare their team. No action will result in a scratch.** _____

Post Championship

Complete the championship evaluations survey. You will receive a link to the survey in an e-mail after the championships. All responses are confidential and used to enhance future championships. _____