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The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2018 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**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>Stephen Gall&lt;br&gt;Director of Events&lt;br&gt;<a href="mailto:gallsc@whitman.edu">gallsc@whitman.edu</a></td>
<td>Work: 509-522-4446&lt;br&gt;Cell: 775-315-9204</td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Kevin Reid&lt;br&gt;Head T&amp;F Coach, University of La Verne&lt;br&gt;<a href="mailto:kreid@laverne.edu">kreid@laverne.edu</a></td>
<td>Work: 909-448-4558&lt;br&gt;Cell: 626-523-1586</td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Jo-Ann Nester&lt;br&gt;Championships and Alliances&lt;br&gt;<a href="mailto:jnester@ncaa.com">jnester@ncaa.com</a></td>
<td>Cell: 239-707-0135</td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>John Barry&lt;br&gt;Sports Information Director&lt;br&gt;<a href="mailto:barryjf@whiman.edu">barryjf@whiman.edu</a></td>
<td>Work: 509-527-5902&lt;br&gt;Cell: 808-292-1462</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>John Eckel&lt;br&gt;Head Athletic Trainer&lt;br&gt;<a href="mailto:eckeljw@whitman.edu">eckeljw@whitman.edu</a></td>
<td>Work: 509-527-5590&lt;br&gt;Cell: 509-540-5010</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Seandalynn Faleagafulu&lt;br&gt;Events Coordinator Intern&lt;br&gt;<a href="mailto:faleagsl@whitman.edu">faleagsl@whitman.edu</a></td>
<td>Cell: 206-931-5969</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Stephen Gall&lt;br&gt;Director of Events&lt;br&gt;<a href="mailto:gallsc@whitman.edu">gallsc@whitman.edu</a></td>
<td>Work: 509-522-4446&lt;br&gt;Cell: 775-315-9204</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Seandalynn Faleagafulu&lt;br&gt;Events Coordinator Intern&lt;br&gt;<a href="mailto:faleagsl@whitman.edu">faleagsl@whitman.edu</a></td>
<td>Cell: 206-931-5969</td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Seandalynn Faleagafulu&lt;br&gt;Events Coordinator Intern&lt;br&gt;<a href="mailto:faleagsl@whitman.edu">faleagsl@whitman.edu</a></td>
<td>Cell: 206-931-5969</td>
</tr>
</tbody>
</table>
## Division III Track and Field Committee and Staff Liaisons

| Section 3 – NCAA Division III Track and Field Committee and Staff Liaisons |
|---|---|
| **Atlantic** | **Central** |
| TBD | Jessica Devine, Cross Country/Outdoor Track and Field Liaison |
|  | Head MW Track and Field Coach |
|  | University of Minnesota, Morris |
|  | 600 East 4th Street, PE Center Morris, Minnesota 56267 |
|  | Cell: 608-738-1170 |
|  | Email: jkdevine@morris.umn.edu |
|  | Term expires: Sept. 1 |
| **Great Lakes** | **Mideast** |
| Dara Ford, Cross Country/Indoor Track and Field Liaison | Donald Nichter, Indoor Track and Field Liaison |
|  | Cross Country Championships Chair |
|  | Head Cross Country and Track and Field Coach |
|  | Otterbein University |
|  | 1 South Grove Street |
|  | Westerville, Ohio 43081 |
|  | Cell: 330-280-3975 |
|  | Email: dford@otterbein.edu |
|  | Term expires: Sept. 1, 2021 |
| **Midwest** | **New England** |
| Derek Stanley, Indoor/Outdoor Track and Field Liaison | Marlee Berg, Cross Country/Outdoor Track and Field Liaison |
|  | 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@uw lax.edu |
|  | Term expires: Sept. 1, 2019 |
| **South/Southeast** | **West** |
| Natalie Bach-Prather, Cross Country Liaison | Kevin Reid, Indoor/Outdoor Track and Field Liaison |
|  | 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: Sept. 1, 2020 |
|  | Head MW Track and Field Coach |
|  | University of La Verne |
|  | 1950 3rd Street / Attn: Athletics La Verne, California 91750 |
|  | Cell: 6226-523-1586 |
|  | Email: kreid@laverne.edu |
|  | Term expires: Sept. 1, 2022 |
SECTION 4 – Championship Location and Competition Site

**Competition Site.**
Veteran’s Memorial Golf Course
201 E Rees Avenue
Walla Walla, Washington 99362

**Schedule of Events**
The schedule of events is included as Appendix A.

**Competition Site Maps.**
The men’s and women’s course maps are included as Appendixes B and C.

For additional information, please go to the host website located at the following link:
https://athletics.whitman.edu/

**Directions.**

*From Walla Walla Airport:*
- Head SW toward A Street
- Turn Right onto A Street
- Turn Right to merge onto US-12W
- Turn Right onto Rees Ave
- Turn Right onto Par 72 Drive
- Turn Left (Competition site will be on the right)

*From Pasco (Tri-Cities) Airport:*
- Head North on N 20th Ave
- Turn Right toward W Argent Road (Continue on Argent Road)
- Turn Left onto North 20th Ave
- Turn Right to merge onto I-182/US-12 toward Walla Walla
- Merge onto I-182/US-12 E
- Continue onto US-12 E
- Turn Left to stay on US-12 E
- Take the 2nd Ave exit toward City Center/Fairgrounds
- Turn Left onto N 2nd Ave
- Continue straight onto N 4th Ave
- Turn Right onto W Rees Ave
- Turn Left onto Par 72 Drive
- Turn Left (Destination on the Right)
From Spokane Airport:
- Head South on W Airport Drive toward W Airport Term Loop Rd
- Turn Left onto W Airport Drive
- Merge onto US-2 E
- Keep Right at the fork (follow signs for I-90 W/Ritzville)
- Merge onto I-90 W
- Keep Right to continue onto US-395 S (follow signs for Ritzville/Pasco)
- Take Exit onto US-12 toward Walla Walla
- Turn Left to stay on US-12 E
- Take the 2nd Ave Exit toward City Center/Fairgrounds
- Turn Left onto 2nd Ave
- Continue straight onto N 4th Ave
- Turn Right onto W Rees Ave
- Turn Left on Par 72 Drive
- Turn Left (Destination on the Right)

From Best Western Plus Walla Walla Suites Inn- click here

From Marcus Whitman Hotel & Conference Center- click here

From Quality Inn & Suites- click here

<table>
<thead>
<tr>
<th>Locker Rooms/ Showers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Ferguson Fitness Center</td>
<td>Michele Hanford</td>
</tr>
<tr>
<td>524 E Main Street</td>
<td>Fitness Facilities Director</td>
</tr>
<tr>
<td>Walla Walla, Washington 99362</td>
<td><a href="mailto:hanformk@whitman.edu">hanformk@whitman.edu</a></td>
</tr>
<tr>
<td></td>
<td>509-527-5025</td>
</tr>
</tbody>
</table>

Parking / Admission.
Parking/admission to the regional cross country meet is free. Available parking for teams and spectators is walking distance from the competition site at Borleske Stadium.

SECTION 5 – 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 at 8:00 AM. Eastern time beginning Monday, Oct. 29. **Coaches must submit the forms ONLINE by 5:00 PM (EST), Sunday, Nov. 4.** 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, Jo-Ann Nester. 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 9:00 PM (EST) 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 in the Veteran’s Memorial Golf Course clubhouse (competition site) Friday, Nov. 9 at 5 p.m. 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 (Jo-Ann Nester, jnester@ncaa.com) 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. 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 – see Appendix D for specific location for your meet), 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 that were declared. Reminder: Teams may not run more than seven 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 Friday, Nov. 9, from 1 to 5 p.m. at the competition site during the practice time frame.

Host representatives will be present 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 will be from 1 to 5 p.m. Friday, Nov. 9. The course will open at 7 a.m. the day of the race.

**Please check @WhitmanSports 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 D.

The order of finish will be verified with a video system. Two cameras will be one each side of the finish line mats and runners will have timing chips as well.

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.
Results will be posted on site near the finish line and protest tent. The results tent will be a coaches only area. No runners or spectators will be allowed in this area. Official results will also be posted on the host website in a printable format.

Protests.
A protest/appeals table will be located near the finish line and by the coaches’ only results area. Forms will be available at the coaches’ only result tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee’s ruling and explanation will be posted along with the results of the race. **The 15-minute protest period does not begin until the results of the last race have been posted.**

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

- The medical tent on-site will be open from 1 until 5 p.m. Friday, Nov. 9, and will be supplied with ice and water. From 7 a.m. until noon Saturday, Nov. 10, the tent located in the clubhouse will be
supplied with muscle stim, ultrasound, combination stim/US and hot packs upon request by scheduling an appointment with Whitman athletic training staff.

- Athletic trainers will be available Friday in the Sherwood Athletic Center training room during practice times. Saturday, athletic trainers will only be available in the medical tent on the course and in the clubhouse. In addition, EMTs and ambulance services, will be on-site Saturday.

- Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from 1 until 5 p.m. Friday, Nov. 9, in the Sherwood Athletic Training Center training room. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 10 must schedule an appointment with the Whitman Athletic Training staff via the e-mails or office phone numbers below.

- 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Eckel</td>
<td>Head Athletic Trainer</td>
<td>509-527-5590</td>
<td><a href="mailto:eckeljw@whitman.edu">eckeljw@whitman.edu</a></td>
</tr>
<tr>
<td>Nathan Fry</td>
<td>Assistant Athletic Trainer</td>
<td>509-527-5911</td>
<td><a href="mailto:fryna@whitman.edu">fryna@whitman.edu</a></td>
</tr>
</tbody>
</table>

Sherwood Athletic Center
47 S Park Street
Walla Walla, Washington 99362

### 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 regional championships.

2. In the case of inclement weather, there will be an e-mail sent out to the coaches e-mail list informing all teams of necessary weather updates. The Twitter feed is @WhitmanSports and can be used to check weather updates.

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 regard 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.

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**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 regional 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 regional 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; (3) visible undergarments must be of an identical solid color; and (4) other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical color. This does not apply to items of apparel above the shoulder or those covering the hands/feet. 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 6 – 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 7 – Awards

Awards.

After the conclusion of the regional meet the top two teams per gender will be recognized in a brief awards ceremony as automatic qualifiers to the 2018 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 11:30 a.m. on the golf course. Directional signage will be placed to direct all persons towards the awards ceremony.

SECTION 8 – Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information:
- http://www.wallawalla.org/
- http://www.vetsmemorialgolf.com/
- https://athletics.whitman.edu/

Local Restaraunts.

All local restaraunts listed are a 5-10 minute drivings distance from the competition site. Note: Walla Walla is a small tourist town, restaraunts will more than likely have a wait time before being seated.
Click on the following restaurants to view its website.

For Large Parties/Sit Down
- Smith’s Family Restaurant
- Shiki Hibachi Sushi
- Clarette’s Restaurant
- Pizza Hut

Grab and Go/Quick Bites
- Graze “A Place to Eat”
- Andrae’s Kitchen
- Subway
- Jimmy John’s

Coffee
- Coffee Perk: 4 S 1st Ave., Walla Walla, WA 99362
- Coffee Cravings: 1615 E. Isaacs Ave., Walla Walla, WA 99362
- Starbucks: 28 E. Main St. AND 1410 Plaza Way, Walla Walla, WA 99362 (drive-thru)

Tickets.
The cost of admission to the regional championship is free.

Merchandise.
NCAA DIII Regional Championship merchandise will be available in the Veteran’s Memorial Golf Course clubhouse.

Parking.
Spectator parking is located at Borleske Stadium (near Veteran’s Memorial Pool). This is walking distance to the competition site.

SECTION 9 – Championships Operations

Emergency / * Evacuation Plan.
*See Appendix E for an emergency evacuation plan for the regionals.

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.**
The main shelter location is the Veteran’s Memorial Gold Course clubhouse located at the entrance of the competition site. However, participants and spectators should seek returning to their cars, if safe.

- Team buses should shelter their teams
- Shuttles may be provided to shuttle others back to their vehicles, in the case of needing shelter

---

**SECTION 10– Coaches’ Check List**

Each coach is responsible for completing the coaches check list included in Appendix F. If there are any questions regarding the check list please contact the Meet Director, Stephen Gall, or Meet Coordinator, Seandalynn Faleagafulu (Contact information located in Section 2).
# Appendix A – Schedule of Events

All times are PST

## Friday, Nov. 9

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 p.m.</td>
<td>Course inspection/practice.</td>
</tr>
<tr>
<td>1-5 p.m.</td>
<td>Packet pickup</td>
</tr>
<tr>
<td></td>
<td>Competition Site</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Mandatory administrative meeting</td>
</tr>
<tr>
<td></td>
<td>Veteran’s Memorial Golf Course clubhouse</td>
</tr>
</tbody>
</table>

## Saturday, Nov. 10

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 a.m.</td>
<td>Course opens</td>
</tr>
<tr>
<td>7:40 a.m.</td>
<td>Clerking begins for women’s race. Clerking period is from 7:40- 8:40AM.</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>First gun fired (30 minutes to start)</td>
</tr>
<tr>
<td>8:35 a.m.</td>
<td>National Anthem</td>
</tr>
<tr>
<td>8:40 a.m.</td>
<td>Second gun fired (20 minutes to start).</td>
</tr>
<tr>
<td></td>
<td>Women’s competitors must report to assigned boxes.</td>
</tr>
<tr>
<td></td>
<td>Clerking process is completed for women’s race.</td>
</tr>
<tr>
<td></td>
<td><strong>Clerking begins for men’s race.</strong> Clerking period is from 8:40 to 9:40 AM</td>
</tr>
<tr>
<td>8:50 a.m.</td>
<td>Third gun fired (10 minutes to start).</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Women’s 6,000-meter championship race.</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>First gun fired (30 minutes to start).</td>
</tr>
<tr>
<td>9:40 a.m.</td>
<td>Second gun fired (20 minutes to start).</td>
</tr>
<tr>
<td></td>
<td>Men’s competitors must report to assigned boxes.</td>
</tr>
<tr>
<td></td>
<td>Clerking process is completed for men’s race.</td>
</tr>
<tr>
<td>9:50 a.m.</td>
<td>Third gun fired (10 minutes to start).</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>Men’s 8,000-meter championship race.</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Awards ceremony.</td>
</tr>
<tr>
<td></td>
<td>Veteran’s Memorial Golf Course clubhouse</td>
</tr>
</tbody>
</table>
Appendix B – Men’s 8,000 Meter Course Map
Appendix C – Women’s 6,000 Meter Course Map
Appendix D- Chip/Bib 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. 9. Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant’s singlet.
- Sixteen safety pins.
- Timing chips (2).

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. Participants should attach their chips to the front of their shoes by threading their shoelaces through two holes in the chip and then retie their shoelaces. Please do not flatten out the chips. If they are flattened out, they will not read. Participants should ensure that chips are centered on their shoes.

After the end of the races, coaches are responsible for returning all of the squad's timing chips to the clerking table located near the race’s start line.
Appendix E – Safety and Security Plan

*** IN THE EVENT OF AN EMERGENCY, CALL 911

General Safety

In all events of endangerment, all individuals should remain in the designated safe areas until either campus security or local police officials announce that the immediate danger has passed.

Emergency Situations and Who to Call

Emergency situations call for prompt action and common sense. For a major emergency, such as a fire or life threatening conditions, dial Walla Walla Police directly at (911). For a minor emergency, contact someone who is a primary leader on page 2.

Fire Safety

At Competition Site: If a fire begins here, leave the competition site via the closest exit and meet at Martin Field (located on the other side of the bridge, near public parking area).

On Campus/In Building: (teams who are on campus should only be in either the Baker Ferguson Fitness Center or Sherwood Athletic Center, therefore this safety plan is directed towards those two locations). If a fire begins here, locate the nearest pull-station and sound the alarm, if or when the alarm sounds:

• Go to the door (if there is any evidence of smoke in the room, crawl to the door).
• Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
• Check the surrounding area. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside at Martin Field
• If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call 911)
• DO NOT USE ELEVATORS***

Severe Weather

In the event of severe weather, the designated shelter location at the competition site is the Veteran’s Memorial Golf Course clubhouse. It is important to stay away from windows and doors, and to not go outside or remove yourself from shelter until officials announce safety.
Evacuations

Building (On Campus) Evacuations:

• Evacuate when the building’s alarm system sounds or when instructed to do so by Campus Security or other authorized personnel
• Aid those needing assistance (disabled individuals will be directed to a specific area of refuge)
• In case of a fire, do not use elevators
• Use the nearest exit, Once outside, proceed to the preliminary designated assembly area. Please stay in the area until told otherwise by an authorized official
• Do not return to the evacuated building until told otherwise by an authorized official

Bomb Threats

In the event of an explosion, immediately evacuate the building or competition site. Call Walla Walla Police at (911) from a landline only. Be sure to provide as much information as possible and stay on the line with the dispatcher, assuming that it is safe to do so. Do not use cell phones in close proximity to suspicious packages.

If you observe a suspicious or potential bomb at the competition site or on campus:

• DO NOT TOUCH THE OBJECT***
• Clear the area
• Immediately contact 911 from a landline, cell phones may trigger detonation of an explosive device
• If on campus, call Campus Security (509) 527-5777

If you receive a bomb threat by telephone, follow these instructions:

• Most bomb threats are received by telephone, immediately write down the caller ID name and number, along with as much information as possible
• Immediately call Walla Walla Police at (911). Be sure to provide them with as much information as possible from the original bomb threat call.
• Immediately take a visual of your surrounding area for any unusual or unfamiliar actions or items; DO NOT HANDLE OR TOUCH*** instead report to authorities
• Move to a safe location and wait for police officers to arrive and release you

Campus/Competition Site Violence

• 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
- Whitman College will support criminal prosecution for any act of physical violence against a college employee or student on campus
- With the help of local police, the College will help to enforce orders of protection and/or an threatening persons from College or competition site property. All orders of protection should be reported to campus.
- Safety immediately. If an incident evolves into a crime, Campus Security (on campus) or a primary leader (at competition site) will contact the Walla Walla Police to assist in taking control of the situation.

_What to do if an actual violent situation occurs_

- Call 911, if possible, also call Campus Security (509) 527-5777
- Try to flee or hide if not directly confronted
- Lock yourself in a classroom or office if you are unable to evacuate safely
- If confronted, remain calm, speak calmly and clearly while attempting to establish a personal rapport with the offender. If necessary, take action in fight or flight

**Medical Emergencies**

In case of a medical emergency, please call 911. Be very explicit about your location. At the NCAA Championship, there will be both an athletic trainer and EMT 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)_

A portable AED will be provided by the athletic training staff and will be located at the athletic training tent.
If there are any further questions about these safety procedures or require additional assistance, please contact the Head Athletic Trainer, John Eckel.

**Local Emergency Contact Information**

**Director of Campus Security**
Matt Stroe  
Cell: (509) 520-3795  
Work: (509) 527-5777

**Walla Walla Police Department**  
(509) 527-4434 or 911

**Providence St. Mary Medical Center**  
(509) 897-3320

**Walla Walla Fire Department**  
(509) 529-1282 or 911

**Poison Control Center**  
Providence St. Mary Medical Center  
(509) 897-3320

OR

American Association of Poison Control Center  
(800) 222-1222
Appendix F – Coaches’ Checklist

Submit rosters for national meet on DirectAthletics by 5 p.m. Eastern, Sunday, Nov. 4

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

Read and understand the medical section of this manual

Contact the Whitman athletic training if in need of scheduling an appointment

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., Sunday, Nov. 11. **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**