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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 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.
<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>Al Weiner</td>
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<td>Athletic Trainer</td>
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<td>Assistant Sports Information Director</td>
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<td></td>
<td><a href="mailto:Patrick.jacoby@desales.edu">Patrick.jacoby@desales.edu</a></td>
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<td>Facilities Coordinator</td>
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<td>Head Baseball Coach</td>
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<td><a href="mailto:Timothy.neiman@desales.edu">Timothy.neiman@desales.edu</a></td>
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</tr>
</tbody>
</table>
### Atlantic

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**Term expires: September 2018**
SECTION 4 – Championship History

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<td>2015</td>
<td>University of Wisconsin-Eau Claire</td>
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</tbody>
</table>

SECTION 5 – Championship Location and Competition Site

Directions.
Driving directions to the DeSales University campus are located at the following link:

Competition Site.
The 2016 NCAA Division III Mideast Regional Championships will be held on the campus of DeSales University. The campus address is 2755 Station Avenue, Center Valley, Pennsylvania 18034.

Competition Site Maps.
The men’s and women’s course maps are included as Appendixes C and D.
For additional information, please go to the host website located at the following link:
http://athletics.desales.edu/sports/2016/9/7/2016-ncaa-mideast-regional.aspx

**Locker Rooms.**

Locker rooms will be available in Billera Hall for showers. You will need to bring your own towels.

**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 Friday at 5 pm in the Gambet Center Auditorium. 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 (9:40 a.m. for the women and 10:40 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 area located on the Rec Courts in Billera Hall. Clerking will end 20 minutes prior to the start of each race (women - 9:40 to 10:40 a.m./men - 10:40 to 11:40 a.m.).

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. 11, from 5 to 6 p.m. in the Gambet Center Auditorium.

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. The practice date and time is Friday, Nov. 11 from 2 to 6 p.m. The course will be open at 8 a.m. the morning of the race.

**Please call 610-282-1989 or check @dsubulldogs 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.**

Coaches can pick-up a copy of results at the table by the awards ceremony venue. Official results will also be posted on the host website in a printable format.

**Protests.**

All protests must be filed on the official protest form, available in the Billera Hall Conference Room. 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 training room will be open Friday, Nov. 11 from 2 to 6 p.m. and will be supplied with ice and water. Saturday, Nov. 12 from 8 a.m. until 1 p.m. the tent will be supplied with ice and water.
• Athletic trainers will be available Friday in the Billera Hall training room. Saturday, athletic
trainers will only be available in the medical tent on the course. In addition, physicians, 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 Friday, Nov. 11 in the Billera Hall training room from 2 to 6 p.m. 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 DeSales University sports medicine staff.

• 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.

<table>
<thead>
<tr>
<th>Athletic Training Contact Information.</th>
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<tbody>
<tr>
<td>Nan Miller</td>
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<td>Cell 484-201-5888</td>
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<tr>
<td>Fax 610-282-1404</td>
</tr>
</tbody>
</table>

| Mark Wojciechowski                     |
| Athletic Trainer                       |
| Office 610-282-1100 x1255              |
| Cell 610-509-6242                      |

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 phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number, 610-282-1989, will be placed in the information with the coaches’ packets and on the meet website. The Twitter feed is @dsubulldogs

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.

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**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 on the turf field at 1:30 p.m. The rain site will be in the basketball venue in Billera Hall.

SECTION 9 – Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information:
http://athletics.desales.edu/sports/2016/9/7/2016-ncaa-mideast-regional.aspx

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located at the Baseball/Softball, DeSales University Center, Gambet Center, Dooling Hall and LaBuda Center lots.
Emergency / * Evacuation Plan.

*See Appendix E for a sample emergency/evacuation plan for the championships.

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.

Billera Hall (gym), DeSales University Center (DUC) and LaBuda Center for Performing Arts.
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:

- Two championship bibs for each participant, which should be pinned on the front and back of the participant’s singlet.
- Sixteen (16) safety pins.
- Two timing chips, which should be attached to the participant’s shoes.

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, the student-athletes can keep their timing chips as part of their championship experience.
Appendix B – Schedule of Events

(All Times are local)

**Friday, Nov. 11**

2 to 6 p.m.  
Course inspection/practice.

5 to 6 p.m.  
Packet pickup.  
Gambet Center Auditorium

5 p.m.  
Mandatory administrative meeting.  
Gambet Center Auditorium

**Saturday, Nov. 12**

8 a.m.  
Course opens.

9:40 a.m.  
**Clerking begins for women’s race.** Clerking time period is from 9:40 to 10:40 a.m.

10:30 a.m.  
First gun fired (30 minutes to start)

10:35 a.m.  
**National Anthem.**

10:40 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 10:40 to 11: 40 a.m.

10:50 a.m.  
Third gun fired (10 minutes to start).

11 a.m.  
**Women’s 6,000-meter championship race.**

11:30 a.m.  
First gun fired (30 minutes to start).

11:40 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.

11:50 a.m.  
Third gun fired (10 minutes to start).

12 p.m.  
**Men’s 8,000 -meter championship race.**

1:30 p.m.  
Awards ceremony.
Appendix C – Women’s 6,000 Meter Course Map

Women’s 6000 Meter
DeSales University

Key/Shelter Locations
A. LaBuda Hall
B. DeSales University Center
C. Billera Hall
Appendix D – Men’s 8,000 Meter Course Map

Men’s 8000 Meter
DeSales University

Key/Shelter Locations
A. LaBuda Hall
B. DeSales University Center
C. Billera Hall
Appendix E – Safety and Security Plan

In the event of an emergency – call 911

Evacuation

Athletic Building Complex (Billera Hall)
- Since Billera Hall will be the primary building for this event, the following procedure should be followed subsequent to an evacuation order of Billera Hall:
  - Follow instructions from the Visiplex Mass Notification System installed throughout Billera Hall (blue strobe lights, LED signboards and speakers).
  - Individuals will find the nearest safe exit out of the building or act as directed by emergency responders.
  - The Director of Emergency Services will determine a safe assembly location and direct evacuees to that point.
  - At the discretion of the Director of Emergency Services, evacuees may be directed to leave campus or seek shelter in another building. The DeSales University Center will be the primary shelter location, if necessary.

Outdoor Venue Evacuation

DeSales University Field (Soccer Venue)
- Indoor Evacuation – University Center (DUC) or Billera Hall
- Outdoor Evacuation – Intramural Field (next to Conmy and Tocik)

Baseball, Softball and Turf Venue
- Indoor Evacuation – Billera Hall or DeSales University Center
- Outdoor Evacuation – DeSales Drive Hill, Township Park or Track

Track and Grass Practice Fields
- Indoor Evacuation – Gambet or Billera Hall
- Outdoor Evacuation – Turf Field, Missionary of the Sacred Heart (MSC) or the cornfield

Cross Country Course
- Indoor Evacuation – LaBuda, University Center (DUC), Billera Hall or Dooling
- Outdoor Evacuation – Nearest safe space
Campus Evacuation

- Should the entire campus need to be evacuated for any reason, the following guidelines shall be followed:
  - Police will direct traffic exiting Billera Hall (Preston Lane side) out Preston Lane toward SR 378. Tennis Court Lot traffic will be directed toward SR 309 on Station Avenue and vehicles exiting Billera (Landis Mill side) will be directed off campus via Landis Mill Road.
  - Vehicles exiting via DeSales Drive at Station Avenue will be directed out Station Avenue toward SR 412.
  - Vehicles exiting the DeSales University Center parking lot will be directed out Station Avenue, then southbound on Landis Mill Road.
  - Vehicles exiting DeSales Drive at Landis Mill Road will be directed Northbound on Landis Mill Road.

Severe Weather

- All non-life threatening weather decisions will be made by the athletic administration pursuant to their policy, working in collaboration with the University Liaison, DSUPD and the Director of Emergency Services; however, DeSales University officials have the right to determine when a weather situation becomes life threatening, and thus, are authorized to take all actions necessary to preserve life and protect property.
- Athletic Department announcements, including weather-related changes, will be posted on the University website homepage and at (610) 282-1989. (if necessary)
- The University currently utilizes WXSentry from Schneider Electric.

Medical Emergencies

- In case of a medical emergency please call 911 and then contact the University Police at ext. 1250 or 610-282-1002. Please be very explicit about your location. At the NCAA Championships there will be a certified 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 area 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)**
  - University Police squad car.
  - DeSales Athletic Trainers (finish line and on gator).
  - DeSales EMS vehicle.
  - Billera Hall – front hallway by vending area, in fitness center, outside hallway of Fitness center.
  - Gambet Center – 1st floor main lounge.
  - LaBuda Center – Outside the dance studio by the side entrance.
  - DeSales University Center – main hallway outside of Auxiliary Services Office.

**Local Authorities and Critical Incident Response Team**

• **Local Authorities**
  - Upper Saucon Township Police Department
    a. Call 911 or (610) 437-5252
  - Upper Saucon Township Fire Department
    a. Call 911 or (610) 437-5252
  - Lehigh County Emergency Management Agency
    a. Call 911 or (610) 437-5252

• **Critical Incident Response Team**
  - Chief Steve Marshall, DSUPD
    Cell: (484) 892-2424
  - Dennis Rasley, Director of Emergency Services
    Cell: (484) 357-2368
  - Gracia Perilli, Facility Manager
    Cell: (610) 737-7557
CAMPUS EMERGENCY INSTRUCTIONS

Building Evacuation:

- Stay Calm, do not rush and do not panic
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT the elevator
- Evacuate a minimum distance of 50 feet from the building,
- Do not re-enter the building until directed by University Police

Lockdown:

- Close and lock all doors
- Move away from and out of site of the door
- Turn off all lights sources and switch cell phone to silent mode
- Remain quiet
- Seek concealment underneath a desk or behind another piece of furniture
- Stay away from windows and remain as low to the floor as possible
- Remain in your area until directed by University Police

Shelter In Place:

- Remain at your current location
- Close all windows and doors
- Turn off all heating and air conditioning units in your area if possible
- Stay calm and wait for further instructions via the Campus Emergency Alert System

Severe Weather:

- Move to the center of an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in place until the danger has passed
- Stay calm and wait for further instructions via the Campus Emergency Alert System
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.