Contents
SECTION 1 – Introduction .................................................................................................................................................. 1
SECTION 2 – Host Personnel and Contact Information ................................................................................................. 2
SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons .......................................................... 3
SECTION 4 – Championship History .............................................................................................................................. 4
SECTION 5 – Championship Location and Competition Site ............................................................................................. 4
SECTION 6 – Entry Procedures and Championship Format ............................................................................................... 5
SECTION 7 – Squad Size .................................................................................................................................................... 11
SECTION 8 – Awards .......................................................................................................................................................... 11
SECTION 9 – Host City Spectator Information .................................................................................................................. 11
SECTION 10 – Championships Operations ...................................................................................................................... 11
Appendix A – Chips/Bibs Special Instructions .................................................................................................................. 12
Appendix B – Schedule of Events ....................................................................................................................................... 13
Appendix C – Women’s 6,000 Meter Course Map ........................................................................................................... 14
Appendix D – Men’s 8,000 Meter Course Map ................................................................................................................ 15
Appendix E – Safety and Security Plan ........................................................................................................................... 16
Appendix F – Coaches’ Checklist ..................................................................................................................................... 20
The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2017 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>
</table>
| Meet Director                              | Steven Dalhed  
Assistant Cross Country Coach  
sdalhed@carleton.edu                     | Work: 507-222-7150  
Cell: 952-457-1215                       |
| Division III NCAA Site Representative      | Chris Dallager  
Disability Services Director  
carleton College  
cdallager@carleton.edu                  | Work: 507-222-5250  
Cell: 612-913-8299                       |
| NCAA Championships Liaison                 | Liz H. Homrig  
Assistant Director, Championships and Alliances  
lhomrig@ncaa.org                        | Work: 317-917-6245  
Cell: 317-966-0035  
Fax: 317-917-6235                       |
| Media Coordinator                          | David Pape  
Sports Information Director  
dpape@carleton.edu                      | Work: 507-222-4185  
Cell: 602-329-0035                       |
| Head Athletic Trainer                      | Charlie Jeffers  
Assistant Athletic Trainer  
cjeffers@carleton.edu                   | Work: 507-222-7371  
Cell: 612-716-2976  
Fax: 507-222-7267                       |
| Promotions/Marketing                       | David Pape  
Sports Information Director  
dpape@carleton.edu                      | Work: 507-222-4185  
Cell: 602-329-0035                       |
| Facilities Coordinator                     | Mikki Showers  
Manager, Recreation Center  
mshowers@carleton.edu                   | Work: 507-222-4481                       |
| Volunteer Coordinator                      | Steven Dalhed  
Assistant Cross Country Coach  
sdalhed@carleton.edu                     | Work: 507-222-7150  
Cell: 952-457-1215                       |
| Hospitality Coordinator                    | Laura Albares  
Assistant Cross Country Coach  
lalbares@carleton.edu                    | Work: 507-222-7150  
Cell: 612-325-4916                       |
### SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Division III Track and Field Committee and Staff Liaisons.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Atlantic</strong></td>
</tr>
<tr>
<td>Thomas Thomasson Jr., chair</td>
</tr>
<tr>
<td>Associate Director of Athletics and Recreational Services</td>
</tr>
<tr>
<td>Rutgers, The State University of New Jersey, Camden</td>
</tr>
<tr>
<td>301 Linden Street</td>
</tr>
<tr>
<td>Camden, New Jersey 08102</td>
</tr>
<tr>
<td>Office: 856-225-2746</td>
</tr>
<tr>
<td>Cell: 609-970-2092</td>
</tr>
<tr>
<td>Email: <a href="mailto:tthomass@camden.rutgers.edu">tthomass@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Term expires: Sept. 1, 2019</td>
</tr>
<tr>
<td><strong>Great Lakes</strong></td>
</tr>
<tr>
<td>Dara Ford, Cross Country/Indoor Track and Field Liaison</td>
</tr>
<tr>
<td>Head MW Cross Country/Track and Field Coach</td>
</tr>
<tr>
<td>Otterbein University</td>
</tr>
<tr>
<td>1 South Grove Street</td>
</tr>
<tr>
<td>Westerville, Ohio 43081</td>
</tr>
<tr>
<td>Email: <a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
</tr>
<tr>
<td>Term expires: Sept. 1, 2021</td>
</tr>
<tr>
<td><strong>Midwest</strong></td>
</tr>
<tr>
<td>Derek Stanley, Indoor/Outdoor Track and Field Liaison</td>
</tr>
<tr>
<td>Head MW Cross Country/Asst. MW Track and Field Coach</td>
</tr>
<tr>
<td>University of Wisconsin-La Crosse</td>
</tr>
<tr>
<td>La Crosse, Wisconsin 54601</td>
</tr>
<tr>
<td>Office: 608-785-8185</td>
</tr>
<tr>
<td>Cell: 317-919-4699</td>
</tr>
<tr>
<td>Email: <a href="mailto:dstanley@uwlax.edu">dstanley@uwlax.edu</a></td>
</tr>
<tr>
<td>Term expires: Sept. 1, 2019</td>
</tr>
<tr>
<td><strong>South/Southeast</strong></td>
</tr>
<tr>
<td>Natalie Bach-Prather, Indoor/Outdoor Track and Field</td>
</tr>
<tr>
<td>Liaison</td>
</tr>
<tr>
<td>Head MW Cross Country/Track and Field Coach</td>
</tr>
<tr>
<td>East Texas Baptist University</td>
</tr>
<tr>
<td>1 Tiger Drive</td>
</tr>
<tr>
<td>Marshall, Texas 75671</td>
</tr>
<tr>
<td>Office: 903-923-2242</td>
</tr>
<tr>
<td>Cell: 903-742-9464</td>
</tr>
<tr>
<td>Email: <a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a></td>
</tr>
<tr>
<td>Term expires: Sept. 1, 2020</td>
</tr>
<tr>
<td><strong>West</strong></td>
</tr>
<tr>
<td>Michael Orefia, Cross Country Liaison</td>
</tr>
<tr>
<td>Director Cross Country/Track and Field</td>
</tr>
<tr>
<td>University of Puget Sound</td>
</tr>
<tr>
<td>1500 N. Warner St. #1044</td>
</tr>
<tr>
<td>Tacoma, WA 98416</td>
</tr>
<tr>
<td>Office: 253-879-3453</td>
</tr>
<tr>
<td>Cell: 425-773-3274</td>
</tr>
<tr>
<td>Email: <a href="mailto:morechia@ups.edu">morechia@ups.edu</a></td>
</tr>
<tr>
<td>Term expires: Sept. 1, 2018</td>
</tr>
</tbody>
</table>
### SECTION 4 – Championship History

<table>
<thead>
<tr>
<th>Year</th>
<th>Men’s History</th>
<th>Women’s History</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993</td>
<td>North Central College</td>
<td>1993 State University College at Cortland</td>
</tr>
<tr>
<td>1994</td>
<td>Williams College</td>
<td>1994 State University College at Cortland</td>
</tr>
<tr>
<td>1995</td>
<td>Williams College</td>
<td>1995 State University College at Cortland</td>
</tr>
<tr>
<td>1996</td>
<td>University of Wisconsin, La Crosse</td>
<td>1996 University of Wisconsin, Oshkosh</td>
</tr>
<tr>
<td>1997</td>
<td>North Central College</td>
<td>1997 State University College at Cortland</td>
</tr>
<tr>
<td>1998</td>
<td>North Central College</td>
<td>1998 Calvin College</td>
</tr>
<tr>
<td>1999</td>
<td>North Central College</td>
<td>1999 Calvin College</td>
</tr>
<tr>
<td>2000</td>
<td>Calvin College</td>
<td>2000 Middlebury College</td>
</tr>
<tr>
<td>2001</td>
<td>University of Wisconsin, La Crosse</td>
<td>2001 Middlebury College</td>
</tr>
<tr>
<td>2002</td>
<td>University of Wisconsin, Oshkosh</td>
<td>2002 Williams College</td>
</tr>
<tr>
<td>2003</td>
<td>Calvin College</td>
<td>2003 Middlebury College</td>
</tr>
<tr>
<td>2004</td>
<td>Calvin College</td>
<td>2004 Williams College</td>
</tr>
<tr>
<td>2005</td>
<td>University of Wisconsin, La Crosse</td>
<td>2005 State University College at Geneseo</td>
</tr>
<tr>
<td>2006</td>
<td>Calvin College</td>
<td>2006 Middlebury College</td>
</tr>
<tr>
<td>2007</td>
<td>New York University</td>
<td>2007 Amherst College</td>
</tr>
<tr>
<td>2008</td>
<td>State University College at Cortland</td>
<td>2008 Middlebury College</td>
</tr>
<tr>
<td>2009</td>
<td>North Central College</td>
<td>2009 University of Wisconsin, Eau Claire</td>
</tr>
<tr>
<td>2010</td>
<td>Haverford College</td>
<td>2010 Middlebury College</td>
</tr>
<tr>
<td>2011</td>
<td>North Central College</td>
<td>2011 Washington University (Missouri)</td>
</tr>
<tr>
<td>2012</td>
<td>North Central College</td>
<td>2012 Johns Hopkins University</td>
</tr>
<tr>
<td>2013</td>
<td>St. Olaf College</td>
<td>2013 Johns Hopkins University</td>
</tr>
<tr>
<td>2014</td>
<td>North Central College</td>
<td>2014 John Hopkins University</td>
</tr>
<tr>
<td>2015</td>
<td>University of Wisconsin-Eau Claire</td>
<td>2015 Williams College</td>
</tr>
<tr>
<td>2016</td>
<td>North Central College</td>
<td>2016 Johns Hopkins University</td>
</tr>
</tbody>
</table>

### SECTION 5 – Championship Location and Competition Site

**Competition Site.**
The competition site is located in the Upper Arboretum east of the Carleton College Recreation Center. It is composed primarily of grass trails along with some dirt and crushed rock. Team camps will be located inside the Recreation Center fieldhouse.

**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: [https://apps.carleton.edu/athletics/2017NCAACentral/](https://apps.carleton.edu/athletics/2017NCAACentral/).
Directions.
The course is located east of the Recreation Center, which is located at Three Oaks Drive, Northfield, Minnesota 55057. Take Interstate 35 to exit 69. Head east on Highway 19 towards Northfield. Turn left on Dahomey Avenue followed by a right on 2nd Street W. Turn left onto Division Street followed by a right on Three Oaks Drive towards the Recreation Center.

Locker Rooms.
Men’s and women’s locker rooms are available in the Recreation Center. Space is extremely limited. There are also shower facilities for both genders, but athletes must provide his or her own towel.

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 at 8 a.m. Eastern time beginning Monday, Oct. 30. Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 5. 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 Homrig. 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 Homrig, lhomrig@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. 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 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. 10, at the 5 p.m. coach’s meeting located in the Goodhue Hall lounge.

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 will be from 2 to 6 p.m. Friday, Nov. 10. The course will be open at 9 a.m. the morning of the race.
Please call 507-222-4487 or check @CarletonKnights 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 and 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 timing tent near the finish line. Official results will also be posted on the host website in a printable format.

---

**Protests.**

A protest/appeals table will be located adjacent to the coaches’ only results area. Forms will be available in the team packet 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 and the Recreation Center training room will be open from 2 until 6 p.m. Friday, Nov. 10 and will be supplied with ice and water. From 9 a.m. until 1:15 p.m. Saturday, Nov. 11, the training room inside the Recreation Center will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.

- Athletic trainers will be available Friday in the Recreation Center training room. Saturday, an athletic trainer will 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 Recreation Center training room. Treatments will be performed from 2 until 6 p.m. Friday, Nov. 10 in the Recreation 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. 11 must schedule an appointment with the Carleton 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>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Jeffers           Head Athletic Trainer</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather Policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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):</td>
</tr>
</tbody>
</table>

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional 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 (507-222-4487) will be placed in the information with the coaches’ packets and on the meet website. The Twitter feed is @CarletonKnights.

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 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; 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’s All-Region medallions and 35 women’s 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 in the Recreation Center fieldhouse at 1:15 p.m.

SECTION 9 – Host City Spectator Information

**Websites.**

Please see the following websites for spectator and venue information: https://apps.carleton.edu/athletics/2017NCAACentral/.

**Tickets.**

The cost of admission to the regional championship is free.

**Parking.**

Spectator parking is located at the West Gym fields on Division Street. There is also parking located on the city streets south of campus. There will be some handicapped parking located in the Recreation Center lot.

SECTION 10 – 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.

<table>
<thead>
<tr>
<th>Shelter Locations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter in case of severe weather is located on the first floor of the Recreation Center. Building supervisors will be on-site to provide further instructions.</td>
</tr>
</tbody>
</table>
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. 10. 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. The bib containing a timing chip needs to be pinned on the front of the singlet.

- Two hip numbers for each participant, which should be placed on both the right and left sides of the participant’s shorts (not on the leg).

- Eight safety pins per participant.

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 attached to one of his or her bibs, which should be worn on the front of the singlet.

After the end of the races, the student-athletes can keep their timing chip and bibs as part of their championship experience.
Appendix B – Schedule of Events

(All Times are local)

Friday, Nov. 10

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

5 p.m.  Packet pickup.
         Goodhue Hall lounge

5 p.m.  Mandatory administrative meeting.
         Goodhue Hall lounge

Saturday, Nov. 11

9 a.m.  Course opens.

9:40 a.m.  Clerking begins for men’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).
            Men’s competitors must report to assigned boxes.
            Clerking process is completed for men’s race.
            Clerking process begins for women’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.  Men’s 8,000-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).
            Women’s competitors must report to assigned boxes.
            Clerking process is completed for women’s race.

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

12:00 p.m.  Women’s 6,000-meter championship race.

1:15 p.m.  Awards ceremony.
Appendix C – Women’s 6,000 Meter Course Map
Appendix D – Men’s 8,000 Meter Course Map
Appendix E – Safety and Security Plan

In the event of an emergency, call 911 from a cell or 9-911 from a campus phone

Tornado and Severe Weather

Storm Safety Location: In the event of lightning or severe storm warning, move all individuals to the shelter areas of the Recreation Center first floor. Building Supervisors will be on duty to provide further instructions.

If there is a severe thunderstorm watch, conditions are right for a severe thunderstorm:

1. Continue with normal activities, but continue to monitor the situation.

If there is a severe thunderstorm warning, severe thunderstorms are occurring:

1. Be prepared to move to a place of shelter if threatening weather approaches.
2. Remain indoors and away from windows until the severe storm passes.
3. If large hail begins to fall, seek immediate shelter.
4. Report any injuries and damage by calling 507-222-4444 (x4444 from campus phone) and be prepared to give the following information:
   a. Your name
   b. Your building name
   c. The type of injury or damage
   d. The location of any injured person(s) or building damage
   e. The room number you are calling from

If there is a tornado watch, conditions are right for a tornado:

1. Continue with normal activities, but continue to monitor the situation.

If there is a tornado warning, radar or weather spotters have identified a tornado in Rice County:

1. SEEK IMMEDIATE SHELTER in designated safe areas in your location. Individuals with disabilities should follow the same procedures.
   a. Seek shelter in the lowest level. If there is no basement, go to an inner hallway, a small inner room, or a closet. Stay away from outside walls, exterior doors, and glass windows or partitions.
   b. Do not open windows.
   c. Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.
2. After the all-clear has sounded, leave badly damaged buildings if it is safe to do so.
   a. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
3. If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse.
4. If it is not safe or possible to leave the area, stay put until assistance arrives.
5. Do not attempt to return to the building unless directed to do so by Security Services.
6. Do not attempt to turn on or off any utilities or other equipment.
7. If you are in a vehicle:
   a. Get out and seek shelter in a nearby well-built structure.
   b. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection.
   c. Lay prone, face down, with your hands covering your head.
8. Report all injuries and damage to Security Services at 507-222-4444 (x4444 from campus phone).

General Safety

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

The 3 steps in reacting to an emergency situation:

1. CHECK: make sure the scene is safe.
2. CALL: First Call should be 9-911 with a second call to Security Services 507-222-4444 (x4444 from a campus phone), remain calm, and always hang up last.
   Most Critical Information: ask to speak with the ambulance dispatcher and then know your exact address: 565 Three Oaks Dr., Northfield, Minnesota 55057.
   Important to know: 9-911 calls from on-campus phones AND Cell phones go directly to the Owatonna dispatch center. Then notify Carleton Security Services 507-222-4444 (x4444 from a campus phone).

Be prepared to provide the following information
   a. Identify yourself and your role in the emergency
   b. Specify your location: Sports and Rec. Fields, 565 Three Oaks Dr., Northfield, Minnesota 55057 Emergency access for activities on the Baseball/Softball fields is directly off Highway 19. The College’s water tower is almost directly overhead of the Baseball/Softball fields and can be used as a reference point for directions. Athletic personal will be on site to help guide EMS.
   c. Give the number of injured victim(s)
   d. Condition of victim(s)
   e. Time of the incident
f. Care being provided

g. Give specific directions to the scene of the emergency

3. **CARE:** provide appropriate emergency care for the victim.

**Guide EMS (Emergency Medical Services) to the scene**

a. Assist Security Services with directing EMS to scene

b. Open appropriate gates

c. Designate individual to "flag down" EMS and direct to scene

d. Scene control: keep non-emergency medical team members away from the scene.

The closest PEAR Dept. building is the Rec. Center. The front desk phone number at The Rec. Center is 507-222-4487.

**Building Address**

Recreation Center
565 Three Oaks Drive
Northfield, Minnesota 55057

If you have questions about these safety procedures or require additional assistance, please contact Carleton College Campus Security (24 Hours) at 507-222-4444 or extension 4444 from an on-campus phone.
Local Emergency Contact Information

Head of Campus Security
Wayne Eisenhuth
Office: 507-222-4427

Northfield Police Department
507-645-4477 or 911

Northfield Hospital ER
507-646-1000

Northfield Fire Department
507-645-8832 or 911

Poison Control Center
1-800-222-1222
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. 12.  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.