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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 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.
<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
</table>
| Meet Director                              | Ben Carlson  
Head Cross Country Coach, OWU  
brcarlso@owu.edu | Work: 740-368-3831  
Cell: 515-291-8530 |
| Division III NCAA Site Representative      | Dara Ford  
Mead MW Cross Country/Track and Field Coach  
Otterbein University  
dford@otterbein.edu | Cell: 330-280-3975 |
| 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                          | Mark Beckenbach  
Sports Information Director  
milbecken@owu.edu | Work: 740-368-3340  
Cell: 614-361-0123 |
| Head Athletic Trainer                      | Todd Miller  
Head Athletic Trainer, OWU  
tcmiller@owu.edu | Work: 740-368-3747  
Cell: 614-595-1342 |
| Promotions/Marketing                       | Cassie Cunningham  
Head Softball Coach, OWU  
cccunnin@owu.edu | Work: 740-368-3737 |
| Facilities Coordinator                     | Kris Boey  
Dir. of Cross Country/Track&Field, OWU  
kwboey@owu.edu | Work: 740-368-3731  
Cell: 614-266-7405 |
| Volunteer Coordinator                      | Ethan Rich  
Asst. T&F Coach, OWU  
elrich@owu.edu | Work: 740-368-3756  
Cell: 251-7161533 |
| Hospitality Coordinator                    | Jessie Kremeier  
Asst. T&F Coach, OWU | Cell: 318-780-8871 |
## SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons

### Division III Track and Field Committee and Staff Liaisons.

<table>
<thead>
<tr>
<th>Region</th>
<th>Liaison</th>
<th>Institution</th>
<th>Address</th>
<th>Office/Cell/Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Atlantic</strong></td>
<td>Thomas Thomasson Jr., chair</td>
<td>Rutgers, The State University of New Jersey, Camden</td>
<td>301 Linden Street, Camden, New Jersey 08102</td>
<td>856-225-2746/609-970-2092/tthomass@camden.rutgers.edu</td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td><strong>Central</strong></td>
<td>Jessica Devine, Cross Country/Outdoor Track and Field Liaison</td>
<td>University of Minnesota, Morris</td>
<td>600 East 4th Street, PE Center, Morris, Minnesota 56267</td>
<td>608-738-1170/jkdevine@morris.umn.edu</td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td><strong>Great Lakes</strong></td>
<td>Dara Ford, Cross Country/Indoor Track and Field Liaison</td>
<td>Otterbein University</td>
<td>1 South Grove Street, Westerville, Ohio 43081</td>
<td>330-280-3975/dford@otterbein.edu</td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td><strong>Mideast</strong></td>
<td>Donald Nichter, Indoor Track and Field Liaison</td>
<td>Dickinson College</td>
<td>Carlisle, Pennsylvania 17013</td>
<td>717-385-5316/nichter@dickinson.edu</td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td><strong>Midwest</strong></td>
<td>Derek Stanley, Indoor/Outdoor Track and Field Liaison</td>
<td>University of Wisconsin-La Crosse</td>
<td>La Crosse, Wisconsin 54601</td>
<td>608-785-8185/dstanley@uwlax.edu</td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td><strong>New England</strong></td>
<td>Marlee Berg, Cross Country/Outdoor Track and Field Liaison</td>
<td>Westfield State University</td>
<td>Athletic Dept/577 Western Avenue, Westfield, Massachusetts 01085</td>
<td>978-337-8133/mberg@westfield.ma.edu</td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td><strong>South/Southeast</strong></td>
<td>Natalie Bach-Prather, Indoor/Outdoor Track and Field Liaison</td>
<td>East Texas Baptist University</td>
<td>1 Tiger Drive, Marshall, Texas 75671</td>
<td>903-923-2242/903-742-9464/nbachprather@etbu.edu</td>
<td>Sept. 1, 2020</td>
</tr>
<tr>
<td><strong>West</strong></td>
<td>Michael Orechia, Cross Country Liaison</td>
<td>University of Puget Sound</td>
<td>1500 N. Warner St. #1044, Tacoma, WA 98416</td>
<td>253-879-3453/425-773-3274/morechia@ups.edu</td>
<td>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 Johns 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 regionals will be held at Liberty Park in Powell, Ohio.

**Competition Site Maps.**

The men’s and women’s course maps are included as Appendixes C and D.

Directions.

Liberty Park is located just north of Powell, Ohio.

2845 Home Road, Powell, Ohio 43065

From HWY 23, head west on Home Road

All spectator parking is located at Grace Church of Powell, immediately adjacent to the south end of the course. Turn south on Home Rd to Liberty Road.

7600 Liberty Road N, Powell, Ohio 43065

There will be parking at Liberty Park for handicap and limited-mobility spectators.

Locker Rooms.

Locker rooms will be available at Selby Stadium on the Ohio Wesleyan University campus. Please note there are limited shower facilities.

Parking / Admission.

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

Parking for spectators will be at Grace Church of Powell.

There will be parking at Liberty Park for handicap and limited-mobility spectators.

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 at least 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, from 4:30 to 5 p.m. located in Grace Church of Powell (7600 Liberty Rd N, Powell, OH 43065).
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 Kris Boey (614-266-7405) or check @OWU_TFXC 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 the finish line mat. A secondary video system will be used as a backup. A timing mat will be at the 3K mark for both men's and women's races. Men’s and women’s splits and team scores will be collected and displayed in the final results.

Runners should continue racing past the mat at the finish line. Once they have crossed the mat, runners should continue to move through the finish chute into the finish corral. Runners need not maintain their order of finish in the chute. Runners MUST only exit through the designated corral exit, depositing their chips in the designated buckets prior to exit. Water and athletic trainers will be available adjacent to the finish corral. Coaches can wait for runners outside of the corral.

**Results.**
Coaches can view a copy of results at the large “Coaches Only Results” board 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 in the protest tent by the coaches' only results area. Forms will be available in the protest 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 3 until 6 p.m. Friday, Nov. 10 and will be supplied with ice, water and taping tables. From 9:30 a.m. until 1:30 p.m. Saturday, Nov. 11, the tent will be supplied ice, water and taping tables.

• Athletic trainers will be available Friday on the course at the times noted above. Additionally, student-athletes will be able to see OWU athletic training staff for treatment modalities at Selby Stadium on the Ohio Wesleyan campus on Friday; these times will be emailed and posted on the meet website one week prior to the region meet. 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 from 3 until 6 p.m. Friday, Nov. 10 in the medical tent. 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 OWU 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>Todd Miller, Head Athletic Trainer</td>
</tr>
<tr>
<td>Office 614-595-1342</td>
</tr>
<tr>
<td>Cell 614-595-1342</td>
</tr>
<tr>
<td>Fax 740-368-3763</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather Policy.</th>
</tr>
</thead>
</table>
| 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. Severe weather updates will be posted on Twitter (@OWU_TFXC) regarding delays and/or postponements. Team coaches may call 614-266-7405 (Kris Boey) for further information.

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.

<table>
<thead>
<tr>
<th>Drug Testing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Uniforms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the regional championships.</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Squad Size.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**SECTION 8 – Awards**

<table>
<thead>
<tr>
<th>USTFCCCA Awards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awards Ceremony.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The awards ceremony will be held at 1:15 p.m. near the finish line at Liberty Park. In the event of severe weather, the awards ceremony will be moved to Gordon Field House on the Ohio Wesleyan campus. Any chance in the awards ceremony (start time/location) will be announced over the PA system and by Twitter (@OWU_TFXC).</td>
</tr>
</tbody>
</table>

**SECTION 9 – Host City Spectator Information**

<table>
<thead>
<tr>
<th>Websites.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please see the following websites for spectator information: <a href="http://www.visitdelohio.com/">http://www.visitdelohio.com/</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tickets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The cost of admission to the regional championship is free.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spectator parking is located at Grace Church of Powell. Parking for handicap and limited-mobility persons will be at Liberty Park.</td>
</tr>
</tbody>
</table>

**SECTION 10 – Championships Operations**

<table>
<thead>
<tr>
<th>Emergency / * Evacuation Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>See Appendix E for an emergency/evacuation plan for the regionals.</em></td>
</tr>
</tbody>
</table>
**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 to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically.

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.

Personal and team vehicles. The only solid structures on property are restroom facilities.
COACHES
All coaches will receive bib numbers and chip 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.
- Eight (8) safety pins.
- One timing chip, which should be attached to the participant’s shoe.

RUNNERS AND COACHES
Participants must wear one timing chip and two bibs (front and back) 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 one timing chip in his or her packet. Participants should attach their chip to the front of their shoe by threading their shoelaces through two holes in the chip and then retie their shoelaces.

After the end of the races, the student-athletes must return their chip PRIOR to leaving the finish corral area.
Appendix B – Schedule of Events

(All Times are local)

Friday, Nov. 10

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

4:30 – 5 p.m.  Packet pickup.
Grace Church of Powell (7600 Liberty Rd N, Powell, OH)

5 p.m.  Mandatory administrative meeting.
Grace Church of Powell

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.

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

10:55 a.m.  Clerking process begins for women’s race.  Clerking time period is from 10:55 to 11:55 a.m.

11 a.m.  Men’s 8,000-meter championship race.

11:45 a.m.  First gun fired (30 minutes to start).

11:55 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.

12:05 p.m.  Third gun fired (10 minutes to start).

12:15 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

Severe Weather
In the event of severe weather, proceed to personal or team vehicles. Check Twitter (@OWU_TFXC) for when it’s safe to return.

Emergency Situations & Who to Call
Emergency situations call for prompt action and common sense. For any emergency, dial Delaware County Sheriff’s Department or Powell Police Department at 911.
Evacuations
Situations that may require evacuation can include the following:

Park Evacuations
If a situation occurs that requires a section of or the entire park to be evacuated, spectators and participants will be directed to their vehicles or a safe location within the park.

Bomb Threats or Explosions
If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.
- Clear the area.
- Immediately contact 911.

If you receive a bomb threat by telephone, follow these directions:
- Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.
- Immediately call police. Provide as much information as possible from the bomb-threat call.
- Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the police.
- Move to a safe location and wait for the police.

Medical Emergencies
In case of a medical emergency please call 911 and 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
- Do not leave the victim alone
- 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

Liberty Park Address
2845 Home Road
Powell, OH 43065
Local Emergency Contact Information

**Powell Police Department**
614-885-5005 or 911

**Delaware County Sheriff’s Office**
740-833-2810 or 911

**Grady Memorial Hospital (Delaware)**
740-615-1000
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.