PARTICIPANT
2017-18 MANUAL
Regionals
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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.
### SECTION 2 – Host Personnel and Contact Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>George Towle Women’s Cross Country and Track Coach <a href="mailto:gtowle@maine.edu">gtowle@maine.edu</a></td>
<td>Work: 207-780-5595  Cell: 207-650-5041</td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Marlee Berg Asst to the AD/Asst Track and Field Coach Westfield State University <a href="mailto:mberg@westfield.ma.edu">mberg@westfield.ma.edu</a></td>
<td>Cell: 978-337-8133</td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Liz H. Homrig Assistant Director, Championships and Alliances <a href="mailto:lhomrig@ncaa.org">lhomrig@ncaa.org</a></td>
<td>Work: 317-917-6245  Cell: 317-966-0035  Fax: 317-917-6235</td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>B.L. Elfring Athletic Media Relations <a href="mailto:elfring@maine.edu">elfring@maine.edu</a></td>
<td>Work: 207-780-5434  Fax: 207-780-5182</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Matthew Gerken Head Athletic Trainer <a href="mailto:Matthew.gerken@maine.edu">Matthew.gerken@maine.edu</a></td>
<td>Work: 207-780-5140  Fax: 207-780-5354  Cell: 207-615-1141</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Christina Cracolici Athletic Media Relations <a href="mailto:Christina.cracolici@maine.edu">Christina.cracolici@maine.edu</a></td>
<td>Work: 207-228-8186  Cell: 207-809-9531</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>George Towle Women’s Cross Country and Track Coach <a href="mailto:gtowle@maine.edu">gtowle@maine.edu</a></td>
<td>Work: 207-780-5595  Cell: 207-650-5041  Fax: 207-780-5182</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>George Towle Women's Cross Country and Track Coach <a href="mailto:gtowle@maine.edu">gtowle@maine.edu</a></td>
<td>Work: 207-780-5595  Cell: 207-650-5041  FAX: 207-780-5182</td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Cheryl Nash Business Manager <a href="mailto:clnash@maine.edu">clnash@maine.edu</a></td>
<td>Work: 207-780-5985  Cell:</td>
</tr>
</tbody>
</table>
### Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Section 3 – NCAA Division III Track and Field Committee and Staff Liaisons</th>
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</thead>
</table>

#### Atlantic

**Thomas Thomasson Jr., chair**  
Associate Director of Athletics and Recreational Services  
Rutgers, The State University of New Jersey, Camden  
301 Linden Street  
Camden, New Jersey 08102  
Office: 856-225-2746  
Cell: 609-970-2092  
Email: tthomass@camden.rutgers.edu  
**Term expires:** Sept. 1, 2019

#### Central

**Jessica Devine, Cross Country/Outdoor Track and Field Liaison**  
Head MW Track and Field Coach  
University of Minnesota, Morris  
600 East 4th Street, PE Center  
Morris, Minnesota 56267  
Cell: 608-738-1170  
Email: jkdevine@morris.umn.edu  
**Term expires:** Sept. 1, 2021

#### Great Lakes

**Dara Ford, Cross Country/Indoor Track and Field Liaison**  
Head MW Cross Country/Track and Field Coach  
Otterbein University  
1 South Grove Street  
Westerville, Ohio 43081  
Cell: 330-280-3975  
Email: dford@otterbein.edu  
**Term expires:** Sept. 1, 2021

#### Mideast

**Donald Nichter, Indoor Track and Field Liaison**  
Head Cross Country and Track and Field Coach  
Dickinson College  
Kline Center  
Carlisle, Pennsylvania 17013  
Cell: 717-385-5316  
Email: nichter@dickinson.edu  
**Term expires:** Sept. 1, 2019

#### Midwest

**Derek Stanley, Indoor/Outdoor Track and Field Liaison**  
Head MW Cross Country/Asst. MW Track and Field Coach  
University of Wisconsin-La Crosse  
La Crosse, Wisconsin 54601  
Office: 608-785-8185  
Cell: 317-919-4699  
Email: dstanley@uwlac.edu  
**Term expires:** Sept. 1, 2019

#### New England

**Marlee Berg, Cross Country/Outdoor Track and Field Liaison**  
Assistant Track and Field Coach/Assistant to the AD  
Westfield State University  
Athletic Dept/577 Western Avenue  
Westfield, Massachusetts 01085  
Cell: 978-337-8133  
Email: mberg@westfield.ma.edu  
**Term expires:** Sept. 1, 2021

#### South/Southeast

**Natalie Bach-Prather, Indoor/Outdoor Track and Field Liaison**  
Head MW Cross Country/Track and Field Coach  
East Texas Baptist University  
1 Tiger Drive  
Marshall, Texas 75671  
Office: 903-923-2242  
Cell: 903-742-9464  
Email: nbachprather@etbu.edu  
**Term expires:** Sept. 1, 2020

#### Westfinal

**Michael Orechia, Cross Country Liaison**  
Director Cross Country/Track and Field  
University of Puget Sound  
1500 N. Warner St. #1044  
Tacoma, WA 98416  
Office: 253-879-3453  
Cell: 425-773-3274  
Email: morechia@ups.edu  
**Term expires:** Sept. 1, 2018
SECTION 4 – Championship History

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

SECTION 5 – Championship Location and Competition Site

Gorham Country Club

93 McLellan Road, Gorham, Maine 04038

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

Directions.

Approaching from the South on I-95 N: follow the highway to Haigis Parkway in Scarborough. Take Exit 42 from I-95 N, then take Payne Rd and ME-114 N to McLellan Rd in Gorham.
Approaching from the North on I-295 S: Follow I-295 S, Falmouth Spur, and I-95 S to Skyway Drive in Portland. Take Exit 46 from I-95 S, then take ME-22 W/County Rd to McLellan Rd in Gorham.

<table>
<thead>
<tr>
<th>Locker Rooms available at USM Costello Athletic Complex</th>
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<tbody>
<tr>
<td>Located at 31 Campus Avenue, USM Gorham Campus, Gorham, Maine 04038</td>
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<table>
<thead>
<tr>
<th>Parking / Admission.</th>
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<tbody>
<tr>
<td>Parking/admission to the regional cross country meet is free.</td>
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</table>

SECTION 6 – Entry Procedures and Championship Format

<table>
<thead>
<tr>
<th>Entry Procedures.</th>
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<tr>
<td><strong>Entry Forms.</strong> 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.)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Administrative Meeting.</th>
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<tbody>
<tr>
<td>The NCAA site representative and meet director will conduct a <strong>mandatory</strong> administrative meeting the day before competition (Friday) or not later than two hours prior to the start of competition to review championship matters. <strong>It is mandatory</strong> 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, <a href="mailto:lhomrig@ncaa.org">lhomrig@ncaa.org</a>) at least 48 hours prior to the meeting.</td>
</tr>
</tbody>
</table>
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, from Noon to 4 p.m. at the Gorham Country Club and at the coaches’ meeting Friday evening from 6 to 8 p.m. Packets will also be available Saturday morning starting at 8 am.

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 Noon to 4 p.m. Friday, Nov. 10. The course will be open at 9 a.m. the morning of the race.

**Please call Al Bean, 207-671-2502, or check USM Huskies Twitter (@usmhuskies) 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 white clerking 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 at the white tent by the coaches’ only results area. Forms will be available in the packets 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 11 a.m. until 5 p.m. Friday, Nov. 10 and will be supplied with ice and water. From 8 a.m. until 2 p.m. Saturday, Nov. 11, the tent will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.

- Athletic trainers will be available Friday from 11 a.m. until 5 p.m. in the training room at the Costello Athletic Complex on the USM Gorham Campus. Saturday, athletic trainers will only be available in the medical tent and on the course.

- Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from 11 a.m. until 5 p.m. Friday, Nov. 10 in the USM Athletic 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 USM 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.
Athletic Training Contact Information.

Matthew Gerken: Head Athletic Trainer

<table>
<thead>
<tr>
<th></th>
<th>Work/Cell</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>207-615-1141</td>
<td>207-780-5354</td>
</tr>
</tbody>
</table>

Weather Policy.

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

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

2. 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 (207-780-5434) will be placed in the information with the coaches’ packets and on the meet website. The Twitter feed is @usmhuskies.

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 at 2:30 p.m. at Gorham Middle School, 106 Weeks Road, Gorham, Maine 04038.

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**SECTION 9 – Host City Spectator Information**

**Websites.**

Please see the following website for spectator and venue information:


**Tickets.**

The cost of admission to the regional championship is free.

**Parking.**

*Team parking* (vans, buses, etc.) is located at Wassamki Springs Campground (56 Saco St, Scarborough, Maine 04074). Coaches should drop student-athletes off at the Gorham Country Club. Mini-buses will transport coaches from Wassamki Springs to the competition venue. GCC to Wassamki is one mile.

Spectator parking is located at the Gorham Country Club.

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**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.

**Shelter Locations.**

No permanent shelters will be available at the course. In the event of severe weather, teams and spectators should use their vehicles as shelter.
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. There will also be two hip numbers for each participant.
- Sixteen safety pins per runner.
- Two timing chips, which should be attached to the participant’s shoe(s).

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.

At the end of the race, volunteers will assist student-athletes in removing their chips. Student-athletes should remove their chips once reaching the end of the finish chute. Coaches should return any remaining chips to the white tent. Any chips not returned will be billed to respective coaches.
Appendix B – Schedule of Events

(All Times are local)

Friday, Nov. 10

11 a.m. – 4 p.m.  
Course inspection/practice.

Noon – 4 p.m.  
Packet pickup.  
White tent near starting line at Gorham Country Club (course).

6 p.m.  
Refreshment, light food prior to coaches meeting.

7 p.m.  
Mandatory administrative meeting.  
Hannaford Hall, USM Portland campus.  
88 Bedford Street  
Portland, Maine

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.

11:45 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.

2:30 p.m.  
Awards ceremony (AT GORHAM MIDDLE SCHOOL)  
106 Weeks Road  
Gorham, Maine
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

Fire Safety
If you discover a fire or an emergency at the Gorham Country Club, Gorham Middle School, or any part of the USM campus, please call 911 and/or locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in the Patterson Hall Parking Lot.

If the fire alarm sounds:
- Go to the door (if there is any evidence of smoke in the room, crawl to the door).
- Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
- Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside in the Patterson Hall parking lot.
- If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (Call Campus Safety at extension 5911).

Tornado and Severe Weather
In the event of a tornado or severe weather, proceed to the hallway surrounding the arena. All doors leading into the hallway should be closed. The arena area is strictly prohibited for shelter use. Stay away from windows and doors and do not go outside.

General Safety
All individuals should remain in the designated safe areas until campus safety officers announce that the immediate danger has passed. As a reminder, tests of the severe weather notification system are conducted on the first Tuesday of every month from April through August.

Emergency Situations & Who to Call
Emergency situations call for prompt action and common sense. For a major emergency, dial Naperville police directly at 911. For a minor emergency call Campus Safety. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate College officials at 630-637-5911 from a campus telephone.

In the event of a campus emergency, the following individuals will be the primary leaders:

Al Bean
USM Athletic Director

Ronald Saindon
Interim Director of Public Safety-Chief of Police, USM

Public Safety Business Line (Non-Emergency)
207-780-5211
Evacuations
Situations that may require evacuation can include the following:

**Building Evacuation**
- Evacuate when the building’s alarm system sounds or when instructed to do so by Campus Safety or other designated College personnel.
- Aid those needing assistance (disabled individuals will be directed to a specific area of refuge).
- In case of fire, do not use elevators.
- Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.
- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.
- Do not return to an evacuated building unless told to do so by Campus Safety or a designee.

**Campus Evacuations**
If a situation occurs that requires a section of or the entire campus to be evacuated, staff, faculty, students and visitors will be directed to a safe location.
- Remain in the designated assembly area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator, Campus Safety and/or designee.

**Emergency Action Plan for Gorham CC**

**Emergency Personnel:** There will be Certified/Licensed Athletic Trainers on site for the NCAA Regional Cross Country Championships Gorham Country Club (GCC).

**Emergency Communication:** The Athletic Healthcare personnel will have portable radios and mobile phones.

**Emergency Equipment:** First aid supplies and body substance isolation will be available at the start/finish medical tent and in a Medical station inside the GCC Clubhouse. Breathing devices, vacuum splints, spine board/scoop stretcher, and crutches will be available in the Medical tent.

**Roles of Emergency Care Team Members**
2. Emergency equipment retrieval: Appropriate to the emergency
3. Activation of emergency medical system (EMS) by calling USM Public Safety Dispatch at 207-780-5211 or 911. Provide them with the following information:
   a. Identify yourself and your role in the emergency
   b. Specify your location and telephone number (if calling by phone)
   c. Give name(s) of injured/ill individual(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

**Direction of EMS to the scene**
1. Assist USM Public Safety with directing EMS to scene
2. Open appropriate gates
3. Designate individual to "flag down" EMS and direct to scene
4. Scene control: keep non-emergency medical team members away from the scene

**Venue Directions**: The Gorham Country Club is located at 93 McLellan Road, Gorham, Maine, closest to Brackett Road in Gorham. Gorham Rescue should be directed to follow ME Route 25 East toward Westbrook. In 0.2 miles turn right on Libby Avenue. In 0.7 miles at the roundabout, take the second exit onto Brackett Road, in 1.6 miles turn right onto McLellan Road, 0.2 miles turn right to Gorham Country Club. Look for Gorham Country Club or USM Athletic personnel to guide you to the emergency scene.

**Storm Safety Location**: In the event of lightning or severe storm warning, move all individuals to the Club House of Gorham Country Club or to private motor vehicles or team buses/vans.

**Bomb Threats**
If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.
- Clear the area.
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device.
- Call Campus Safety at extension 5911 from a landline.
- If you receive a bomb threat by telephone, follow these directions:
  o Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.
  o Immediately call Naperville Police at 911 or Campus Safety at 630-637-5911 Provide as much information as possible from the bomb-threat call.
  o Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the Naperville police or Campus Safety.
  o Move to a safe location and wait for Campus Safety or the police.
In the event of an explosion

- Immediately evacuate the building using established evacuation routes.
- From a landline, call Naperville police at 911 or Campus Safety at 630-637-5911
- Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so
- Do not use cell phones in close proximity to suspicious packages

Campus Violence

General Guidelines

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

What to do if an actual violent situation occurs.

- Call 911. If possible, call Campus Safety at extension 5911.
- Try to flee or hide if not directly confronted.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say
- Listen attentively, and report any and all threatening documents to Campus Safety immediately.
- If it can be done safely, clear the area of other personnel and students
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm’s way when they are attempting to evacuate the building.

Medical Emergencies

In case of a medical emergency, please call 911 and then contact Campus Safety at extension 5911. Please be very explicit about your location. At the NCAA Championships there will be a certified athletic trainer on site.

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

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

Location of Automated External Defibrillator (AED)
• Start/Finish Line Area Medical Station
• On-course medical vehicle

Local Emergency Contact Information

Head of USM Campus Security
Ronald Saindon
Office: 207-780-5211
Cell: 207-939-2599

Gorham Police Department
207-839-5581 or 911

Maine State Police
207-324-1150

Maine Medical Center (Bramhall Campus) Hospital ER
22 Bramhall Street, Portland
207-662-0111

Mercy Quick Care - Gorham Crossing
195 Gorham Xing, Gorham
207-535-1400

Martin’s Point
575 Main Street, Gorham
207-839-2559
Gorham Fire Department
207-222-1660 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. ______