



2019 DIVISION I
**CROSS COUNTRY
CHAMPIONSHIPS**

MADISON, WI

University of Wisconsin-Madison, Host

***PARTICIPANT
2019-20 MANUAL***

Regionals

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Meet Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Meet Director	Katie Pietrowiak Assistant Director of Events Email: kp2@athletics.wisc.edu	Office: 608-265-3155 Cell: 608-630-7385 Fax: 608-265-4700
Sports Information Contact	Diane Nordstrom Associate Director of Brand Communications dkn@athletics.wisc.edu	Office: 608-262-9024 Cell: 608-658-3644
Sports Medicine Contact	Kelly Bachus Athletic Trainer klb@athletics.wisc.edu	Office: N/A Cell: 608-515-3893



2019-20 DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY/TRACK & FIELD COMMITTEE

Trey Clark Head Track and Field Coach Lamar University 211 Redbird Lane Beaumont, Texas 77710 Office: 409-880-8318 Email: trey.clark@lamar.edu	Abbie Day Assistant AD/Academic Services University of Maryland, Baltimore County 1000 Hilltop Circle Baltimore, Maryland 21250 Office: 410-455-1533 Email: anday@umbc.edu	Milan Donley, chair Meet Management/Director of Kansas Relays University of Kansas 1651 Naismith Drive Lawrence, Kansas 66045 Office: 785-864-7971 Email: mdonley@ku.edu
Elvis Forde Head Coach Track & Field and Cross Country Temple University 1800 North Broad Street Philadelphia, Pennsylvania 19121 Office: 267-721-4217 Email: elvis.forde@temple.edu	Sean Harris Assistant Director, Sports Management and Championships Pac-12 Conference 360 3 rd Street, 3 rd Floor San Francisco, California 94107 Office: 253-249-8705 Email: sharris@pac-12.org	Amy Horst Head Cross Country and Track Coach Loyola University Maryland 4501 North Charles Street Baltimore, Maryland 21210 Office: 410-617-2991 Email: alhorst@loyola.edu
Jennifer Lawlor Senior Associate Athletic Director/ Senior Woman Administrator Monmouth University 400 Cedar Avenue West Long Branch, New Jersey 07764 Office: 732-571-3604 Email: jlawlor@monmouth.edu	Ervin Lewis Senior Associate AD of Operations University of North Florida 1 UNF Drive Jacksonville, Florida 32224 Office: 904-620-1534 Email: e.lewis@unf.edu	Wendy McFarlane-Smith Head Track and Field/Cross Country Coach University of Delaware 621 S. College Avenue, 134 Delaware Field House Newark, Delaware Office: 302-831-8738 Email: wendym@udel.edu
Sharlene Milwood-Lee Head Track and Field/Cross Country Coach Farleigh Dickinson University 1000 River Road Teaneck, New Jersey 07502 Office: 201-692-2242 Email: sharlene_milwood-lee@fd.edu	TJ Shelton Associate Director of Athletics The Ohio State University 2400 Olentangy River Rd. 10 th Floor Columbus, Ohio 43210 Office: 614-247-4531 Email: shelton.143@osu.edu	TBD
Secretary-Rules Editor Mark Kostek Cell: 515-208-8300 Email: kostekmt@gmail.com	NCAA Jeff Mlynski Assistant Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Fax: 317-917-6237 Cell: 317-874-7154 Email: jmlynski@ncaa.org	NCAA TBD Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: Fax: 317/917-6237 Email:

SCHEDULE OF EVENTS

(All Times are Central Standard Time)

Thursday, November 14

- | | |
|------------------|--|
| 11 a.m. – 4 p.m. | Course inspection/practice.
Weather permitting. |
| 3 p.m. | Packet pickup.
Location: University Ridge Club House
9002 County Road PD
Madison, WI 53593 |
| 4:30 p.m. | Mandatory coaches' meeting.
Location: University Ridge Club House (same as above) |

Friday, November 15

- | | |
|------------|--|
| 9:30 a.m. | Course opens to competitors.
Please check the Great Lakes Regional Twitter account:
@NCAAGreatLakes for frost warning or severe weather updates
on race day if needed. |
| 10:10 a.m. | Clerking procedure begins for women's race. |
| 11:00 a.m. | First gun fired (30 minutes to start of women's race). |
| 11:05 a.m. | National Anthem. |
| 11:10 a.m. | Second gun fired (20 minutes to start of women's race).
Final check-in at clerk's tent for women's competitors.
Clerking procedure begins for men's race. |
| 11:20 a.m. | Third gun fired (10 minutes to start of women's race). |
| 11:30 a.m. | Women's 6K championship race. |
| 12:00 p.m. | First gun fired (30 minutes to start of men's race). |
| 12:10 p.m. | Second gun fired (20 minutes to start of men's race).
Final check-in at clerk's tent for men's competitors. |
| 12:20 p.m. | Third gun fired (10 minutes to start of men's race). |
| 12:30 p.m. | Men's 10K championship race. |

Immediately following second race, recognition of top runners and teams.

ACCOMODATIONS

The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

Area Hotels:

Courtyard by Marriott Madison West / Middleton

2266 Deming Way
Middleton, WI 53562
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

Residence Inn by Marriott Madison West / Middleton

8400 Market Street
Middleton, WI 53562
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

Fairfield Inn & Suites by Marriot Madison West / Middleton

8212 Greenway Boulevard
Middleton, WI 53562
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

Hampton Inn & Suites Madison West

483 Commerce Drive
Madison, WI 53719
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

Hilton Garden Inn Madison West / Middleton

1801 Deming Way
Middleton, WI 53562
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

TRU Madison West

8102 Watts Road
Madison, WI 53719
Contact: Cory Mace
Phone: 608-662-3654
Email: cmace@ncghotels.com

Other Hotels and Restaurants in the Area:

For additional hotel and Restaurant information, please contact the Greater Madison Convention & Visitor Bureau at www.visitmadison.com and also at <http://www.uwbadgers.com/travel/>.

COURSE DIAGRAMS/INFORMATION

Men's and women's course maps and additional campus information:

www.go.wisc.edu/2019ncaaglr

Men's and women's course map:

www.go.wisc.edu/xcmaps

Facility Website: www.go.wisc.edu/Zimmer

DRESSING ROOMS

No locker room facilities are available at the course.

DRUG TESTING

Please see the 2019 NCAA Division I Cross Country Pre-Championship Manual for information.

Note that if drug testing does not occur during this championship round and/or a test is required outside of the standard championship protocol (e.g. national record, world junior record, etc.), the cost associated with such a test will be the responsibility of the tested student-athlete's institution.

ENTRY PROCEDURES

In order to be eligible for participation in the regional and national meets, institutions must submit an NCAA official online entry roster form through DirectAthletics prior to the regional cross country championships. Coaches will be allowed to submit a maximum of 12 student-athletes on the entry form, of which no more than seven must be declared to participate prior to competition. Only the 12 student-athletes listed on the entry form may compete in the regional and/or national championship meets. Coaches will not be able to change the 12 student-athletes on the entry form should the team qualify for the national championship meet.

The entry form will be available beginning at 8 a.m. Eastern time, **Monday, November 4. Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday, November 7.** The late deadline, with fine, for regional entries is 5 p.m. Eastern on Friday, November 8. A late fine will be assessed in the amount of \$400 per team/per gender. **No entries will be received after this deadline.** Each institution should print a copy of its entry forms to take to the regional and national sites.

The online entry roster form can be accessed through DirectAthletics at www.directathletics.com. If you experience technical difficulty using the online entry system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Entries will be posted at www.go.wisc.edu/2019ncaaglr by 5 p.m. local time on Monday, November 11.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further entry is required for the national meet.

Please follow instructions below to complete your entries for the regional/national championship.

Please note: If you already have a DirectAthletics account for your team, you should login at www.directathletics.com and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DirectAthletics meets. If you know you have an account but have forgotten your username/password, you can click the “Login Trouble” link next to the login box.

STEP 1—Creating a DirectAthletics Account

If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:

1. Go to www.directathletics.com/ncaa.html.
2. On the right side (in the New Account Creation box), select your division.
3. Select your team, choosing only the genders for which you are submitting entries. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.
4. Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account [i.e., Texas (Men)]. If you have a men’s and women’s account, it will usually default to men first.
5. Follow Step 2 below to enter your roster.

STEP 2—Setting Up Your Online Roster

Before submitting your entries for the championships, you must first add all attending student-athletes to your DirectAthletics roster:

1. On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”

2. Select the number of student-athletes you wish to enter. You can always add more later.
3. Enter your student-athletes' first names, last names and school years and click "Submit". Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)
4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

STEP 3--Submitting Your Roster/Entries

Once your student-athletes are added to your roster, you must submit your roster to the NCAA Division I Championships.

1. Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division I Championships.
2. Check off the box for each student-athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the "Add New Entry" box.
3. When you have completed your entries, click "Submit". You MUST click "Submit" to submit your entries.
4. You will see your current, submitted entries on the "View Entries" page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the "View Entries" page. An Email Confirmation will be sent to the email address in your account.
5. At any time before the entry deadline, you may edit your entries by clicking the "Edit Entries" link next to the meet in the HOME tab.

Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.

REMINDER: It is the coach's responsibility to inform the cross country/track and field committee immediately if for some reason a student-athlete entered and selected to compete in any national competition cannot compete.

DECLARATIONS: Onsite declarations will be held during packet pickup starting at 3 p.m., Thursday, November 14 at the University Ridge Club House, which is located adjacent to the course (same location as the Coaches Meeting at 4:30 p.m.). If an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of chips and

bibs), those additional chips and bibs **must** be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of the race.

FINAL DECLARATION AND CHECK-IN: Student-athletes must check-in with the clerks at the assigned clerking location up to 80 minutes prior to the start of their race. Teams are encouraged to check-in as soon as possible, but not later than 20 minutes prior to their race. Check-in will NOT be allowed at the start line and all teams must report and check-in at the assigned clerking location. When teams check-in at the clerking location, they will be required to show that they have their hip numbers, chips on their spikes/bib, bibs on their jersey, and that their uniforms meet the NCAA logo requirements.

Please note that teams and/or individuals that check-in late and not in accordance with the times outlined in this manual will jeopardize participation in their race, will have a letter sent to their institutional athletics director and will have a financial fine assessed for failing to abide by championship policies.

SQUAD SIZE: Teams are limited to a maximum of seven competitors. A team running more than seven will be disqualified and the action will be considered misconduct. Institutions entering **five to seven** runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

EVACUATION/SEVERE WEATHER PLAN

Lightning Policy. Following NCAA protocol, we will be using an online lightning detection and weather monitoring system. Once lightning enters the 30-mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters within an eight-mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. We will not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring.

Shelter Locations. If inclement weather presents itself during the championships, teams will need to proceed to their buses or vans. Fans will file onto the shuttle buses for shelter. Others will be relocated to our University Ridge Club House.

Severe Weather Policy for NCAA Cross Country Regional Championships

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

1. The meet director and NCAA cross country/track and field committee will monitor the weather during the week and morning of the championships.
2. A Twitter handle for Information on delays and/or postponements has been established. The Twitter handle is @NCAAGreatLakes and will be placed in the information inside the coaches' packets and on the meet website. The host will post messages on Twitter alerting

coaches of different start times or delays in course inspection times due to any inclement weather.

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. The games committee at the regional will make their recommendation to the NCAA with the NCAA approving the final plan.
4. If the race has already begun and would have to be suspended in the middle of the competition, the cross country/track and field committee would recommend the following:

Men's 10,000 meter - If competition is suspended before the 3,000 meters 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.

Women's 6,000 meter - If competition is suspended before the 2,000 meters 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.

5. If necessary, competition may be postponed until Saturday, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.

*** 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.*

FINISH LINE PROCEDURES AND TIMING/RESULTS

RaceResult will be the RFID based (chip) timing system. The finish line will have two independent RaceResult systems. The system closest to the finish line will be the primary RFID system. A secondary system will be approximately 9 feet behind the primary system. The RFID system utilizes disposable timing chips, so there is no need to return the chips after the race.

There will be two high resolution FinishLynx photo finish cameras mounted directly on the finish line. One camera on either side of the finish line. There will be two IdentiLynx full frame cameras mounted beyond the finish line. One on either side of the finish line. This will provide full coverage of the entire finish line.

Utilizing chip technology, unofficial results will be posted and available in real time both onsite and online. However, note that results from chip technology are not official results. Results will not become official until the timing company has completed all necessary video review and the official protest window has closed.

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 as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be

available at the end of the finish area. Fans can wait for runners outside of the finish or team tent areas.

PACKET PICK UP

Packets will be available Thursday, November 14, starting at 3 p.m. in the University Ridge Club House, adjacent to the course.

Course maps and descriptions will also be available and host representatives will be there to answer any questions about the course.

MANDATORY COACHES' MEETING

Coaches are required to attend the mandatory coaches' meeting on Thursday, November 14 at 4:30 p.m. at the University Ridge Club House. **Failure to attend the mandatory coaches' meeting will result in a minimum of a \$200 fine/gender/institution. Prior to the meeting starting, coaches may pick up their packets. The University Ridge Club House is located at the top of the hill. Upon entering the main entrance to the facility, continue past the parking lot across from the Thomas Zimmer Championships Cross Country Course and up the hill to the club house parking lot.**

MERCHANDISE

Merchandise will be available at the course for purchase from 10:00 a.m. through the conclusion of the second race on Friday.

PRACTICE SCHEDULE

Practice at the course is limited to Thursday and the day of competition, weather permitting. The course will be available Thursday from 11:00 a.m. – 4:00 p.m. The course will be open at 9:30 a.m. the morning of the race unless there is frost on the ground or additional weather concerns.

**** Please visit our twitter handle @NCAAGreatLakes on race and practice days before leaving for the course for frost warning or severe weather updates if necessary.**

PROTESTS

A protest area will be located near the finish line. Forms will be available at the 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. There will be no jury of appeals and the referee's decision will be final. There will be two 15-minute protest periods, one following each of the races (women and men). Each of the protest windows will begin when the results of the race have been posted at the protest tent. There is a \$100 protest fee (cash only) for each protest. The \$100 fee is refundable only if the protest is overturned.

RESULTS PICKUP/SPORTS INFORMATION

Results.

- Each coach will receive one copy of the official results. Coaches can pick up a hard copy at the results tent located inside the entrance to the team tent area (finish line). Results will also be posted on the NCAA website (NCAA.com).
- At the meet - members of the media and coaching staffs (with ticket) may pick up results after the protest period has expired at the results tent located inside the entrance to the team tent area.
- Contact Diane Nordstrom at dkn@athletics.wisc.edu for more information.

SPORTS MEDICINE

The athletic training room is located in a tent near the finish line at the cross country course. The athletic training room is equipped with first aid and taping supplies, hydrocollator, ultrasound/electric stimulation unit, AED, splints, crutches, water, isotonic beverage, cups and ice. There will be an athletic training area set up at the course during practice on Thursday and competition on Friday. If you have any special needs, please contact Kelly Bachus at 608-515-3893 or by email at klb@athletics.wisc.edu or Brent Neuharth at 608-286-9495 or by email at bmh@athletics.wisc.edu.

Athletic Training Tent Hours:

Thursday, November 14 from 11 a.m. – 4 p.m.

Friday, November 15 from 9:30 a.m. – 45 min. after the conclusion of races

The athletic training room is located in a tent near the finish line and team tent area.

Student-athletes must present a prescription or letter of treatment from the institution's certified athletic trainer in order to administer electric modalities. Modality treatment will only be given with written permission from your institutions' medical staff. Competing institution's athletic trainers will not be allowed on the course or in the finish chute unless their student-athlete becomes injured or ill. An ambulance will be onsite for both races.

TENTS

Team tents can be ordered through Lakeshore Athletic Services, Inc. Due to limited space, each institution is allowed to order one tent only (there is a larger tent option for institutions with two teams). All Orders and Payment must be received by **Friday, November 1**. Order Forms can be found on page 15.

TRANSPORTATION/PARKING

All transportation needs will be the responsibility of the participating team.

Directions to Course.

The Thomas Zimmer Championship Cross Country Course is located at 9002 County Road PD, Madison, WI 53593. It is located eight miles southwest of Madison, Wis., which is served by several major airlines and two major interstates. The course is adjacent to University Ridge Golf

Course on the northwest corner of County Road PD and County Road M. Parking Map can be found on page 16.

From Interstate 90/39: take exit 142a onto Hwy 12/18 heading west. After nine miles, take exit 258 (Hwy 18/151, Verona Rd.) and turn left onto Verona Road. After two miles, turn right onto County Road PD. Take the entrance to University Ridge, which is three miles down on the right side of the road. Upon entering the University Ridge complex, the Zimmer Course will be on your left.

From the west side of Madison: take Mineral Point Road west beyond the Beltline, then turn south on M. Go right at the intersection with PD to the University Ridge entrance. Upon entering the University Ridge complex, the Zimmer Course will be on your left.

Team parking will be available on site. Teams will receive two parking permits in their packets and must present to parking attendant at gate to gain admittance into facility (race day only).

UNIFORMS

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships. Uniforms for all cross country team members must meet the following criteria: (1) school-issued; they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments, including arm and leg-warmers, 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 waist band when the competitor is standing.) Uniforms must allow for competitors' numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, arm-warmers, wristbands, visors and hats) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2.25 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, 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 restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2.25 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 during the conduct of competition, which includes prerace or post race 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.

APPENDIX A

TENT ORDER FORM

2019 NCAA REGIONAL
Hosted by University of Wisconsin - Madison
November 15, 2019

TEAM TENT ORDER FORM

DEADLINE: November 1st, 2019

Contact Information (please print clearly)

Team/School Name:	Contact Name:	
Address:		
City:	State:	Zip Code:
Phone Number:	Fax Number:	
Contact's Email:		

Order/Invoice with Check

Item	Cost Per	Quantity	Subtotal
15' x 15' Tent Package •Includes: (1) white frame tent with 3 sidewalls, (2) tables, and (2) chairs	\$250.00		
OR			
20' x 20' Tent Package •Includes: (1) white frame tent with 3 sidewalls, (2) tables, and (2) chairs	\$380.00		
Add-On: Race Day Heat •Includes: (1) Additional sidewall, (1) tent heater	\$175/tent		
Total Amount:			

Order/Invoice with Credit Card

Item	Cost Per	Quantity	Subtotal
15' x 15' Tent Package •Includes: (1) white frame tent with 3 sidewalls, (2) tables, and (2) chairs	\$262.50		
OR			
20' x 20' Tent Package •Includes: (1) white frame tent with 3 sidewalls, (2) tables, and (2) chairs	\$399.00		
Add-On: Race Day Heat •Includes: (1) Additional sidewall, (1) tent heater	\$183.76/tent		
Total Amount:			

By submitting this order form, I hereby confirm my order for the University of Wisconsin – Madison Cross Country Events. I understand and agree to the following terms: (a) The Team/Company shall be responsible for the provision of any and all other goods and services (including but not limited to, food, beverages, decorations, etc.). (b) That all orders are final and cannot be transferred, cancelled or refunded under any circumstances, including event cancellation. (c) All items ordered above will be supplied "as is" and Lake Shore Athletic Services, Inc. shall not be responsible for any damage or injury resulting from the use of any equipment supplied. (d) That it is the decision of The Team/Company whether to obtain insurance coverage with respect to the use of the tent(s) and equipment. (e) The Team/Company is responsible for the replacement cost of any equipment that is lost, stolen or damaged. (f) The Team/Company is a tax exempt entity and will submit evidence of tax exempt status with order.

Authorized Signature: _____

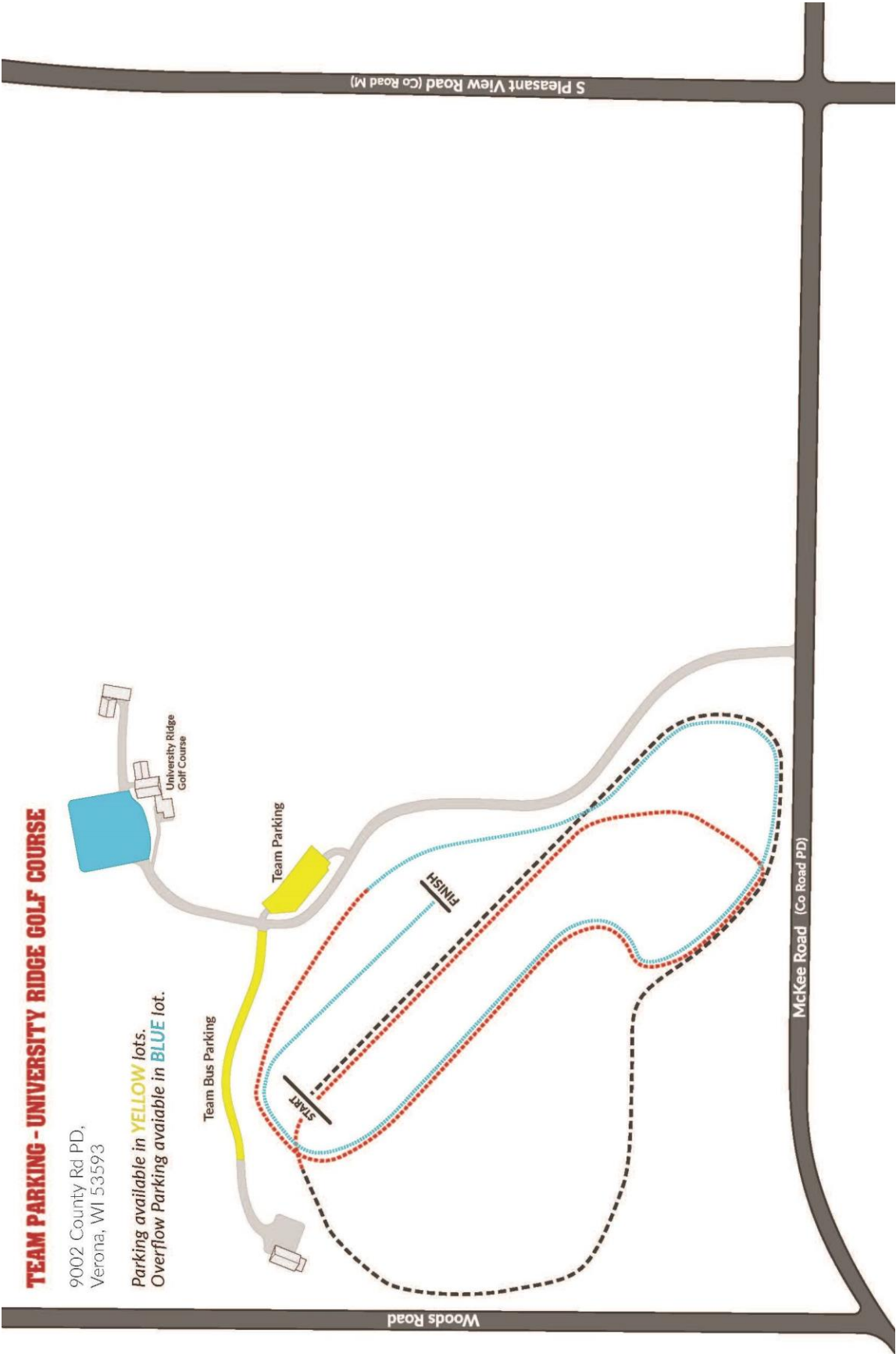
Date: _____

Return completed form to Chloe@lakeshoreathleticservices.com
An invoice will be generated and emailed for payment via check or credit card

LAKE SHORE ATHLETIC SERVICES, INC.
 Phone: 847-673-4100
 Contact Email: Chloe@lakeshoreathleticservices.com

APPENDIX B

TEAM BUS/VEHICLE PARKING



APPENDIX C

COURSE MAP – WOMEN’S 6K



COURSE MAPS – MEN’S 10K

