PARTICIPANT
2018-19 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 2018 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                             | Penny Kempf  
Associate Athletics Director  
Kempf@Rowan.edu                                      | Work: 856-256-4679  
Cell: 856-297-5975 |
| Division III NCAA Site Representative     | Kate Curran  
Head MW Cross Country/Track and Field Coach  
St. Lawrence University  
mkcurran@stlawu.edu                                 | Office: 315/229-5813  
Cell: 610/715-2266 |
| NCAA Championships Liaison                | Jo-Ann Nester  
Championships and Alliances  
Email: jnester@ncaa.org                               | Cell: 239-707-0135      |
| Media Coordinator                         | Sheila Stevenson  
Director of Athletics Communications                    | Work: 856-256-4253  
Cell: 609-562-9363 |
| Head Athletic Trainer                     | Colleen Grugan                                        | Work: 856-256-4699  
Cell: 609-617-4974 |
| Promotions/Marketing                      | Sheila Stevenson  
Director of Athletics Communications                    | Work: 856-256-4253  
Cell: 609-562-9363 |
| Facilities Coordinator                    | Ringo Adamson  
Head Women’s Cross Country Coach                       | Work: 856-256-4678  
Cell: 856-904-3543 |
| Volunteer Coordinator                     | Dustin Dimit  
Head Men’s Cross Country Coach                         | Work: 856-256-4683  
Cell: 856-265-5804 |
| Hospitality Coordinator                   | Ringo Adamson  
Head Women’s Cross Country Coach                       | Work: 856-256-4678  
Cell: 856-904-3543 |
### Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Section</th>
<th>District</th>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>Jessica Devine</td>
<td>Cross Country/Outdoor Track and Field Liaison</td>
<td>Head MW Track and Field Coach</td>
<td>University of Minnesota, Morris</td>
<td>600 East 4th Street, PE Center, Morris, Minnesota 56267</td>
<td>608-738-1170</td>
<td><a href="mailto:jkdevine@morris.umn.edu">jkdevine@morris.umn.edu</a></td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td>Great Lakes</td>
<td>Dara Ford</td>
<td>Cross Country/Indoor Track and Field Liaison</td>
<td>Head MW Cross Country/Track and Field Coach</td>
<td>Otterbein University</td>
<td>1 South Grove Street, Westerville, Ohio 43081</td>
<td>330-280-3975</td>
<td><a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td>Midwest</td>
<td>Derek Stanley</td>
<td>Indoor/Outdoor Track and Field Liaison</td>
<td>Head MW Cross Country/Asst. MW Track and Field Coach</td>
<td>University of Wisconsin-La Crosse</td>
<td>La Crosse, Wisconsin 54601</td>
<td>608-785-8185</td>
<td><a href="mailto:dstanley@uwlax.edu">dstanley@uwlax.edu</a></td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td>New England</td>
<td>Marlee Berg</td>
<td>Cross Country/Outdoor Track and Field Liaison</td>
<td>Assistant Track and Field Coach/Assistant to the AD</td>
<td>Westfield State University</td>
<td>Athletic Dept/577 Western Avenue, Westfield, Massachusetts 01085</td>
<td>978-337-8133</td>
<td><a href="mailto:mberg@westfield.ma.edu">mberg@westfield.ma.edu</a></td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td>South/Southeast</td>
<td>Natalie Bach-Prather</td>
<td>Cross Country Liaison</td>
<td>Head MW Cross Country/Track and Field Coach</td>
<td>East Texas Baptist University</td>
<td>1 Tiger Drive, Marshall, Texas 75671</td>
<td>903-923-2242</td>
<td><a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a></td>
<td>Sept. 1, 2020</td>
</tr>
<tr>
<td>West</td>
<td>Kevin Reid</td>
<td>Indoor/Outdoor Track and Field Liaison</td>
<td>Head MW Track and Field Coach</td>
<td>University of La Verne</td>
<td>1950 3rd Street, La Verne, California 91750</td>
<td>6226-523-1586</td>
<td><a href="mailto:kreid@laverne.edu">kreid@laverne.edu</a></td>
<td>Sept. 1, 2022</td>
</tr>
</tbody>
</table>
SECTION 4 – Championship Location and Competition Site

**Competition Site.**
Gloucester County DREAM Park: [http://dreamparknj.com/](http://dreamparknj.com/)

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

For additional information, please go to the host website located at the following link: [https://www.rowanathletics.com/sports/2018/9/11/2016-ncaa-cross-country-atlantic-regional.aspx](https://www.rowanathletics.com/sports/2018/9/11/2016-ncaa-cross-country-atlantic-regional.aspx).

**Directions.**
Gloucester County DREAM Park: [http://dreamparknj.com/](http://dreamparknj.com/)

Rowan University: [https://www.rowan.edu/home/map/about/visiting-rowan/main-glassboro-campus](https://www.rowan.edu/home/map/about/visiting-rowan/main-glassboro-campus)

**Locker Rooms.**
There are limited locker rooms and showers on site.

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

SECTION 5 – 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. 29. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 4.** 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, Jo-Ann Nester. **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 Nov. 9 at 4 p.m. 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 (Jo-Ann Nester, jnester@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 – see Appendix A for specific location for your meet), 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. 9, from 3 to 4:30 p.m. located at the Gloucester County DREAM Park, main building.
Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.

<table>
<thead>
<tr>
<th>Practice Schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from 1 to 5 p.m. Friday, Nov. 9. The course will be open at 9 a.m. the morning of the race.</td>
</tr>
</tbody>
</table>

**Please check RowanAthletics.com or check @RowanMXC_Track Twitter feed for severe weather updates on race day if needed.**

<table>
<thead>
<tr>
<th>Finish-Line Procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details on the timing chips and championship bibs are located in Appendix A.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches can pick-up a copy of results at results tent near the finish line. Official results will also be posted on the host website in a printable format.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Protests.</th>
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<tbody>
<tr>
<td>A protest/appeals table will be located by the coaches’ only results area. Forms will be available in the results 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following information pertains to athletic training and medical coverage for the championships:</td>
</tr>
</tbody>
</table>
• The medical tent on-site will be open from noon until 5:30 p.m. Friday, Nov. 9, and will be supplied with ice and water. From 9 a.m. until 2 p.m. Saturday, Nov. 10, the tent will not be supplied with muscle stim, ultrasound, combination stim/US, hot packs, but will have ice and first aid supplies. Any further modalities please contact head athletic trainer, Colleen Grugan, at 856-256-4699 prior to Friday, Nov. 9.

• Athletic trainers will be available Friday in the John Green Team House training room. Saturday, athletic trainers will only be available in the medical tent on the course. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

• Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from noon until 6 p.m. Friday, Nov. 9, in the John Green Team house training room or the medical tent on site. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 10 must schedule an appointment with the Rowan University sports medicine staff.

• Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

<table>
<thead>
<tr>
<th>Athletic Training Contact Information.</th>
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</thead>
<tbody>
<tr>
<td>Colleen Grugan, Head Athletic Trainer</td>
</tr>
<tr>
<td>Office 856-256-4699</td>
</tr>
<tr>
<td>Cell 609-617-4974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather Policy.</th>
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<tbody>
<tr>
<td>For the safety of all spectators, student-athletes, officials and coaches, the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):</td>
</tr>
<tr>
<td>1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.</td>
</tr>
<tr>
<td>2. In the event of a delay or postponement coaches can go onto the Rowan Athletic website at Rowanathletics.com or the following twitter address @rowanMXC_Track</td>
</tr>
<tr>
<td>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 regard to the policies toward Sunday competition for each institution.</td>
</tr>
<tr>
<td>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:</td>
</tr>
</tbody>
</table>
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.

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**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.

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**Uniforms.**

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the 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; (3) visible undergarments must be of an identical solid color; and (4) other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical color. This does not apply to items of apparel above the shoulder or those covering the hands/feet. 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 NCAA 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 6 – Squad Size**

<table>
<thead>
<tr>
<th>Squad Size.</th>
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</thead>
<tbody>
<tr>
<td>Teams are limited to a maximum of seven competitors. Institutions entering <strong>five to seven</strong> 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 7 – Awards**

<table>
<thead>
<tr>
<th>Awards.</th>
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<tbody>
<tr>
<td>After the conclusion of the regional meet the top two teams per gender will be recognized in a brief awards ceremony as automatic qualifiers to the 2018 DIII Cross Country Championship.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awards Ceremony.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The awards ceremony will be held at 1:30 p.m. at the Gloucester County DREAM Park.</td>
</tr>
</tbody>
</table>

**SECTION 8 – Host City Spectator Information**

<table>
<thead>
<tr>
<th>Websites.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please see the following websites for spectator and venue information: <a href="https://www.rowanathletics.com/sports/2018/9/11/2016-ncaa-cross-country-atlantic-regional.aspx">https://www.rowanathletics.com/sports/2018/9/11/2016-ncaa-cross-country-atlantic-regional.aspx</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 Gloucester County DREAM Park.</td>
</tr>
</tbody>
</table>

**SECTION 9 – Championships Operations**

<table>
<thead>
<tr>
<th>Emergency / * Evacuation Plan.</th>
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</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 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.**
All team members must go back to team buses.
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. 9. 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 safety pins.
- Bib chip(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.
Appendix B – Sample Schedule of Events

(All Times are local)

Friday, Nov. 9

1 – 5 p.m. Course inspection/practice.

3 – 4:30 p.m. Packet pickup.
Main building, Gloucester County DREAM Park

4 p.m. Mandatory administrative meeting.
Gloucester County DREAM Park main building

Saturday, Nov. 10

9 a.m. Course opens.

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

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

10:35 a.m. National Anthem.

10:40 a.m. Second gun fired (20 minutes to start).
Women’s competitors must report to assigned boxes.
Clerking process is completed for women’s race.
Clerking process begins for men’s race. Clerking time period is from 10:40 to 11:40 a.m.

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

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

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

11:40 a.m. Second gun fired (20 minutes to start).
Men’s competitors must report to assigned boxes.
Clerking process is completed for men’s race.

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

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

1:30 p.m. Awards ceremony.
Appendix C – Women’s 6,000 Meter Course Map
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 a fire begins leave the facility and locate the nearest safe place. For information go to RowanAthletics.com.

Severe Weather
In the event of severe weather all individuals should proceed back to team buses or cars.

General Safety
All individuals should remain in the designated safe areas until they are notified that the severe weather has passed.

Emergency Situations and Who to Call
Emergency situations call for prompt action and common sense. For a major emergency, dial 911. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the Supervising Athletic Trainer. On the day of the race EMS will be on site.
**EMERGENCY ACTION PLAN**

**Activate emergency medical system (EMS); Call 911**

- A. Provide name, address, phone number.
- B. Number of individuals injured.
- C. Condition of the injured.
- D. Care being given to the injured.
- E. Specific directions.
- F. Other information as requested.

**Direct EMS to the scene.**

- A. Open appropriate gates.
- B. Designate individual to meet EMS and direct them to the scene.
- C. Scene control: limit scene to first-aid providers and move bystanders away from area.

**Dream Park (Cross Country Course)**

The Dream Park is located at 400 US 130, Logan Township, NJ 08085.
The main entrance to be used by the ambulance is located at the intersection of US 130 and High Hill Rd.

**In the Event of an Injury:** In the absence of an ATC, qualified personnel (ie. Coaches with CPR certification) must classify an injury as mild, moderate or severe. Once this has been determined, the personnel shall follow the appropriate steps. *For a mild injury*, the ATC should be notified, and the athlete should be escorted to the proper facility for evaluation and action by either an ATS or an ATC. In the event that the athlete cannot walk, either the ATC will come to them or transportation will be provided to an appropriate facility where they may be evaluated. If an injury is deemed moderate the athlete should not be moved if possible so as not to cause further harm. An ATC should be notified so they can report to the site for assessment and action ASAP. If there is suspected neck injury, the athlete **SHOULD NOT BE MOVED.** In the event of a severe injury, the athlete’s airway, breathing and circulation should be monitored while an ATC is contacted. If qualified to do so, begin CPR or rescue breathing if necessary. However, **DO NOT MOVE THE ATHLETE if there is a suspected neck injury.** If an ATC cannot be reached, call EMS immediately and be prepared to give the following information: name, address, phone number, name and condition of athlete, nature of injury, first aid started, specific directions to location, or other information needed. A member of the sports medicine staff should accompany the athlete to the hospital whenever possible. Contact should be made with the ATC to report the nature and extent of injury. Mild injuries will begin rehabilitation by ATS/ATC and will return to play following clearance by an ATC. Moderate injuries will be referred to the team physician for evaluation and clearance. Follow up with a specialist may occur when appropriate before.
rehabilitation begins. Following the release from the hospital, severe injuries will be cleared again by a team physician and then rehabilitation will commence.
Local Emergency Contact Information

**Logan Twp Police Department**  
856-589-0911 or 911

**New Jersey State Police (Pilesgrove)**  
856-769-0775

**Cooper Hospital ER**  
856-342-2000

**Woolrich Fire Department**  
856-467-2195 or 911
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. 11. 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. ______