Introduction.

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.
### SECTION 2 – Host Personnel and Contact Information

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<th>Title</th>
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<td>Co-Meet Directors</td>
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<td>Promotions/Marketing</td>
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**SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons**

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

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<th>Region</th>
<th>Liaison Name</th>
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<td><strong>Central</strong></td>
<td><strong>Jessica Devine</strong>, Cross Country/Outdoor Track and Field Liaison</td>
<td>Head MW Track and Field Coach</td>
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<td><strong>Great Lakes</strong></td>
<td><strong>Dara Ford</strong>, Cross Country/Indoor Track and Field Liaison, Cross Country Championships Chair</td>
<td>Head MW Cross Country/Track and Field Coach</td>
<td>Otterbein University</td>
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<td><strong>Derek Stanley</strong>, Indoor/Outdoor Track and Field Liaison</td>
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<td><strong>New England</strong></td>
<td><strong>Marlee Berg</strong>, Cross Country/Outdoor Track and Field Liaison</td>
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<td><strong>South/Southeast</strong></td>
<td><strong>Natalie Bach-Prather</strong>, Cross Country Liaison</td>
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<td><strong>West</strong></td>
<td><strong>Kevin Reid</strong>, Indoor/Outdoor Track and Field Liaison</td>
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SECTION 4 – Championship Location and Competition Site

**Competition Site.**
Blue River Cross Country Course  725 Lee Boulevard, Shelbyville, Indiana 46176

**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: [www.blueriverchampionships.net](http://www.blueriverchampionships.net).

**Directions.**
The course is located inside of Blue River Memorial Park. It is approximately ¾ of mile from I-74’s Exit 116.

**Locker Rooms.**
Locker rooms are not available.

**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 Nov. 9 at 5:30 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 5 p.m. at the administrative meeting located at Shelbyville Community Church.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course.
**Practice Schedule.**
Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from 2 to 6 p.m. Friday, Nov. 9. The course will be open at 9 a.m. the day of the race.

**Please check @bluerivercc Twitter feeds for severe weather updates on race day if needed.**

**Finish-Line Procedures.**
Details on the timing chips and championship bibs are located in Appendix A.

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men’s and women’s splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute to their designated box for retrieval of their warm up apparel. Runners need not maintain their order of finish in the chute. Water and athletic trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute.

**Results.**
Coaches can pick-up a copy of results at officials’ 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 in the officials’ tent by the coaches’ only results area. Forms will be available in 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. 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 2 until 6 p.m. Friday, Nov. 9 and from 9 until 11 a.m. Saturday, Nov. 10. The on-site medical tent will be supplied with the following items: e-stim/ultrasound, ice and water.
• Athletic trainers will be available in the medical tent on the course Friday during practice time and Saturday before the meet (see times above). In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

• Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Friday, Nov, 9 or Saturday, Nov. 10 must schedule an appointment with the Franklin athletic training 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. No treatments will be provided without the signed letter.

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<td>Samantha Shruck, MS, LAT, ATC, Assistant Athletic Trainer</td>
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| 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. Information on delays and/or postponement to the following day will be communicated by Twitter feed. The Twitter feed is @bluerivercc.

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.

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; (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 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

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 7 – Awards

Awards.
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.

Awards Ceremony.
The awards ceremony will be held at 1:30 p.m. at the Awards Stage.

SECTION 8 – Host City Spectator Information

Websites.
Please see the following websites for spectator and venue information: www.blueriverchampionships.net.

Tickets.
The cost of admission to the regional championship is free.

Parking.
Spectator parking is located throughout the park. Parking attendance will guide spectators. Team buses and vans will enter and park at the adjacent Shelby County Fairgrounds, 500 Frank St. Shelbyville, Indiana.

SECTION 9 – 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. The coaching and athletic training staffs are to check the weather reports each day before a scheduled practice or competition. The coaching and athletic training staffs are to be aware of the signs of nearby thunderstorm development. When lightning and thunder activity are
recognized in the local area, the coaching and athletic training staffs are to monitor the movement and distance of the lightning flashes.

**Ceasing Activity.** Franklin College athletic training staff is to use the iStrike website (https://www.istrikealert.com/customer/account/login/), or as an alternative use “SkyScan EWS PRO”, “Thunderbolt Pro” Handheld, “SkyScan Lightning Storm Detector” or a “Personal Lightning Detector”, to determine the distance of the lightning strike. If the lightning detection app or detector indicates that the lightning storm is less than 10 miles away, all outdoor intercollegiate activities must cease. All persons must immediately leave the athletic site and seek shelter. The locker room shower and plumbing facilities do not provide safe shelter and must not be used at this time due to the risk of electrical charge passing through the pipes. If the iStrike website or the “SkyScan Lightning Storm Detector” are unavailable, use the “flash to bang” method to determine the distance to a lightning strike. Count the seconds between seeing the lightning “flash” and hearing the clap of the thunder “bang”. Divide this number by five to determine how far away, in miles, the lightning is occurring. If the “flash to bang” interval is rapidly decreasing, and the storm is approaching your location or if the “flash to bang” count approaches thirty (30) seconds, all outdoor intercollegiate activity must cease. All persons must immediately leave the athletic site and seek shelter. Stay away from tall or individual trees, long objects (i.e. light or flag poles), metal objects (i.e metal fences or bleachers), standing pools of water and open fields. Avoid being the tallest object in a field. Do not take shelter under a single tree. Safe shelter is defined as: a. Any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure (not a shed, shack, or pavilion), and b. In the absence of a sturdy building as described above, any vehicle with a hard metal roof (not a convertible or golf cart) with windows rolled up.

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.** In the case of lightning, everyone must evacuate to their vehicles until the all-clear signal is sounded. The pavilion areas are not considered lightning safe areas.
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.
- Ten safety pins.
- Timing 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.

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.
Appendix B – Sample Schedule of Events
(All Times are local)

Friday, Nov. 9

2 – 6 p.m  Course inspection/practice.

5 p.m.    Packet pickup.
Shelbyville Community Church, 720 N 325 E, Shelbyville, IN 46176
Approximately 1 1/2 miles from course

5:30 p.m  Mandatory administrative meeting.
Shelbyville Community Church, 720 N 325 E, Shelbyville, IN 46176

Saturday, Nov. 10

9 a.m.    Course opens.

9:40 a.m. Clerking begins for women’s race. Clerking time period is from
10:30 a.m. 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.

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

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

11 a.m.    Women’s 6,000-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).
Men’s competitors must report to assigned boxes.
Clerking process is completed for men’s race.

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

12:15 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 E – Safety and Security Plan

SEVERE THUNDERSTORM WARNING

In the event of a severe thunderstorm warning, the Event Staff will notify the public of the warning.
Upon receipt of the warning, do the following:

1. Check your building/area to ensure that equipment is properly stored and not exposed to high winds to alleviate the potential of flying debris.
2. Verify that all doors, windows, and outside vents are secured
3. Remain alert to worsening conditions
4. If you are in a tent structure, evacuate to a more solid structure or building, remaining in the building unless told to move to a safer area.
5. Do not remain under the tent during a severe thunderstorm. *Remember**
   Severe thunderstorms have the capability of producing large hail, damaging winds, and heavy lightening. Also, severe thunderstorms have the capability of spawning tornado activity as well.
   Remain alert for emergency instructions**

6. If you have a public address system in your building, you should make the following announcement:
   “Ladies and gentlemen, may I have your attention please. Please listen carefully. A severe thunderstorm is headed in the direction of Blue River Memorial Park. For your safety and protection, you are asked to remain in this building until the storm has passed. Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. An announcement will be made as soon as the severe weather conditions have passed and the building is out of danger. Your cooperation this matter is much appreciated.”

7. After the conditions are over, make the following announcement:
   “May I have your attention please, the severe weather conditions have passed and that the area is out of danger. We thank you for your attention and cooperation during this brief situation.”

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8. If, after the storm has passed, there is damage to the building report building damage immediately to the Event Staff. If anyone is injured as a result of the storm, call 9-1-1 to request medical assistance and follow the procedures listed in the medical emergencies section.

**TORNADO WARNING**

In the event of a tornado warning, take shelter upon the activation of tornado warning sirens. If time permits, the event staff will notify each department of the warning. Upon receipt of the warning do the following:

1. Move everyone in your building to safe areas, preferably in the lowest points of the building or small reinforced rooms such as restrooms or offices.
2. If time permits, check your building/area to ensure that equipment is properly stored and not exposed to high winds in order to alleviate the potential of flying debris.
3. Verify that all doors, windows, and outside vents are secured.
4. If you are in a tent structure, evacuate to a more solid structure or building, remaining in the building unless told to move to a safer area. **Do not remain under a tent during a tornado warning.**
5. If you have a public address system in your building, you should make the following announcement:

   “Ladies and gentlemen, may I have your attention please. Please listen carefully. The National Weather Service has issued a Tornado warning for the immediate area. For your safety and protection, you are asked to take shelter immediately. Please remain in this building until the storm has passed. Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. An announcement will be made as soon as the severe weather conditions have passed and the building is out of danger. Your cooperation this matter is much appreciated.”
6. After the conditions are over, make the following announcement:

“May I have your attention please, severe weather conditions have passed and that the area is out of danger. If you need medical attention or help, contact 9-1-1. We thank you for your attention and cooperation during this brief situation.”

If after the storm has passed, there is damage to the building or persons are injured as a result of the storm, report building damage immediately to the Event officials. In the case of medical emergencies, follow the instructions given under that category.

LOST CHILDREN

In the event that a child is lost:

Immediately call 9-1-1, and/or find the nearest law enforcement officer. Be prepared to provide the following information:

- Child’s name
- Child’s age
- Child’s height
- Child’s weight
- Child’s hair and eye color
- What the child was wearing
- The child’s last known location
- Who the child was last seen with
- The direction the child was last seen going
- If the child has any special needs

In the event you find a lost child:

- Check the immediate location for the parents.
- If the parents cannot be found, call 911.
Special Events Coordinator Information:

Lieutenant Michael Turner
Shelbyville Police Department
317-392-5147 – Office
317-512-7484 – Mobile
mturner@cityofshelbyvillein.com

Chief Tony Logan
Shelbyville Fire Department
317-392-5119 - Office
317-512-1019 - Mobile
tlogan@cityofshelbyvillein.com

Ryan Hansome
Shelby Co. Emergency Management
317-392-6308 - Office
317-512-5043 - Cell
rhansome@co.shelby.in.us

Michelle Nolley
Blue River Sports Authority
317-403-8594
michelle.nolley@gmail.com

Medical Emergencies
In case of a medical emergency please call 911. Please be very explicit about your location. At the NCAA Championships there will be certified athletic trainers, physician, and EMT 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)
- In both ambulance rigs
- In either medical follow cart
- In the athletic training medical tent
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.