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.
# 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>Paul Deaton</td>
<td>Work: 706-290-2147</td>
</tr>
<tr>
<td></td>
<td>Cross Country Coach</td>
<td>Cell: 706-767-2154</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pdeaton@berry.edu">pdeaton@berry.edu</a></td>
<td></td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Natalie Bach-Prather</td>
<td>Work: 903-923-2242</td>
</tr>
<tr>
<td></td>
<td>Head Men’s and Women’s Cross</td>
<td>Cell: 903-742-9464</td>
</tr>
<tr>
<td></td>
<td>Country/Track and Field Coach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Texas Baptist University</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a></td>
<td></td>
</tr>
<tr>
<td>NCAA Championships Liaison</td>
<td>Jo-Ann Nester</td>
<td>Cell: 239-707-0135</td>
</tr>
<tr>
<td></td>
<td>Championships and Alliances</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jnester@ncaa.org">jnester@ncaa.org</a></td>
<td></td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>Blake Childers</td>
<td>Work: 706-290-2146</td>
</tr>
<tr>
<td></td>
<td>Sports Information Director</td>
<td>Cell: 770-548-9471</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bchilders@berry.edu">bchilders@berry.edu</a></td>
<td></td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Brandon Williamson</td>
<td>Work: 706-368-6331</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:blwilliamson@berry.edu">blwilliamson@berry.edu</a></td>
<td>Cell: 706-455-5212</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Blake Childers</td>
<td>Work: 706-290-2146</td>
</tr>
<tr>
<td></td>
<td>Sports Information Director</td>
<td>Cell: 770-548-9471</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bchilders@berry.edu">bchilders@berry.edu</a></td>
<td></td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Mr. Derek Taylor</td>
<td>Work: 706-238-7798</td>
</tr>
<tr>
<td></td>
<td>Director of Athletics</td>
<td>Cell: 706-767-2419</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dataylor@berry.edu">dataylor@berry.edu</a></td>
<td></td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Ronda Hancock</td>
<td>Work: 706-236-1721</td>
</tr>
<tr>
<td></td>
<td>Office Manager</td>
<td>Cell: 706-252-5151</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rhancock@berry.edu">rhancock@berry.edu</a></td>
<td></td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Ronda Hancock</td>
<td>Work: 706-236-1721</td>
</tr>
<tr>
<td></td>
<td>Office Manager</td>
<td>Cell: 706-252-5151</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rhancock@berry.edu">rhancock@berry.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons

<table>
<thead>
<tr>
<th>Region</th>
<th>Liaison Name</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>TBD, chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>Jessica Devine, 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</td>
<td>Morris</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, 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></td>
<td><a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td>Mideast</td>
<td>Donald Nichter, Indoor Track and Field Liaison</td>
<td>Head Cross Country and Track and Field Coach</td>
<td>Dickinson College</td>
<td>Carlisle, Pennsylvania 17013</td>
<td>717-385-5316</td>
<td></td>
<td><a href="mailto:nichter@dickinson.edu">nichter@dickinson.edu</a></td>
<td>Sept. 1, 2019</td>
</tr>
<tr>
<td>Midwest</td>
<td>Derek Stanley, 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>317-919-4699</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, 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</td>
<td>978-337-8133</td>
<td></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, 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>903-742-9464</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, 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 / Attn: Athletics</td>
<td>6226-523-1586</td>
<td></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.

Clara Bowl on the Berry College Campus. The Berry Clara Bowl serves as host to everything from carnivals, outdoor movies, concerts and top-level cross country competition. The scenic 6k and 8k courses weave through some of the most iconic spots on Berry’s 27,000-acre campus, including the Ford Complex, which serves as the start and finish for both courses.

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: http://www.berryvikings.com/sports/mxc/xccourse.

Directions.

For directions to the site, click the following link: http://www.berryvikings.com/information/Directions

Locker Rooms.

Please contact Derek Taylor, assistant director of athletics, at 706-238-7798, in advance to make arrangements for locker room use. Portable restrooms will also be accessible on site for both team and spectator use.

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 Friday, Nov. 9. The meeting is scheduled for 7:30 p.m. in the Karannert Center Ballroom. 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, prior to the administrative meeting in the Krannert Center Ballroom from 7 to 7:30 p.m.
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 8 a.m. to 6 p.m. Friday, Nov. 9. The course will be open at 9:30 a.m. the day of the race.

**Please check @BerryVikings 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 review results at the “Coaches Only Results” area located in the main administrative tent. Official results will also be posted on the host website in a printable format.

**Protests.**

A protest/appeals table will be located in the main administrative tent by the coaches’ only results area. Forms will be available in the in the main administrative 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 1 until 5:30 p.m. Friday, Nov. 9 and will be supplied with ice and water. From 10 a.m. until 1:30 p.m. Saturday, Nov. 10, the tent will be supplied with
injury ice, water, foam rollers, AED, and a medical kit. A Certified Athletic Trainer will be on-site at the tent during those times.

- Athletic trainers will be available Friday in the Ford Athletic training room. Saturday, athletic trainers will only be available in the medical tent on the course. If additional times are needed for training room treatments, please contact the head athletic trainer before Nov. 9. In addition to the certified athletic trainers, we will have EMT representatives present and a team physician on-call for Friday, Nov. 9. For Saturday, Nov. 10, we will have full EMS and ambulance services, as well as a team physician on-site. We will also have spotters dispersed throughout the course looking for distressed runners.

- Student-athletes needing treatments race day should go to the medical tent on-site. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information.

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

<table>
<thead>
<tr>
<th>Athletic Training Contact Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon Williamson, Head Athletic Trainer</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather Policy.</th>
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</thead>
<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>
</tbody>
</table>

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

2. A Twitter feed for information on delays and/or postponement to the following day due to inclement weather will be available. The Twitter feed is @BerryVikings

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.

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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 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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<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>
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<thead>
<tr>
<th>Awards Ceremony.</th>
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<tbody>
<tr>
<td>The awards ceremony will be held at 1:15 p.m. at the administrative tent.</td>
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SECTION 8 – Host City Spectator Information

<table>
<thead>
<tr>
<th>Websites.</th>
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<tbody>
<tr>
<td>Please see the following websites for spectator and venue information: <a href="http://berryvikings.com/tournaments/xc/2018-19/index">http://berryvikings.com/tournaments/xc/2018-19/index</a>.</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Parking.</th>
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</thead>
<tbody>
<tr>
<td>Spectator parking is located at various locations on campus adjacent to the venue. Please park in a paved parking lot as opposed to the shoulders of the road or in the grass areas.</td>
</tr>
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</table>

SECTION 9 – Championships Operations

<table>
<thead>
<tr>
<th>Emergency / * Evacuation Plan.</th>
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<tbody>
<tr>
<td>*See Appendix E for an emergency/evacuation plan for the regionals.</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.**

**Teams.**
Ford Gym or team bus

**Spectators.**
Personal vehicles
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.
- Sixteen safety pins.
- Two timing chips per student-athlete, which should be attached to each participant’s shoe with enclosed zip ties.

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 two timing chips in his or her packet for each runner. Participants should attach their chips to the front of each shoe by using the enclosed zip ties or by threading their shoelaces through two holes in the chip and then re-tie their shoelaces.

These chips are returnable and must be removed after finishing the race or returned to timers at the finish line if not used. Failure to return timing chips will generate a $20 chip charge for school with outstanding chip.
Appendix B – Sample Schedule of Events

(All Times are local)

Friday, Nov. 9
8 a.m. – 6 p.m.  Course inspection/practice.
7 – 7:30 p.m.  Packet pickup.
              Krannert Ballroom
7:30 p.m.  Mandatory administrative meeting.
            Krannert Ballroom

Saturday, Nov. 10
9:30 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).
12:15 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 D – Men’s 8,000 Meter Course Map
Appendix E – Safety and Security Plan

EMERGENCY RESPONSE GUIDE

for faculty and staff

For emergencies, call Campus Safety at 706-236-2262 or extension 2262

GENERAL INFORMATION:
Be familiar with the Building Emergency Action Plan for each building.

☐ Provide your students with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. Adding emergency information to your syllabus is also very effective.
☐ Know how to report an emergency from the classroom, laboratory or your office.
☐ Take charge of the students in your classroom, laboratory or office.
☐ Follow the appropriate procedures for all building alarms or incident alerts.
☐ Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
☐ Sign up for Berry’s emergency text messaging at Viking Web under the BerryALERT heading.

BUILDING EVACUATION:
In the event of a fire or other emergency that requires evacuation, take immediate action to help everyone exit the building.

☐ STOP CLASS
☐ Instruct students to collect their personal belongings and follow you.
☐ Immediately evacuate the building, following directional exit signage.
☐ Do not use elevators.
☐ If you are able to assist mobility-impaired individuals, do so. If not, contact Berry College Campus Safety at 706-236-2262 or extension 2262.
☐ If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
☐ Once outside of the building, gather at the designated assembly area noted in the Building Emergency Action Plan.
☐ Do not re-enter the building for any reason.
☐ Upon arrival, Campus Safety or the fire department will assess situation and verify all personnel have evacuated.
TORNADO:
Stay inside a building.
☐ STOP CLASS
☐ Instruct students to stay inside the building due to the emergency. Going outside poses a risk of injury or death.
☐ Move to the lowest floor of the building. Select an interior room or hallway without windows; avoid mechanical equipment. These areas should be designated in the Building Emergency Action Plan.

ACTIVE SHOOTER / VIOLENT ACTS:
If you hear gunfire, see a person with a gun or other weapon, or witness other hostile actions, take immediate action to protect your students and yourself.
☐ STOP CLASS
☐ If possible, try to escape from the building and take others with you. If you cannot escape and you are in an office or classroom, immediately close the door and lock if possible. Use desks and chairs to block the doorway.
☐ Stay away from windows and out of view. Turn off the lights and silence your cell phones. Hide behind heavy furniture or anything that will hide your location.
☐ If a phone is available and it is safe to do so, call Campus Safety at 706-236-2262 or extension 2262.
☐ If you are in an open area, find a place away from the incident to take shelter.
☐ If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100 percent effective. If left with no other option, when confronted by a person with a gun, fight back with whatever is available (scissors, hot beverages, fire extinguishers).
If the police approach and identify themselves, keep your hands up and follow their commands and directions.

MEDICAL EMERGENCIES:
☐ Do not move the ill or injured person unless he/she is in a life threatening situation.
☐ Render first aid or CPR only if you have been trained and are comfortable doing so.
☐ Designate someone to call campus safety at 706-236-2262 or extension 2262. Be prepared to provide the following information:
  • Type of emergency
  • Location of the victim(s)
  • Condition of the victim(s)
  • Any dangerous conditions
☐ Assign someone to stand outside the building to direct emergency personnel to the scene.
☐ Avoid contact with blood or other bodily fluids. If exposed to another person’s body fluids, wash the exposed area and contact your supervisor or the Health and Wellness Center at 706-236-2267.
☐ Use Automated External Defibrillators (AEDs) only if you have been properly trained to do so.
Emergency Action Plan

1. Introduction
The purpose of this plan is to prepare the Sports Medicine staff and students, along with Athletic Department personnel in responding to and providing care in emergency situations. Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student-athlete in the event an emergency and/or life threatening conditions occur. The development and implementation of an emergency action plan will help ensure that the best possible care will be provided. See also (Appendix MM1) Emergency Protocol Cage, (Appendix MM2) Emergency Protocol Ford, and (Appendix MM3) Emergency Protocol Richards.

2. Components of the Emergency Plan
There are three basic components of this plan; emergency personnel, emergency communication, and emergency equipment.

a. Emergency Plan Personnel
During athletic practices and competitions, the FIRST RESPONDER to an emergency situation is typically a member of the athletic staff, most commonly a student worker or certified athletic trainer. A team physician is not always present at every organized practice or competition. The nature of athletic medicine coverage for an athletic event at Berry College may vary widely, based on such factors as the sport or activity, the setting and the type of training or competition. There are four basic roles within an emergency team: The first and most important role involves the immediate care of the student-athlete. The most qualified individual on the scene will be in charge of providing care in an emergency situation.
The second role, equipment retrieval, will be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. This includes all emergency and athletic personnel.
The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This will be done as soon as the situation is deemed an emergency or a life-threatening event. Activation of the EMS system may be done by anyone on the emergency team. (Athletic staff and campus police)
The fourth role, occurs after EMS has been activated, that of directing EMS to the scene. One member of the team will be responsible for meeting EMS personnel as they arrive at the site of the contest. This person should remain stationed at the appropriate pre-arranged arrival site until EMS arrives. Be prepared to unlock and open any gates and/or doors as needed for appropriate access.
**It is vital that the emergency team use the appropriate arrival sites, in that the person activating EMS and giving them directions uses the same arrival site as the person meeting and directing them.**

**Activation of the EMS system**

Making the Call

Dial **Campus police at extension 2262** from any on campus phone or Dial **706-236-2262** from off-campus or cell phone.

**Providing Information:**
- Identification and location of the caller (John Smith, student worker for Sports Medicine, Baseball field – give street names if off-campus)
- Number of injured student-athletes
- The condition of student-athletes
- First aid treatment initiated by the First Responder
- Directions needed to locate the emergency scene (“come to field entrance gate next to the home dugout”)
- Other information as requested by the campus police dispatcher

**b. Emergency Communication**
Access to a working telephone or other communications device, whether fixed or mobile, will be assured. The communications systems will be checked prior to each practice or competition to ensure proper working order by the certified athletic trainer or coaching staff. Cellular phones may be used when available. EMS may be activated by calling 2262 from any on campus phone line or 706-236-2262 from any off-campus or cell phone.

**c. Emergency Equipment**
All necessary emergency equipment will be at the site of practice or competition or quickly accessible. Personnel will be familiar with the function and operation of each type of emergency equipment. All equipment including AED, splints, and facemask removal tools should be in excellent working condition and checked regularly.
3. Transportation

*Emphasis is placed on having an ambulance on site at high-risk sporting events.* EMS response time is additionally factored in when determining on site ambulance coverage. EMS should be contacted for transportation of any emergency or life threatening conditions. Team members should not transport unstable injuries in inappropriate vehicles. Having completed a primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the student-athlete.

4. Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be overstated. A student-athlete's survival may depend on the training and preparation of our athletic healthcare providers. This emergency plan should be reviewed regularly along with the athletic personnel, emergency service personnel, and event management personnel. Development and implementation of the emergency action plan helps ensure Berry College will have the best care provided when an emergency situation does arise.

**EMERGENCY PHONE NUMBERS:**
EMS/Campus Police: 706-236-2262
Redmond Hospital: 706-291-0291

**Emergency Action Plan: Clara Bowl Field**

1. *Emergency Personnel*
   a. A First Aid/CPR/AED certified member of the coaching staff will be available for all practices.
   b. A Certified Athletic Trainer will be, at a minimum, on-call or at practice.
   c. A Certified Athletic Trainer and EMS will be on-site for any cross country events hosted by Berry College Athletics.
   d. Additional sports medicine staff accessible in the Cage Center Athletic Training Room during posted hours (Room 205 from 1:00PM-7:00PM).
   e. Other personnel may also include student workers, coaches, managers, emergency medical technicians, and possibly bystanders.

2. *Emergency Communication*
   a. A fixed telephone line is located in the emergency call box on the east side of the Ford buildings. It is located in the parking lot beside the baseball field. It has a blue light on top for easy identification.
   b. Cellular phones will be the preferred method used by emergency personnel if available.
   c. Additional fixed land lines are located in the guest cottages or Ford buildings but would require a key to open.
3. Emergency Equipment
   a. Practice
- The supervising sports medicine department personnel should ensure appropriate supplies are on-site. A first aid kit will be supplied at the request of the supervising athletic department personnel. An AED will be on site or within the Ford athletic complex.
b. Event
- The Certified Athletic Trainer should ensure appropriate supplies are on-site including a first aid kit, crutches, and splint. Additional supplies are available in the Cage Center Athletic Training Room (room 205) or Ford Athletic Training Room. An AED will be on site or within the Ford athletic complex.

4. Role of the initial caregiver (Certified Athletic Trainer, coach, or sponsor)
   a. Immediate care for the injured or ill student-athlete.
   b. Designate someone for emergency equipment retrieval (coach, student worker, student athlete, or bystander).
   c. Activate emergency medical system (Campus safety); call 706-236-2262 ext. 2262
      1) Provide name, address, and phone number
      2) Number of individuals injured
      3) Condition of the injured
      4) Care being given to the injured
      5) Specific Directions
      6) Other information as requested
   d. Designate someone to direct EMS to the scene. All EMS personnel should meet campus safety at the gatehouse to be escorted by campus police to the site. For Clara Bowl Field, the designated person should meet EMS personnel and Campus Safety in the grass between Vikings Way and Rollins Road. The designated person will lead Campus Safety and EMS to the area of need on the course.
      1) Open appropriate gates or unlock appropriate doors if needed.
      2) Direct EMS to the scene.
      3) Scene control: limit scene to first-aid providers and move bystanders away from area.

5. Location
Clara Bowl Field is located on the main campus of Berry College near northwest side of the Ford Buildings.

6. Emergency Phone Numbers
Campus Safety 706-236-2262; ext. 2262
Redmond Hospital 911
Health and Wellness Center 706-236-2267
Brandon Williamson, ATC 706-455-5212 (Head ATC)

Ginger Swann, ATC 706-766-6566 (Assistant AD of Sports Medicine, SWA)
** Call Campus Safety and let them notify 911. If for some reason Campus Safety does not answer, call 911 yourself and notify Campus Safety ASAP.**
Local Emergency Contact Information

706-236-2262 from off-campus or cell phone
Extension 2226 from any on-campus phone

Chief of Berry College Campus Police
Jonathan Baggett
Office: 706-290-2175
Cell: 706-252-1879

Redmond Regional Medical Center
706-291-0291
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.