



2019 DIVISION III
CROSS COUNTRY
CHAMPIONSHIPS
WAVERLY, IA • Wartburg College, Host

PARTICIPANT
2019-20 MANUAL
Regionals

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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 2019 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

Title	Name/Title/Email	Contact Numbers
Meet Director	Steve Johnson Meet Director steve.johnson@cfu.net	C: 319-230-8726
Division III NCAA Site Representative	TBD	W: C:
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 W: 317-917-6477 E: lpeterson@naaa.org
Media Coordinator	Trent Jackson Sports Information Director trent.jackson@wartburg.edu	W: 319-352-8534 C: 952-905-4995
Head Athletic Trainer	Ryan Callahan Head Athletic Trainer ryan.callahan@wartburg.edu	W: 319-352-8534 C: 319-415-9167
Promotions/Marketing	Trent Jackson Sports Information Director trent.jackson@wartburg.edu	W: 319-352-8534 C: 952-905-4995
Facilities Coordinator	Scott Sharar Director of Plant Operations scott.sharar@wartburg.edu	W: 319-352-8318 C: 319-240-5631
Volunteer Coordinator	Steve Johnson Meet Director steve.johnson@cfu.net	C: 319-230-8726
Hospitality Coordinator	Steve Johnson Meet Director steve.johnson@cfu.net	C: 319-230-8726

SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons

Division III Track and Field Committee and Staff Liaisons.

<u>Atlantic</u>	<u>Central</u>
<p>Mike Howard, Cross Country/Indoor Track Liaison Director of Athletics Plattsburgh State University of New York Memorial Hall, 101 Broad Street Plattsburgh, New York 12901</p> <p>C: 315-564-4153 E: mhowa011@plattsburgh.edu Term expires: Sept. 1, 2022</p>	<p>TBD</p>
<u>Great Lakes</u>	<u>Midwest</u>
<p>Dara Ford, Cross Country/Indoor Track and Field Liaison Head MW Cross Country/Track and Field Coach Otterbein University 1 South Grove Street Westerville, Ohio 43081 C: 330-280-3975 E: dford@otterbein.edu Term expires: Sept. 1, 2021</p>	<p>Greg Cooper Head MW Cross Country and Track and Field Coach Pennsylvania State University Erie, the Behrend College Junker Center, 5103 Station Road Erie, Pennsylvania 16563 C: 814-449-0002 E: gdc120@psu.edu Term expires: Sept. 1, 2023</p>
<u>Midwest</u>	<u>New England</u>
<p>Joshua Schroeder Assistant Commissioner Northern Athletics Collegiate Conference N34W23708 Five Fields Road Apt. 203 Pewaukee, Wisconsin 53072 C: 712-490-1985 E: jeschroeder@naccsports.org Term expires: Sept. 1, 2023</p>	<p>Marlee Berg-Haryasz, Cross Country/Outdoor Track <i>and Field Liaison</i> Assistant Track and Field Coach/Assistant to the AD Westfield State University Athletic Dept/577 Western Avenue Westfield, Massachusetts 01085 C: 978-337-8133 E: mbergharyasz@westfield.ma.edu Term expires: Sept. 1, 2021</p>
<u>South/Southeast</u>	<u>West</u>
<p>Natalie Bach-Prather, Cross Country <i>Liaison</i> Head MW Cross Country/Track and Field Coach East Texas Baptist University 1 Tiger Drive Marshall, Texas 75671 C: 903-742-9464 E: nbachprather@etbu.edu Term expires: Sept. 1, 2020</p>	<p>Kevin Reid, Indoor/Outdoor Track and Field Liaison Head MW Track and Field Coach University of La Verne 1950 3rd Street / Attn: Athletics La Verne, California 91750 C: 6226-523-1586 E: kreid@laverne.edu Term expires: Sept. 1, 2022</p>

SECTION 4 – Championship Location and Competition Site

Competition Site.

Competition will take place on the Max Championship Cross Country Course on the Wartburg College Campus in Waverly, Iowa.

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://go-knights.net/sports/2018/10/3/2018-ncaa-regionals.aspx>

Directions.

The cross country course is located on the northeast corner of 5th Avenue and 12th Street on the Wartburg College Campus in Waverly, Iowa.

Closest regional airports are in Waterloo, Iowa (20-minute drive), Cedar Rapids, Iowa (80-minute drive), Des Moines, Iowa (2h 15m drive), and Minneapolis, Minnesota (three hour drive).

Locker Rooms.

Locker rooms will be available Friday, Nov. 15 and Saturday, Nov. 16 in the Wartburg Waverly Wellness Center on the Wartburg College Campus. Coaches and athletes can ask for specific locker room locations by asking at the welcome desk.

Parking / Admission.

Parking/admission to the regional cross country meet is free. Parking directions for teams and spectators will be located on the meet website

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, November 4. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, November 10.** 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, Laura Peterson. **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 Friday, Nov. 15 at 5 p.m. in the classroom of the Wartburg Waverly Wellness Center on the Wartburg College Campus. 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 (Laura Peterson, lpeterson@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 no later than 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. 15, from 4 p.m. until the coaches meeting, and is located in the Wartburg Waverly Wellness Center, second floor classrooms.

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

Practice Schedule.

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from noon until 7 p.m. Friday, Nov. 15. The course will be open at 9 a.m. the day of the race.

**Please call 319-230-8726 or check @runwartburg Twitter feeds for frost warnings and 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.

Results will be posted on the bulletin board on the back of the awards stand near the finish area immediately after each race has concluded. Coaches only results will be posted behind the finish area by the small shed. Coaches can pick-up a copy of results from the area behind the finish line by the small shed. Official results will also be posted on the host website in a printable format.

Protests.

A protest/appeals table will be located at the tent near the finish area 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 and athletic training area in the Knief Pavillion on the cross country course will be open from noon until 6 p.m. Friday, Nov. 9. The tent will be supplied with ice and water and athletic training area will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice. From 9 a.m. until 1p.pm Saturday, Nov. 10, the athletic training area in the Knief Pavillion will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.
- Athletic trainers will be available Friday from noon to 6 p.m. in the Knief Pavillion on the cross country course. Saturday, athletic trainers will be available in the Knief Pavillion and the medical tent on the course. In addition, team physician assistant, EMTs and ambulance services, will be on-site Saturday.
- Student-athletes needing treatments race day should go to the athletic training area in Kneif Pavillion. 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.

Athletic Training Contact Information.

Ryan Callahan, Head Athletic Trainer
ryan.callahan@wartburg.edu

Office 319-352-8534
Cell 319-415-9167

Weather Policy.

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

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.
2. A phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number 319-230-8726 will be placed in the information with the coaches' packets and on the meet website. The Twitter feed is **@runwartburg**
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 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**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 2019 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 1:30 p.m. at the awards area near the finish line. Inclement weather location will be in the Wellness Center Fieldhouse

SECTION 8– Host City Spectator Information**Websites.**

Please see the following websites for spectator and venue information: <https://go-knights.net/sports/2018/10/3/2018-ncaa-regionals.aspx>

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located at <https://go-knights.net/sports/2018/10/3/2018-ncaa-regionals.aspx>

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.

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.

In case of weather evacuation from the course all competitors and spectators can find shelter in the Wartburg Waverly Wellness Center fieldhouse about 600 m from the starting area.

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. 15. 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.
- Bib with timing chip.

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 a bib with a timing chip in his or her packet. Participants should attach their bib with the chip to the front of their uniform. Please do not bend or remove out the chip.

After the end of the races, the student-athletes can keep their bib with the timing chip as part of their championship experience.

Appendix B – Sample Schedule of Events

(All Times are local)

Friday, Nov. 15

Noon – 6 p.m. **Course inspection/practice.**

4 - 5 p.m. Packet pickup. Wellness Center classrooms – second floor.

5 p.m. Mandatory administrative meeting. Wellness Center classrooms – second floor.

Saturday, Nov. 10

9 a.m. **Course opens.**

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

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

10:35 a.m. **National Anthem.**

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

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

11 a.m. **Men’s 8,000-meter championship race.**

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

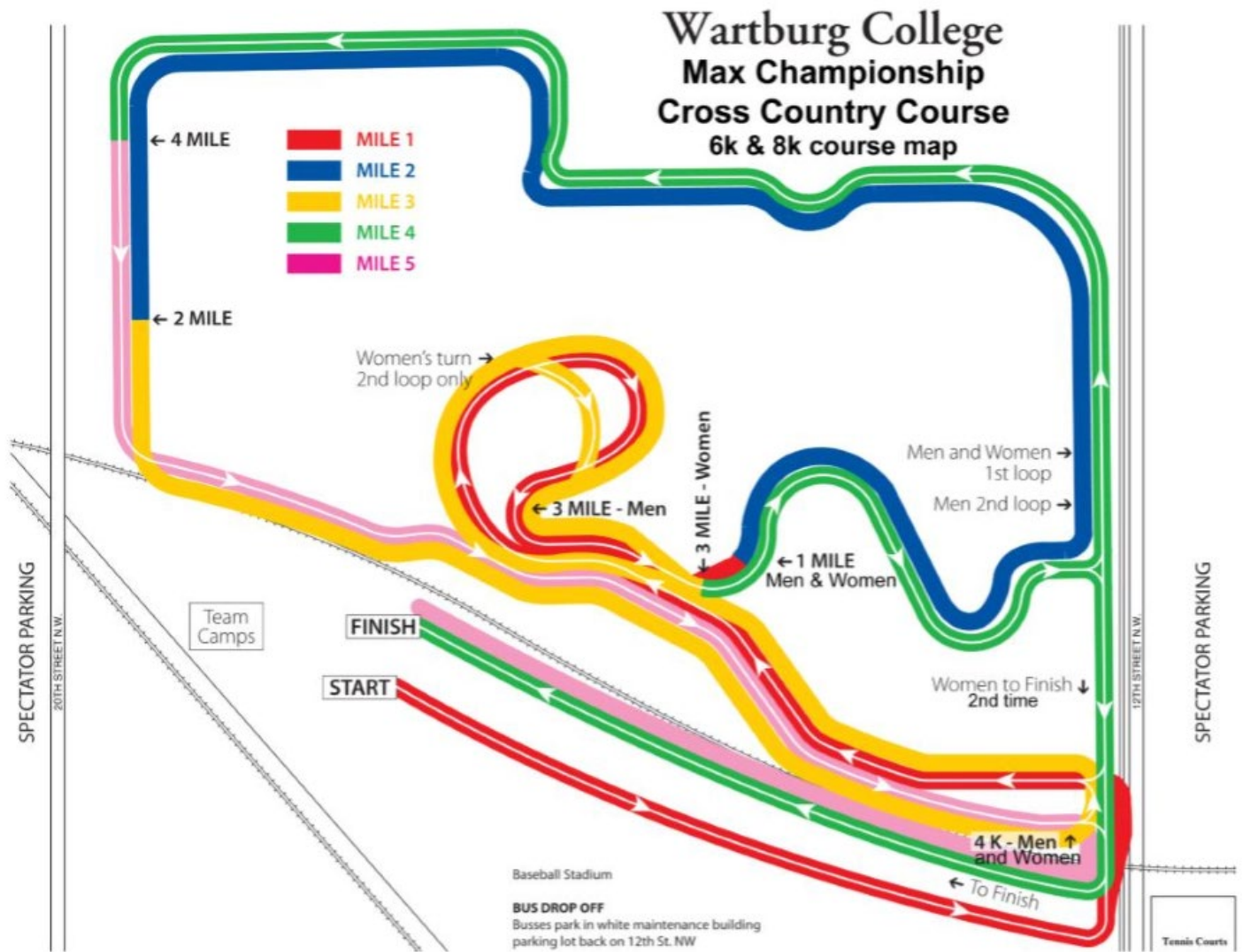
11:40 a.m. **Second gun fired (20 minutes to start).**
Women’s competitors must report to assigned boxes.
Clerking process is completed for women’s race.

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

12 p.m. **Women’s 6,000 -meter championship race.**

1:30 p.m. **Awards ceremony.**

Appendix C – Women’s 6,000 Meter and Men’s 8,000 Meter Course Map



Appendix D – Women’s 6,000 Meter and Men’s 8,000 Meter Course Map Description

Wartburg College Max Championship Cross Country Course Course Description

Starting line is on the west end of the Hertel Athletic fields on the NW corner of Wartburg College campus.

Men’s 8K and Women’s 6K courses follow the same first 2.75 miles.

Runners start with 500 meters of flat running straight east across the athletic fields before starting a wide turn through trees on the east end of the fields.

The wide 180 degree left turn crosses the railroad tracks (at 600 m) and continues to turn left to the north side of “The Rock” by 12th St.

Runners head west for 300 meters before turning to the north. Runners follow a 500m loop turning right then another loop turning left and head to the mile post.

After passing the 1 mile mark runners wind their way up the gradual hill then head toward 12th street.

Both men and women turn to the north when they get along 12th St. and complete the gently rolling perimeter loop until they eventually return to “The Rock” by the railroad track crossing area. This is the 4K mark.

Both men and women turn 180 degrees to the left around “The Rock” and begin to repeat the course.

Men: Men’s race completes a second loop of the entire course. After completing the perimeter loop and returning to “The Rock” they turn right across the railroad tracks to the finish line located next to the starting line.

Women: After the 4K mark, the women will turn right 180 degrees around “The Rock” and repeat the straight to the west again. This second time the women turn right on the inside cut across the loop and repeat the winding hill. When the women get to 12th St. they turn right (south) and head straight down the hill, across the railroad tracks and 580 meters to the finish.

Appendix E – Safety and Security Plan

INTRODUCTION

This plan outlines responsibilities and plans for security, safety, traffic control, parking, severe weather and potential evacuations.

EVENT

2018 NCAA Division III Central Region Cross Country Championships to be held on the campus of Wartburg College, Waverly, Iowa on Nov. 10.

EVENT PERSONNEL & CONTACT TELEPHONE NUMBERS - In the event of an emergency, call 911

Event Director – Steve Johnson 319-269-5310
Head Cross Country Coach – Ryan Chapman 319-230-9897
Athletic Director – Rick Willis 319-290-6921
Athletic Trainer – Ryan Callahan 319-415-9167
Waverly Police 319-352-5400
Campus Security – Director 319-352-9999 Radio
Physical Plant Director – Scott Sharar 319-240-2424
Cell Ambulance 319-352-5400 or 911

FACILITY LOCATIONS

Wartburg Waverly Wellness Center – On 12th Street NW, next to the football stadium on Wartburg College Campus, Waverly, Iowa

Hertel Athletic Field and Max Cross Country Course – NW corner of 5th Ave. NW and 12th Street NW in Waverly Iowa,

COMMUNICATIONS

Campus Security and Operations & Maintenance: two-way radios. In addition, campus security maintains radio phone 319-352-9999

Communications with Waverly Police will be telephonic through the Waverly Law Center. The security officer on site will be responsible to communicate with Campus Security and local police.

MEDICAL EMERGENCY ACTION PLAN, WARTBURG COLLEGE MAX CROSS COUNTRY COURSE

Emergency Personnel:

1. A staff athletic trainer or student will perform primary and secondary surveys during practices/games. They will evaluate and stabilize the athlete.
2. The athletic trainer in charge will designate an individual to call for an EMS unit on a cell phone and Campus Security. If a cell phone is not available there is one located in the athletic training room.

3. The athletic trainer in charge will designate an individual to wait for EMS unit during practices/competitions at the left side of 12th Street NW to direct EMS to the injured athlete.
4. If an athletic trainer is not present, a coach will call 911 and send a designated individual into the athletic training room to get an athletic trainer. If an athletic trainer is not available, a coach will call campus security and EMS.
5. EMS will be activated if the situation requires advanced life support and all transports. Emergency

Communication:

1. The certified athletic trainer or designated athletic training student will call EMS on the cell phone at 911 and direct the ambulance to the proper location.
2. An athletic training student will go to the road and direct the EMS unit to the injured athlete.
3. The individual who calls the EMS unit will provide the following information:
 - A. Primary survey status
 - B. Detailed information of the emergency
 - C. EXACT location of injured
 - D. EXACT location of where EMS should arrive
 - E. Call back telephone number where the person may be reached
4. A staff athletic trainer should be called immediately and notified of the injury, if not present.
5. A staff athletic trainer may call the team physician and notify him of the injury/illness.
6. The parents of the injured/ill student-athlete will be called and notified of the injury/illness.

Emergency Equipment:

1. Vacuum splints, AED, Pulse-Ox, BVM and blood pressure measurement equipment will be on site at every competition and will be located at the starting line.

Venue Directions:

The Cross Country Course is located off of the left side of 12th Street N.W.

MEDICAL SERVICES

Waverly Paramedics: Athletic Trainers will coordinate with the Waverly Hospital for paramedic support: Wartburg College athletic trainers will also be stationed in the venue sites.

PORTABLE BATHROOM FACILITIES

Several portable bathroom facilities will be reserved for competitors on the cross country course. Other portable bathroom facilities will be available for spectators who may also use the restroom facilities in the Knief Athletic Pavilion.

SEVERE WEATHER

Monitoring of possible severe weather will be handled by the Athletic Trainer. Campus Security will monitor the weather via the Internet, NOAA National Weather Service, at: (<http://forecast.weather.gov/MapClick.php?site=arx&zmx=1&zmy=1&map.x=99&map.y=251>). All information will be relayed to the event director and NCAA games committee, who will notify law enforcement and security personnel in the event of severe weather alerts. All assigned event personnel will then relay this information to competitors, coaches and attendees via the event sound system.

EMERGENCY SHELTER PLAN

Events in the Wartburg-Waverly Sports & Wellness Center “W.”: Shelter in place. Max Cross Country Course: Knief Athletic Pavilion and Wartburg Waverly Sports and Wellness Center. Contingency Medical Response Site: The Knief Athletic Pavilion or Medical Tent at the finish line. Alternate sites: Physical Plant and the Saemann Student Center.

EMERGENCY RESPONSE

In the case of disaster or an incident calling for evacuation, event personnel will follow the Wartburg College Emergency Response Plan. The “W” will become the contingency location for medical treatment, if the facility must be relocated. This information will be relayed via the event director, security and law enforcement personnel assigned to the event. If it becomes necessary to create an Integrated Operations Center (IOC), the primary location would be the Hall of Fame Room, room 2020 (east end of Hall of Champions corridor) in the Wellness Center unless law enforcement selects another site.

SECURITY AND SAFETY

On November 915, 2019, Campus Security and the event director will patrol the event venue observing for any possible safety concerns. Security officers will continually patrol the event locations throughout the event. At least one security officer will be at the venue site during scheduled events. Campus Security will patrol and check grounds continually when events are not in progress. Campus Security will sweep both venues daily before events begin. If a suspicious object is discovered, either during the sweep or during the events, police and the event director will be informed. Based on the information available, a decision will be made whether to evacuate the venue and/or contact the Waterloo Police Bomb Squad Unit. The Waverly Police Department will provide one officer during the scheduled events and respond to incidents exceeding that officer’s capabilities.

MEDIA

Event: Coordinate with Trent Jackson, Sports Information Director.

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. 18. **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. _____