



2019 DIVISION III
**CROSS COUNTRY
CHAMPIONSHIPS**

GRAND RAPIDS, MI • Calvin University, 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	Dr. Jim Timmer Director of Athletics Jrt3@calvin.edu	W: 616-526-6037 C: 616-291-3137
Division III NCAA Site Representative	Dara Ford Otterbein University	C: 330-280-3975
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 W: 317-917-6477 E: lpeterson@ncaa.org
Media Coordinator	Jeff Febus Sports Information Director jfebus@calvin.edu	W: 616-526-6169 C: 616-481-9564
Sports Medicine	Kerri Clausen Associate Athletic Trainer Kc35@calvin.edu	W: 616-526-7008 C: 217-260-5794
Promotions/Marketing	Jeff Febus Sports Information Director jfebus@calvin.edu	W: 616-526-6169 C: 616-481-9564
Facilities Director	Justin TeBrake SFC Facility Director Jtebra33@calvin.edu	W: 616-526-7741 C: 616-318-6144
Volunteer Coordinator	Anna Haveman West Michigan Sports Commission ahaveman@westmisports.com	C: 616-901-9696

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

Division III Track and Field Committee and Staff Liaisons.

<p style="text-align: center;"><u>Atlantic</u></p> <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 style="text-align: center;"><u>Central</u></p> <p>TBD</p> <p>C: E: Term expires: Sept. 1, 20XX</p>
<p style="text-align: center;"><u>Great Lakes</u></p> <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 style="text-align: center;"><u>Midwest</u></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>
<p style="text-align: center;"><u>Midwest</u></p> <p>Joshua Schroeder Assistant Commissioner Northern Athletics Collegiate Conference PO Box 1536 Pewaukee, Wisconsin 53187 Office: 712-490--1985 Cell: 712-490-1985 Email: jeschroeder@naccsports.org Term expires: September 2023</p>	<p style="text-align: center;"><u>New England</u></p> <p>Marlee Berg-Haryasz, Cross Country/Outdoor Track and Field Liaison 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>
<p style="text-align: center;"><u>South/Southeast</u></p> <p>Natalie Bach-Prather, Cross Country Liaison 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 style="text-align: center;"><u>West</u></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.

The Calvin University cross country course is located at the Gainey Athletic Complex, 1661 East Paris Ave SE, Grand Rapids, MI 49546, adjacent to the Prince Conference Center at Calvin University.

Competition Site Maps.

The men's 8K course map and the women's 6K course map can be found at:
<https://calvinknights.com/facilities/cross-country>

They are also included in Appendix C & D.

For additional information, please go to the host website located at the following link:
https://www.calvinknights.com/sports/mxc/2019-20/2019_Great_Lakes_Regional

Directions.

The Calvin University Cross Country Course is located at the Gainey Athletic Complex, about one mile east of the main campus. [The address is 1661 E. Paris Ave. SE, Grand Rapids, MI 49546.](#) Please click on link for directions.

Locker Rooms.

Locker rooms will be made available for teams at the [Spoelhof Fieldhouse Complex](#), one mile west of the course. Teams should be **dropped off** in the circle drive on the south entrance of the Spoelhof Fieldhouse Complex. Signage will be posted in the main lobby, directing student-athletes to the designated locker rooms. Please do not park vans or buses in the circle drive. Vehicles may be parked in Lot 5, 6 or 7.

Parking / Admission.

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

Parking for teams will be available on site at the Gainey Athletic Complex beginning at 9:00am.

Team buses will be asked to follow the direction of parking attendants once on site. Coaches will be given parking passes at the Friday evening Coaches' Meeting for any vans or cars driven by team personnel. Anyone without a parking pass will **not** be given admittance to this lot and will be directed to either the Prince Conference Center lot or Church of the Servant, adjacent to the complex.

Please note: this lot will **close** at 10:40am. The running course crosses the driveway into the lot multiple times. No one will be let in or out of the complex by vehicle during the races. It will reopen **briefly between races** and will close again at **11:55am (at the second gun)**. It will not reopen until the final runner has crossed the finish line.

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 & Optional Team Dinner

The NCAA site representative and meet director will conduct a **mandatory** administrative meeting Friday, November 15 at 7:00pm in the Willow Room at the [Prince Conference Center](#) on the campus of Calvin University (1800 East Beltline Ave SE, Grand Rapids MI 49546).

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.

Calvin Athletics has arranged for an optional team dinner buffet in the Great Hall at the Prince Conference Center. A come-as-you-can buffet will be available for your team on Friday, November 15, 5:30 – 7:30pm, prior to the mandatory coaches meeting. For \$17 per person, there will be a buffet of:

Green Salad & Dressing
Fruit Salad
Garlic Bread

Seasonal Fresh Vegetables
Penne Pasta
Meat Ravioli
Marinara & Alfredo Sauce
Assorted Cookies
Coffee, Lemonade & Ice Tea

Tickets for dinner must be pre-purchased online at <https://connect.calvin.edu/events/d-iii-cc-regional-dinner>. Ticket sales for dinner will end at 5:00pm ET on Monday, November 11. Your team dinner tickets will then be available in your team packet (which is available for pick up at the Prince Conference Center, 4:00-7:00pm). **No one without a ticket may enter the Great Hall dining area and tickets will not be available for purchase onsite.**

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, November 15, from 4:00 – 7:00pm in the lobby of the [Prince Conference Center](#), prior to the mandatory coaches' meeting

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 1:30pm to 4:30pm Friday, November 15. The course will be open at 9:00am the day of the race.

****Please call 616-526-6522 or check @CalvinKnights 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 the table on the north side of the pavillion, 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 at the Starter's tent by the coaches' only results area. Forms will be available at the results table 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 sports medicine services and race medical coverage for the championships:

- On Friday Nov. 15 the medical tent on-site will be open from 1:00 pm until 5:00 pm for basic taping and first aid. The medical tent will be also be supplied with emergency equipment, ice and water. The Calvin Sports Medicine Office in the Spoelhof Fieldhouse will be open and available for all services, including modalities, as needed Friday Nov. 15 from 10:00am -6:30 pm.

- On Saturday Nov. 16, sports medicine services will only be available in the medical tent at the course. Treatment including: taping, stretching and first aid will be available from 9:00 am until a minimum of 45 minutes after the conclusion of the last race. Due to limitations at the course, we will be unable to provide modalities in the medical tent. In addition our team physician and emergency medical services will be on-site for race medical coverage.
- 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.

Sports Medicine Contact Information.

Kerri Clausen, Associate Athletic Trainer

Office 616-526-7008

Cell 217-260-5794

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. Please call 616-526-6522 for information or @CalvinKnights Twitter feed on delays and/or postponement to the following day. The host will leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. 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. **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.
 - b. **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.

- ** 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. Please see Appendix E for more details

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 1:45p.m. in view of the stands at the finish line. In the case of inclement weather, it will be held in the Hoogenboom Gymnasium in the Spoelhof Fieldhouse Complex on the main campus.

SECTION 8– Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information:

https://calvinknights.com/sports/mxc/2019-20/2019_Great_Lakes_Regional

https://www.calvinknights.com/sports/mxc/2019-20/files/Calvin_University_Athletics_Visitor_Information.pdf

Tickets.

The cost of admission to the regional championship is free.

Spectator Parking.

The main spectator parking is located at the [Prince Conference Center](#) in Lots 14, 15 & 16, adjacent and west of the Gainey Athletic Complex. Auxillary parking will also be available at [Church of the Servant](#), south and adjacent to the GAC. A walking path is available at both locations to get to the course. There is plenty of parking between these 2 locations.

Handicapped parking will be designated in Lot 16 at the Prince Conference Center and a golf cart shuttle will be available at that location. This shuttle services will **end at 10:40am** prior to the men's race and **will resume briefly between races**. It will **end again at 11:55am (at the second gun)** and resume **once the final runner has crossed the finish line**.

We ask that spectators do not park in the businesses on the east side of East Paris and try to run across to get the complex. East Paris Avenue is a very busy street with a 50 mph speed limit. We cannot be responsible for anyone trying to cross the street. Also, these businesses have not authorized spectator parking and they may tow any unattended vehicles.

There is **no** spectator parking inside the Gainey Athletic Complex.

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. Calvin Athletics subscribes to WeatherSentry and will be using it to monitor any inclement weather or lightning.

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.

There is a small covered pavilion near the finish line for immediate cover. In the case of lightning delays, teams should return to their vehicles/buses and spectators should return to their cars.

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.
- Timing chip(s) and twist 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 timing chips in his or her packet. Participants should attach their chips to the front of their shoes with the twist ties provided in the coach's packets. Participants should ensure that chips are centered on their shoes.

After the end of the races, the student-athletes must return the chips to the marshalls. Any missing chips will result in a \$20 charge each, back to the school.

Appendix B –Schedule of Events

(All Times are local)

Friday, Nov. 15

- 1:30-4:30pm Course inspection/practice at the [Gainey Athletic Complex](#)
1661 East Paris Ave. SE, Grand Rapids MI 49546
- 4:00-7:00pm Packet pickup.
Lobby of the [Prince Conference Center](#) on the campus of Calvin University
- 5:30-7:30pm [Optional team dinner buffet](#) the the Great Hall at the [Prince Conference Center](#)
See page 5 for details
- 7:00-8:00pm Mandatory administrative meeting.
Willow Room at the [Prince Conference Center](#) on the campus of Calvin University.

Saturday, Nov. 16

- 9:00am **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).**
- 11:00am Men's 8,000-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).**
Women's competitors must report to assigned boxes.
Clerking process is completed for women's race.
- 12:05pm **Third gun fired (10 minutes to start).**
- 12:15pm Women's 6,000 -meter championship race.**
- 1:45 p.m. **Awards ceremony.**

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



[illegible]

Appendix E –Safety and Security Plan

Calvin University Cross Country Course @ The Gainey Athletic Complex

Activities

1. Men's and Women's Cross Country

Emergency Communication

1. Mobile Phone
 - a. Coach/Administrator
 - b. *Calvin Sports Medicine*
2. Land line phone
 - a. Safety Phone – Gainey Athletic Complex parking lot (Center island)
 - b. Prince Conference Center – Front desk

Emergency Equipment

1. AED
 - a. GRCHS Pavilion – Wall box between bathrooms (Keyed entrance)
 - b. *Calvin Sports Medicine coverage vehicle*
 - c. *EMS*
 - d. *Calvin University Campus Safety patrol car*
2. First Aid Kit
 - a. VanNoord Arena – VN 137 (Calvin Sports Medicine)
 - b. *Calvin Sports Medicine coverage vehicle*
 - c. *Meet start/finish line*
 - d. *Calvin University Campus Safety patrol car*
3. Trauma Box
 - a. *Calvin Sports Medicine coverage vehicle*

Keyholders

1. Coaches
2. *Calvin Sports Medicine*
3. *Athletic Directors*
4. *Calvin University Campus Safety*
5. *Calvin University Physical Plant*

Venue Best Practices for EMS

During Practices:

Activate EMS by calling Calvin University Campus Safety @ 616-526-3333.

Direct the primary responding Campus Safety Officer to the Gainey Athletic Complex Parking Lot and have someone meet them there to direct them to the scene. The secondary responding Campus Safety Officer will direct EMS to the scene.

During Meets:

Activate EMS through directly accessing the dedicated EMS unit near the finish line (unit scheduled in advance). Calvin University Campus Safety should then be notified @ 616-526-3333.

The Calvin Sports Medicine coverage vehicle (trailing last runner) will contact the sports medicine staff at the finish line to direct EMS to the nearest road access point and, unless deemed unsafe to move the victim, will transport the victim as rapidly as possible to the determined access point. Location on the course will be determined using the arbitrary “emergency point” numbers on the course map.

Emergency Phone Numbers

Sports Medicine Staff

1. Joe Dykstra, Head Athletic Trainer:
 - A. Mobile phone: 616-403-3750
 - B. Office phone: 616-526-7630
2. Kerri Clausen, Associate Athletic Trainer
 - A. Mobile phone: 217-260-5794
 - B. Office phone: 616-526-7008
3. Meghan Glynn, Assistant Athletic Trainer
 - A. Mobile phone: 614-593-2355
 - B. Office phone: 616-526-7674
4. Edwin Kornoelje, Team Physician
 - A. Office phone: 616-252-1500

Campus Safety

1. **Emergency Number**
 - A. On-Campus Phone: 3-3333**
 - B. Off-Campus Phone: 616-526-3333**
2. Non-Emergency Number
 - A. On-Campus Phone: 6-6452
 - B. Off-Campus Phone: 616-526-6452

Athletic Directors

1. Jim Timmer, Director of Athletics
 - A. Mobile Phone: 616-292-3137
 - B. Office Phone: 616-526-6037
2. Nancy Meyer, Senior Associate Director of Athletics
 - A. Mobile Phone: 616-723-4433
 - B. Office Phone: 616-526-6224

Emergency Medical Services

1. Kent County Central Dispatch: 911
2. Poison Control Center: 800-222-1222

Other

1. Calvin University Switchboard: 616-526-6000
2. Calvin University Health Services: 616-526-6187

Severe Weather Policy

Introduction

Calvin University and Calvin Sports Medicine are committed to ensuring the health and safety of its student-athletes. To this end, and in accordance with guidelines set forth by the National Weather Service, NCAA, and the NATA, Calvin University Athletics has adopted the following Severe Weather Policy. This policy is intended to protect student-athletes, coaches, staff, and fans in the event of severe weather during home practices and competition. While off-campus it is expected that Calvin University coaches and staff will follow the policies of the host venue and use common sense.

I. Definition of Severe Weather

Severe weather is any weather phenomenon that could potentially pose significant threat to health and wellbeing. These types of weather can include:

- Severe Thunderstorms
 - Lightning
 - High winds
 - Hail
- Tornadoes
- Severe Winter Weather
 - Ice
 - Heavy snow
- Temperature Extremes
 - High heat and/or humidity
 - Extreme cold and/or high winds and/or moisture

II. Chain of Command

Calvin University Athletics will use WeatherSentry, a professional meteorological service, to monitor weather conditions and detect potentially harmful weather situations such as lightning, storms, or other weather hazards. It can be accessed through the WeatherSentry website or web application and text notifications can be automatically sent to unlimited pre-programed recipients regarding severe weather situations.

In the event of severe weather, the following chain of command should be followed when determining whether to hold (or continue holding if it has already started) practices or contests:

- Athletic Director/Certified Athletic Trainer
- Game Official (if a contest has started, it is their decision to continue or suspend)
- Head Coach

Prior to contests, it is the responsibility of the Athletic Director/Certified Athletic Trainer to make decisions regarding whether to hold a contest before it has started. All parties involved should be notified of a decision as soon as it has been made.

Once a contest has started, it is the responsibility of the Game Official to decide of whether to continue or suspend competition due to severe weather. During the contest the Athletic Director/Certified Athletic Trainer should also monitor weather conditions and bring any concerns to the attention of the Game Official to ensure they have the information necessary to ensure the safety and wellbeing of those involved.

III. Severe Weather Situations

Thunderstorms

National Weather Service Severe Thunderstorm Watch

If Calvin University is placed under a severe thunderstorm watch, practices and contests are to continue as scheduled. Athletic personnel should monitor for changing weather conditions and pay close attention to online weather reports and radar.

National Weather Service Severe Thunderstorm Warning

If Calvin University is placed under a severe thunderstorm warning:

- Indoor practices and contests may continue as scheduled. Athletic personnel should monitor for changing weather conditions and pay close attention to online weather reports and radar.
- Outdoor practices and contests may continue as scheduled. Athletic personnel should prepare to have everyone move inside if lightning or other conditions warrant such action and continue to monitor for changing weather conditions and pay close attention to online weather reports and radar.
- Pool activities should be suspended at the direction of the aquatic director and all participants, spectators, and staff should vacate the pool area to a safe area. A safe area is any dry area away from large metal objects, electrical/plumbing equipment, and water, including showers.

Lightning

The following ranges for lightning will be used to determine risk and necessary action:

- Greater than 30 miles: No risk foreseen.
- Within 30 miles (Advisory Range): Monitor for changing conditions and pay close attention to online weather reports and radar.
- Within 15 miles (Caution Range): Continue activity but prepare to have everyone move inside or to safe shelter and monitor conditions closely if lightning should move closer.
- Within 8 miles (Warning Range): Outdoor activities should be suspended immediately and everyone should be moved indoors or to safe shelter until the all-clear is given.

Lightning will be monitored/detected by one of the following means:

- WeatherSentry: Calvin University purchases a subscription to WeatherSentry and the website, web application, and text message service should be used as the primary means of monitoring lightning activity in the area. In addition, because technology is fallible, common sense should also be used.
- Flash-to-Bang/Visible Lightning: If WeatherSentry is unavailable, the flash-to-bang method should be used. Once lightning is observed, the viewer should begin counting the number of seconds between the flash and the bang. For each 5 seconds between the flash and bang, the lightning is approximately a mile away (i.e. 30 seconds = 6 miles). In general, because of lines of sight at Calvin University, visible lightning should be assumed to be within the Warning Range.

Safe shelters are solid structure buildings that should lessen the risk of being struck by lightning:

- Main Campus: Spoelhof Fieldhouse Complex or other campus buildings.
- Gainey Athletic Complex: GRCHS Pavilion Rest Rooms or Calvin Softball press box.
- If no safe shelter is available:
 - Team bus or automobiles

- As a last resort find a ditch, ravine, or valley and stay away from trees, poles, hills, and water as they may all attract lightning.

In the event of lightning within the Warning Range:

- Indoor activities, outside of the pool, may continue as scheduled. Pool activities should be suspended at the direction of the aquatic director.
- Outdoor activities should be suspended immediately, and everyone should be directed to find safe shelter.

Once there have been 30 consecutive minutes without another lightning strike within the warning range as indicated by WeatherSentry, the all-clear will be given by the highest-ranking member of the chain of command. No one should return to outdoor venues prior to the all-clear being given. It is recommended that an appropriate warm-up period be given to student-athletes prior to resuming activity after the all-clear has been given. The duration of this period will be determined by contest officials and/or coaches.

Hail

In the event of hail, everyone should be directed to seek shelter in a building with a solid roof in order to prevent injury.

Tornadoes

National Weather Service Tornado Watch

If Calvin University is placed under a tornado watch, all practices and contests may continue as scheduled. Athletic personnel should monitor for changing weather conditions and pay close attention to online weather reports and radar.

National Weather Service Tornado Warning

If Calvin University is placed under a tornado warning, all practices and competitions will be suspended or cancelled, and everyone should proceed to the nearest safe shelter as designated by the Calvin University Emergency Response Plan. These safe shelter areas are generally below grade or on the ground level of buildings away from doors and windows.

Once the tornado warning has expired and/or the all-clear has been given by Campus Safety, clearance to return to activity will be given by the highest-ranking member of the chain of command.

Severe Winter Weather

Calvin University Campus is Open

Practices will continue as scheduled. If outdoor playing surfaces are deemed safe, outdoor practices may continue while following the guidelines for extreme cold. If possible, consider moving practices indoors.

Contests will continue as scheduled. If outdoor playing surfaces are deemed safe, outdoor contests may continue while following the guidelines for extreme cold. The athletic director should use discretion and cancel contests in advance if travel conditions are deemed unsafe for participants and spectators.

Calvin University Campus is Closed

Indoor practices which started prior to the campus closure being enacted may finish, if it has been cleared by the athletic director. All outdoor practices should be cancelled immediately. Practices scheduled to

start after the campus closure has been enacted should not take place unless they have been cleared by the athletic director.

For their own health and safety, it is not required that support staff remain for practices after a campus closure has been enacted. If considering holding practice during a campus closure, travel conditions for those off-campus and access to emergency services (due to the inherent risks of athletic activity) should be addressed. Practice during campus closure should not be considered mandatory and no “contact” activity should take place unless a certified athletic trainer is present.

All competitions will be cancelled or rescheduled while a campus closure is in effect.

Temperature Extremes

Extreme Heat

In determining the risks of extreme heat, wet bulb globe (WBG) temperature will be used as it factors in the effects of both temperature and humidity. WBG temperatures are available through the WeatherSentry website, web application, and text alert services. If the wet bulb globe temperature is:

- 81°F WBG or below – No significant risk is foreseen. Provide a minimum of 3 separate, 3-minute rest breaks per hour.
- 82° to 86°F WBG – Discretion should be used for prolonged activity and at-risk individuals (unacclimated, unconditioned, overweight, or the elderly/very young) should be monitored closely. Provide a minimum of 3 separate, 4-minute rest breaks per hour.
- 87° to 89°F WBG – Outdoor activity should be limited to no more than 2 hours. Additional rest and water breaks should be given, ideally in the shade, and all conditioning sessions should be moved indoors. Provided a minimum of 4 separate, 4-minute rest breaks with all protective equipment removed.
- 89° to 91°F WBG – Outdoor activity should be limited to no more than 1 hour. No protective equipment may be worn and there may be no conditioning activities. Provide a minimum of 20 minutes of rest breaks during the hour of practice.
- 92°F WBG or greater – Outdoor activity should be cancelled, moved indoors, or rescheduled to a time of day when WBG is forecast to be below 92°F.

Extreme Cold

In determining the risks of extreme cold it is important to consider not only temperature, but also wind, moisture, activity levels, safety of the potentially frozen playing surface or sporting equipment, and proper clothing of participants. These factors may all significantly influence the safety of participation in cold weather.

At a minimum, if the actual or “feels like” temperature is 0°F or below, all outdoor activity should be cancelled, moved indoors, or rescheduled. Depending on the factors listed above, a higher threshold may be used. Actual and “feels like” temperatures are available through the WeatherSentry website, web application, and text alert service.

For all other emergency plans, please visit our website at:
<https://calvin.edu/directory/policies/emergency-response-plan>

Sports Medicine: Local Medical Facilities

Team Physician's Offices

Metro Health – Cascade

4300 Cascade Rd SE
Grand Rapids, MI 49546
(616) 252-1500
www.metrohealth.net

Hospitals

Metro Health Hospital

5900 Byron Center Ave SW
Wyoming, MI 49519
(616) 252-7200
www.metrohealth.net

Metro Health Urgent Care

4055 Cascade Rd. SE
Grand Rapids, MI 49546
(616) 252-4010
metrohealth.net/urgent-care/

Spectrum Health – Blodgett Campus

1840 Wealthy St SE
Grand Rapids, MI 49506
(616) 774-7444
www.spectrum-health.org

Spectrum Health – Butterworth Campus

100 Michigan St NE
Grand Rapids, MI 49503
(616) 391-1774
www.spectrum-health.org

Pharmacies

Walgreens

7 a.m.–10 p.m.
Pharmacy hours: 8 a.m.–10 p.m.
4550 Cascade Rd SE
Grand Rapids, MI 49546
(616) 957-8934
www.walgreens.com

Rite Aid

8 a.m.–10 p.m.
Pharmacy hours: 9 a.m.–9 p.m.
2410 Burton St. SE
Grand Rapids, MI 49546
(616) 949-5710
www.riteaid.com

Meijer – Cascade

24 hours
Pharmacy hours: 8 a.m.–9 p.m.
5531 28th St SE
Grand Rapids, MI 49512
(616) 949-7200
www.meijer.com

Meijer – Knapps Corner

24 hours
Pharmacy hours: 8 a.m.–9 p.m.
1997 E. Beltline NE
Grand Rapids, MI 49525
(616) 447-1500
www.meijer.com

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. 17. **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. _____