



2019 DIVISION III  
**CROSS COUNTRY  
CHAMPIONSHIPS**

**OSHKOSH, WI**  
*University of Wisconsin-Oshkosh, 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**

<b>Title</b>	<b>Name/Title/Email</b>	<b>Contact Numbers</b>
Meet Director	Vicci Stimac Associate Athletic Director/SWA University of Wisconsin-Oshkosh <a href="mailto:stimacv@uwosh.edu">stimacv@uwosh.edu</a>	W: 920-424-1384 C: 920-479-8425
Division III NCAA Site Representative	Joshua Schroeder Assistant Commissioner Northern Athletics Collegiate Conference	C: 330-280-3975
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 W: 317-917-6477 E: <a href="mailto:lpeterson@ncaa.org">lpeterson@ncaa.org</a>
Media Coordinator	Kennan Timm Sports Information Director University of Wisconsin-Oshkosh <a href="mailto:timmk@uwosh.edu">timmk@uwosh.edu</a>	W: 920-424-0365 C: 920-621-8991
Head Athletic Trainer	Wade Peitersen Head Athletic Trainer University of Wisconsin-Oshkosh <a href="mailto:peiterse@uwosh.edu">peiterse@uwosh.edu</a>	W: 920-424-7138 C: 920-420-0091
Promotions/Marketing	Ashlynn Schreiner Multimedia and Promotions Coordinator University of Wisconsin-Oshkosh <a href="mailto:schreiner@uwosh.edu">schreiner@uwosh.edu</a>	C: 920-809-4554
Facilities Coordinator	John Zupanc Course Director <a href="mailto:zupanc@uwosh.edu">zupanc@uwosh.edu</a>	C: 920-573-6364
Volunteer Coordinator	Deb Vercauteren Volunteer Coordinator <a href="mailto:vercaute@uwosh.edu">vercaute@uwosh.edu</a>	C: 920-573-6365
Hospitality Coordinator	Vicci Stimac Associate Athletic Director/SWA University of Wisconsin-Oshkosh <a href="mailto:stimacv@uwosh.edu">stimacv@uwosh.edu</a>	W: 920-424-1384 C: 920-479-8425

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

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

<b><u>Atlantic</u></b>	<b><u>Central</u></b>
<p><b>Mike Howard</b>, 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: <a href="mailto:mhowa011@plattsburgh.edu">mhowa011@plattsburgh.edu</a>  <b>Term expires: Sept. 1, 2022</b></p>	<p><b>TBD</b></p>
<b><u>Great Lakes</u></b>	<b><u>Midwest</u></b>
<p><b>Dara Ford</b>, 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: <a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a>  <b>Term expires: Sept. 1, 2021</b></p>	<p><b>Greg Cooper</b>            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: <a href="mailto:gdc120@psu.edu">gdc120@psu.edu</a>  <b>Term expires: Sept. 1, 2023</b></p>
<b><u>Midwest</u></b>	<b><u>New England</u></b>
<p><b>Joshua Schroeder</b>            Assistant Commissioner            Northern Athletics Collegiate Conference            PO Box 1536            Pewaukee, Wisconsin 53187            Cell: 712-490-1985            Email: <a href="mailto:jeschroeder@naccsports.org">jeschroeder@naccsports.org</a>  <b>Term expires: September 2023</b></p>	<p><b>Marlee Berg-Haryasz</b>, 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: <a href="mailto:mbergharyasz@westfield.ma.edu">mbergharyasz@westfield.ma.edu</a>  <b>Term expires: Sept. 1, 2021</b></p>
<b><u>South/Southeast</u></b>	<b><u>West</u></b>
<p><b>Natalie Bach-Prather</b>, 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: <a href="mailto:nbachprather@etbu.edu">nbachprather@etbu.edu</a>  <b>Term expires: Sept. 1, 2020</b></p>	<p><b>Kevin Reid</b>, Indoor/Outdoor Track and Field Liaison            Head MW Track and Field Coach            University of La Verne            1950 3<sup>rd</sup> Street / Attn: Athletics            La Verne, California 91750            C: 6226-523-1586            E: <a href="mailto:kreid@laverne.edu">kreid@laverne.edu</a>  <b>Term expires: Sept. 1, 2022</b></p>

## ***SECTION 4 – Championship Location and Competition Site***

### **Competition Site.**

Lake Breeze Golf Club: 6333 Ball Prairie Road, Winneconne, WI 54986

### **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://uwoshkoshtitans.com/NCAACrossCountryMidwestRegional2019/Index>

### **Directions.**

#### ***From South of Oshkosh:***

Take Hwy. 41 North & exit on Hwy. 45 North

Follow 45 North & exit on Hwy 116/GG - Winneconne exit

Take a left & go under the overpass & then take the first right, which is Ball Prairie Rd.

This will bring you right up to the course.

#### ***From North of Appleton:***

Take Hwy. 41 South & exit on Hwy 10 West

Follow 10 West to Hwy 45 South (exit is left lane)

Follow Hwy 45 South & exit on Hwy. 116/GG - Winneconne exit

Take a right & then take the first right, which is Ball Prairie Rd.

This will bring you right up to the course.

### **Locker Rooms.**

Locker rooms and showers are available at Kolf Sports Center on the UW-Oshkosh Campus.

There are no locker rooms or showers at Lake Breeze Golf Club.

### **Team Parking.**

Team vehicles will enter Ball Prairie Road at Hwy 116, which is located just west off of Hwy 45.

Team vehicles will be directed to park at the gravel lot adjacent to the course at Lake Breeze Golf Club. Please have your parking pass visible and allow additional time for your team arrival.

Please remind your athletes and coaches that spectator shuttle buses will be dropping off and picking up on the driveway into Lake Breeze Golf Club. This will be a busy area. Please be alert to the traffic.

### **Spectator Parking / Shuttle Service and Admission.**

There is no spectator parking at the cross country course at Lake Breeze Golf Club. Spectator parking will be located at Winneconne High School at 100 Wolf Run, Winneconne, WI 54986.

Winneconne High School is located three miles from the cross country course. The shuttles will pick-up and drop-off spectators at the main entrance to the high school.

Spectators must use Hwy 116 (Main St.) to N. 9<sup>th</sup> Ave. to access the parking lots at Winneconne High School. Uniformed patrols will monitor all access points to Lake Breeze and the shuttle service to ensure this route for spectators.

Spectator shuttles are available to transport spectators for \$5 round trip. Anyone five years old or younger is free. Accessible shuttles will be available. The shuttle service will begin at 8:30 a.m. and conclude at 3:00 p.m. There are portable restrooms at the parking venue.

**No dogs, unless a service dog, or bikes are allowed on the shuttle service or at Lake Breeze Golf Club.** Only service animals assisting an individual with a disability as defined by ADA are allowed. Comfort, therapy or emotional support animals do not meet the definition of service animals and are not permitted. Spectators who use service animals must retain control of their animals at all times and should keep them on a leash or harness.

## ***SECTION 5 – Entry Procedures and Championship Format***

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### **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 the day before competition (Friday, November 15) at 4:30 p.m. at Lake Breeze Golf Club in the clubhouse. 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](mailto: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 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 from 3:30 to 4:30 p.m. located in Lake Breeze Club House.

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. The practice date and time is Friday, November 11 from 1:00 to 4:30 p.m. The course will be open at 9:00 a.m. the morning of the race.



\*\*Please call 920-582-7585 or check UW-Oshkosh Athletic Department's Twitter feed @UWOshkoshTitans 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 clubhouse. Official results will also be posted on the host website in a printable format.

### **Protests.**

A protest/appeals table will be located at the Pro Shop in the clubhouse by the coach's only results area. Forms will be available in the Pro Shop 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 Friday, November 15 from noon until 5:00 p.m. and will be supplied with ice and water. Saturday, November 16 from 9:00 a.m. until one hour after the final race the tent will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.
- Athletic trainers will be available Friday in the Kolf Sports Center training room on campus. On Saturday, athletic trainers will only be available in the medical tent on the course. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

- Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed Friday, November 15 in the Kolf Sports Center training room from noon a.m. until 5:00 p.m. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, November 16 must schedule an appointment with the UW-Oshkosh sports medicine staff.
- Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

#### **Athletic Training Contact Information.**

Wade Peitersen, Head Athletic Trainer

Office: 920-424-7138

Cell: 920-420-0091

#### **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 (920-582-7585) will be placed in the information with the coaches' packets and on the meet website. The Twitter feed is @UWOshkoshTitans.
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**

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### **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**

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### **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 Lake Breeze Golf Club at approximately 1:15 p.m.

## **SECTION 8– Host City Spectator Information**

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### **Websites.**

Please see the following websites for spectator and venue information:

<https://uwoshkoshtitans.com/NCAACrossCountryMidwestRegional2019/Index>

### **Spectator Parking.**

There is no spectator parking at the cross country course at Lake Breeze Golf Club. Spectator parking will be located at Winneconne High School at 100 Wolf Run, Winneconne, WI 54986.

Winneconne High School is located three miles from the cross country course. The shuttles will pick-up and drop-off spectators at the main entrance to the high school.

Spectators must use Hwy 116 (Main St.) to N. 9<sup>th</sup> Ave. to access the parking lots at Winneconne High School. Uniformed patrols will monitor all access points to Lake Breeze and the shuttle service to ensure this route for spectators.

Spectator shuttles are available to transport spectators for \$5 round trip. Anyone five years old or younger is free. Accessible shuttles will be available. The shuttle service will begin at 8:30 a.m. and conclude at 3:00 p.m. There are portable restrooms at the parking venue.

**No dogs, unless a service dog, or bikes are allowed on the shuttle service or at Lake Breeze Golf Club.** Only service animals assisting an individual with a disability as defined by ADA are allowed. Comfort, therapy or emotional support animals do not meet the definition of service

animals and are not permitted. Spectators who use service animals must retain control of their animals at all times and should keep them on a leash or harness.

## ***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.**

- Maintenance facility located 100 meters southwest of clubhouse.
- Shelter located east of hole #10 green.
- Clubhouse and bathrooms located at the main building.
- Shuttle buses (will continue to run and bring fans to vehicles).
- Team buses should shelter their teams and shuttle any spectators to vehicles until all participant and spectators have been removed from the course.
- Staff should shelter in their vehicles.
- NOT A PORT-A POTTY –NOT A TENT—NOT A GOLF CART.

## ***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. The front bib has the timing chip attached and must be worn on the front of the participant's singlet.
- Eight (8) safety pins.
- One timing chip, which should be attached to the front bib.

### **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.** The timing chip is attached to the front bib number. It is a disposable chip and therefore the student-athletes can keep their timing chips as part of their championship experience.

## ***Appendix B – Schedule of Events***

**(All Times are local)**

### **Friday, Nov. 15**

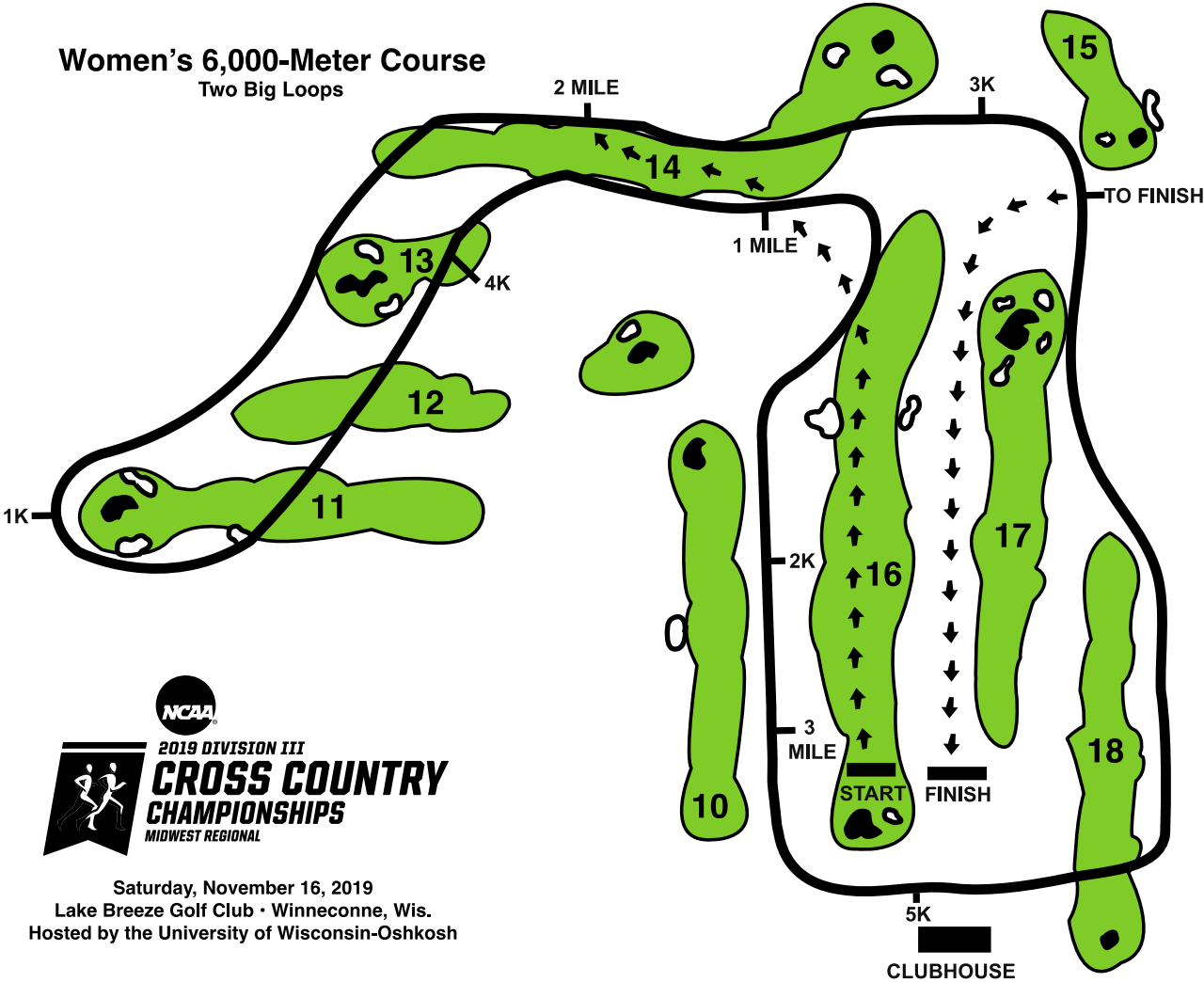
- 1:00 – 4:30 p.m.                   **Course inspection/practice.**
- 3:30 – 4:30 p.m.                   **Packet pickup.**  
Lake Breeze Golf Club, Clubhouse
- 4:30 p.m.                           **Mandatory administrative meeting.**  
Lake Breeze Golf Club, Clubhouse

### **Saturday, Nov. 16**

- 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.**
- 1:15 p.m.                           **Awards ceremony.**

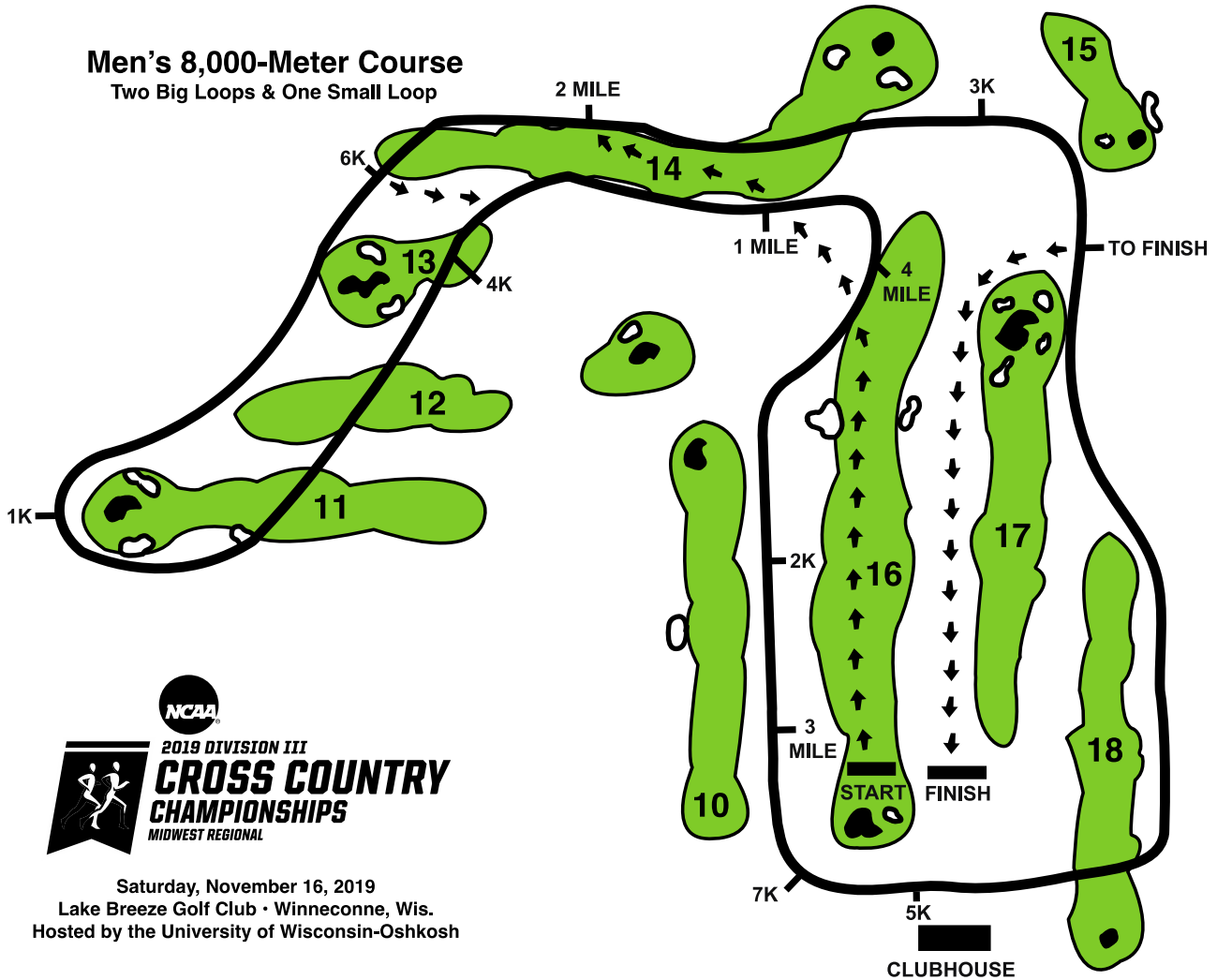


Appendix C – Women’s 6,000 Meter Course Map



Saturday, November 16, 2019  
 Lake Breeze Golf Club · Winneconne, Wis.  
 Hosted by the University of Wisconsin-Oshkosh

Appendix D – Men's 8,000 Meter Course Map



Saturday, November 16, 2019  
Lake Breeze Golf Club • Winneconne, Wis.  
Hosted by the University of Wisconsin-Oshkosh

## ***Appendix E – Safety and Security Plan***

### **In the event of an emergency, call 911!**

**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**

- Maintenance facility located 100 meters southwest of clubhouse.
- Shelter located east of hole #10 green.
- Clubhouse and bathrooms located at the main building.
- Shuttle buses (will continue to run and bring fans to vehicles).
- Team buses should shelter their teams and shuttle any spectators to vehicles until all participant and spectators have been removed from the course.
- Staff should shelter in their vehicles.
- NOT A PORT-A POTTY – NOT A TENT—NOT A GOLF CART.

## ***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. \_\_\_\_\_