



**2022 DIVISION III**  
**CROSS COUNTRY**  
**CHAMPIONSHIPS**  
*NORTHFIELD, MN • St. Olaf College, Host*

***PARTICIPANT***  
***2022-23 MANUAL***  
*Regionals*

## Contents

SECTION 1 – Introduction.....	1
SECTION 2 – Host Personnel and Contact Information .....	2
SECTION 3 – NCAA Division III Track and Field Committee and Staff Liaisons .....	3
SECTION 4 – Championship Location and Competition Site .....	3
SECTION 5 – Entry Procedures and Championship Format.....	5
SECTION 6 – Squad Size .....	11
SECTION 7 –Awards.....	11
SECTION 8– Host City Spectator Information .....	11
SECTION 9 – Championships Operations .....	12
Appendix A – Chips/Bibs Special Instructions .....	12
Appendix B – Schedule of Events .....	13
Appendix C – Women’s 6,000 and Men’s 8,000 Meter Course Map.....	14
Appendix D – Site Layout and Parking Maps .....	15
Appendix E – Sample Safety and Security Plan .....	17
Appendix F – Coaches’ Checklist.....	20

**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 2022 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</b>	<b>Contact Numbers</b>
Meet Director	<b>Erica Maker</b> Head Women's Cross Country Coach St. Olaf College	C: (210) 870-8465 E: maker1@stolaf.edu
Division III NCAA Site Representative	<b>Joshua Schroeder</b> Assistant Commissioner Northern Athletics Collegiate Conference	C: (712) 490-1985 E: jeschroeder@naccsports.org
NCAA Championships Liaison	<b>Laura Peterson-Mlynski</b> Championships and Alliances	C: (317) 544-9425 E: lpeterson@ncaa.org
Media Coordinator	<b>Michael Abdella</b> Assistant Athletic Director for Strategic Communications	C: (507) 581-2652 E: abdellam@stolaf.edu
Athletic Trainers	<b>Jordan Borman</b> Assistant Trainer, NCAA Regional Coordinator	C: (651) 408-2884 E: borman2@stolaf.edu
Promotions/Marketing	<b>Hannah Robb</b> Creative & Digital Media Manager	C: (507) 786-2195 E: robb1@stolaf.edu
Facilities Coordinator	<b>Judy Tegtmeyer</b> Recreation Director/Facility Coordinator	C: (507) 786-3989 E: tegtmeye@stolaf.edu
Volunteer Coordinator	<b>Patti Laufenberg</b> Head Women's Track & Field Coach	C: (608) 445-2618 E: laufen1@stolaf.edu
Hospitality Coordinator	<b>Emily Ramey-Root</b> Assistant Coach	C: (623) 670-3729 E: root2@stolaf.edu

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

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

<b><u>Region I (East)</u></b> Joel Williams Head M Cross Country/Track and Field Coach Tufts University Term expires: September 2026	<b><u>Region II (Mideast)</u></b> Mike Howard Director of Athletics Plattsburgh State University of New York Term expires: September 2023
<b><u>Region III (Niagara)</u></b> Greg Cooper Head MW Cross Country/Track and Field Coach Pennsylvania State University Erie, the Behrend College Term expires: September 2023	<b><u>Region IV (Mid-Atlantic)</u></b> Jessica Smith Director of Cross Country/Track & Field Grove City College Term expires: September 2025
<b><u>Region V (Metro)</u></b> TBD TBD Term expires: September 2025	<b><u>Region VI (Great Lakes)</u></b> Ayanna Tweedy Director of Athletics Rose-Hulman University Term expires: September 2026
<b><u>Region VII (South)</u></b> Cameia Alexander Head MW Cross Country/Track and Field Coach Virginia Wesleyan University Term Expires: September 2024	<b><u>Region VIII (North)</u></b> Joshua Schroeder Assistant Commissioner Northern Athletics Collegiate Conference Term expires: September 2023
<b><u>Region IX (Midwest)</u></b> Amy Maier Assistant Director of Athletics/SWA Buena Vista University Term expires: September 2023	<b><u>Region X (West)</u></b> Lauren Brownrigg Senior Woman Administrator Pacific University (Oregon) Term expires: September 2026

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

#### **St. Olaf College Cross Country Course.**

St. Olaf College, 1634 Campus Drive, Northfield, MN 55057

The Cross Country Course is located right on the St. Olaf College campus behind Tostrud Fieldhouse. The course has been the site of the 2002 and 2007 NCAA Cross Country Championships, as well as several NCAA Regional and MIAC championships. Both the 6K and 8K courses contain open fields and dirt and grass trails that weave around our Natural Lands.

**PLEASE NOTE:** The Prairie Loop of the course will be closed to all spectators/coaches /non-participants during each race (warm-ups may still take place on this portion when a race is not in progress). While the trails are wide enough for our racers, they cannot

accommodate spectators moving in and out of the loop. Our main goal is to preserve the integrity of the race and give each participant the opportunity to perform at their best. Please alert your teams and fans of this rule, and obey all directions from course marshals.

The prairie loop contains the 3K and 5K marks, and split mats will relay times via our timer's website [fastfinishresults.com](http://fastfinishresults.com) and will be in the final results. We will also have split readers at those points.

An additional split mat will be located at the Mile mark, and will also pickup the men's split at 6450 meters.

#### **Competition Site Maps.**

The men's and women's course map is included as **Appendix C**, and site layout and parking maps can be found in **Appendix D**.

#### **Directions.**

*From I-35*

Take exit 69 (the Northfield exit) to the east (left if you are headed south, right if you are headed north). You will be on Hwy 19. Drive about 6 miles and then watch the left side of the road for the St. Olaf entrance, which is marked by a large limestone sign and a flag pole with St. Olaf banners. Buses and team vans may enter here – please have your parking passes visible to security to avoid a backup. All other traffic should continue past the entrance and take a right on Armstrong Road to park in a remote lot. Shuttle service will run regularly between the lot and competition venue (less than a 5 minute shuttle ride).

*From Cedar Avenue (Hwy 77/Hwy 23)*

Take Cedar/Hwy77 southbound through Apple Valley and Lakeville. Note that south of Apple Valley Cedar becomes Hwy 23 instead of Hwy 77. At two points on the route the road will take 90 degree turns; watch the signs and remain on Hwy 23/Cedar Avenue. When you reach a stop sign on the edge of Northfield, turn right onto Hwy 19 (2<sup>nd</sup> stoplight). Buses and team vans can drive up to the main entrance of St. Olaf (on the right). Spectators should follow signs for the remote parking lot and will take a left on Armstrong Road before the St. Olaf main entrance.

#### **Locker Rooms.**

A locker room for men and for women will be open in Tostrud Fieldhouse for use throughout the event. Please bring your own towels if you plan to use the showers. Portable restrooms will also be available outside near the finish line.

#### **Parking / Admission.**

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

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

### **Entry Procedures.**

**Entry Forms.** Only the 10 student-athletes listed on the entry form may compete in the regional championship meet. Coaches will be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. (See the [Pre-Championships Manual](#) for guidelines.)

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, October 24 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, November 6. Institutions submitting late entries are subject to a fine of \$400 per gender. The deadline for late regional entries is 5 p.m. Eastern Time, Tues. Nov. 8.** 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-Mlynski. **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 VIRTUAL** administrative meeting Monday, Nov. 7 at 11 a.m. local time. 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-Mlynski, [lpeterson@ncaa.org](mailto:lpeterson@ncaa.org)) at least 48 hours prior to the meeting. A link to the call can be found in Appendix [B](#).

### **Final Declaration – Clerking and Check-In Procedure.**

**FINAL DECLARATION AND CHECK-IN:** The head coach of each institution will be allowed to complete the check-in process on behalf of their team and/or student-athlete(s). Coaches will be required to ensure student-athletes comply with all uniform and logo requirements as well as ensuring their student-athletes report to the starting line not only wearing their hip numbers, bibs and chips, but wearing the **proper** hip numbers,

bibs and chips. Uniform and logo rules contained in Rule 22-3 of the NCAA Cross Country/Track and Field Rule Book and Bylaw 12.5.4 in the NCAA Manual shall apply. Failure to comply with these championship policies and the requirements surrounding uniform and logo rules may result in disqualification.

Coaches must check-in their student-athletes with the clerks at the assigned clerking location up to 80 minutes prior to the start of their race. Coaches are encouraged to check-in as soon as possible, but not later than 20 minutes prior to the race. Check-in will **NOT** be allowed at the start line and coaches must check-in all teams/student-athletes at the assigned clerking location. Again, be reminded that if an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of hip numbers, chips and bibs), those additional hip numbers, chips and bibs **must** be returned to meet management, in the clerking area, no later than 20 minutes prior to the start of each respective race.

**Please note that teams and/or individuals that are checked-in late and not in accordance with the times outlined in this manual will jeopardize participation in their race, will have a letter sent to their institutional athletics director and will have a financial fine assessed for failing to abide by championship policies.**

Check-in will be located against the east wall inside Tostrud Fieldshouse. Coaches who coach both genders may check in both at the women's clerking time period.

**SQUAD SIZE:** Teams are limited to a maximum of seven (7) competitors. A team running more than seven will be disqualified and the action will be considered misconduct. Institutions entering **five to seven** runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

#### **Packet Pick-Up.**

Packets will be available Friday, Nov. 11, from 12:00-5:00 PM inside Tostrud Fieldhouse and from 9:30-10:00 AM at the clerking station inside Tostrud.

Course maps and descriptions will also be available and St. Olaf representatives will be present to answer any questions about the course.

#### **Practice Schedule.**

Practice access to the course is limited to Friday and the day of competition, weather permitting. Practice will be from 12:00 to 5:00 p.m. Friday, Nov. 11. The course will be open at 8:00 AM the day of the race.

**\*\*Please check the main page of the St. Olaf Athletics website at [athletics.stolaf.edu](http://athletics.stolaf.edu) or Twitter @StOlafAthletics for severe weather updates on race day.**



### **Finish-Line Procedures.**

Details on timing and 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 will be located at the Mile, 3K, and 5K marks, and will also pickup a split at the men's 6450 meter mark. Men's and women's splits and team scores will be collected and displayed in the final results.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners must continue to move toward the back of the finish corral. Runners need not maintain their order of finish in the corral. Water and athletic trainers will be available at the end of the finish corral. Coaches should wait for runners outside of the finish corral.

### **Results.**

Official results will also be posted on the host website in a printable format. Live results will be available at [fastfinishresults.com](http://fastfinishresults.com).

A 'coaches only' results area will be located at the shed next to the finish line.

### **Protests.**

A protest/appeals table will be located at the shed next to the finish line by the coaches' only results area. Forms will be available there 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:

- On Friday, Nov. 11, services will be available from 12:00 PM until 5:00 PM inside Tostrud Fieldhouse, and will include muscle stim, ultrasound, combination stim/US, hot packs, and ice.
- On Saturday, Nov. 12, the medical tent near the finish line will be open 9:30 AM until 1:30 PM for taping and ice. The athletic training room inside Skoglund Athletic Center (Room 022) can provide heat and other modalities from 9:30 AM – 11:00 AM. Follow signs to the athletic training room from inside Tostrud Fieldhouse.
- Athletic trainers and student trainers will be available Friday in Tostrud Fieldhouse and Saturday under the medical tent near the finish line. In addition, a physician, EMTs, and ambulance services will be on-site Saturday 15 minutes before the first race.

- Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment in the athletic training room on Saturday, Nov. 12 should verify their arrival time with the 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. If an athletic trainer is traveling with the team, he or she should accompany the athlete.

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

Jordan Borman, Assistant Athletic Trainer,

NCAA Regional Coordinator

Colton Funk, Head Athletic Trainer

Cell: (651) 408-2884

Cell: (715) 490-1835

#### **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. All announcements regarding delays and/or postponements will be posted on the St. Olaf main athletics page at [athletics.stolaf.edu](http://athletics.stolaf.edu) and on Twitter: @StOlafAthletics.
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.

#### **Gameday the DIII Way.**

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

#### **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 team per gender will be recognized in a brief awards ceremony as automatic qualifier to the 2022 Division III Cross Country Championship.

### **Awards Ceremony.**

The awards ceremony will be held as close to 1:30 PM as possible behind the starting line.

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

### **Websites.**

Please see the following websites for spectator and venue information:

Directions to campus/campus map: <https://wp.stolaf.edu/pipercenter/files/2015/06/St-Olaf-Campus-Map-2017.pdf>

Information on Northfield hotels, restaurants, etc: <https://www.visitnorthfield.com/>

### **Tickets.**

The cost of admission to the regional championship is free.

### **Parking.**

Team buses and vans will be allowed to enter campus through the main entrance off of Hwy 19. Have your parking passes visible to security staff to avoid backup on Hwy 19.

Buses will be allowed to drop off near the garage door of Tostrud Athletic Complex and will then be rerouted to a remote lot. Team vans will be directed by attendants to parking spots in the Skoglund Athletic Complex lots.

Spectator parking is free and will be located across the street from the St. Olaf College campus at McLane's Shipping. Please watch for signage on Hwy 19 directing traffic. Shuttle buses will run regularly between McLane's and the competition venue – please do not attempt to cross the highway on foot. Only spectator vehicles with handicapped plaquards will be allowed to enter campus, although handicapped parking is limited.

## ***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.**

Tostrud Fieldhouse will be available for participating teams. Only athletes and support staff with a designated wristband or racing bib may use the facility; however, in the case of inclement weather, Tostrud will also open to spectators for shelter.

## ***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. 11. Each packet will contain the following:

- Two championship bibs for each participant. Make sure the bib with the timing chip is pinned to the front of the singlet.
- Two hip stickers for each participant
- Eight safety pins
- Course map
- Box assignments
- Wristbands for entry into Tostrud Fieldhouse (1 for each entered athlete, plus coaches)
- Team Parking Pass
- Any final instructions

### **RUNNERS AND COACHES**

Participants must wear 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.

All USED timing chips/racing bibs do not need to be returned after the race.

Please remind all participants to **not** cross split mats with their chipped racing bibs during warm-up and cool-down.

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

**(All Times are local)**

### **Monday, Nov. 7**

11 a.m. **MANDATORY Virtual Coaches' Meeting via Zoom**  
Zoom Link: <https://stolaf.zoom.us/j/91611263798>  
Meeting ID: 916 1126 3798

### **Friday, Nov. 11**

Noon – 5 p.m. **Course inspection/practice**

Noon – 5 p.m. **Packet pickup** (inside Tostrud Fieldhouse)

### **Saturday, Nov. 12**

8 a.m. **Course opens**

9:30 a.m. **Packet Pick-up** (until 10:00 a.m. at clerking area inside Tostrud)

9:40 a.m. **Clerking begins for women's race.** Clerking time period is from 9:40 to 10:40 a.m. on the east wall of Tostrud Fieldhouse.

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

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

10:40 a.m. **Second gun fired (20 minutes to start).**  
Women's competitors must report to assigned boxes.  
Clerking process is completed for women's race.  
Clerking process begins for men's race from 10:45 to 11: 55 a.m.

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

11 a.m. **Women's 6,000-meter championship race.**

11:45 a.m. **First gun fired (30 minutes to start).**

11:55 a.m. **Second gun fired (20 minutes to start).**  
Men's competitors must report to assigned boxes, clerking ends.

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

12:15 p.m. **Men's 8,000-meter championship race.**

~1:30 p.m. **Awards ceremony behind the starting line.**

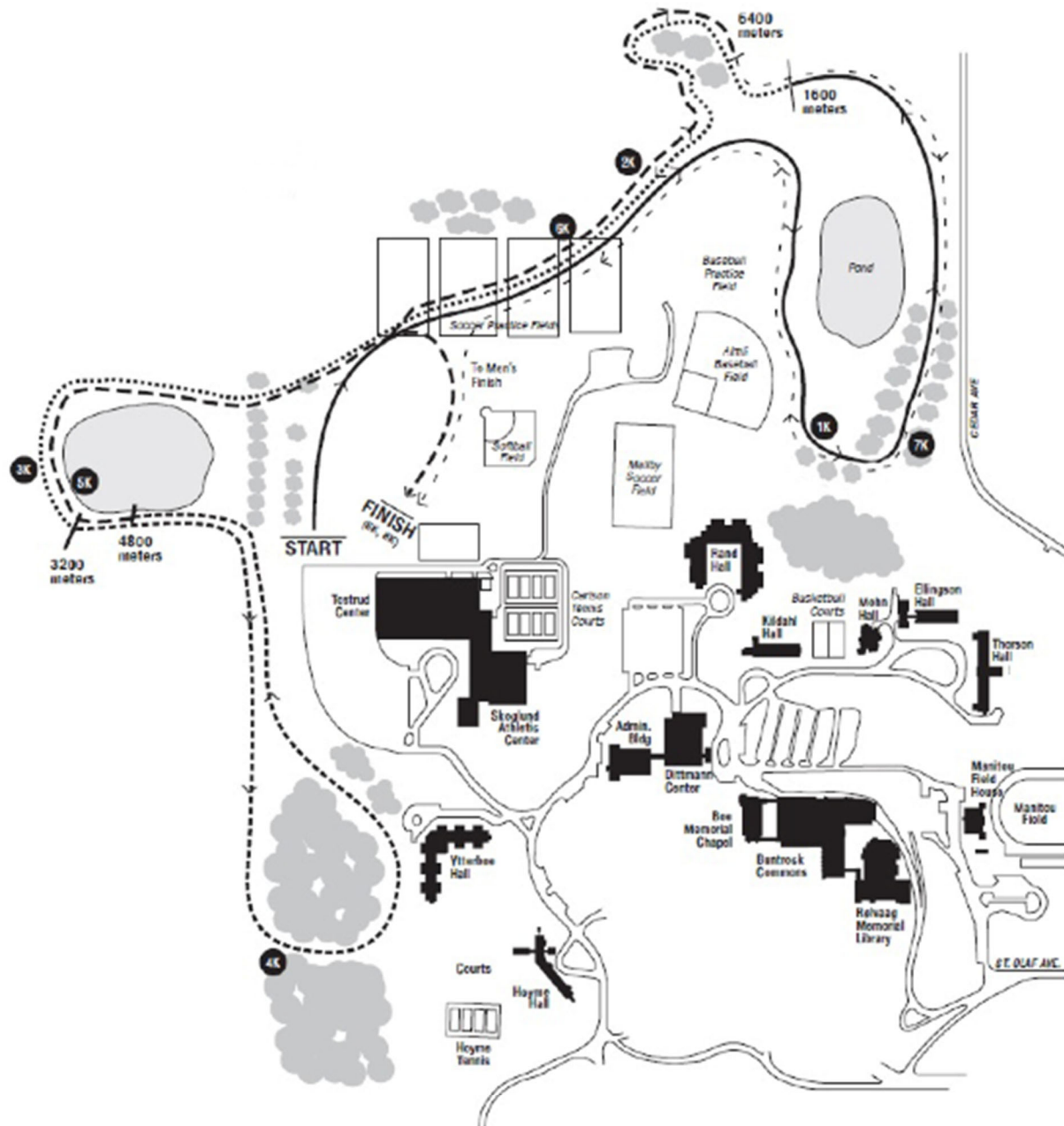


## Appendix C – Women's 6,000 and Men's 8,000 Meter Course Map

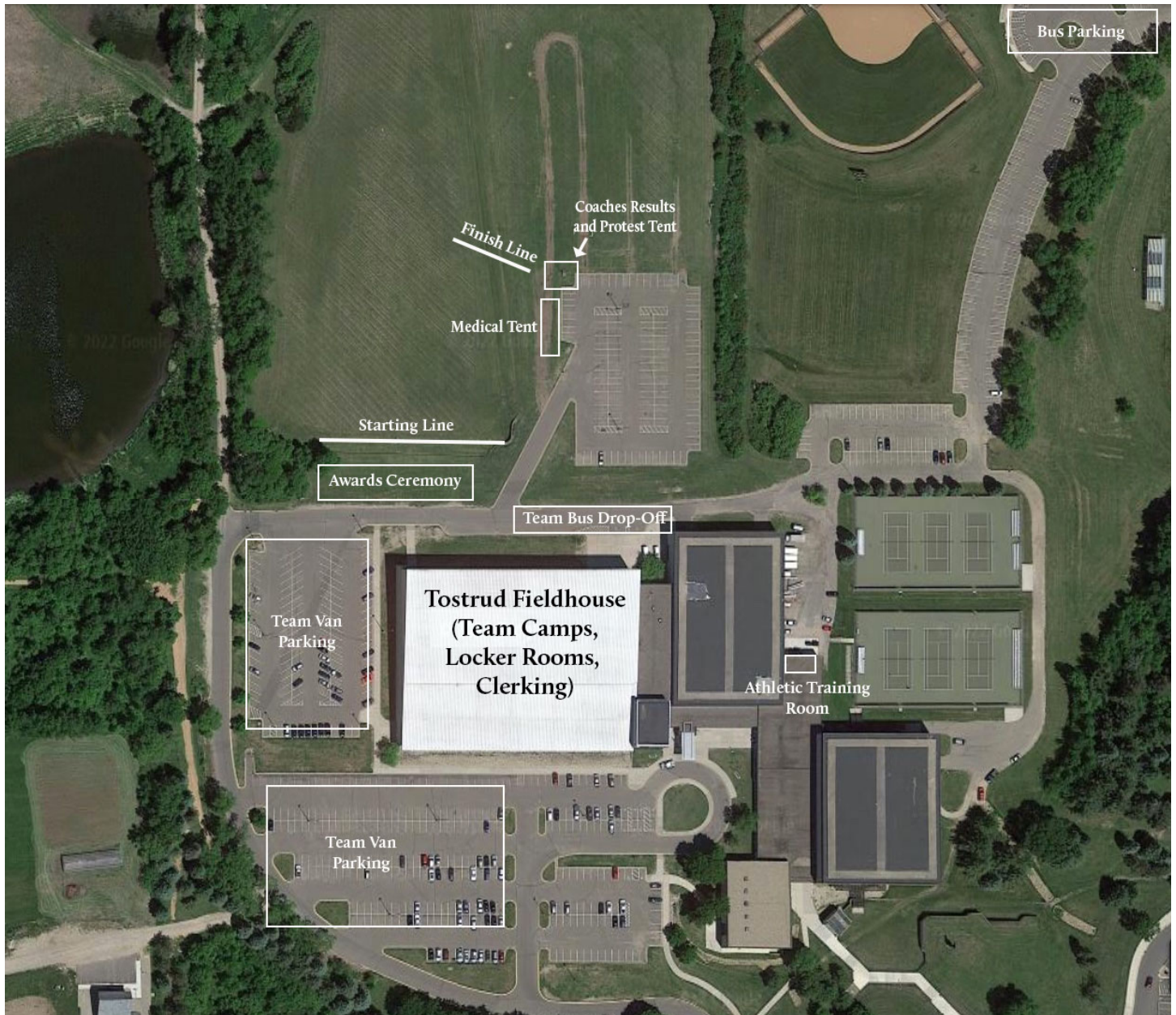
# St. Olaf Cross Country Course

Women's Course - 6K

Men's Course - 8K

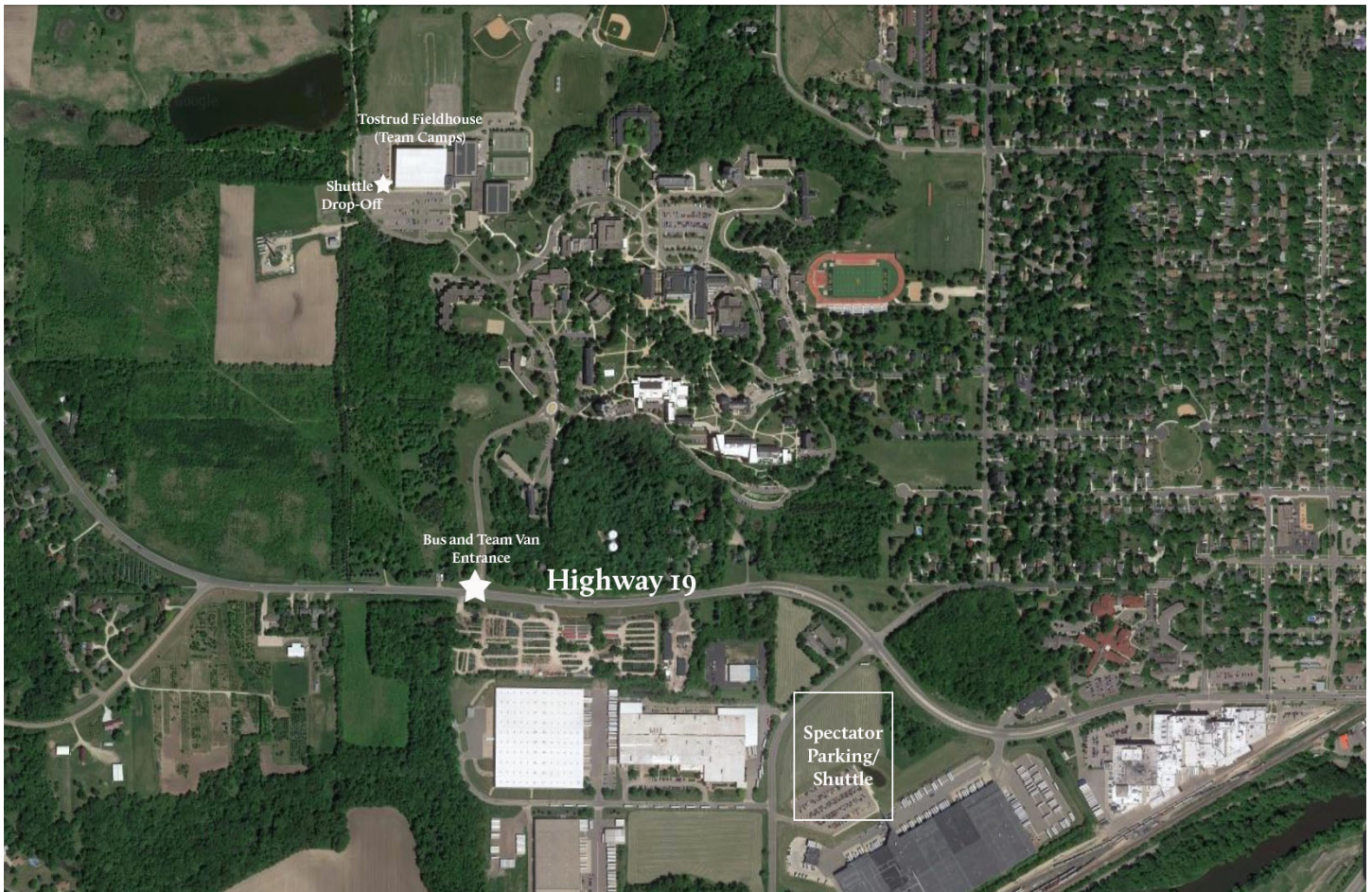


## Appendix D – Site Layout and Parking Maps





## *Bus/Team Van Entrance and Spectator Parking Map*



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

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

#### **Fire Safety**

If a fire begins inside Tostrud Fieldhouse, locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in the Skoglund Parking Lot.

#### **If the fire alarm sounds:**

- Exit through the nearest doors, located on the east, west, and south sides of the fieldhouse
- Do not attempt to re-enter the building until Public Safety officials reopen the facility

#### **Tornado and Severe Weather**

In the event of a tornado or severe weather, follow plaquered signs to shelter locations in the hallways of Tostrud and Skolund Athletic Complexes. All doors leading into the hallway should be closed. Stay away from windows and doors and do not go outside.

#### **Emergency Situations and Who to Call**

Emergency situations call for prompt action and common sense. For a major emergency, dial Northfield police directly at 911. For a minor emergency, call Public Safety at (507) 786-3666. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify Public Safety officials at x3666 from a campus telephone.

In the event of a campus emergency, the following individuals will be the primary leaders:

#### **Derek Kruse, *St. Olaf Public Safety Director***

W: (507) 786-3636 or emergency line at (507) 786-3666

E: kruse6@stolaf.edu

#### **Ryan Bowles, *Athletic Director***

C: (410) 913-5857

E: bowles@stolaf.edu

#### **Erica Maker, *Head Women's Cross Country Coach***

C: (210) 870-8465

E: maker1@stolaf.edu

#### **Brian Power, *Head Men's Cross Country Coach***

C: (217) 972-0062

E: power3@stolaf.edu

## **Medical Emergencies**

In case of a medical emergency please call 911 and then contact Public Safety at extension 3666. Please be very explicit about your location. There will also be a certified athletic trainer, team doctor, and EMT on site.

### While you are waiting for assistance

- Administer CPR/AED as the situation warrants
- Do not leave the victim alone
- Clear the room of unnecessary spectators
- Send someone to watch for and direct emergency personnel
- Stay calm
- Protect the victim from further harm

### Remember

- Do not move the victim unless his/her life is threatened
- AVOID contact with blood/bodily fluids.
- Protect the victim's privacy by not discussing the situation in public

### Location of Automated External Defibrillator (AED)

- Public Safety Squad Cars
- Athletic Training Room (Skoglund Room 022)
- Tostrud Field House, upper level (near entrance to upper track)
- Medical tent near the finish line

## **Building Address**

Skoglund/Tostrud Athletic Complex  
1634 Campus Drive  
Northfield, MN 55057

If you have questions about these safety procedures or require additional assistance, please contact St. Olaf College's Public Safety (24 hours) at (507) 786-3666 or extension 3666 from an on-campus phone.

## Local Emergency Contact Information

### Director of Public Safety

Derek Kruse

Office: 507-786-3636

Email: kruse6@stolaf.edu

### Northfield Police Department

(507) 645-4477 or 911

### Rice County Law Enforcement Center

(507) 332-6010

### Northfield Hospital

(507) 646-1000

### Northfield Fire Department

(507) 645-4477 or 911

### Minnesota Poison Control

(800) 222-1222

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