



PARTICIPANT
2024-25 MANUAL
Regionals

Contents

SECTION 1 – Introduction	2
SECTION 2 – Host Personnel and Contact Information	3
SECTION 3 – NCAA Division III Track and Field Committee	4
SECTION 4 – Championship Location and Competition Site	5
SECTION 5 – Entry Procedures and Championship Format	6
SECTION 6 – Squad Size.....	11
SECTION 7 – Awards	11
SECTION 8 – Host City Spectator Information	11
SECTION 9 – Championships Operations	11
Appendix A – Chips/Bibs Special Instructions	13
Appendix B – Schedule of Events.....	14
Appendix C – Women’s 6,000 Meter Course Map.....	15
Appendix D – Men’s 8,000 Meter Course Map	16
Appendix E – Sample Safety and Security Plan	17
Appendix F – Campus Parking Map	21
Appendix G – Coaches’ Checklist.....	22

SECTION 1 – Introduction

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 2024 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	Tom Wilson Head Cross Country/Track & Field Coach Thomas.Wilson@fredonia.edu	Tom: 716.673.3700 (W) 716.930.6800 (C)
Division III NCAA Site Representative	Jackie Nicholson Executive Director of Intercollegiate Athletics (RIT) jknatl@rit.edu	585.475.2615 (W) 856.305.4707 (C)
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances lpeterson@ncaa.org	317.544.9425 (C)
Media Coordinator	Matt Palisin Sports Information Director matthew.palisin@fredonia.edu	716.673.3100 (W) 814.572.7423 (C)
Head Athletic Trainer	Brenda Dean Head Athletic Trainer brenda.dean@fredonia.edu	716.673.4403 (W) 716.785.1806 (C)
Facilities Coordinator	Angela Pucciarelli Rice Interim Co-Director of Athletics/SWA angela.pucciarellirice@fredonia.edu	716.673.3452 (W) 716.485.8430 (C)
Volunteer Coordinator	Nick Abdo Assistant Cross Country/Track & Field Coach nabdo@fredonia.edu	716.673.3101 (W) 716.545.6672 (C)
Hospitality Coordinator		

SECTION 3 – NCAA Division III Track and Field Committee

Division III Track and Field Committee and Staff Liaisons.

<p style="text-align: center;"><u>Region I (East)</u></p> <p>Jason Linders Director of Athletics Gordon College Term expires: September 2026</p>	<p style="text-align: center;"><u>Region II (Mideast)</u></p> <p>David Nicholson Head Cross Country/Track and Field Coach Eastern Connecticut State University Term expires: September 2027</p>
<p style="text-align: center;"><u>Region III (Niagara)</u></p> <p>Jackie Nicholson Director of Athletics Rochester Institute of Technology Term expires: September 2027</p>	<p style="text-align: center;"><u>Region IV (Mid-Atlantic)</u></p> <p>Jessica Cooper Director of Cross Country/Track & Field Grove City College Term expires: September 2025</p>
<p style="text-align: center;"><u>Region V (Metro)</u></p> <p>Jonathan D'Ottavio Asst. Cross Country/Track and Field Coach Moravian University Term expires: September 2025</p>	<p style="text-align: center;"><u>Region VI (Great Lakes)</u></p> <p>Ayanna Tweedy Director of Athletics Rose-Hulman University Term expires: September 2026</p>
<p style="text-align: center;"><u>Region VII (South)</u></p> <p>Andrew Marrocco Head Track and Field Coach Shenandoah University Term Expires: September 2026</p>	<p style="text-align: center;"><u>Region VIII (North)</u></p> <p>Josh Henry Head Men's Cross Country/Track & Field Coach Carthage College Term expires: September 2027</p>
<p style="text-align: center;"><u>Region IX (Midwest)</u></p> <p>Denise Udelhofen Director of Athletics Loras College Term expires: September 2027</p>	<p style="text-align: center;"><u>Region X (West)</u></p> <p>Kennadi Bouyer Asst. Athletic Director/SWA Pacific Lutheran University Term expires: September 2026</p>

SECTION 4 – Championship Location and Competition Site

Competition Site.

SUNY Fredonia, Steele Hall Fieldhouse and Cross Country Course, 280 Central Ave., #1127, Fredonia, NY 14063.

Competition Site Maps.

The men's and women's course maps are included as **Appendixes [C](#) and [D](#)**.

For additional information, please use [this link](#) to go to the host website.

Directions.

Directions via New York State Thruway to the Steele Hall Fieldhouse at SUNY Fredonia:

- Take I 90 to Exit 59 (Dunkirk & Fredonia).
- After toll booth continue straight through the traffic lights until you come to a "T" intersection with Central Avenue.
- Turn left onto Central Ave.
- At the next traffic signal, for 280 Central Avenue, turn right into the main entrance of the campus.
- Teams: please park in Lot #27, directly behind the start/finish line.
- Spectators: please park in Lots #9c, #9d, or #11.
- See [Parking Lot map](#).

Directions via I-86 (Rt. 17) / Rt. 60 North to the Steele Hall Fieldhouse at SUNY Fredonia:

- Take I-86 to Route 60 North exit at Jamestown
- Remain on Rt. 60 North until you reach the intersection of Rts. 60 & 20 in Fredonia, about 25 miles.
- Turn left on Rt. 20 and proceed to Temple/Water Street.
- Turn right on Temple St.
- Turn right at 2nd traffic light onto Central Ave.
- After traffic signal look for 280 Central Avenue, main entrance of the campus on the left.
- Teams: please park in Lot #27, directly behind the start/finish line.
- Spectators: please park in Lots #9c, #9d, or #11.
- See [Parking Lot map](#).

Locker Rooms.

Fredonia State Athletic Facilities will have locker rooms available after the practice rounds and the races, for your convenience. Individual lockers will not be provided, and participants should not leave their things unattended. Locker rooms are in Steele Hall and Dods Hall. All athletes must provide their own towels.

Parking / Admission.

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

Parking for teams and officials will be Lot #27 directly behind the start/finish line. Spectator parking will be in Lots #9c, #9d, or #11. A campus parking map is included in Appendix F.

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 championships. (See the [Pre-Championships Manual](#) for guidelines.)

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, October 21 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 11:59 p.m. Eastern time, Sunday, November 10. 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. 12.** 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 (lpeterson@ncaa.org). **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 before nationals to change 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 after regionals NO ACTION IS REQUIRED to declare for the national championships.** 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 Wednesday, November 13 at 11:00am 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) at least 48 hours prior to the meeting.

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(s) 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.

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, November 15, from 1:00pm to 4:00pm located in the Steele Hall Fieldhouse.

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

****Please call Tom Wilson (716.930.6800) or check @FredBlueDevils 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 inside the Steele Hall Fieldhouse, directly beyond 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 in the Official's Tent by the by the coaches' only results area. Forms will be available in the Official's Tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee's ruling and explanation will be posted along with the results of the race. The 15-minute protest period does not begin until the results of the last race have been posted. The protest fee is \$100.

Medical.

The following information pertains to athletic training and medical coverage for the championships:

The athletic training room on-site will be open from 1:00pm until 5:00pm Friday, November 15 and will be supplied with ice and water. On Saturday, November 16, athletic training services will be available and any student-athlete needing modalities (muscle stim, ultrasound, combination stim/US) must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

Student-athletes needing treatments on race day should go to the athletic training room in the Steele Hall Fieldhouse where treatments will be performed from 8:00am until 10:00am. After that time, the medical tent will be the only location that is staffed for the duration of the race, which will be equipped with water and ice. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. In addition, EMTs and ambulance services will be on-site Saturday.

Athletic Training Contact Information.

Brenda Dean, Head Athletic Trainer Office: 716.673.4403 Cell: 716.785.1806

Weather Policy.

For the safety of all spectators, student-athletes, officials and coaches, the following will be used in case of severe weather (ex: 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 716.930.6800 (Tom Wilson) will be placed in the information with the coaches' packets and on the meet website. The Twitter feed is @FredBlueDevils.
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 (ex: 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 (ex: 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 (ex: 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 2024 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 1:45pm in the Steele Hall Fieldhouse.

SECTION 8– Host City Spectator Information

Websites.

For spectator and visitor information, please use [this link](#) to go to the host website.

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located in Lots #9c, #9d, or #11. (See [Parking Lot map.](#))

SECTION 9 – Championships Operations

Emergency / * Evacuation Plan.

***See Appendix E for an emergency/evacuation plan for the regionals.**

Lightning Policy. The purpose of this lightning policy is to provide a uniform code of procedures to follow during weather where the risk of lightning strike is high. This is done to protect the health and wellbeing of the student-athletes.

Ceasing Activity. The NCAA has made arrangements through Schneider Electric to provide a lightning-detection and weather-monitoring system. Weather will be monitored electronically. In case there are issues with the Schneider Electric weather monitoring system, the SkyScan Lightning Detector (portable, electronic) and Internet Doppler radar will be used.

The primary method of communication, in case of inclement weather, will be through the public address announcer. The PA announcer will inform all teams, fans and spectators to seek shelter immediately.

Flash-to-Bang Method. The flash-to-bang method will also be used as a visual reference.

Shelter Locations.

In the event of lightening, the Steele Hall Fieldhouse will serve as the 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 from 1:00pm to 4:00pm Friday, November 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).

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 by threading their shoelaces through two holes in the chip and then retie their shoelaces. Please do not flatten out the chips. If they are flattened out, they will not read. Participants should ensure that chips are centered on their shoes.

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

Appendix B –Schedule of Events

(All times are local)

Wednesday, November 13

11:00am MANDATORY Virtual Coaches' Meeting

Friday, November 15

11:00am – 4:00pm **Course inspection/practice.**

1:00pm – 4:00pm Packet pickup
SUNY Fredonia, Steele Hall Fieldhouse

Saturday, November 16

9:00am **Course opens.**

9:40am **Clerking begins.**
WOMEN: Clerking time period is from 9:40am to 10:40am
MEN: may begin clerking up until 11:40am

10:30am **First gun fired (30 minutes to start of women's race)**

10:35am **National Anthem.**

10:40am **Second gun fired (20 minutes to start).**
Women's competitors must report to assigned boxes.
Clerking process is completed for women's race.
Men's clerking remains open until 11:40am

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

11:00am **Women's 6,000-meter championship race.**

11:30am **First gun fired (30 minutes to start of men's race).**

11:40am **Second gun fired (20 minutes to start).**
Men's competitors must report to assigned boxes.
Clerking process is completed for men's race.

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

12:00pm **Men's 8,000-meter championship race.**

1:45pm **Awards ceremony.**

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

The course continuously loops around, and distances are marked in the picture (and on the course) for every mile. The finish line for the Women's 6,000 Meter Race is the red dot on the picture below.



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

The course continuously loops around, and distances are marked in the picture (and on the course) for every mile. The finish line for the Men's 8,000 Meter Race is the red dot on the picture below.



Appendix E – Sample Safety and Security Plan

In the event of an emergency, call 911

Fire Safety

If a fire begins here, leave the arena and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in Parking Lot #10 or #11.

If the fire alarm sounds:

- Go to the door (if there is any evidence of smoke in the room, crawl to the door).
- Feel the door and door knob with the palm of your hand. If either is hot, leave the door shut. If they are not, open the door slowly.
- Check the hall. If you can leave safely, shut the door behind you, exit the building via the closest exit and meet outside in Parking Lot #10 or #11.
- If the nearest exit or stairway is blocked by smoke or fire, use an alternate exit if clear. If you cannot find a safe exit, return to this room, close the door, and let someone know where you are (call University Police at extension 3333).

Tornado and Severe Weather

In the event of a tornado or severe weather, proceed to the Steele Hall Fieldhouse. All doors leading into the Fieldhouse should be closed. Stay away from windows and doors and do not go outside.

General Safety

All individuals should remain in the designated safe areas until campus safety officers announce that the immediate danger has passed.

Emergency Situations and Who to Call

Emergency situations call for prompt action and common sense. For a major emergency, dial 911. For a minor emergency call University Police. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate University officials at 716.673.3333 from a campus telephone.

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

Angela Pucciarelli Rice:	716.485.8430 (C)
PJ Gondek:	716.640.4221 (C)
Brenda Dean:	716.785.1806 (C)
Nick Abdo:	716.545.6672 (C)

Evacuations

Situations that may require evacuation can include the following:

- **Building Evacuation**
 - Evacuate when the building's alarm system sounds or when instructed to do so by University Police or other designated University personnel.
 - Aid those needing assistance (disabled individuals will be directed to a specific area of refuge).
 - In case of fire, do not use elevators.
 - Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by

your building drill leader, supervisor, faculty member, residence hall area coordinator or other designee.

- If staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.
- Do not return to an evacuated building unless told to do so by University Police or a designee.

- **Campus Evacuations**

- If a situation occurs that requires a section of or the entire campus to be evacuated, staff, faculty, students and visitors will be directed to a safe location.
- Remain in the designated assembly area until a head count can be taken by your building drill leader, supervisor, faculty member, residence hall area coordinator, University Police and/or designee.

- **Campus Evacuation Areas: Athletics**

- Cross Country Course: exit the course to the Steele Hall Fieldhouse.
- Steele Hall Fieldhouse: exit the building and meet in Parking Lots #10 or #11.

- **Bomb Threats**

- In any bomb threat situation:
 - Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police at 716.673.3333.
 - Take personal belongings when you leave.
 - [Emergency evacuation locations for each building](#)
 - Leave doors and windows open; do not turn light switches on or off.
 - Use stairs only; do not use elevators.
 - Move well away from the building and follow instructions from emergency responders.
- If there is an explosion:
 - Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
 - Stay away from windows.
 - Do not light matches or lighters.
 - Move well away from the site of the hazard to a safe location.
 - Use stairs only; do not use elevators.
 - Call University Police at 716.673.3333. Follow "General Evacuation Procedures".
- If you see something suspicious:
 - A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately at 716.673.3333. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.
- If you receive a bomb threat (via telephone):
 - If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else call the University Police at 716.673.3333 from another extension if possible. Attempt to engage the caller in conversation and obtain as much information as possible.
 - Stay calm and keep your voice calm.
 - Pay close attention to details. Talk to the caller to obtain as much information as possible.

- Take notes. Ask questions:
 - What exactly is the threat?
 - When will it explode?
 - Where was the bomb left?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Who placed the bomb?
 - Who is the target?
 - Why was the bomb placed?
 - What is your address?
 - What is your name?
 - Observe the caller's speech:
 - Is the voice familiar in any way?
 - Male or female?
 - Young or old?
 - Speech patterns (Accent? Stutter?)
 - Emotional state (Angry? Agitated? Calm?)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
 - Call University Police at 716.673.3333 and submit your notes from the telephone call or the bomb threat (letter or note).
 - Follow University Police 's instructions.
 - If you receive a bomb threat (via E-mail, Letter or Note):
 - If you receive a bomb threat via e-mail, letter or note, telephone University Police at 716.673.3333 and save note as evidence to be turned in to University Police.
 - If the threat is on an object (letter, paper, etc.) try not to handle it too much as to destroy potential evidence.
- **Campus Violence**
- General Guidelines
 - Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.
 - If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at 716.673.3333 as soon as possible and give them the following information:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
 - If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 716.673.3333.
 - Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

- **Medical Emergencies**

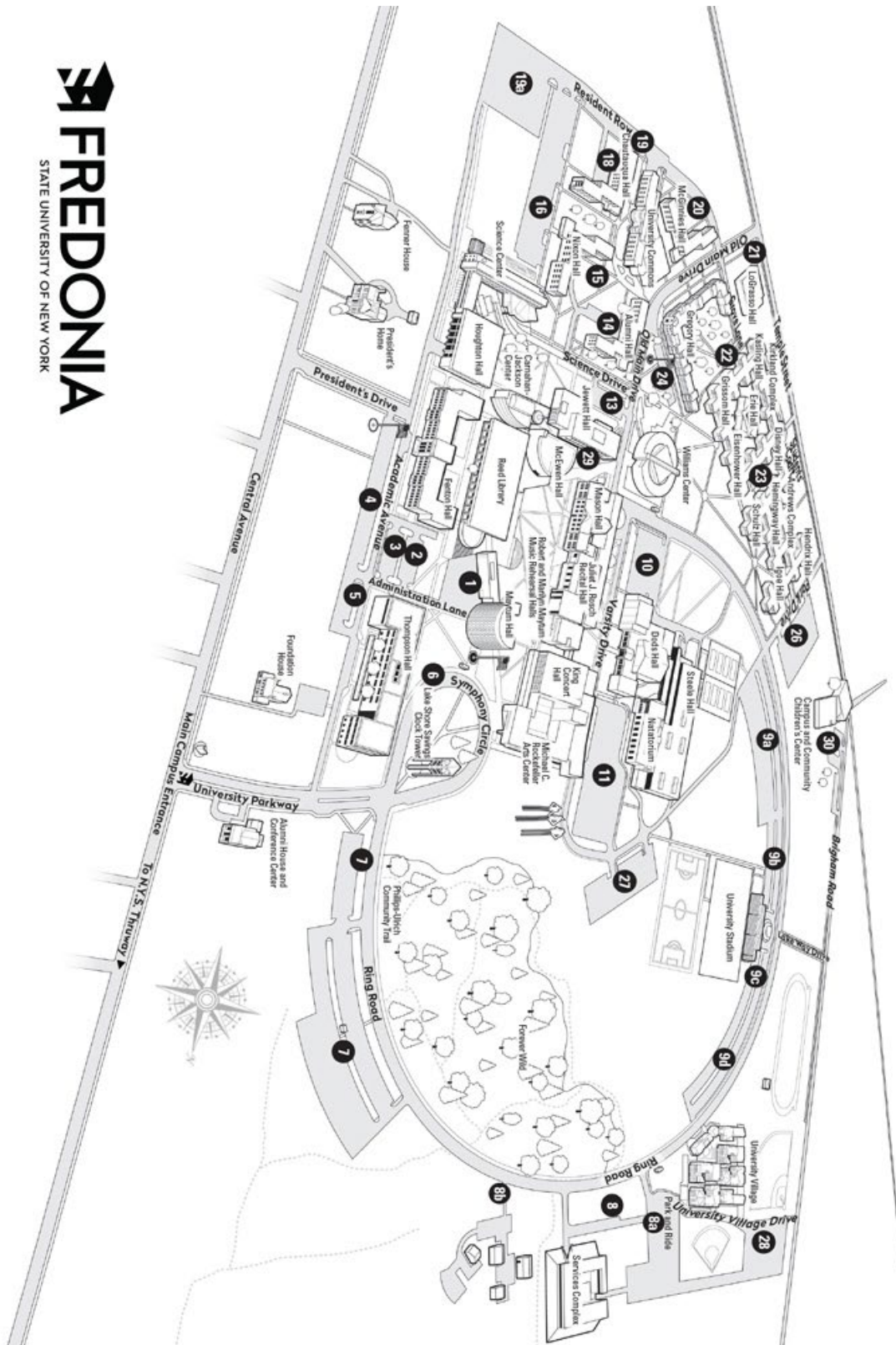
- In case of a medical emergency please call 911 and then contact University Police at extension 3333.
 - Please be very explicit about your location.
- At the NCAA Championships there will be a certified athletic trainer and EMT on site.
- While you are waiting for assistance:
 - Administer CPR/AED 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)
 - Steele Hall Arena/Fieldhouse: outside of south doors in hallway, next to attendant's desk
 - Steele Hall Pool: south wall of pool, near women's locker rooms
 - Athletic Training Room
- Building Address
 - Steele Hall Fieldhouse, 280 Central Ave., #1127, Fredonia, NY 14063

- **Local Emergency Contact Information**

- | | |
|--|--|
| ○ Chief of University Police <ul style="list-style-type: none">▪ 716.673.3333 | ○ Chautauqua County Sheriff <ul style="list-style-type: none">▪ 716.753.4232 |
| ○ Village of Fredonia Police Department <ul style="list-style-type: none">▪ 716.679.1531 | ○ Village of Fredonia Fire Department <ul style="list-style-type: none">▪ 716.672.2125 |
| ○ City of Dunkirk Police Department <ul style="list-style-type: none">▪ 716.366.2266 | ○ City of Dunkirk Fire Department <ul style="list-style-type: none">▪ 716.366.2577 |
| ○ City of Jamestown Police Department <ul style="list-style-type: none">▪ 716.483.7537 | ○ City of Jamestown Fire Department <ul style="list-style-type: none">▪ 716.483.7598 |
| ○ New York State Police, Fredonia <ul style="list-style-type: none">▪ 716.679.1521 | ○ Brooks Memorial Hospital, Dunkirk <ul style="list-style-type: none">▪ 716.366.1111 |
| ○ New York State Police, Jamestown <ul style="list-style-type: none">▪ 716.665.3113 | ○ UPMC Chautauqua, Jamestown <ul style="list-style-type: none">▪ 716.487.0141 |
| | ○ Poison Control Center <ul style="list-style-type: none">▪ 1.800.222.1222 |

If you have questions about these safety procedures or require additional assistance, please contact SUNY Fredonia University Police (24 Hours) at 716.673.3333 or extension 3333 from an campus phone.

FREDONIA
STATE UNIVERSITY OF NEW YORK



Appendix G – 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 9:00pm November 15. **If no changes to the roster NO ACTION IS REQUIRED to be considered for selection to the national championships.**

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.