



***PARTICIPANT
2024-25 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 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 Directors	Ned Bishop Women's XC/T&F Coach nbis@conncoll.edu Sam Alexander Men's XC/T&F Coach salexande@conncoll.edu	Work: 860-439-2566 Cell: 860-662-1734 Work: 860-439-5445 Cell: 860-912-6859
Division III NCAA Site Representative	David Nicholson Eastern Connecticut State University M&W XC/T&F Coach nicholsond@easternct.edu	Work: 860-465-4341 Cell: 860-944-1006
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances lpeterson@ncaa.org	Cell: 317-544-9425
Media Coordinator	David Longolucco Sports Information Director dlongoluc@conncoll.edu	Work: 860-439-2501 Cell: 860-941-8922
Head Athletic Trainer	John Heck Director of Sports Medicine jphec@conncoll.edu	Work: 860-439-5155 Cell: 860-319-3142
Facilities Coordinator	Liz Cahn Assistant Athletic Director ecahn@conncoll.edu	Work: 860-439-2779 Cell: 443-797-9559
Volunteer Coordinator	Laura Nadelberg Assistant XC/T&F Coach laura.nadelberg@gmail.com	Cell: 908-246-3166

SECTION 3 – NCAA Division III Track and Field Committee

Division III Track and Field Committee and Staff Liaisons.

<p align="center"><u>Region I (East)</u></p> <p>Jason Linders Director of Athletics Gordon College Term expires: September 2026</p>	<p 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 align="center"><u>Region III (Niagara)</u></p> <p>Jackie Nicholson Director of Athletics Rochester Institute of Technology Term expires: September 2027</p>	<p 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 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 align="center"><u>Region VI (Great Lakes)</u></p> <p>Ayanna Tweedy Director of Athletics Rose-Hulman University Term expires: September 2026</p>
<p align="center"><u>Region VII (South)</u></p> <p>Andrew Marrocco Head Track and Field Coach Shenandoah University Term Expires: September 2026</p>	<p 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 align="center"><u>Region IX (Midwest)</u></p> <p>Denise Udelhofen Director of Athletics Loras College Term expires: September 2027</p>	<p 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.

Harkness Memorial State Park, 275 Great Neck Road, Waterford, CT.

TEAM BUSES AND VANS

DO NOT TURN INTO THE ENTRANCE TO HARKNESS PARK

Team Vans: Drop off and park at Camp Harkness, 301 Great Neck Road, Waterford, CT.

Continue on Great Neck Road beyond the Harkness Park main gate until you reach the next stop sign (approximately 1/4-mile). Turn right and continue to the entrance to Camp Harkness (approximately 1/8-mile). Turn right into Camp Harkness and continue straight to the bus drop-off point and the van parking area. Follow posted signs and instructions of parking attendants. Teams walk cross-lots from here over to the start/finish area west of the mansion.

Team Buses: Drop off at Camp Harkness, 301 Great Neck Road, then park at Ocean Beach Park, 98 Neptune Avenue, New London, CT. Arrange to call your driver for pick-up at the same place as drop-off after the meet.

Continue on Great Neck Road beyond the Harkness Park main gate until you reach the next stop sign (approximately 1/4-mile). Turn right and continue to the entrance to Camp Harkness (approximately 1/8-mile). Turn right into Camp Harkness and continue straight to the bus drop-off point. Teams walk cross-lots from here over to the start/finish area west of the mansion.

Buses continue around the loop road inside Camp Harkness until getting back to the gate. Upon leaving Camp Harkness, turn right and continue to the next stop sign. Bear left onto East Neck Road and continue for approximately half a mile. Turn right onto Glenwood Avenue Extension and continue just over a quarter of a mile. Turn right onto Ocean Avenue and continue just over half a mile. Turn right onto Neptune Avenue and reach the main entrance to Ocean Beach Park.

Buses are to park at the far side of the Ocean Beach Park lot, opposite the entrance and closest to the cove.

Spectators: Turn in at the main entrance to Harkness Park. Parking is available in the main lot or in the grass overflow lots right at Harkness Park. Attendants will direct the flow of traffic and spectator parking plan.

Competition Site Maps.

The men's and women's course maps are included as **Appendixes C and D**.

The course map is available at the following link:
<http://oak.conncoll.edu/sports/xcmap.pdf>

The course description is available at the following link:
<https://camelathletics.com/sports/2024/9/3/harkness-park-course-description.aspx>

A video tour of the women's 6k course is available at the following link:
<https://www.youtube.com/watch?v=jqCHfEYxjgg>

A video tour of the men's 8k course is available at the following link:
<https://www.youtube.com/watch?v=Xe2PZgKKPs>

Directions.

To the cross country course at Harkness Memorial State Park:

From Hartford: Take I-91 southbound onto Route 9 south. It will merge with I-95. Go northbound on I-95 and take Exit 75. Bear right at the end of the exit and you will be on Route 1. Proceed 3 miles to the light at Avery Lane, turn right and follow to the park. Avery Lane will become Great Neck Road (Route 213) when you cross Rope Ferry Road (Route 156). Harkness Park will be on your right. **SEE ABOVE FOR DROP-OFF, PARKING, & PICK-UP INSTRUCTIONS.**

From Providence: Take I-95 southbound to Exit 81. At the end of the exit ramp, turn left onto the access road and proceed to the traffic light. At the light take a left onto Cross Road and continue to the intersection with Route 1. Turn left onto Route 1 and continue to the traffic light at Avery Lane. Turn right onto Avery Lane and follow to the park. Avery Lane will become Great Neck Road (Route 213) when you cross Rope Ferry Road (Route 156). Harkness Park will be on your right. **SEE ABOVE FOR DROP-OFF, PARKING, AND PICK-UP INSTRUCTIONS.**

From New Haven: Take I-95 northbound to Exit 75. Bear right at the end of the exit and you will be on Route 1. Proceed 3 miles to the light at Avery Lane, turn right and follow to the park. Avery Lane will become Great Neck Road (Route 213) when you cross Rope Ferry Road (Route 156). Harkness Park will be on your right. **SEE ABOVE FOR DROP-OFF, PARKING, AND PICK-UP INSTRUCTIONS.**

From Worcester: Take I-395 southbound to its intersection with I-95. Head SOUTH on I-95 to Exit 75. Take the ramp onto Route 1 NORTH. Proceed 3 miles to the light at Avery Lane, turn right and follow to the park. Avery Lane will become Great Neck Road (Route 213) when you cross Rope Ferry Road (Route 156). Harkness Park will be on your right. **SEE ABOVE FOR DROP-OFF, PARKING, AND PICK-UP INSTRUCTIONS.**

Parking / Admission.

Spectator parking/admission to the regional cross country meet is free.

Locker Rooms.

Locker rooms will **NOT** be available at the Connecticut College Athletic Complex. There are no locker rooms or other indoor facilities at Harkness Park. You must arrive at the park dressed to run.

Portable toilets.

Thirty (30) portable toilets will be available for competing athletes only in the southeast corner of the main parking lot at Harkness Park, approximately 100 meters from the starting line. Additional portable toilets will be available near that location for spectators. The park bathrooms will be closed for the season.

Team tents.

Team tents are permissible in the area directly west of the start line. This area is between the 3k mark and the 5k mark on the course map. Team tents are not to be set up in other areas. Team tents or other team camps are not to be set up near the mansion under any circumstance. There is no indoor shelter available at Harkness Park and your bus/van will be parked off-site.

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 Monday, Nov. 11 at 11:00 a.m. Eastern 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.

Topic: NCAA D3 Mideast Regional XC Coaches Meeting
Time: Nov 11, 2024 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://conncoll-edu.zoom.us/j/93247058117?pwd=RAXXASXcpNCEfSBUwx3mkuANRHquae.1>

Meeting ID: 932 4705 8117

Passcode: 841284

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 **Administrative Tent adjacent to the finish line** 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 for pickup on Friday, November 15, from 1:30 p.m. to 4:30 p.m. at the Administrative Tent near the finish line at the course. Packets that are not picked up at this time can be picked up in the same location on Saturday, November 16, after 9 a.m. Packets will include bib numbers, hip numbers, and safety pins. Trash bags for collecting team gear at the starting boxes will also be available at packet pick-up. All other meet information will be shared electronically before or during the administrative meeting on Monday morning.

Course maps and descriptions **are available on-line** 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 1:30 to 4:30 p.m. Friday, November 15. **The park gates will close promptly at sunset and all participants must vacate the premises at this time. Sunset is at 4:29 p.m.** The course will be open at 9 a.m. on the day of the race.

Team van and bus parking arrangements for practice are the same as for race day.

**Please check our main athletics website (<https://camelathletics.com>), our team Instagram (@conncolxctf) or our Twitter feed (@CamelAthletics) 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 just after the end of the finish corral. Coaches must wait for runners outside of the finish corral.

Results.

Results will be posted in the **Administrative Tent** near the finish line as soon as they become available. Coaches who find that one or more of their runners is either missing from the results or is in the incorrect place should immediately complete a **CLERICAL ERROR CORRECTION FORM** and turn it in to the meet referee at the Administrative Tent. Please provide as much information as possible, including the athlete's bib number and approximate finish time. Only head coaches and meet officials will be permitted in the Administrative Tent.

Copies of the results will be posted outside the Merchandise Tent and inside the Administrative Tent once any clerical errors have been identified and corrected. Results will be posted on-line on the regional championship home page as soon after the race as possible. Paper copies of the results will not be distributed.

Mideast Regional Championship home page:

<https://camelathletics.com/sports/2024/9/24/2024-ncaa-division-iii-mideast-regional-cross-country-championship.aspx>

Live results will be available at: <http://paynescornertiming.com/live-results.html>

Protests.

A protest/appeals table will be located in the **Administrative Tent** at the coaches' only results area. Forms will be available in the Administrative 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 **Medical Tent** on-site will be open on Friday, November 15 from **1:30 to 4:30 p.m.** and will be supplied with ice and water only. It will be staffed by at least one Athletic Trainer.

The **Medical Tent** on-site will be open on Saturday, November 16 from **9 a.m. to 2 p.m.** and will be supplied with ice and water only. It will be staffed by multiple Athletic Trainers. A physician will also be on-site on Saturday from **9:45 a.m. to**

1:45 p.m.

The Athletic Training Room at the Charles B. Luce Field House on the Connecticut College campus will **NOT** be open to visiting teams.

Each team is responsible for bringing a fully stocked medical kit along with insurance and emergency contact information.

Lawrence & Memorial Hospital is just over two miles from the park and ambulance response time is approximately five minutes. An ambulance will be on-site on Saturday.

Athletic Training Contact Information.

John Heck, Director of Sports Medicine
jphec@conncoll.edu

Work: 860-439-5155
Cell: 860-319-3142

Merchandise.

Official NCAA championship merchandise from Event One will be sold in the Merchandise Tent behind the start line on Friday from 1:30 p.m. to 4:30 p.m and on Saturday from 9 a.m. to 2 p.m. Credit card sales only, no cash transactions.

Weather Policy.

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

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.
2. Please check our main athletics website (<https://camelathletics.com>), our team Instagram (@conncollxctf) or our Twitter feed (@CamelAthletics) for severe weather updates on race day if needed.
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 qualifiers to the 2024 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at **1:30 p.m.** at the area just behind the starting line.

The USTFCCCA representatives will also present awards to the top 35 individual finishers and the top teams in each race.

SECTION 8– Host City Spectator Information

Websites.

Please see the following website for information on Harkness Memorial State Park:
<https://ctparks.com/parks/harkness-memorial-state-park>

Tickets.

The cost of admission to the regional championship is free.

Parking.

Free spectator parking is located in the main lots at Harkness Memorial State Park.

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.

If it becomes necessary all spectators will be directed to seek shelter in their own vehicles, which will be parked in the lot immediately adjacent to the start/finish area of the course.

Participants and coaches will be directed to take shelter in their team vehicles. Team vans will be parked right next door at Camp Harkness. Bus drivers should be on call at their vehicles so they can be recalled to Camp Harkness promptly in the event of an emergency. The announcer will designate the location where teams should wait for their buses if necessary. Coaches must be sure to have the cell phone numbers of their bus drivers so they can be called immediately if necessary.

Appendix A – Chips/Bibs Special Instructions

Details on timing chips, championship bibs, and hip numbers are as follows:

Coaches will receive two bib numbers, one with a timing chip and one without, and two hip numbers for each participant as part of the packet obtained during packet pick-up on Friday, Nov. 15. Each packet will contain the following:

Two championship bibs for each participant. The one with the timing chip must be pinned to the front of the participant's singlet. The timing chip is attached to the back of the bib. The bib number must not be folded, crushed, or crumpled, as that may interfere with the reading of the timing chip at the finish. The one without the timing chip must be pinned to the back of the participant's singlet.

Two hip numbers for each participant, which must be pinned to each side of the participant's shorts. Both hip numbers must be visible.

Sixteen safety pins for each participant.

Appendix B – Schedule of Events

Monday, November 11

11 a.m. **Mandatory Coaches Meeting (Zoom call)**

Friday, November 15

1:30-4:30 p.m. **Course Inspection/Practice (Harkness Memorial State Park, Waterford, CT)**
The park gates will close at sunset, 4:29 p.m.

1:30-4:30 p.m. **Packet Pickup (Administrative Tent by the finish line at the course)**

Saturday, November 16

9 a.m. **Course Opens**

9:40 a.m. **Women's clerking procedure begins (coaches only report to the Administrative Tent)**
Women's clerking time period is from 9:40 a.m. to 10:40 a.m.
NOTE: Those who coach both genders may choose to check in their men's team during the women's clerking time period.

10:30 a.m. **First Gun Fired (30 minutes to start)**

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

10:40 a.m. **Men's clerking procedure begins (coaches only report to the Administrative Tent)**
Men's clerking time period is from 10:40 a.m. to 11:40 a.m.
NOTE: Those who coach both genders may choose to check in their women's team during the men's clerking time period.

10:40 a.m. **Second Gun Fired (20 minutes to start)**
Women's clerking procedure ends, competitors report to assigned starting boxes.

10:50 a.m. **Third Gun Fired (10 minutes to start)**

11 a.m. **Women's 6000 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)**
Men's clerking procedure ends, competitors report to assigned starting boxes.

11:50 p.m. **Third Gun Fired (10 minutes to start)**

12:00 p.m. **Men's 8000 Meter Championship Race**

1:30 p.m. **Awards Ceremony, Start Line area**

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

The women’s 6k course map is available at the following link:

<http://oak.conncoll.edu/sports/xcmap.pdf>

A video tour of the women’s 6k course is available at the following link:

<https://www.youtube.com/watch?v=jqCHfEYxjgg>

The course description is available at the following link:

<https://camelathletics.com/sports/2024/9/3/harkness-park-course-description.aspx>

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

The men’s 8k course map is available at the following link:

<http://oak.conncoll.edu/sports/xcmap.pdf>

A video tour of the men’s 8k course is available at the following link:

[https://www.youtube.com/watch?v= Xe2PZgKKPs](https://www.youtube.com/watch?v=Xe2PZgKKPs)

The course description is available at the following link:

<https://camelathletics.com/sports/2024/9/3/harkness-park-course-description.aspx>

Appendix E – Safety and Security Plan

LIGHTNING, OTHER WEATHER ISSUES, OR NON-WEATHER EMERGENCIES NOT REQUIRING EVACUATION OF HARKNESS MEMORIAL STATE PARK

Should there be any threat of lightning, other severe weather conditions, or emergencies of some other nature not requiring evacuation of the park, the Meet Directors (Ned Bishop/Sam Alexander) will coordinate with the Harkness Memorial State Park Director (Jack Hine) and the Security Director (Liz Cahn) to implement the following procedures. The Security Director will also implement communication with park officers and local law enforcement as necessary. The Meet Directors will have the public address announcer instruct all participants, coaches, officials and spectators to proceed directly to their vehicles. Coaches whose team buses are parked off-site at the Ocean Beach Park lot should call their bus drivers immediately to recall their vehicles to Camp Harkness. Teams whose buses are off-site should wait in the designated location until their vehicles arrive and it is safe to proceed to the bus drop-off/pick-up location. All participants, coaches, officials and spectators are to remain in their vehicles (or in the designated location if necessary) until the “All Clear” announcement is made.

The NCAA mandated protocols regarding lightning and this document will be shared with the Harkness State Park Director and the Security Director in advance of the dates of practice and competition.

EMERGENCY SITUATIONS REQUIRING EVACUATION OF HARKNESS MEMORIAL STATE PARK

Should there be any sort of emergency requiring evacuation of the park, the Meet Directors will coordinate with the Harkness Memorial State Park Director and the Security Director to implement the following procedures. The Security Director will also implement communication with park officers and local law enforcement as necessary. The Meet Directors will have the public address announcer instruct all participants, coaches, officials and spectators to proceed directly to their vehicles and exit the park in a calm and orderly fashion. The Security Director will have a pre-determined plan to deploy the parking attendants in such a manner as to efficiently direct all vehicles as they exit the park. Whether vehicles would be directed to the west on Great Neck Road toward Waterford or to the east on Great Neck Road toward New London would be contingent upon the nature and scope of the emergency. As above, coaches whose team buses are parked off-site should call their bus drivers immediately to recall their vehicles to the bus drop-off/pick-up point at Camp Harkness.

MEDICAL EMERGENCIES

Should there be any medical emergency involving a participant, coach, official or spectator, the Director of Sports Medicine (John Heck), his staff, and the on-site physician will attend to the stricken person(s). If an ambulance transport becomes necessary, the Director of Sports Medicine, his staff, or the on-site physician will make the call. Lawrence & Memorial Hospital is just over two miles from the park and ambulance response time is approximately five minutes. An ambulance will be located on-site during the competition.

In the event of an on-campus emergency, the first call should be to Campus Safety (860-439-2222).

EMERGENCY PHONE NUMBERS

Conn College Campus Safety	860-439-2222	Lawrence & Memorial Hospital	
	860-442-0711		
John Heck, Sports Medicine	860-319-3142	Liz Cahn, Security Director	443-
	797-9559		
Ned Bishop, Co-Meet Director	860-662-1734	Sam Alexander, Co-Meet Director	860-
	912-6859		

Mo White, Director of Athletics
860-443-5725

860-941-9339

Jack Hine, Harkness Park Director

Appendix F – Coaches' Checklist

Make hotel reservations and provide hotel with your team's rooming list. _____

Read and understand the [medical](#) section of this manual and act if needed. _____

Read and understand the [weather](#), [drug-testing](#), [uniforms](#) and, [logo](#) and [misconduct](#) policies. _____

Make any desired roster changes for national championships on DirectAthletics no later than 9 p.m. Nov. 17. **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. _____

Appendix G – Officials & Meet Personnel

Co-Meet Directors	Ned Bishop, Sam Alexander
Games Committee	David Nicholson (NCAA Committee/Eastern Connecticut State University) Ned Bishop (Co-Meet Director/Connecticut College) Jeff Morin (Head Starter)
Timing/Scoring/Results	Thom Jacobs, Paynes Corner Timing
Referee	Steve Stoklosa
Announcer	Maritza O'Connell
Head Starter	Jeff Morin
Assistant Starters	Steve LaBranche, Shawn Rader, Gene Waring
Clerks	Emma Pyles (Head Clerk), Kevin Grant, George Suito
Lead Vehicle	Jim Butler, Emily Winter (Head Umpire)
Course Umpires	Emily Winter, Head Umpire Connecticut College Cross Country Alumni
Course Marshals/Splits	Laura Nadelberg, Head Marshal Connecticut College Cross Country and Track & Field Teams
Finish Corral	Kevin Grant, Steve LaBranche, Shawn Rader, George Suito, Gene Waring Connecticut College Track & Field Team
Team Parking	Liz Cahn Connecticut College Athletic Department Staff Connecticut College Student Work Crew
Packets/Merchandise	Connecticut College XC/T&F Assistant Coaches Connecticut College Cross Country Team
Facilities/Security	Liz Cahn
Director of Athletics	Mo White
Sports Information	David Longolucco, Dustin Waleff
Dir. of Sports Medicine	John Heck