2026 DIII
CROSS COUNTRY
CHAMPIONSHIPS

PARTICIPANT 2026-27 MANUAL

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 4
SECTION 6 – Squad Size 10
SECTION 7 –Awards 10
SECTION 8– Host City Spectator Information 11
SECTION 9 – Championships Operations 11
Appendix A – Chips/Bibs Special Instructions 12
Appendix B – Sample Schedule of Events 13
Appendix C – Women's 6,000 Meter Course Map 14
Appendix D – Men's 8,000 Meter Course Map 15
Appendix E – Sample Safety and Security Plan 16
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 2025 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	Drew Ludtke	C: 906-430-7018 E: hq2running@gmail.com
Division III NCAA Site Representative	Andrew Marrocco	E: Andrew.marrocco@su.edu C: 856-904-5958
NCAA Championships Liaison	Laura Peterson-Mlynski Championships and Alliances	C: 317-544-9425 E: lpeterson@ncaa.org
Media Coordinator	Sports Information Director Mike Carpenter	C: 540-375-2344 E:carpenter@roanoke.edu
Head Athletic Trainer	Bailey Cox	C: 540-818-3997 E: bcox@roanoke.edu
Promotions/Marketing	Aurielle Brunner	E: brunner@roanoke.edu
Facilities Coordinator	Jay Glenn	C: 540-759-1201
Volunteer Coordinator	Javon Graham	E: graham@roanoke.edu
Hospitality Coordinator	Drew Olverson	E: olverson@roanoke.edu

SECTION 3 – NCAA Division III Track and Field Committee

Division III Track and Field Committee and Staff Liaisons.

Region I (East) **Jason Linders** Director of Athletics Gordon College **Term expires: September 2026**	**Region II (Mideast)** **David Nicholson** Head Cross Country/Track and Field Coach Eastern Connecticut State University **Term expires: September 2027**
Region III (Niagara) **Jackie Nicholson** Director of Athletics Rochester Institute of Technology **Term expires: September 2027**	**Region IV (Mid-Atlantic)** **Reava Potter** Director of Cross Country/Track and Field St. Mary's College of Maryland **Term expires: September 2025**
Region V (Metro) **Jonathan D'Ottavio** Asst. Cross Country/Track and Field Coach Moravian University **Term expires: September 2025**	**Region VI (Great Lakes)** **Kiana Verdugo-Maday** Interim Director of Athletics Alma College **Term expires: September 2029**
Region VII (South) **Andrew Marrocco** Head Men's and Women's Cross Country/Track & Field Coach Shenandoah University **Term Expires: September 2024**	**Region VIII (North)** **Josh Henry** Head Men's Cross Country/Track & Field Coach Carthage College **Term expires: September 2027**
Region IX (Midwest) **Denise Udelhofen** Director of Athletics Loras College **Term expires: September 2027**	**Region X (West)** **Kennadi Bouyer** Senior Woman Administrator Pacific Lutheran University **Term expires: September 2026**

SECTION 4 – Championship Location and Competition Site

Competition Site.

Green Hill Park, Salem, VA
2500 Green Hill Park Rd
Salem, VA 24153
Course is a 2K and 3K loop, almost entirely on grass. Men will run a 2K loop first, followed buy the 3K loop twice. Women will run the 3K loop twice. Course is spectator and athlete friendly with splits at each kilometer.

Competition Site Maps.

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

For additional information, please go to the host website located at the following link: https://roanokemaroons.com/sports/womens-cross-country

Directions.

Green Hill Park 2501 Green Hill Park Rd Salem, VA 24153

Locker Rooms.

No locker rooms will be available.

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

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, October 20 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 11:59 p.m. Eastern time, Sunday, November 9. 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. 11.** 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 prior to nationals (Nov. 16) 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 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, Nov. 12 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) 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 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-atheltes 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, Nov. 14, from 10am to 4:30pm located at Green Hill Park.

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 10am to 4:30 p.m. Friday, Nov. 14. The course will be open at 7:30am the day of the race.

**Please call check your email 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 find a copy of results at www.snaptiming.com or athletic.live

Protests.

A protest/appeals table will be located at the timing tent by the coaches' only results area. Forms will be available in the timing area 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 from 1pm until 4pm Friday, Nov. 14 and will be supplied with ice and water. From 8:30am until noon Saturday, Nov. 15, the tent will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.

- Athletic trainers will be available Friday in the Roanoke College training room. Saturday, athletic trainers will only be available in the medical tent on the course. In addition, physicians, EMTs and ambulance services, will be on-site Saturday.

- Student-athletes needing treatments race day should go to the medical tent on-site. Treatments will be performed from 1pm until 4pm Friday, Nov. 14 in the Medical Tent. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 15 must schedule an appointment with the Roanoke College sports medicine staff.

- Any student-athlete needing modalities must have a signed letter from their certified athletic trainer or team physician stating the parameters of the treatment to be rendered.

Athletic Training Contact Information.

Bailey Cox
C: 540-818-3997
E: bcox@roanoke.edu

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. Emergency weather information will be emailed through the entry site at Athletic.net

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 2025 Division III Cross Country Championship.

Awards Ceremony.

The awards ceremony will be held at 12:15pm at Green Hill Park.

SECTION 8– Host City Spectator Information

Websites.

Please see the following websites for spectator and venue information: https://roanokemaroons.com/sports/mens-cross-country

Tickets.

The cost of admission to the regional championship is free.

Parking.

Spectator parking is located at Green Hill Park 2501 Green Hill Park Rd Salem, VA 24153

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.

Please return to team busses or vans for emergency sheltering.

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 10am to 4:30pm Friday, Nov. 14 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 – Sample Schedule of Events

(All Times are local)

Wednesday, Nov. 12

11:00am	MANDATORY Virtual Coaches' Meeting

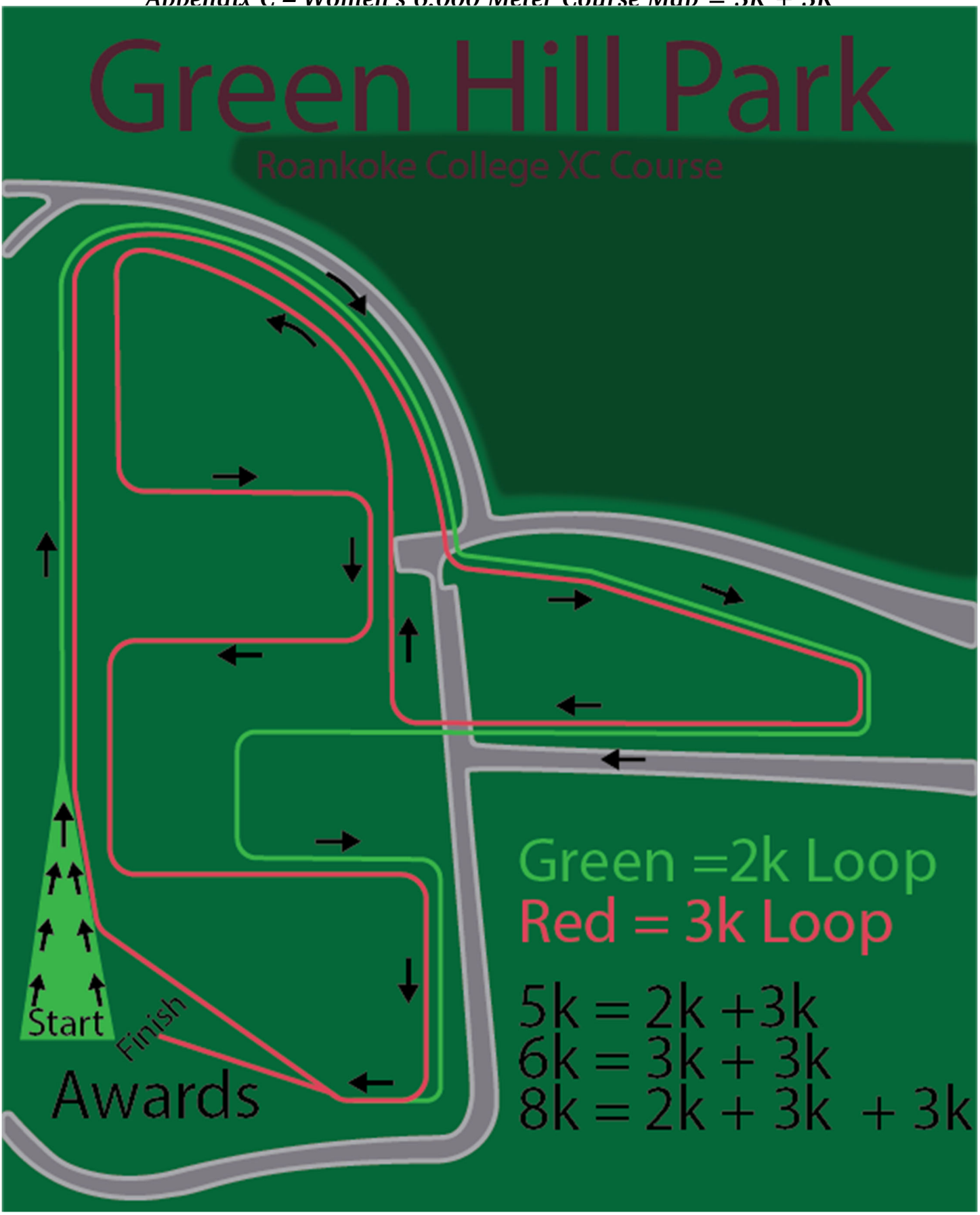
Friday, Nov. 14

10:00am – 4:30pm	**Course inspection/practice.**
10:00am – 4:30pm	Packet pickup. LOCATION: On-site at near the finish line.

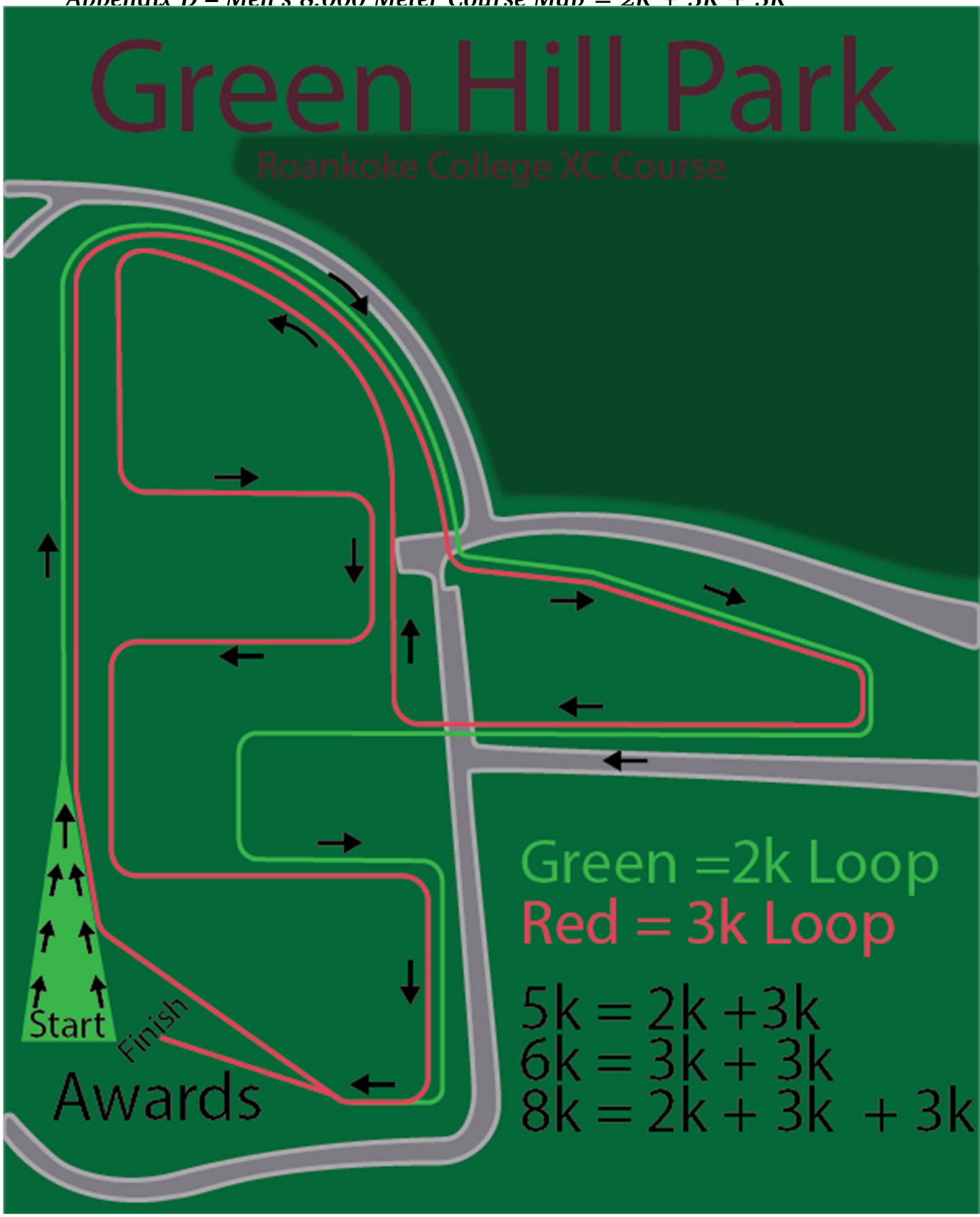
Saturday, Nov. 15

7:30am	**Course opens**
8:40am	**Clerking begins** MEN: Clerking time period is from 8:40 to 9:40am WOMEN: may begin clerking up until 10:40am
9:30am	**First gun fired (30 minutes to start of men's race)**
9:35am	**National Anthem.**
9:40am	**Second gun fired (20 minutes to start).** Men's competitors must report to assigned boxes. Clerking process is completed for men's race. Women's clerking remains open until 10:40 a.m.
9:50am	**Third gun fired (10 minutes to start).**
10:00am	**Men's 8,000-meter championship race.**
10:30am	**First gun fired (30 minutes to start of women's race).**
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.
10:50am	**Third gun fired (10 minutes to start).**
11:00am	**Women's 6,000-meter championship race.**
12:15pm	**Awards ceremony on-site.**

Appendix C – Women's 6,000 Meter Course Map = 3K + 3K



Appendix D – Men's 8,000 Meter Course Map = 2K + 3K + 3K



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 the Patterson Hall Parking Lot.

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 the Patterson Hall parking lot.
- 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 Campus Safety at extension 5911).

Tornado and Severe Weather

In the event of a tornado or severe weather, proceed to the hallway surrounding the arena. All doors leading into the hallway should be closed. *The arena area is strictly prohibited for shelter use*. 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. As a reminder, tests of the severe weather notification system are conducted on the first Tuesday of every month from April through August.

Emergency Situations and Who to Call

Emergency situations call for prompt action and common sense. For a major emergency, dial Naperville police directly at 911. For a minor emergency call Campus Safety. In the event of fire or life-threatening conditions, report a need for help by dialing 911 and then promptly notify the appropriate College officials at 630-637-5911 from a campus telephone.

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

Campus Safety (24/7) Phone: (540) 375-2310

Curtis Campbell 540-375-2337

John Farmer 540-375-2495

Evacuations

Situations that may require evacuation can include the following:

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, Campus Safety and/or designee.

Campus Evacuation Areas: Athletics

- Residence Hall/Recreation Center- Exit the building and meet at the Patterson Hall parking lot.
- Merner Field House: Exit the building and meet in Championship Plaza.
- Benedetti-Wehrli Stadium-Exit the building and meet in Championship Plaza.

Bomb Threats

If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT.

- Clear the area.
- Immediately contact 911 from a landline. Cell phones and radios may trigger detonation of an explosive device.
- Call Campus Safety at extension 5911 from a landline.
- If you receive a bomb threat by telephone, follow these directions:
  - Since most bomb threats are received by telephone, immediately write down as many details as possible, including the caller ID number displayed.
  - Immediately call Salem Police at 911 or Campus Safety at (540) 375-2310 Provide as much information as possible from the bomb-threat call.
  - Immediately take a visual search of your area for any unusual or unfamiliar items; do not handle, move or touch any suspicious items. Report them to the Naperville police or Campus Safety.
  - Move to a safe location and wait for Campus Safety or the police.

In the event of an explosion

- Immediately evacuate the building using established evacuation routes.
- From a landline, call Salem police at 911 or Campus Safety at (540) 375-2310
- Provide as much information as possible and stay on the line with the dispatcher if it is safe to do so
- Do not use cell phones in close proximity to suspicious packages

Campus Violence

General Guidelines

- It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities.
- The College will support criminal prosecution for any act of physical violence against a College employee or student while on campus.
- With the help of local police, the College will help to enforce orders of protection and/or ban threatening persons from College property. All orders of protection should be reported to Campus
- Safety immediately. If an incident evolves into a crime, Campus Safety will contact the Salem Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs.

- Call 911. If possible, call Campus Safety at (540) 375-2310.
- Try to flee or hide if not directly confronted.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say
- Listen attentively, and report any and all threatening documents to Campus Safety immediately.
- If it can be done safely, clear the area of other personnel and students
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

Medical Emergencies

In case of a medical emergency please call 911 and then contact Campus Safety at (540) 375-2310. 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)

- Athletic Training Staff
- EMT

Building Address if needed for awards due to inclement weather:
Cregger Center
287 High St
Salem, VA 24153

If you have questions about these safety procedures or require additional assistance, please contact Roanoke College's Campus Safety (24 Hours) at (540) 375-2310.

Local Emergency Contact Information

Head of Campus Security
Joseph Mills 540-375-2310
Salem Police Department 540-375-3078 or 911

Virginia State Police 804-674-2000

Carillion Hospital ER 540-981-7000

Salem Fire Department 540-375-3080 or 911

Poison Control Center
Virginia Poison Control 800-222-1222

Appendix F – Coaches' Checklist

Make hotel reservations and provide hotel with your team's rooming list. _____
Preferred Lodging Mention "Cross Country": Avid Hotel Salem 501 Wildwood Road Salem, Virginia, 24153 540-3784540 When booking - Fairfield Inn & Suites Roanoke Salem 151 Sheraton Drive Salem, Virginia 24153 540-302-4005 Holiday Inn Christiansburg 99 Bradley Drive Christiansburg, Virginia 24073 United States 540-381-8100

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 11:59 p.m. Nov. 16. **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. _____