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The NCAA Division III Cross Country Regional Championships Participant Manual is intended to serve as a guide to the policies and procedures of the 2018 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name/Title/Email</th>
<th>Contact Numbers</th>
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<tbody>
<tr>
<td>Meet Director</td>
<td>Chip Schneider Head Track &amp; Field Coach UW-Eau Claire</td>
<td>Work: 715-836-5016</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:schnechi@uwec.edu">schnechi@uwec.edu</a></td>
<td>Cell: 715-379-5439</td>
</tr>
<tr>
<td>Division III NCAA Site Representative</td>
<td>Derek Stanley Head MW Cross Country Coach UW-La</td>
<td>Work: 740-376-4656</td>
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<tr>
<td></td>
<td>Crosse</td>
<td>Cell: 317-919-4699</td>
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<tr>
<td></td>
<td><a href="mailto:dstanley@uwlax.edu">dstanley@uwlax.edu</a></td>
<td></td>
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<tr>
<td>NCAA Championships Liaison</td>
<td>Jo-Ann Nester Championships and Alliances Email:</td>
<td>Cell: 239-707-0135</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jnester@ncaa.org">jnester@ncaa.org</a></td>
<td></td>
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<tr>
<td>Media Coordinator</td>
<td>Jill Millis Sports Information Director millisjl@uwec</td>
<td>Work: 715-836-4184</td>
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<tr>
<td></td>
<td>edu</td>
<td>Cell: 715-797-2439</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Tadd Turnquist Athletic Trainer UW-Eau Claire</td>
<td>Work: 715-836-4183</td>
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<td></td>
<td><a href="mailto:turnquin@uwec.edu">turnquin@uwec.edu</a></td>
<td>Cell:</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Jill Millis Sports Information Director millisjl@uwec</td>
<td>Work: 715-836-4184</td>
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<td>Cell: 715-797-2439</td>
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<td>Chip Schneider Head Track &amp; Field Coach UW-Eau Claire</td>
<td>Work: 715-836-5016</td>
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<tr>
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<td><a href="mailto:schnechi@uwec.edu">schnechi@uwec.edu</a></td>
<td>Cell: 715-379-5439</td>
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<tr>
<td>Volunteer Coordinator</td>
<td>Marcie Schwamberger Assistant Cross Country/Track</td>
<td>Work: 715-836-2649</td>
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<td></td>
<td>UW-Eau Claire</td>
<td>Cell: 715-225-1256</td>
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<td>Dara Ford</td>
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<td>New England</td>
<td>Marlee Berg</td>
<td>Cross Country/Outdoor Track and Field Liaison</td>
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<tr>
<td>South/Southeast</td>
<td>Natalie Bach-Prather</td>
<td>Cross Country Liaison</td>
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<td>West</td>
<td>Kevin Reid</td>
<td>Indoor/Outdoor Track and Field Liaison</td>
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</table>
SECTION 4 – Championship Location and Competition Site

**Competition Site.**
Whitetail Golf Course, E8414 760th Avenue, Colfax, Wisconsin 54730

**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: http://blugolds.com

**Directions.**
https://www.blugolds.com/information(directions/whitetail

**Whitetail Golf Course**

**Coming from the East (from Eau Claire):**

Head west on I-94 until reaching Exit 52 (12 & 29 east, to 40). Exit to the RIGHT off I-94 and proceed to the STOP Sign. Turn Left on 12/29 east/to 40, go less than a mile to Exit 61 (12 east, 40 north). Turn Right on 40 north, go five miles ... you will see course on right before reaching access road. Turn Right on access road which is 760th St.

**Coming from the west (from Menomonie or Twin Cities):**

Head east on I-94 until reaching Exit 52 (Hwy 29). Exit to the Right and proceed to the STOP Sign. Turn LEFT on 12/29 east/to 40, go a little more than a mile to Exit 61 (12 east, 40 north). Turn Right on 40 north, go five miles ... you will see course on right before reaching access road. Turn Right on access road which is 760th St.

**Directions to McPhee from Whitetail:**

Turn Left from entrance of course on 760th St. Turn Left on Hwy 40, go five miles to Exit 60B which indicates EAST to Madison (do not turn on frontage road). Turn Left at Exit 60 B and proceed West on Highway 29 about one mile (go under I-94 and turn Left at entrance to I-94 East. Go 13 miles to Exit 65 (Hwy 37). Exit to the Right off I-94 and proceed to STOP sign. Turn Right on Hwy 37 and go one mile (thru lights at Hamilton/Short St and thru lights at Craig Road). Turn Right on Clairemont Ave. and go 8/10ths of a mile to University Drive (go thru lights at Stein Blvd)

**Locker Rooms.**
Post-event locker rooms and showers are available at the UW-Eau Claire McPhee Athletic Building on the UW-Eau Claire campus. 509 University Drive, Eau Claire, Wisconsin 54701
Parking / Admission.
Parking/admission to the regional cross country meet $8 per vehicle.

SECTION 5 – Entry Procedures and Championship Format

Entry Procedures.

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

Online entries will be available on DirectAthletics at 8 a.m. Eastern time beginning Monday, Oct. 29. Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 4. Institutions submitting late entries are subject to a fine of $400 per gender. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager, Jo-Ann Nester. Each institution should print a copy of its entry forms to hand-carry to the regional should any issues arise.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. After the regional championships, coaches will have until 9 p.m. Eastern standard time the Sunday prior to nationals to make changes to their roster for the national championship on Direct Athletics. The system will shut down at 9 p.m. Eastern time sharp so please give yourself enough time to make the necessary changes to your rosters. If there are no changes to the 10 student-athletes on the entry form, coaches will still need to declare their team in TFFRS. No action will constitute a scratch. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager.

Administrative Meeting.

The NCAA site representative and meet director will conduct a mandatory administrative meeting Friday, Nov. 9 at 4 p.m. 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 (Jo-Ann Nester, jnester@ncaa.org) at least 48 hours prior to the meeting.

Final Declaration – Clerking and Check-In Procedure.

The window for check-in will open 80 minutes prior to the start of each race. Student-athletes are encouraged to check-in as soon as possible, and not later than 20 minutes prior to their race.

When teams and individuals check-in at the clerking tent, they will be required to show that they have their bibs on their jersey, chips are securely attached to the appropriate location (shoe or
bib – see Appendix A for specific location for your meet), and that their uniforms meet the NCAA logo requirements. The head clerk will apply a small colored dot sticker to the bibs of student-athletes who have completed the check-in process. This will serve as a quick visual for assistant clerks at the start line that the student-athletes have completed the check in process. The clerking tent is also where teams are required to return any extra chips/bibs for additional student-athletes beyond the seven that were declared. Reminder: Teams may not run more than seven student-athletes.

Student-athletes will NOT be allowed to check-in at the start line. All student-athletes must check-in at the clerking tent located immediately adjacent to the start line 20 minutes prior to the start of the race.

The head clerk controls the master list of all the team and individual qualifiers that have and have not completed the check-in process. The clerks at the line will only be responsible for ensuring runners have reported to their appropriate boxes. There should be no need to check uniforms, chips, bibs, etc. at the start line.

Packet Pick-Up.

Packets will be available Friday, Nov. 9, from 1 to 4 p.m., located in the Results/Protest Tent.

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 to 4:30 p.m. Friday, Nov. 9. The course will be open at 9 a.m. the day of the race. This may be delayed if frost is still on course. This will be discussed at administrative meeting on Friday.

**Please call 715-836-5529 or check the @UWECblugolds Twitter feed for severe weather updates on race day if needed.

Finish-Line Procedures.

Details on the timing chips and championship bibs are located in Appendix A.

The order of finish will be verified. Two cameras will be on each of the finish line mats. A secondary video system will be used as a backup. Timing mats may be used on the course at select marks. Men’s and women’s splits and team scores may be collected and displayed in the final results. While student-athletes may run over mats at other locations, splits may only be taken at the designated locations.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute to their designated box for
retrieval of their warm up apparel. Runners need not maintain their order of finish in the chute. Water and athletic trainers will be available at the end of the finish chute. Coaches can wait for runners outside of the finish chute.

**Results.**

Coaches can pick-up a copy of results at the Results/Protest Tent near the finish line. Official results will also be posted on the host website in a printable format at [www.blugolds.com](http://www.blugolds.com).

**Protests.**

A protest/appeals table will be located in the small tent by the coaches’ only results area. Forms will be available in the _team packet_ for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The head referee’s ruling and explanation will be posted along with the results of the race. The 15-minute protest period does not begin until the results of the last race have been posted.

**Medical.**

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

- The medical tent on-site will be open from 1 until 4:30 p.m. Friday, Nov. 9, and will be supplied with ice and water. From 9 a.m. until 1:30 p.m. Saturday, Nov. 10, the tent will be supplied with muscle stim, ultrasound, combination stim/US, hot packs and ice.

- Athletic trainers will be available Friday in the medical tent at the course and the primary athletic training room located at the McPhee P.E.Center. Saturday, athletic trainers will only be available in the medical tent on the course. In addition, 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 1 until 5:30 p.m. Friday, Nov. 9, in the athletic training room located at the McPhee P.E.Center. Each team is responsible for bringing a fully-stocked medical kit along with insurance and emergency contact information. Student-athletes needing treatment Saturday, Nov. 10 must schedule an appointment with the UW-Eau Claire 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.**

<table>
<thead>
<tr>
<th>Tadd Turnquist, Head Athletic Trainer</th>
<th>Office 715-836-4183</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cell 262-501-4905</td>
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</table>
**Weather Policy.**

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

1. The meet director and NCAA site representative will monitor the weather during the week and morning of the regional championships.

2. A phone number to call for information or Twitter feed on delays and/or postponement to the following day. The host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number (715-836-5529) will be placed in the information with the coaches' packets and on the meet website. The Twitter feed is @UWEClugolds

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 Bylaw 12.5.3 indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete’s institution.
These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

**Misconduct.**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

**Criticism of Officials.**

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

**Misconduct Incident to Competition.**

If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (e.g., between races) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee’s convenience.

**SECTION 6 – Squad Size**

**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 two teams and top 35 individuals per gender will be recognized in an awards ceremony. The top two teams in each gender will be recognized as automatic qualifiers to the 2018 Division III Cross Country Championships.

Awards Ceremony.
The awards ceremony will be held at 1:30 p.m. at Whitetail Golf Course.

SECTION 8– Host City Spectator Information

Websites.
Please see the following websites for spectator and venue information: https://www.blugolds.com/XCNCAARegionals.

Tickets.
The cost of admission to the regional championship is free.

Parking.
Spectator parking is located at the Whitetail Golf Course driving range for a per vehicle fee of $8.

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.

- Team buses
- Team vans
Appendix A – Chips/Bibs Special Instructions

COACHES
All coaches will receive bib numbers, timing “chips” will be attached to bib #’s that should be attached to the front of each competitor’s jersey as part of the packet obtained during packet pick-up Friday, Nov. 9. Each packet will contain the following:

- Two championship bibs for each participant, which should be pinned on the front (one with timing chip) and back of the participant’s singlet.
- Eight safety pins.
- Timing chip attached to front bib number

RUNNERS AND COACHES
Participants must wear their bibs on the front and back, with the timing chip bib pinned on front, in order to receive finishing time and place. The timing system will record times and places, and all close finishes will be verified by a Lynx camera.

**Attaching Timing Chips.** Timing “chips” will be attached to bib #’s that should be attached to the front of each competitor’s jersey. Used bibs do not need to be returned after the race.

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)

Friday, Nov. 9

1 – 4:30 p.m.  Course inspection/practice.

1 – 4 p.m.    Packet pickup.
              Results/Protest tent

4 p.m.        Mandatory administrative meeting.
              Clerking tent

Saturday, Nov. 10

9 a.m.         Course opens.

9:40 a.m.  Clerking begins for women’s race. Clerking time period is from 9:40 to
           10:40 a.m.

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

10:35 a.m.  National Anthem.

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

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

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

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

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

11:50 a.m.  Third gun fired (10 minutes to start).

12 p.m.      Men’s 8,000-meter championship race.

1:30 p.m.    Awards ceremony.
Appendix D – Men’s 8,000 Meter Course Map

Whitetail
Cross Country Course
Men’s 8k

Map created by Jacob Burandt
2018 NCAA Division III
Midwest Regional Championships
Hosted by UW-Eau Claire
at Whitetail Golf Course
near Colfax, WI
Appendix E – Sample Safety and Security Plan

In the event of an emergency, call 911

Fire Safety
If a fire begins in the McPhee Center, leave the facility and locate the nearest pull-station and sound the alarm. Exit the building via the closest exit and meet in the Murray 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 Murray 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 Security at 911).

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 McPhee Center can be used for shelter use. Stay away from windows and doors and do not go outside.

Emergency Situations and Who to Call
Emergency situations call for prompt action and common sense. For a major emergency, dial Eau Claire police directly at 911. For a non-emergency situation call Campus Police at 715-839-4972. In the event of fire or life-threatening conditions, pull fire alarm and evacuate building. To report a need for help by dialing 911 and then promptly notify the Campus Police at 715-839-4972 from the common assembly place (Murray Hall parking lot) or from outside the McPhee Center.

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

Campus Police: 911
Campus Police Non-Emergency Number: 715-839-4972
Chancellor Jim Schmidt: 715-836-2327
Mr. Dan Schumacher: 715-836-5858
Building Address
McPhee Center
509 University Drive
Eau Claire, Wisconsin 54702

If you have questions about these safety procedures or require additional assistance, please contact UW-Eau Claire non-emergency line at 715-839-4972 or after hours at 715-577-9045.

Local Emergency Contact Information

Campus Police

911 - This number is for emergencies only. If you are calling from an on-campus phone you must dial a (9) first.

715-839-4972 - If you require an urgent but non-emergency response from the officer, you may call the Eau Claire County Communications Center. The officer will then be dispatched for you.

715-577-9045 - After hours contacts can be made to this number 24hrs a day. You may get an answering machine, however, an officer is alerted as soon as you have left your message. Be sure to give the officer the phone number you can be reached at as well as what type of assistance you require.

715-836-2222 - You may contact our main office during normal business hours which is currently Monday - Friday, 8:00 am – 4:00 pm

(715) 836-6010 - Fax

Dunn County Sherriff Department (Location of Whitetail Golf Course)
715-232-1348

Mayo - Red Cedar Hospital ER
715-233-7777
Colfax Rescue Squad
715-962-3049

Eau Claire Fire Department
911

Wisconsin Poison Control Center
1-800-222-1222
Appendix F – Coaches’ Checklist

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

Read and understand the medical section of this manual and act if needed.  

Read and understand the weather, drug-testing, uniforms and, logo and misconduct policies.  

Make any desired roster changes for national championships on DirectAthletics no later than 9 p.m. Nov. 11. **If no changes, coaches will still need to log on to TFFRS and declare their team. No action will result in a scratch.**  

Post Championship

Complete the championship evaluations survey. You will receive a link to the survey in an e-mail after the championships. All responses are confidential and used to enhance future championships.