



PARTICIPANT HANDBOOK

November 2, 2024

Host: UC Riverside

TABLE OF CONTENTS

<u>TABLE OF CONTENTS</u>	2
<u>CHAMPIONSHIP PERSONNEL</u>	4
BIG WEST CONFERENCE ADMINISTRATION	4
UC RIVERSIDE ADMINISTRATION	4
<u>IMPORTANT DATES AND DEADLINES</u>	5
<u>SCHEDULE OF EVENTS</u>	6
<u>EVENT LOGISTICS</u>	7
BAND AND SPIRIT/RALLY SQUADS	7
CHAMPIONSHIP PROGRAM/FLIP CARDS	7
GAMES COMMITTEE	7
MARKETING AND PROMOTIONS	7
MEDIA OPERATIONS	8
NEUTRALITY	8
TICKETS	8
STAFFING	8
<u>TEAM LOGISTICS</u>	9
AWARDS	9
CHAMPIONSHIP TECHNICAL MEETING	9
EXPENSES/PER DIEM	9
GATORADE	9
HOSPITALITY	10
LODGING	10
PARKING AND TEAM DIRECTIONS	10
PARTICIPANT MEMENTOS	11
SPORTS MEDICINE	11
TRANSPORTATION	11
<u>COMPETITION INFORMATION</u>	12
AIR QUALITY PROTOCOL	12
ENTRIES	12
OFFICIALS	12
PRACTICE SCHEDULE	12
STARTING BOX	12
<u>APPENDIX 1 – AIR QUALITY PROTOCOL</u>	13
<u>APPENDIX 2 – WET GLOBE BULB TEMPERATURE CHART</u>	15

<u>APPENDIX 3 – HOSPITAL AND PHARMACY INFORMATION</u>	<u>16</u>
<u>APPENDIX 4 – AG/OPS COURSE MAP</u>	<u>17</u>
<u>APPENDIX 6 - TEAM TRAVEL PARTY INFORMATION</u>	<u>18</u>

CHAMPIONSHIP PERSONNEL

BIG WEST CONFERENCE ADMINISTRATION

Name	Role	Office	Cell	Email
Tyler Huntley	Sport Liaison	(949) 570-9578	(951) 534-3463	thuntley@bigwest.org
Kaiber Takamiya	Media Relations	(949) 570-9474	(626) 641-2315	ktakamiya@bigwest.org
Chloe Clark	Interviews/Video		(562) 500-2830	cclark@bigwest.org
Sara Perry	Marketing/Social Media		(661) 547-6140	sperry@bigwest.org
David Snyder	Meet Official			

UC RIVERSIDE ADMINISTRATION

Name	Role	Cell	Email
Eric Fremd	Meet Director	510-676-5336	eric.fremd@ucr.edu
Joseph Erbland/ Javonn Askins	Game Operations	951-827-3261	athleticsoperations@ucr.edu
Joseph Erbland/ Javonn Askins	Facility Management	951-827-3261	athleticsoperations@ucr.edu
Alex Crook	Media Relations	925-817-7140	alexander.crook@ucr.edu
Jelani Drake	Medical Coordinator	714-931-1040	jelani.drake@ucr.edu + sportsmedicine@ucr.edu
D.J. Dikitanan	Ticket Operations	951-827-4653	highlandertickets@ucr.edu
UC Riverside Police	Campus Emergency Personnel	951-827-5222	

Location

UCR Ag/Ops Course
4700 block Canyon Crest Drive (across from Saint Andrew's church)
Riverside, CA 92507

IMPORTANT DATES AND DEADLINES

Tuesday, Oct. 29	12:00 p.m. 5:00 p.m.	Entries due on declaration website Coaches technical meeting (zoom)
Wed, Oct. 30	12:00 p.m.	Team travel form due to Conference office
Friday, Nov. 1	1:00 p.m. – 5:00 p.m.	Ag/Ops Course open for practice
Saturday, Nov. 2	8:30 a.m. 7:30 a.m.	Big West Cross Country Championship Declarations due to the timer

SCHEDULE OF EVENTS

All times listed in PDT

Tuesday, October 29th

12:00 p.m.

5:00 p.m.

Entries due on direct athletics

Coaches Technical Meeting

Friday, November 1

1:00 p.m. – 5:00 p.m.

Ag/Ops Course open for practice

Saturday, November 2

7:00 a.m.

7:30 a.m.

8:30 a.m.

9:15 a.m.

10:15 a.m.

10:25 a.m.

Course open for warm up

Declarations due to the timer

Men's 8K Championship

Women's 6K Championship

Awards Ceremony

Big West Interviews of coaches and student athletes

EVENT LOGISTICS

BAND AND SPIRIT/RALLY SQUADS

Band and spirit/rally squads shall not be allowed. Artificial noisemakers are not permitted at Big West facilities.

CHAMPIONSHIP PROGRAM/FLIP CARDS

The Big West will provide a digital flip card containing rosters/results and team leaders that will be linked to the Championship event page. Printed copies will be available in the media work area. QR codes will be displayed on site for fans to scan and access the webpage.

GAMES COMMITTEE

This committee will be made up of the Big West Sport Liaison, Head Official, SWA Sport Liaison, and Host Tournament Director.

2024 Games Committee Members

- Tyler Huntley, Big West
- Michelle Almazan, Council Liaison
- Eric Fremd, Meet Director
- David Snyder, Head Official

MARKETING AND PROMOTIONS

Host institutions and participating teams are encouraged to market the event to their alumni and local cross country fans. The Big West Conference office will partner with host institutions regarding holistic Championship marketing plans.

It is important to emphasize that the event is a conference championship event and is considered a neutral venue for the duration. It should not be considered in any way as a home event for the host institution or give this outward appearance to fans in attendance. Examples of areas that should remain neutral include but are not limited to in game announcers, introductions, signage, and activations.

Sponsorship

The responsibility for sales and service of all sponsorships associated with Big West championship events remains with the conference and its multimedia rights holder. The host institution and/or its multimedia rights holder may not sell corporate sponsorships for a championship event unless otherwise approved by the Conference Office.

All in-venue championship marketing assets will be sold and provided by the Conference Office unless otherwise specified. Sponsors of the host institution will not be acknowledged or otherwise recognized via signage, public address announcements, digital signage, promotions during the event unless they are also a sponsor of the championship event and via a signed agreement with the Conference Office or its multimedia rights holder.

As a conference championship event, the Conference Office reserves the unrestricted right to place both permanent and temporary signage within the facility and the playing area. Host institution permanent corporate sponsorship signage that has been in place throughout the regular season may remain for the championship as determined by the Conference Office. For avoidance of doubt, permanent signage is defined as arena or stadium signage (backlit or not) which is permanently affixed to a structure. The Conference Office may sell championship sponsorships that include in-venue signage which may compete with host venue sponsors. The Conference Office reserves the right to cover any permanent corporate signage. If so, the Conference will be responsible for the cost of manufacture of such signage. Courtside rotational signage, videoboard signage, digital signage or any

other movable signage such as banners, pop-up signs, decals or other such signage are NOT considered permanent signage and must be removed for the championship.

Big West sponsors include:

- Jersey Mike's
- Ontario Airport
- Tixr
- Hercules Tires
- Gatorade
- Legend Rings
- Credit Union 1

Public Address Announcer

The P.A. announcer shall conduct introductions and all announcing during the match in a ***neutral manner***.

The Conference office will supply the P.A. announcer with a script for acknowledging sponsors and announcing the post-match awards ceremony. A Conference Office staff person will cue the announcer during the championship ceremony.

MEDIA OPERATIONS

Credentials

The host institution Media Coordinator will assist in distribution of credentials to media and teams. Credential requests for media should be made through Kaiber Takamiya (ktakamiya@bigwest.org). Credentials will be available for pick up onsite at will call (outside main fan entry) starting 1 hour before the first race of the day.

Interview Protocol

Post Race media interviews with coaches and student-athletes after the race will be conducted near the awards area, located near the start/finish line and sports medicine tent.

Results

Live scoring and results can be found at finished results (<https://finishedresults.com/>).

NEUTRALITY

The host institution shall maintain a neutral posture throughout the championship. The public address announcer shall conduct introductions and all announcing during races in a neutral manner.

TICKETS

Tickets will go on sale August 28th and can be purchased through the link [Here](#).

2024 Big West Cross Country Championship	Adult	Student
General Administration	\$ 10.00	\$ 0.00

Students with a student ID from a Big West institution will be admitted for free.

STAFFING

Host institutions shall provide all staffing necessary for conducting a cross country championship event, including ticket takers, event management, volunteers, and sports medicine personal.

The Big West will contract the public address announcer and timer for the event.

TEAM LOGISTICS

AWARDS

Following the women's championship race, an awards ceremony will take place in a designated area. Presenters may include Conference Office personnel, host institution personnel, and/or administrators representing the winning team. The Conference Office will provide an awards script to the public address announcer.

Two tables (approximately 6' long) should be provided by the host institution for the presentation of awards.

1) The men's top 10 finishers will be presented first in reverse order followed by the men's team championship, the women's top 10 finishers in reverse order (10-1) and the women's team championship. The 2nd-10th place finishers from both races will receive plaques with the overall winners receiving a trophy.

2) A maximum of **10 athletes** from the winning team shall line up in numerical order as denoted by their bibs. Counting up from the lowest to the highest number, student-athletes' names will be announced by the P.A. and each athlete will be presented with a championship shirt.

3) The championship trophy shall be presented to the head coach.

The winning team shall receive 16 championship t-shirts and hats. Institutions will have an opportunity to purchase additional shirts after the Championship.

BIBS

The Conference Office will coordinate production of athlete bibs with the timer/scorer. The bibs will be distributed at practice the day before the Championship.

CHAMPIONSHIP TECHNICAL MEETING

The Championship technical meeting will be held on Tuesday, October 29 at 5:00 p.m. PDT / 2:00 p.m. HST via zoom. Head coaches are required to attend. Assistant coaches, administrators, and media relations representatives are welcome.

Zoom Meeting

<https://us02web.zoom.us/j/85080008146>

Meeting ID: 850 8000 8146

EXPENSES/PER DIEM

Participating institutions are responsible for their own expenses and shall not be reimbursed for any transportation, lodging, or per diem costs, except for those exceptions as outlined by Big West bylaw 4.4.3.2.

In 2024, air travel stipends will be provided as follows:

- The University of Hawai'i will be provided an air travel stipend of \$500 per person.
- The University of California Davis will be provided an air travel stipend of \$200 per person.

GATORADE

Gatorade is the official sponsor of this event. Gatorade product will be placed in each team area.

HOSPITALITY

Hospitality for administrators and media will be located at the host tent near the finish line.

LODGING

Each team will be responsible for making their own lodging arrangements.

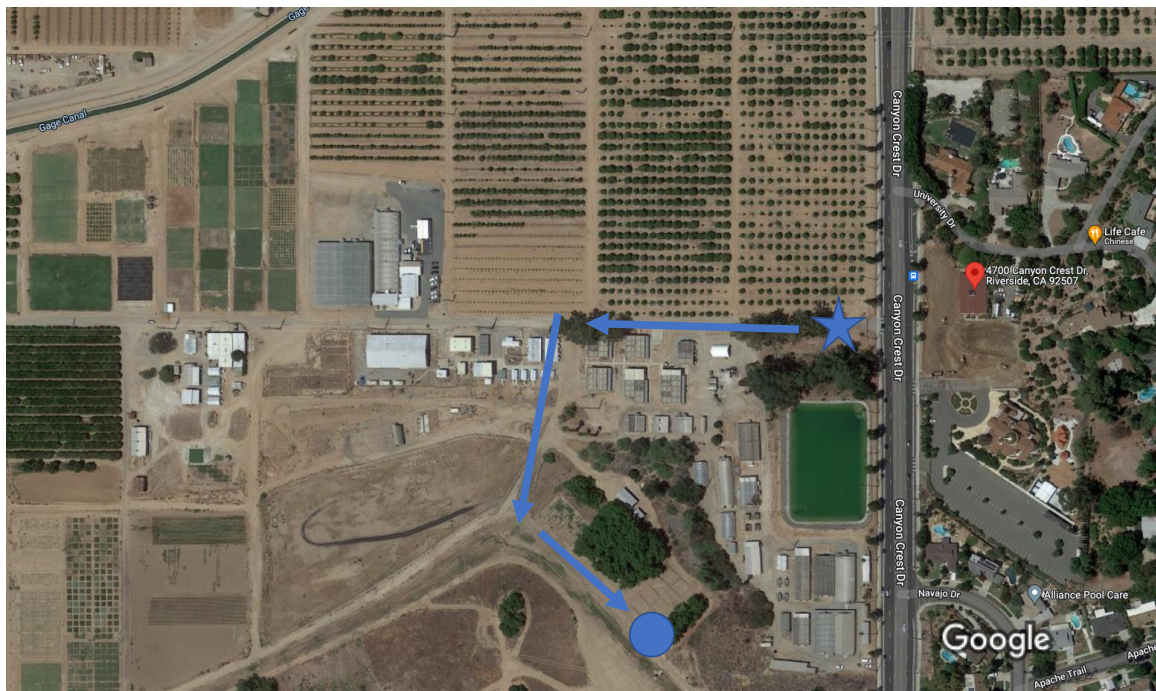
PARKING AND TEAM DIRECTIONS

Safe and complimentary parking will be made available to each team.

Use of vans/ SUVs is strongly encouraged as it will provide the closest parking to the course, allowing access inside the gate entrance along Canyon Crest Drive (across from Saint Andrew's Church). Each team will declare number of team vehicles at the coaches meeting. Additional requests for administrator parking to be made to athleticsoperations@ucr.edu no later than noon on Friday 11/1.

General public parking is at Lot 30 located at the corner of Canyon Crest Drive and Martin Luther King Boulevard. Complimentary permits are available by visiting <https://www.offstreet.io/location/GXHCM19B>. Persons with government issued ADA parking placards or license plates will be granted access at the gate entrance along Canyon Crest Drive (across from Saint Andrew's Church).

Bus drop off and pick up will be in the designated location in Lot 30, with easy return to freeways following. There is no drop off/ pick up location at or near the entrance gate.



PARTICIPANT MEMENTOS

The Conference will provide participant mementos for up to 24 student-athletes. The participant memento this year will be a Big West branded item and will be available onsite for each student athlete to pick up and take with them. Coaches will receive more information on timing of distribution. Programs will also have the ability to purchase additional mementos if needed.

SPORTS MEDICINE

The host institution of the tournament must have a certified athletic trainer on site.

The host athletic trainer will reach out to each program's ATC prior to the start of the championship to discuss available services and accommodate reasonable requests.

Cross Country Athletic Trainer

Jelani Drake 714-931-1040

Alternates: Jessika Hunt 202-491-8170; Chris Schulte 951-906-1324

Hospitals and Pharmacy

Please see Appendix 3

Practice Day

Water, cups, ice bags, AED, splint bag and biohazard kit will be provided for practices. The athletic training tent will be open for the duration of practices. Hot packs, ultrasound, e-stim, are available for use by team certified athletic trainers in the athletic training room upon request. If you have any additional needs, please contact Jelani Drake. There will be a physician on-call for emergencies.

Race Day

Water, Gatorade, cups, ice bags, biohazard kit and emergency equipment (spine board, splints, AED, etc.) will be available. The athletic training tent will be open two hours before competition and as needed up to 30 minutes after games. There will be a physician and EMT personnel on site for emergencies.

Wet Bulb Globe

The Wet Bulb Globe Temperature (WBGT) shall be used to determine the safe playing conditions for a Big West Conference championship. When WBGT reading of 86 degrees or higher the Games Committee and host certified athletic trainer will confer on the status of the event. When WBGT reading of 92 degrees or higher the event is subject to delay, postponement or cancellation by the Games Committee and host ATC. Appropriate conversations will be had with the host administrator and/or relevant Big West conference staff.

TRANSPORTATION

Transportation will be coordinated individually by each team.

COMPETITION INFORMATION

AIR QUALITY PROTOCOL

For The Big West policy on cancellation or postponement of championship events due to poor air quality, see Appendix 1.

ENTRIES

Institutions may declare up to fourteen initial student-athlete entries for the championship meet. The deadline for these initial entries shall be at noon pacific time the Tuesday prior to the meet. No substitutions to the list of initially declared student-athletes will be permitted unless as a result of extraordinary circumstances and approved by the Conference Office.

Entries must be submitted on Direct Athletics <https://www.directathletics.com/>.

Of the initial student-athletes entries declared, institutions must declare no more than **ten** student-athletes to participate in the championship meet. These final declarations will be made no later than one hour before the race. Following this declaration, substitutions can be made only as a result of a student-athlete's documented injury or illness. Any student-athlete being entered as a substitution must have been one of the institution's fourteen initial student-athletes declared. Substitutions may not be made after the championship race begins.

A team shall consist of a maximum of ten participants, but only the first five finishers on any one team shall be counted for scoring purposes.

The next two participants shall displace finishers from other teams behind them, while the final three participants from any one team shall not figure into the scoring.

The use of a finish chute is recommended if the transponder (chip) system is not in use. UC Riverside will staff the finish line to maintain proper order of finish. Head coaches are responsible to return chips to the timer/scorer following the conclusion of the meet.

OFFICIALS

The conference office and the host shall secure a starter and head meet official for the championship.

PRACTICE SCHEDULE

The facility will be open to all teams from 1 p.m. – 5 p.m. the day prior to the championship. Host must ensure that the course

STARTING BOX

Starting boxes will be determined at random during the technical meeting.

APPENDIX 1 – Air Quality Protocol

Chain of Command

The decision to cancel, postpone or suspend a Big West Conference Championship intercollegiate athletic activity in the event of poor air quality will be made by the Big West Conference Games Committee and the host Certified Athletic Trainer present at the practice or competition site.

Criteria For Cancellation / Postponement of Activities Due to Poor Air Quality-

The policy for Big West Conference Championship events included in each handbook will be as follows:

1. Big West Conference Games Committee and host ATC will inform each team's coach and game official(s) / umpire(s) of the conference policy with regards to poor air quality during the pre-event meeting and will provide condition updates throughout the championship.
2. The Big West Conference Games Committee and host Certified Athletic Trainer will monitor one or more of the following for up to date Air Quality Index (AQI) readings and statistics.
 - www.airnow.gov
 - National Weather Service and/or National Oceanic & Atmospheric Administration (NOAA) local weather radar (www.noaa.gov or www.weather.com);
3. The Big West Conference Games Committee and host ATC will utilize the following table as a guideline with regards to the Air Quality Index and recommendations for activity restrictions.

Air Quality Index (AQI)	Color	Description	Practice/Competition Restriction Recommendations
0 - 50	Green	Good	Air quality is satisfactory and air pollution poses little or no risk.
51 - 100	Yellow	Moderate	Air quality is acceptable, however student-athletes with respiratory illnesses should be closely monitored.
101 – 150	Orange	Unhealthy for sensitive groups	Those student-athletes with respiratory illnesses should be removed from outside activity.
150 – 200	Red	Unhealthy	Those student-athletes with respiratory illnesses should be removed from outside activity. All other student-athletes should be closely monitored.
201 – 300	Purple	Very Unhealthy	ALL student-athletes should be removed from outside activity.
> 300	Maroon	Hazardous	ALL student-athletes should be removed from outside activity.

4. Big West Conference Games Committee and host ATC will continually update the following people with regards to the air quality and recommendations for outside activity.
 - Game officials / umpires (if applicable); and
 - Participating Team Head Coaches and Athletic Trainers (if applicable)
5. If the Host Institution has cancelled classes at the university due to poor air quality, the Big West Conference Games Committee and host Certified Athletic Trainer will consider this strongly when

recommending the cancellation, postponement or suspension of all games, practices, and other activities.

6. Safety decisions made on site by the Big West Conference Games Committee and the host Certified Athletic Trainer are not subject to appeal.

The Air Quality Index (AQI)

The Air Quality Index (AQI) is an index for reporting daily air quality. It tells how clean or polluted outdoor air is, and what associated health effects might be a concern. The AQI focuses on health effects that may be experienced within a few hours or days after breathing polluted air. The Environmental Protection Agency (EPA) calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health.

How the Air Quality Index (AQI) Works

Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution and the greater the health-concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 200 represents very unhealthy air quality. An AQI value of 100 generally corresponds to the national air quality standard for the pollutant, which is the level EPA has set to protect public health. AQI values below 100 are generally thought of as satisfactory. When AQI values are above 100, air quality is considered to be unhealthy - at first for certain sensitive groups of people, then for everyone as AQI values get higher.

Source: www.airnow.gov

APPENDIX 2 – Wet Globe Bulb Temperature Chart

Description

- A scientifically approved instrument that measures Wet Bulb Globe Temperature will be utilized.
- Sports Medicine and Event Staff will monitor at 80° F WBGT and above.
- **Davis is considered Category 3 for Activity Guidelines (*See chart below)**

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0°F < 27.8°C	<79.9°F <26.5°C	<76.1°F <24.5°C	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9°F 27.9 - 30.5°C	79.9 – 84.6°F 26.6 – 29.2°C	76.3 – 81.0°F 24.6 – 27.2 °C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 – 90.0°F 30.6 – 32.2°C	84.7 – 87.6°F 29.3 – 30.9°C	81.1 – 84.0°F 27.3 – 28.9°C	Maximum practice time is 2 h. For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 – 91.9°F 32.2 – 33.3°C	87.8 – 89.6°F 31.0 – 32.0°C	84.2 – 86.0°F 29.0 – 30.0°C	Maximum practice time is 1 h. For Football: No protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice.
≥92.1°F ≥33.4°C	≥89.8°F ≥32.1°C	≥86.2°F ≥30.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.

APPENDIX 3 – Hospital and Pharmacy Information

Riverside Community Hospital
4445 Magnolia Ave Riverside, Ca. 92501
(951) 682-5661

Directions to Riverside Community Hospital

From the course, turn left on Canyon Crest Drive; Turn left at the light onto Martin Luther King Blvd. which turns into 14th street. Continue for about 3 miles until you come to Magnolia Ave. The emergency department is on the left, after you pass the intersection.

Kaiser Permanente Riverside
10800 Magnolia Avenue Riverside, CA
(951) 353-2000

Directions to Kaiser Riverside

From the course, turn left on Canyon Crest Drive; take CA-91 W towards La Sierra Avenue, exit 55B. Turn Right off the freeway. Turn Right on Magnolia Ave. Kaiser will be on your right.

Kaiser Permanente Fontana
9961 Sierra Ave Fontana, CA 92335
(909) 427-5000

Directions to Kaiser Fontana

From the course, turn left on Canyon Crest Drive; Turn right at Martin Luther King Blvd towards CA-60 W. Take I-60 West for approx. 7 miles until you reach Valley Way. Go right on Valley Way until you reach Sierra Ave. Turn left on Sierra Ave. and continue for 3.6 miles. Kaiser will be on your right once you cross over I-10.

Riverside Medical Clinic Urgent Care
8 am – 5:30 pm
6405 Day St
Riverside, CA 92507
(951) 683-6370

Raincross Urgent Care
M-F 2 pm – 9 pm, Sat/Sun 10 am – 8 pm
4646 Brockton Ave
Riverside, CA 92506
(951) 774-2860

Rite Aid Pharmacy
3849 Chicago Ave, Riverside, CA 92507
(951) 686-2671

Walgreens Pharmacy
1745 University Ave, Riverside, CA 92507
(951) 684-5661

APPENDIX 4 – Ag/Ops Course Map

6K Map with Mile Markers



8K Map with Mile Markers



APPENDIX 6 - Team Travel Party Information

Institution:

Contact Info:

CONTACT	TITLE	CELL	EMAIL
	HEAD COACH		
	ONSITE TEAM CONTACT		
	SPORT ADMIN		
	ATC		
	SID		

Travel Information to Host Site:

Arrival Date and Time -

Departure Date and Time -

Local Transportation Information:

Number of Vans:

Number of Buses:

Bus Company Name:

Lodging Information:

Hotel Name:

Additional Team Credential Requests outside of Bench List

Credentials shall be issued for the following roles if on site and outside of bench list

	NAME	ROLE
1		Athletic Director
2		SWA
3		Sport Administrator
4		Team Social/ Photog / Videographer

Please type and email back to Tyler Huntley (thuntley@bigwest.org) no later than 12:00 p.m. on the Wednesday, October 30, 2024.