



CHAMPIONSHIP HANDBOOK

Cal Poly Blacklake Cross Country Course

**Friday, October 27th
Men's 8K – 8:30 a.m.
Women's 6K – 9:15 a.m.**

**BIG WEST CONFERENCE
CROSS COUNTRY CHAMPIONSHIP HANDBOOK**

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CHAMPIONSHIP WEEK SCHEDULE

Tuesday, Oct. 24, 12:00 p.m. PDT – Entries due on declaration website.
Thursday, Oct. 26, 1:00 p.m. – 5:00p.m. – Course open for practice.
Thursday, Oct. 26, 5:00 p.m. – Coaches technical meeting at Course.
Friday, Oct. 27, 7:00 a.m. – Course open for warm up.
Friday, Oct. 27, 8:30 a.m. – Men’s 8K Championship.
Friday, Oct. 27, 9:15 a.m. – Women’s 6K Championship.
Friday, Oct. 27, 10:00 a.m. – Awards Ceremony.
Friday, Oct. 27, 10:25 a.m. – Big West Interviews of coaches and student athletes.

STAFFING

BIG WEST PERSONNEL

Administration – Tyler Huntley, thuntley@bigwest.org (951) 534-3463
Media Relations/Social Media – Kaiber Takamiya, ktakamiya@bigwest.org
Head Official – Vince O’Boyle
Starter – Allan Shelby

CAL POLY PERSONNEL

Cal Poly shall provide all staffing necessary for conducting a home cross country meet, ticket takers (if necessary) and event management.

Host Administrator: Don Oberhelman, obe@calpoly.edu, 805-503-5740
Meet Director: Jackson Stava, jstava@calpoly.edu, 626-945-6231
Asst Meet Director: Ashleigh Horstmann, ahorstma@calpoly.edu , 626-290-5314
Event/Facility Manager: Jake Hitchcock, jhitchc@calpoly.edu, 805-215-2913
Media Relations: Dylan Greene, djgreene@calpoly.edu, 425-501-8803
Athletic Trainer: Kristal Slover, kemig@calpoly.edu , 805-801-5177
Athletic Trainer: Tatyana Almadin-Rosas, TBD
Ticket Manager: Elliott Stava, estava@calpoly.edu , 805-756-7288

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.

CEREMONY

1) The men’s top 10 finishers will be presented first in reverse order followed by the men’s team championship, then 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 **9 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.

After the ceremony and celebration, the winning team may select up to **11** championship tee shirts. Institutions will be given 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 the coaches technical meeting the day before the Championship.

CHAMPIONSHIP PROGRAM/FLIP CARDS

The Big West office will provide a flip card template to Cal Poly containing rosters and bib numbers. Cal Poly may elect to sell the items or distribute them at no cost.

FINISH

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 two 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. Cal Poly 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.

Ties in team scoring shall be broken by comparing in order the place finish of each of the five scoring members of the tied teams. The team with the majority of winning comparisons shall be awarded the higher place.

GAMES COMMITTEE

The Conference Office in consultation with the Cal Poly shall form a Games Committee to interpret rules and to consider protests. The Committee shall be made up of four individuals, three of whom have recognized experience at the NCAA level, are knowledgeable of rules and/or have previous or comparable experience in that capacity. The Conference Office liaison as well as the Council liaison will serve on the Committee.

- 2023 Games Committee:
 - Tyler Huntley, Big West
 - Michelle Almazan, Council Liaison
 - Jackson Stava, Meet Director
 - Vince O'boyle, Meet Referee

LODGING

Teams are on their own to secure lodging. If preferred hotel information is available, Cal Poly will send that information no later than September 1.

MARKETING AND PROMOTIONS

The host institution and participating teams are encouraged to market the event to their alumni and local cross country fans. The Big West Conference office will be in contact with the host institution regarding conference marketing plans.

Host institution permanent corporate sponsorship signage may remain for the Conference Championship. However, the Conference Office may sell championship sponsorships that include in-venue signage that is tied to the event logo and that may compete with host site sponsors. The Conference Office reserves the right to not approve any temporary corporate sponsorship signage that was sold by the host institution specifically for the event.

Host institution season-long corporate sponsorship promotions may continue during the Conference Championship.

Host institutions may sell their own merchandise during the Conference Championship.

MEDIA INTERVIEWS

Post-meet interviews will be conducted in a designated area. The host institution shall aid the Conference Office in staging of the interview location.

The winning coaches as well as the top finisher from each winning team will be interviewed. If an individual champion does not come from the winning team, they will be interviewed.

MEDIA OPERATIONS

Finished Results will post live results on their website. The Conference Office will also have results available on Big West website. The Conference Office will distribute a results packet electronically to media members following the conclusion of the race.

The Big West Conference will handle credentials for media. Participating teams with additional media requests should submit the information to Kaiber Takamiya at ktakamiya@bigwest.org

OFFICIALS

Cal Poly in consultation with the Conference Office shall appoint a head official and starter. The appointees should have recognized experience at the NCAA level, are knowledgeable of rules and/or have previous or comparable experience in that capacity.

PARKING (TEAMS)

Cal Poly will provide parking passes for participating teams at the technical meeting the day before the Championship. Teams bringing buses will need to drop off outside Black Lake Golf Course and walk onto the course through the parking lot. Teams bringing vans can park inside the course on both the practice and competition day. Number of vans, along with a list of additional requested campus administrators attending or Athletics staff in a working capacity to be communicated to Ashleigh Horstmann ahorstma@calpoly.edu 48 hours in advance of the Championship.

PARTICIPANT GIFTS

Each team will receive up to 11 participant gifts. The Conference Office will provide a link to a gift suite for selection. Orders may be placed up to one week after the championship.

PRACTICE

The Course will be open from 1:00 p.m. – 5:00 p.m. on Thursday, October 26 for practice.

PUBLIC ADDRESS ANNOUNCER

Cal Poly in consultation with the Conference Office shall staff a public address announcer.

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

SPORTS MEDICINE

Cal Poly must have a certified athletic trainer and a team physician or an EMS unit on site. Participating teams are not required to bring any athletic training personnel, however it is recommended. If athletic training personnel will not be traveling with the team, please notify the host athletic trainers so that care of the team may be coordinated.

Kristal Slover
kemig@calpoly.edu
(805) 801-5177

Hospital Locations:
Dignity Health – French Hospital
1911 Johnson Ave., San Luis Obispo, CA 93401
(805) 543-5353

Dignity Health -Marian Regional Medical Center
1400 E Church St, Santa Maria, CA 93454
(805) 739-3000

Dignity Heath – Arroyo Grande Community Hospital
345 S Halcyon Rd Arroyo Grande CA 93420 ·
(805) 473-7600 ·

Urgent Care Center of Pismo Beach
2 James Way #214, Pismo Beach
(805) 295-6594

AIR QUALITY

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

HEAT INDEX

The Wet Bulb Globe Temperature (“WBGT”) shall be used to determine the safe playing conditions of conference contests and championships. When the WBGT reaches a reading of 86, conditions are of a concern and the Games Committee (and/or host institution) and host on-site medical staff shall confer. When the WBGT reaches a reading of 92, the event is subject to delay, postponement, or cancellation. The final decision is to be made by the host athletic trainer and/or primary physician on-site, after discussing with the appropriate administrators or conference staff.

SQUAD SIZES

Teams are to consist of a maximum of nine student-athletes. Individual runners shall be permitted to compete where full teams are not entered, but these institutions shall not be considered for the team title.

TEAM AREAS

Participating teams may utilize the designated tents located behind the finish line area, which is through the main entrance onto the course.

TECHNICAL MEETING

The coaches technical meeting will take place at 5:00 p.m. on Thursday, October 26 at the Blake Lake Course. At this meeting teams will receive packets that shall include course maps, bibs, and tracking chips (if in use). The starting block assignments shall also be drawn at the meeting.

TICKETS

Ticket Prices

\$7 – General Admission (ages 3 & up)

Free – Big West Students with ID

All tickets to be purchased online and in advance by attendees at [Big West XC Ticket Site-Cal Poly](#)

Player-Guests

Player-guest admissions may be purchased by participating institutions in accordance with NCAA regulations. A pass gate system will be used for the distribution of player-guest admissions. Visiting teams shall notify Cal Poly of intent to purchase a player-guest admissions list 48 hours prior to the Championship and shall provide Cal Poly with the final list at least one day prior to the Championship via e-mail estava@calpoly.edu. No additions or changes will be accepted and photo identification will be required of all recipients. Participating institutions will be invoiced following the Championship.

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 3 – Course Map

