



2020 DIVISION II INDOOR
TRACK & FIELD
CHAMPIONSHIPS
*BIRMINGHAM, AL • University of Montevallo,
City of Birmingham, Hosts*

PARTICIPANT

2019-20 MANUAL

Finals

TABLE OF CONTENTS

Introduction/Welcome	1
Host Welcome.....	1
NCAA Staff/Committee.....	2
Host Personnel	2
Schedule of Events.....	3
Awards	5
Event Information	6
Facility Information	8
General Information.....	10
Media Services.....	12
Medical Information	14
Participant Expectations & Guidelines	15
Travel/Transportation Information	18

APPENDIX

Comprehensive Schedule.....	A
Facility Diagram Track.....	B
Facility Diagram Level 2	C
Facility Diagram Bill Harris Arena.....	D
Facility Parking.....	E
Banquet Parking Diagram.....	F
Practice Schedule	G
Student-Athlete Participation Award.....	H
Code of Conduct Form.....	I
Student-Athlete Bio Form.....	J
Team Locator Form	K
General Safety and Security Plan	L

Introduction/Welcome

Congratulations on your selection to the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2020 NCAA Division II Men's and Women's Indoor Track and Field Pre-championships Manual and Technical Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org (Division II, Championships, Indoor Track and Field (M/W)).

The championships will be held March 13-14 at the Birmingham CrossPlex in Birmingham, Alabama. The University of Montevallo and the City of Birmingham will serve as co-hosts for the championships.

Host Welcome

Dear NCAA Division II Men's and Women's Indoor Track and Field Championships Participants,

On behalf of the University of Montevallo, the City of Birmingham, the Birmingham CrossPlex and the entire NCAA Division II Track and Field Committee, we would like to extend a warm welcome to all who have earned the opportunity to participate in the upcoming 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships March 13-14. I am sure that many supporters within the local community and the spectators for this year's event are looking forward to seeing you display your superior talents in the areas of track and field.

Our collaborative goal is to give you the best championship experience possible by providing you with an exceptional, state-of-the-art venue, which we have at the Birmingham CrossPlex in beautiful Birmingham, Alabama. We trust you will find that the working staff and volunteers will exceed your highest expectations of southern hospitality. Our sincere hope is that you will be thrilled from the moment the banquet begins until the last scheduled event ends.

Again, congratulations on being a national participant in the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships. I personally wish you the very best in your designated competition(s) and hope that you enjoy your stay in the Magic City of Birmingham and the great state of Alabama.

Sincerely,

Taunita Stephenson
Birmingham CrossPlex, Director

NCAA Staff/Committee

NCAA Staff

Morgan DeSpain, championships manager
Phone: 317-917-6505
Email: mdeSpain@ncaa.org

Rachel Seewald, playing rules liaison
Phone: 317-917-6141
Email: rseewald@ncaa.org

Donisha Carter
Phone: 317-917-6652
Email: dcarter@ncaa.org

Mark Kostek, secretary-rules editor
Phone: 515-208-8300
Email: kostekmt@gmail.com

NCAA Division II Men's and Women's Track and Field Committee

Kristen Decker, Atlantic Region,
Associate Director of Athletics
Mansfield University
Phone: 570-662-4466
Email: kdecker@mansfield.edu

Steven Blocker, Central Region, **chair**
Head Track and Field/Cross Country Coach
Emporia State University
Phone: 620-757-0052
Email: sblocke1@emporia.edu

Zach Emerson, East Region
Head Track and Field Coach/Assistant
Athletic Director
Franklin Pierce University
Phone: 603-831-2385
Email: emersonz@franklinpierce.edu

Doug Lipinski, Midwest Region
Deputy Director of Athletics – External
Relations
Grand Valley State University
Phone: 616-331-3264
Email: lipinskd@gvsu.edu

Jacqueline Nicholson, South Region
Associate Athletics Director/SWA
Albany State University (Georgia)
Phone: 229-430-1364
Email: Jacqueline.nicholson@asurams.edu

Colleen Mischke, South Central Region
Assistant Athletic Director/SWA
Black Hills State University
Phone: 605-642-6259
Email: colleen.mischke@bhsu.edu

Adam Ward, Southeast Region
Head Track and Field Coach
Augusta University
Phone: 706-731-7914
Email: award4@augusta.edu

Randi Lydum, West Region
Associate Athletics Director/Internal
Affairs/SWA
Western Oregon University
Phone: 503-838-8121
Email: lydumr@wou.edu

Host Personnel

Tournament Director

Christy Mixon
Phone: 205-297-8305
Email: Christy.mixon@birninghamal.gov

Facility Director

Name: Taunita Stephenson
Phone: 205-297-8235
Email: Taunita.stephenson@birninghamal.gov

Media Director

Westley Hallman
Phone: 205-665-6074
Email: whallman@montevallo.edu

Marketing Director

Preston Kirk
Phone: 205-279-8956
Email: preston.kirk@birninghamal.gov

Ticket Manager

Robert Averhart III

Phone: 205-279-8924

Email: Robert.AverhartIII@birminghamal.gov**Athletic Training**

Marcelo Galafassi

Phone: 205-665-6618

Email: mgalafassi@montevallo.edu**Schedule of Events**

Track and field competition will take place March 13-14. The competition schedule can be found online at NCAA.com and NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2019-20 Schedule of Events). A comprehensive schedule for the week is included in **Appendix A**.

Packet Pick-up

Packet pick-up will be held Wednesday, March 11 from 3:30 - 5 p.m. and Thursday, March 12, from 9 - 10:30 a.m. at the CrossPlex Meeting hall located on the 2nd floor. (diagram in **Appendix C**). A representative from each participating institution must attend packet pick-up. **Late packet pick-up will result in a fine of \$200 per gender.**

Mandatory Administrative Meeting

A mandatory administrative meeting will be held Thursday, March 12, at 11 a.m. in the CrossPlex Meeting Hall located on the 2nd floor. (diagram in **Appendix C**). All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined \$200 per gender.**

Banquet

A banquet will be held Thursday, March 12, at the Sheraton Birmingham Hotel Ball Room 2101 Richard Arrington Jr, Blvd. 35203 with doors opening for the banquet at 5:30 p.m. local time, and the program and award presentation beginning at 6 p.m. local time. A buffet menu including caesar salad, chicken romano, cheese tortellini, vegetable ratatouille, green beans with roasted red peppers, garlic bread, tiramisu and Italian cream cake will be served. Gluten free grilled chicken available upon request. Attire for the banquet is business casual. **ALL PARTICIPATING TEAMS AND INDIVIDUALS MUST ATTEND THE BANQUET.**

The NCAA Elite 90 awards and the U.S. Track and Field and Cross-Country Coaches Association (USTFCCCA) regional athlete awards will be presented at the banquet.

Teams will receive tickets to the banquet for their official travel party at packet pick-up. **Official travel parties must attend the banquet. Failure to attend the banquet will result in a fine of \$200 per gender.** There is a limited number of additional tickets available for sale for \$35 on a first-come, first-serve basis. Additional banquet tickets (**limited availability**) may be requested in advance, with payment of \$35 due during packet pickup. No additional tickets will be sold after packet pick-up. Only cash will be accepted as form of payment. **Additional tickets are for institutional individuals only. Parents, fans, and officials, are not permitted to attend the banquet.**

To request additional banquet tickets, please contact Donisha Carter (dcarter@ncaa.org; 317-917-6652).

Banquet Parking

Guests attending the banquet that aren't staying at the Sheraton or Westin Hotels will receive complimentary parking in the 22nd Street Parking Deck. Vouchers, for complimentary parking can be picked up at the banquet. (Voucher will only be valid for that evening). The parking deck is connected to the Sheraton via Skywalk. Any guest that need to be dropped off should be dropped off on the Richard Arrington Jr. Blvd entrance. The driver can drive around the block and park in the 22nd Street Parking Deck. Please see parking diagram located in **Appendix F**.

Practice Schedule

A detailed practice schedule can be found in **Appendix G**. The facility **will not be available** for practice outside of the days/times listed. Please take note of the specific hours for each respective event.

Weight Room Availability

The City of Birmingham Fitness Center West is located across the street from the Birmingham CrossPlex facility at 4712 Avenue W.

Wednesday, March 11 – Noon to 8 p.m.

Thursday, March 12 – 8 a.m. to 4 p.m.

Friday, March 13 – 9 a.m. to Noon

Saturday, March 14 – 9 a.m. to Noon

Credentials must be shown for access to the fitness center, which will only be available for NCAA participants. Showers are available, but towels and soap are not provided. The fitness facility features Nautilus training machines including leg extension, leg curl and leg press. A full line of dumbbells and barbells are available along with cardio equipment including elliptical machines, recumbent bikes, upright bikes and treadmills. A team room is also on site.

Student-athletes must be accompanied by a member of their coaching staff in order to use the weight room.

Implement Inspection

Student-athletes may use their own shot put implements if they choose, as long as they meet the certification process. Shot put implements will be impounded at the time designated for certification. **Shot put implements must be dropped off at the designated storage area (facility diagram in Appendix B) for certification any time during the following hours:**

Thursday, March 12 11 a.m. to 1 p.m.

Friday, March 13 9:30 to 11:30 a.m.

Saturday, March 14 9:30 to 11:30 a.m.

Implements may be picked up in the implement storage area no sooner than 30 minutes following the conclusion of the event final. Implements may be shipped to:

Birmingham CrossPlex
Attn: NCAA Track Christy Mixon
2337 Bessemer Rd. Birmingham, AL 35208

It is the sole responsibility of each institution to package and ship implement materials for the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships to the CrossPlex. The CrossPlex does not assume any responsibility for the condition of the delivery.

Community Engagement

All Division II championships will provide community engagement experiences for participating student-athletes and coaches. As a key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II's unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division's championship experience. Division II is committed to developing student-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

For more information, or if you have any questions, please contact Jill Willson (E-mail: jwillson@ncaa.org; 717-360-3556). We sincerely appreciate your assistance with this NCAA Division II Community Engagement Event.

Awards

Elite 90 Awards

The NCAA Elite 90 awards will be presented at the banquet Thursday, March 12, to the male and female with the highest cumulative grade-point average competing at the championships. Coaches must submit nominees for the Elite 90 award by noon Eastern time, **Monday, March 9**. Please visit <http://www.ncaa.org/about/resources/events/awards/elite-90> to access the nomination form and other pertinent information regarding the award.

Locker Room Program

The national championship teams will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final event.

NCAA Championship Awards

An awards ceremony will be held after the conclusion of each event, and awards will be presented to the top eight finishers in each event. Awards will be presented to the top four men's and women's teams after awards have been presented for the 4x400 relay teams. Student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. All individuals receiving an award must be represented on the awards stand. If a student-athlete is competing in another event soon after the awards ceremony, another participating student-athlete from that

institution may stand in to receive the award. A coach from the national champion's institution must report to the awards immediately after the conclusion of the event to present the awards.

If a tie occurs in the finals, it will not be broken. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at <http://www.mtmrecognition.com/ncaa/>.

Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships. Participant medallions will be given to the institutional representative at packet pick-up. Institutions interested in purchasing participant medallions after the championships can do so at <http://www.mtmrecognition.com/ncaa/>.

Student-Athlete Participation Awards

Please see **Appendix H** for participation award information.

Event Information

High Jump

The high jump pits and run-ups will be positioned on the venue infield as noted on the map in **Appendix B**. Both pits will be used for the combined events and the north pit will be used for the men's and women's open events.

Long Jump

Pits are located on the east backstretch side of the facility. The boards are 1m from the landing pits. Pits will be used for all horizontal jumps competitions. The primary runway (closest to straightaway) allows for 191' LJ approach. The secondary runway (closest to the oval) allows for a 172' LJ approach. See diagram **Appendix B**. Both runways will be used for the men's heptathlon and the women's pentathlon. The primary runway will be used for the men's and women's open events.

Triple Jump

The primary runway (closest to straightaway) distance from end of runway to first takeoff board is 152' the second take off board is 158'. Primary runway will be used for the triple jump open events. See diagram **Appendix B**.

Shot Put/Weight Throw

Shot put and weight throw sector is located on the infield as noted on the diagram in **Appendix B**. The primary sector will be used for open throwing events. Primary and secondary sectors will be used for the men's heptathlon and women's pentathlon. Both throwing circles are Gill Athletics throwing platforms. The landing area is Mondo artificial turf.

As a reminder, student-athletes will be required to use the throwing weights provided by Gill Athletics for practice and competition. No other weights will be thrown and institutions will not be allowed to use their weight implements for practice and/or competition at the championships. The weight throw implements that will be provided by Gill Athletics for the championships are as follows:

Gill Orbiter 20lb Indoor Training Weight
Gill Tungsten Orbiter 20lb Indoor Throwing Weight
Gill Orbiter 35lb Indoor Throwing Weight
Gill Tungsten Orbiter 35lb Indoor Throwing Weight

Pole Vault

The pole vault runway provides approximately 161' of runway to the back of the box. Participants who transport their own poles should bring their poles through the main entrance of the CrossPlex, which will be identified with appropriate signage. Poles may be brought to the facility and stored beginning Wednesday, March 11 and in the designated area. Poles may be shipped to:

Birmingham CrossPlex
Attn: NCAA Track Christy Mixon
2337 Bessemer Road
Birmingham, Alabama, 35208
205-297-8305

It is the sole responsibility of each institution to package and ship pole vault materials for the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships to the CrossPlex. Each institution must establish contact names and phone numbers for the shipping carrier. To ensure safe delivery of pole vault poles through the selected shipping carrier, make sure information such as the correct address for the CrossPlex and Indoor Track is indicated.

Furthermore, the return of the pole vault materials after the championships is the sole responsibility of the competing institution. A return bill of lading, completely filled, must be attached to your poles for return shipment. The CrossPlex is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. **The CrossPlex assumes no responsibility for condition of delivery, checking contents and/or return shipping process plus return shipping charges.**

Running Event Information

- Meet management will have batons available.
- Only Gill Athletics starting blocks provided by meet management may be used.
- Coaches may declare relay alternates during the championships declaration period on DirectAthletics. Changes and/or declarations may be made until the end of packet pick-up on Thursday, March 12.

Relay Alternates:

- Qualified student-athletes who have been declared and are accepted into the championships in another event shall be allowed to run as substitutes for relays.
- Student-athletes who did not qualify to the championships may serve as an alternate for relays.
- A maximum of four student-athletes can be named as replacements on any specific relay team, in addition to the four student-athletes on the relay that achieved the qualifying mark.
- The name(s) of uninvited student-athletes who may serve as alternates for relays shall be listed no later than packet pick-up. The listed uninvited alternate may only compete in his or her listed relay and will be permitted to run in any heat or final of that respective relay. **ANY**

STUDENT-ATHLETE NOT LISTED BY THE END OF PACKET PICK-UP WILL NOT BE ELIGIBLE TO COMPETE IN THE CHAMPIONSHIPS.

- The four members who achieve the qualifying mark will be the ‘declared’ relay team for that institution and will be the only individuals for which the NCAA will provide travel reimbursement. **INSTITUTIONS MUST NOTIFY MORGAN DESPAIN IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE QUALIFYING MARK. FAILIUR TO DO SO COULD RESULT IN A MISCONDUCT.**

Check-In

Check-In procedures outlined in Technical Manual posted on NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2019-20 Technical Manual).

Bibs and Hip Numbers

Named bibs will be issued for the front of the uniform, and numbered bibs will be issued for the back of the uniform. Bibs must be worn as issued without any modification or alteration. Student-athletes competing in the high jump and pole vault can choose to wear either the named bib on front or the numbered bib on back.

Hip numbers will be issued for runners by the Clerk located in the clerking room. (diagram **Appendix B**). They will be worn on both left and right hips and must not be obscured by an athlete’s clothing. Runners in races 800 meters and longer, as well as all members of 4x400 meter relay, will also be issued a number to be worn on the upper portion of the uniform top.

Relay Cards

Finalized relay cards must be turned in at least 30 minutes before the start of the event at the check-in station located in the clerking room. The four student-athletes that will be running the relay must check-in at least 30 minutes prior to the start of the event. Teams not checked in by this time will not be eligible to run the relay. Medical personnel will be present prior to the relays to address any extenuating circumstances. **ANY STUDENT-ATHLETE NOT LISTED BY THE END OF PACKET PICK-UP WILL NOT BE ELIGIBLE TO COMPETE.**

Facility Information

Birmingham CrossPlex

The Birmingham CrossPlex is a world-class facility that boasts a six-lane oval hydraulic track and eight 60-meter lanes for spring/hurdle events. The state-of-the-art six lane oval track takes just minutes to raise or lower for banked corners. There are dual horizontal runways for pole vault, long jump and triple jump. Additionally, dual high jump approaches can be configured along with dual throwing sectors for shot-put located outside the oval. The hydraulic track features a Mondo track surface and is one of only six in the United States and one of eight world-wide.

The CrossPlex is just minutes away from downtown Birmingham. It is easily accessible to and from hotels, interstates and restaurants. Plus, the airport is just 10 miles away.

Team Parking

After athletes are dropped off at the main entrance team bus/vans/cars will be directed to the team parking lot by parking attendants. (diagram **Appendix E**). Athlete parking will be free of charge.

Entrances

All participating student-athletes and coaches may enter the track facility through the main entrance that is connected to the warm-up area to the left of the LED board. Credentials must be visible in order to gain entry to the track.

Restrooms

Restrooms are located in the lobby on the main level and 2nd level of the CrossPlex concourse. Additional restrooms and changing areas will be accessible to student-athletes in the locker rooms, which are located in the warm-up area.

Security

Security personnel will be on site throughout the championships to monitor and ensure the safety and security of all participating teams, officials and spectators. In the event of an emergency or fire, security staff will assist with the prompt evacuation of the facility. Important contact information for local police, fire and medical centers is listed below:

Police Department
Captain Thumond, West Precinct
Phone: 205-297-8346

Fire Department
Phone: 205-250-7575

Alabama Law Enforcement Agency
Reid McLaughlin
Phone: 205 2889242

Spike Regulations

The following spike regulations at the CrossPlex will be strictly enforced:

- Only 1/4 inch or 7mm pyramid spikes are allowed for all events with the exception of the high jump. For the high jump, up to 3/8 inch or 9mm pyramid spikes are allowed. The facility encourages the use of replacement spikes, but fixed pyramid spikes will be allowed as long as they meet the length requirements. **NO CHRISTMAS TREE OR NEEDLE SPIKES**
- Upon entry to the CrossPlex for actual competition, competing student-athletes shall be required to proceed to the designated Spike Control Area to have their spikes checked and deemed appropriate for competition based on policy (see diagram **Appendix B**). Should an athlete use multiple pairs of spikes, each shall be required to be checked on each competition day. Once a set of spikes (one or more) have been checked and approved, as per policy, a colored zip tie (a different color each day) shall be affixed to the spikes.
- Student-athletes shall be required each day to return to the Spike Control Area and follow the daily procedure with the prior day's zip tie being removed and a new one affixed for each set of spikes to be used that day.
- If a spike is deemed not acceptable, no zip tie will be given and it is the responsibility of that student-athlete to secure the proper spikes. The CrossPlex will not supply replacement spikes. The CrossPlex reserves the right to make the final call on all spike approval issues.

- Should a student-athlete be found to have swapped spikes after approval, that student-athlete will be reported to the Meet Referee.
- Flats or slick surfaced field event shoes shall not require zip ties.
- Once a student-athlete passes through Spike Control, additional visual spike checks shall take place in the clerking area and on the starting line. If a student-athlete has been identified with a spike not displaying the appropriate daily colored zip tie, they may return to the spike control Area to have spikes cleared should time allow.

Spikes will be available for sale at the CrossPlex.

Warm-Up Area

The warm-up area is located just immediately outside of the track on the west side behind the grandstands see diagram **Appendix B**. The warm-up area has four lanes, 60 meters in length, with a 20-meter shut-down area on each end. Hurdles and starting blocks will be provided for warm-up activities.

The warm-up area will be reserved for student-athletes with upcoming events 400 meters and down requiring starting blocks. The warm up area will be monitored at all times.

General Information

Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise

Official NCAA Championships Merchandise will be available at the CrossPlex on practice and competition days. Participants will also be given the opportunity to pre-order shirts through Event 1, Inc., the official souvenir merchandiser for the NCAA.

Concessions

The Birmingham CrossPlex provides multiple concession stands operated by Olympia Catering. They offer light snacks, Dasani bottled water, PowerAde and Coca-Cola soft drinks paired with traditional concession fare. Please contact Dedra Miele at dedramiele@gmail.com to arrange team meals.

Coverage of Championships

Portions of the championships will be streamed live on NCAA.com. To access the live stream, go to www.NCAA.com. A link to view the championships will be available on competition days.

Credentials

Credentials will be provided for each participating team as follows:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight student-athletes will receive credentials for the participating student-athletes and three non-athletes.

- Institutions qualifying nine or more student-athletes will receive credentials for the participating student-athletes and four non-athletes.
- Institutions qualifying a relay will receive up to **TWO** additional participant credentials.
- Each participating institution will have the ability to request an administrator and their designee be added to a pass list. The list will be located at will call and photo identification will be required for free admission. Administrator passes must be requested through Donisha Carter (dcarter@ncaa.org).
- Each participating institution will receive up to **ONE** medical credential for a certified athletic trainer. Medical credentials should be requested through the host. **A photo identification and Board of Certification are required to pick up a medical credential.**
- Any additional coaches attending the championships will have to purchase tickets to the venue.
- Media credential requests must be made online at <http://www.ncaa.com/media>.
- Any misuse of credential could result in a misconduct.

NOTE: The official travel party is different from the credential allotment noted above and is outlined in the ‘Travel/Transportation’ section of this manual. Only members of the official travel party will receive expense reimbursement, complimentary social reception tickets, etc.

NOTE: Any misuse of a credential can result in a misconduct toward the involved institutions.

Heat Sheets

Heat sheets will be included in the institutional packets for the participating teams. Updated heat sheets (one copy per institution) will be available on site each day. Heat sheets will be on sale for spectators on competition days. Heat sheets and results will be posted at the protest table. Results will also be posted under the bleachers on results boards and in Bill Harris Arena. Results and heat sheets will also be posted on the web at NCAA.org and NCAA.com.

National Anthem

The national anthem will be played prior to the start of the first running event each day. Please see the schedule of events for more details.

Post-Championship Evaluation

After the championships, coaches will be provided (via email) a link to an online survey of the championships. Coaches should complete the survey themselves *and* forward it on to all participating student-athletes. **Coaches’ assistance in forwarding the email is crucial to this process.** We appreciate your involvement in helping the NCAA with this important work.

Results

Live results will be available online at NCAA.com. Results will also be posted in the lobby of the Robert W. Plaster Center. Results will be available for coaches at the end of each day of competition.

Scoring/Timing

Leone Timing will be the official timer of the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships. The meet will be scored according to Rule 7 of the [2019-20 NCAA Cross Country and Track and Field Rules Book](#).

Student Athlete Lounge/Hospitality

A student-athlete lounge will be set up in the Bill Harris Arena Room 5 as noted on the facility diagram in **Appendix D**. Only student-athletes will be allowed in the lounge. Snacks, beverages and comfortable seating areas will be provided.

Ticket Information

Tickets can be purchased on the day of competition at the ticket office. Ticket prices are as follows:

- All-Session - \$20.00
- Adult Single Day - \$15.00
- Senior/Student/Child Single Day - \$10.00
- 2 Years and Under - Free

Water/POWERADE for Participants

Water and POWERADE-branded equipment and product will be available for student-athletes during practice and competition. Equipment carrying any branding other than POWERADE will not be permitted during NCAA championships and all product should be consumed out of the NCAA-provided POWERADE branded water cups only or squeeze bottles.

Media Services

Important information regarding NCAA media policies can be found online at [NCAA.com/media](#). For media questions specific to the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships, please contact Westley Hallman at whallman@montevallo.edu; 205-665-6074).

Championship Websites

The official website for the championships is available at [NCAA.com](#). Additional information specific to participants can be found on [NCAA.org](#).

Credentials for Media

All media credential requests, including requests for institutional sports information personnel, should be submitted online at [NCAA.com/media](#). Credentials may be picked up Wednesday, March 11 from 3:30-5 p.m., Thursday, March 12 from 9-10:30 a.m. and during competition on the second-floor concourse outside the pool doors (see diagram **Appendix C**). Photo ID is required for pick up. Credentials must be worn in plain sight at all times. Standard rules concerning credentials apply. Credentials are issued for the sole purpose of providing facility access to the bearer with a legitimate working function in connection with the event. IT IS NONTRANSFERABLE. Any unauthorized use of this credential subjects bearer to having the credential revoked. We cannot replace stolen or lost credentials. Contact Westley Hallman whallman@montevallo.edu; 205-665-6074) for additional information.

Interviews

Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10-minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Media Work and Hospitality Area

The media work and hospitality area will be located in the press box on the 3rd floor. The space will be designated with signage.

Media Parking

For media parking see diagram **Appendix E**.

Photography/Videography

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage

captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach's shows.

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA's copyright. Copyright infringement could result in a financial penalty of up to \$50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

Programs

IMG is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at NCAA.com/gameprograms. The program is free to view and can be downloaded and printed in any way you see fit. Using a digital platform will allow IMG to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

Results

Results will be distributed to the media and available online at NCAA.com.

Medical Information

Athletic Training

The Athletic Training Room is located inside the Warm-Up Track, between the locker rooms (see facility diagram in **Appendix B**). The Athletic Training Room will be open when the track opens on practice days and will close at the end of practice sessions. On competition days, the athletic training room will be open at the start of practice through the conclusion of competition.

One medical credential per institution may be requested for a certified athletic trainer by emailing Marcelo Galafassi (mgalafassi@montevallo.edu; 205-665-6618). Photo identification and Board of Certification are required to pick up a medical credentials. Student-athletes seeking specific treatments should **provide written instructions from their sports medicine staff indicating any specific treatment protocols** if they are not traveling with a certified athletic trainer. Credentials may be picked up Wednesday, March 11 from 3:30-5 p.m., Thursday, March 12 from 9-10:30 a.m. and during competition on the second-floor concourse outside the pool doors (see diagram **Appendix C**).

Athletic Training Room Hours:

Wednesday, March 11	Noon to 8 p.m.
Thursday, March 12	8 a.m. to 4 p.m.
Friday, March 13	8:00 a.m. to conclusion of competition
Saturday, March 14	8:00 a.m. to conclusion of competition

Any questions regarding the Athletic Training services should be directed to:

Marcelo Galafassi

Phone: 205-665-6618

Email: mgalafassi@montevallo.edu

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at NCAA.org.

Local Hospital Information

UAB Hospital
1802 6th Avenue South
Birmingham, Alabama
205-934-3411

St. Vincent's Health System
21810 Saint Vincent's Drive
Birmingham, Alabama
205-939-7100

Participant Expectations & Guidelines

Drug Testing

Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

More information regarding drug testing at NCAA championships can be found at NCAA.org (Health and Safety, Discouraging Alcohol and Other Drug Abuse).

Ethical Behavior by Coaches

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must:

1. Per NCAA bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Medical Scratches

If a student-athlete does not compete in or complete an event due to an injury or illness, that student-athlete and coach must report immediately to the designated meet physician/certified athletic trainer for documentation purposes. Failure to do so may result in loss of travel reimbursement/per diem, disqualification from other events, and/or a potential misconduct. It is the responsibility of the student-athlete and coach to report immediately to the meet physician/trainer. **All medical scratches and re-entry after failing to participate or finish an event must be approved by the official meet physician/athletic trainer.**

Misconduct/Code of Conduct

Misconduct is defined as **“any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”**

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

All members of the travel party must sign the Division II Code of Conduct form **Appendix I**. Completed forms must be returned to the committee representative designated on the form by **5 p.m. Eastern time on Friday, March 6. INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BEFORE THE DEADLINE WILL BE ASSESSED A \$200 FINE PER GENDER PER TEAM.** The code of conduct form is available on the NCAA

website (NCAA.org, Division II, Championships, Indoor Track and Field (M/W), 2019-20 Division II Code of Conduct Form).

Protests/Appeals

All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. Final decisions rests with the referee. No further appeal is available.

Correctable Error. Within 72 hours after the last event of a meet, or before the subsequent round, results can be corrected if administrative errors are detected (i.e., incorrect calculation of team, individual or combined-event scores, timing error).

Student-Athlete Bio Forms

Teams should complete the Student-Athlete Bio forms (**Appendix J**) for all participants. Completed forms can be emailed to Donisha Carter (dcarter@ncaa.org) prior to arriving on site or can be given to the NCAA Division II Men's and Women's Track and Field Committee during packet pick-up.

Uniforms

When engaged in competition, each competitor must wear an official team uniform with components governed by the rules or be subject to disciplinary actions. Competitors who are not in proper uniform compliance shall not compete until a compliant uniform is worn. The competition will not be delayed to accommodate compliance with the rule. Wearing any part of the official team competition uniform illegally while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the games committee, referee, and offending competitor's coach. Please see rule 4-3 in the 2019-20 Cross Country/Track and Field Rule Book for more detailed information.

Logos

Per NCAA Bylaw 12.5.4, an institution's official uniform and all other items of apparel (that is, team jersey, socks) 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 (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). 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 restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

Travel/Transportation Information

Participating institutions must complete the Team Locator form (**Appendix K**) and return it to Donisha Carter (dcarter@ncaa.org) by **Friday, March 6**.

Institutional Travel Arrangements

Institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department (travel@ncaa.org; 317-917-67570) for approval before making any travel arrangements.

Per NCAA travel policies, you are allowed to book travel for individual sports prior to the official selections announcement. **However, please be advised that your institution will be billed for any charges incurred as a result of any of the following situations:**

1. Any student-athletes who do not qualify for reimbursement
2. Any student-athlete who gets injured, has an illness or does not travel for any reason
3. Any non-athlete above the number that are reimbursable, based on the number of student-athletes who qualify
4. Any name changes or flight changes that result in penalties.
5. Any charges incurred when group space is blocked and then canceled.

Understanding these potential charges, which will be reviewed with you prior to any tickets being charged, you should feel free to book your individual sports as early as you feel comfortable. If you have any questions about this policy, please feel free to contact Short's Travel Management at 866-655-9215, or the NCAA Travel Department at 317-917-6757.

Expenses/Reimbursement

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the [NCAA website](http://NCAA.org) at NCAA.org, sports, general information, travel and reimbursement information.

NCAA Travel Policies

All NCAA travel policies can be found on the NCAA website (NCAA.org, Division II, Championships, Travel and Reimbursement Information).

Official Travel Party

The official travel party for the 2020 NCAA Division II Men's and Women's Indoor Track and Field Championships is as follows:

- Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete.
- Institutions that qualify five or more individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes.
- Reimbursement and per diem will be provided only for the number of student-athletes who qualified for the championships, and not for any additional student-athletes who may serve as alternates for relays.

NOTE: The official travel party is different from the credential allotment. Only members of the official travel party will receive expense reimbursement, complimentary social reception tickets, etc.

Local/GroundTransportation

The Birmingham-Shuttlesworth International Airport is no more than 15 minutes by car from downtown Birmingham and provides more than 110 flights daily. Visit the Birmingham-Shuttlesworth International Airport website at <http://www.flybirmingham.com/> for more information.

Local Area Information

Directions and maps, local area attractions, weather information, and a list of local restaurants and hotels along with a free visitors' guide can all be found at <http://birminghamal.org/>.

**Comprehensive Schedule
2020 NCAA Division II Indoor Track and Field Championships
Birmingham, AL – March 11-14, 2020**

Please refer to the detailed practice schedule for specific practice times for each respective event. Additional information regarding the items below, including locations, are included within this manual.

Wednesday, March 11

Noon to 8 p.m.	Facility open for practice (<i>see practice schedule for details</i>)
Noon to 8 p.m.	Weight room/fitness center available
3:30 to 5 p.m.	Packet pick-up – CrossPlex Banquet Room

Thursday, March 12

8 a.m. to 4 p.m.	Weight room/fitness center available
8 a.m. to 4 p.m.	Facility open for practice (<i>see practice schedule for details</i>)
9 to 10:30 a.m.	Packet pick-up – CrossPlex Banquet Room
11 a.m.	Administrative meeting – CrossPlex Banquet Room
11 a.m. to 1 p.m.	Implement inspection
5:30 p.m.	Banquet Doors Open – Sheraton
6 p.m.	Banquet Program – Sheraton
7:00 p.m. (approximately)	Officials meeting – CrossPlex

Friday, March 13

8 to 9:30 a.m.	Facility open for practice (<i>see practice schedule for details</i>)
10 a.m.	Competition starts
9:30 to 11:30 a.m.	Implement inspection
9 a.m. to noon	Weight room/fitness center available

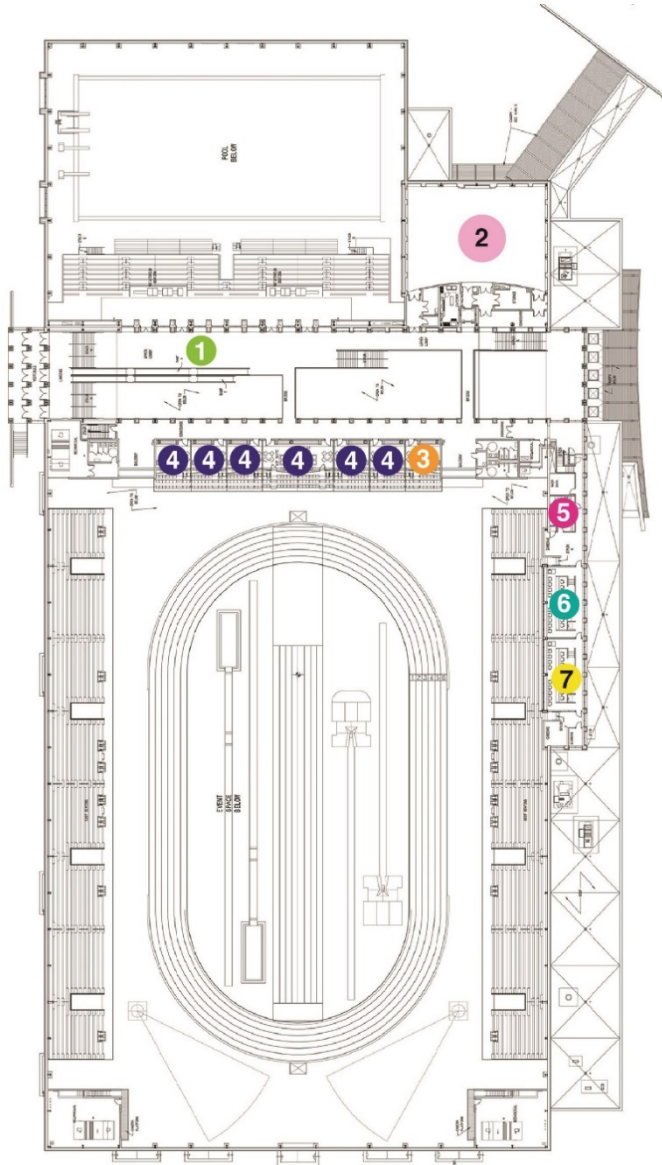
Saturday, March 14

8 to 9:30 a.m.	Facility open for practice (<i>see practice schedule for details</i>)
10:30 a.m.	Competition starts
9:30 to 11:30 a.m.	Implement inspection
9 a.m. to Noon	Weight room/fitness center available
7 p.m. (approximately)	Team awards

2020 NCAA Division II Men's and Women's Indoor Track and Field Championships Facility Diagram Track Layout



2020 NCAA Division II Men's and Women's Indoor Track and Field Championships Facility Diagram Level 2

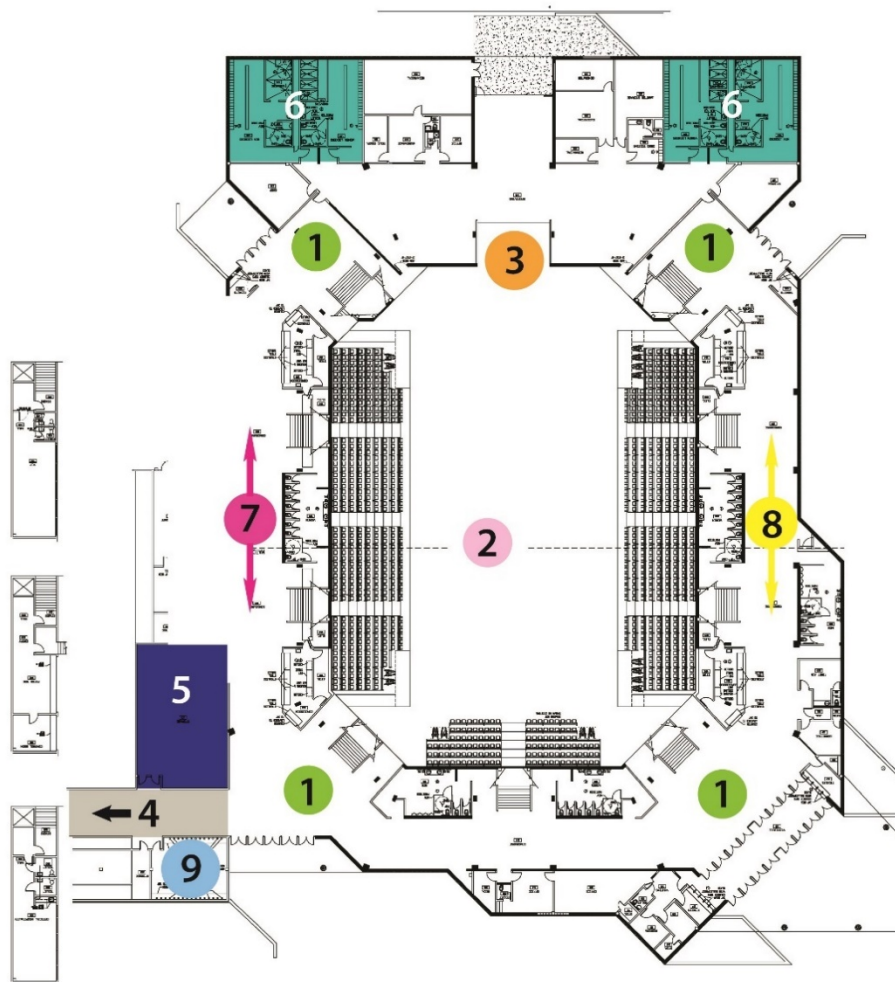


Level 2 Facility Layout

- 1. █ Media/Medical Credential Pick Up
- 2. █ Packet pick up/Admin meeting - Officials/Timing Hospitality
- 3. █ NCAA Committee Suite
- 4. █ VIP Suites
- 5. █ Press Hospitality
- 6. █ Press Box
- 7. █ Timing



**2020 NCAA Division II Men's and Women's Indoor Track and Field Championships
Facility Diagram Bill Harris Arena Layout**

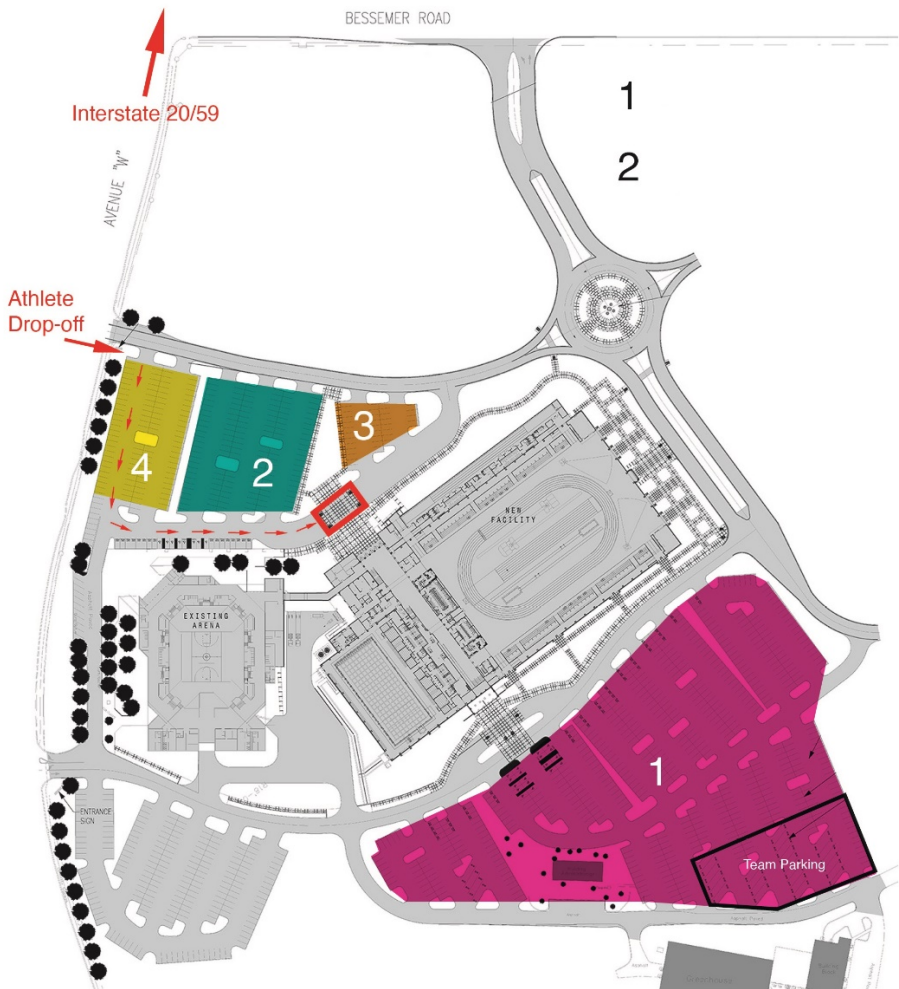


Bill Harris Arena Layout

- 1. █ Team entrance
- 2. █ Team Camps/School Trainers
- 3. █ Event Trainers
- 4. █ Hallway to Competition Venue
- 5. █ Athlete Hospitality
- 6. █ Team Locker Rooms (men & women)
- 7. █ Practice Area
- 8. █ Practice Area
- 9. █ Volunteer Hospitality



2020 NCAA Division II Men's and Women's Indoor Track and Field Championships Facility Parking Map



Parking Layout

- 1. Spectators/Team Parking
- 2. Officials/Timing Parking
- 3. NCAA/VIP Parking
- 4. Media/Volunteers Parking



2020 NCAA Division II Men's and Women's Indoor Track and Field Championships Banquet Map



Complex Map

LOADING DOCKS HANDICAP

Complex Facilities

- A Theatre
- B Legacy Arena & Central Ticket Office
- C Concert Hall
- D North Exhibit Hall & Meeting Rooms
- E South Exhibit Hall & Meeting Rooms
- F East Exhibit Hall & Meeting Rooms
- G Forum Building
- H The Sheraton Hotel & Birmingham Ballroom
- I The Westin Birmingham

Parking Key P

- P1 9th Avenue Parking | 100 Spaces
- P2 19th Street | 48 Spaces
- P3 11th Avenue | 225 Spaces
- P4 East Parking Garage | 250 Spaces
- P5 22nd Street Parking Deck | 1500 Spaces
- P6 Boutwell Parking Deck | 1600 Spaces
- P7 East Parking | 353 Spaces
- P8 Lot 8 | 157 Spaces
- P9 Lot 9 | 288 Spaces
- P10 Lot 10 | 120 Spaces
- P11 Lot 11 | 60 Spaces
- P12 Lot 12 | 90 Spaces
- P13 Premier Parking | 250 Spaces
- P14 West Parking | 190 Spaces
- P15 Lot 15 | 1500 Spaces (after hours)



Practice Schedule
2020 NCAA Division II Indoor Track and Field Championship

Wednesday, March 11

Noon to 8 p.m.
 Oval
 Pole Vault

Noon to 4 p.m.
 60/60h
 Weight Throw
 Long Jump **

4 to 8 p.m. *
 High Jump
 Shot Put
 Triple Jump **

Thursday, March 12

8 a.m. to 4 p.m.
 Oval
 Pole Vault

8 a.m. to 10:30 a.m.
 High Jump

8 a.m. to Noon
 Shot Put
 Triple Jump **

10:30 a.m. to 1 p.m.
 60/60h

Noon to 4 p.m.
 Weight Throw
 Long Jump **

1 to 4 p.m.
 Track Banked

Friday, March 13

8 to 9:30 a.m.
 Facility open for practice

Saturday, March 14

8 to 9:30 a.m.
 Facility open for practice



*Track will be banked and the four lane warm up track will only be available for the 60m/60h student-athletes.

**Preferred runway time.



HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy ehannoy@maingateinc.com, MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Please add ehannoy@maingateinc.com to your address book to allow us to send you emails.



Place your order at NCAA-Awards.com



Code of Conduct Form

RETURN BY: 5 p.m. EST. Friday, March 6



CHAMPIONSHIPS

As a representative (i.e. student-athlete, administrator, coach, manager and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport: _____

Institution: _____

NAME	SIGNATURE

Head Coach Signature _____ Date

Sport Supervisor (Director of Athletics or Designee) _____ Date

Forms should be e-mailed to the NCAA Division II Track and Field subcommittee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.

2019-20 NCAA Division II Men's and Women's Track and Field Committee

Regional Chair	Region	Email
Kristen Decker	Atlantic	kdecker@mansfield.edu
Steven Blocker	Central	sblocke1@emporia.edu
Zach Emerson	East	emersonz@franklinpierce.edu
Doug Lipinski	Midwest	lipinskd@gvsu.edu
Jacqueline Nicholson	South	jacqueline.nicholson@asurams.edu
Colleen Mischke	South Central	colleen.mischke@bhsu.edu
Adam Ward	Southeast	award4@augusta.edu
Randi Lydum	West	lydumr@wou.edu

STUDENT-ATHLETE BIO FORM

Athlete's Name: _____ Year of Eligibility: _____

Phonetic pronunciation (if needed): _____ M ____ F ____

School and Location _____

Nickname: _____ School Colors: _____

Events (Excluding Relays):

Honors (school records, conference championships, previous All-American status, previous experience at NCAA championships, etc.) We have limited time so please pick the highlights that we can talk about.

STUDENT-ATHLETE BIO FORM

Athlete's Name: _____ Year of Eligibility: _____

Phonetic pronunciation (if needed): _____ M ____ F ____

School and Location: _____

School Nickname: _____ School Colors: _____

Events (Excluding Relays):

Honors (school records, conference championships, previous All-American status, previous experience at NCAA championships, etc.) We have limited time so please pick the highlights that we can talk about.

TEAM LOCATOR FORM

2020 NCAA Division II Men's and Women's Indoor Track and Field Championships
Return completed form to Donisha Carter (dcarter@ncaa.org) by **Friday, March 6.**

Team: _____

Coach(s): _____

Coach(es) Cell Phone: _____

Hotel: _____

General Safety and Security Plan

Birmingham CrossPlex

- CrossPlex Director Taunita Stephenson, C: 205-734-5220
- CrossPlex Deputy Director Preston Kirk, C 205-500-1980
- CrossPlex Sports Events Manager Christy Mixon, C: 205-215-0561
- CrossPlex Facility Manager Craig Eiland, C: 205-613-9524
- CrossPlex Security M: 205-297-8318

Birmingham Fire and Rescue

- Assistant Chief EMS Matthew Lamonte, O: 205-254-2129, C: 205-441-6631
- Fire Marshal Battalion Chief Jackie Hicks, O: 205-250-7520, C: 205-569-7882
- Emergency 205-250-7575, 911

Birmingham Police Department

- West Precinct Captain Scott Thurmond, O: 205-297-8346, C: 205-504-0563
- Emergency 911

Alabama State Police

- ALEA Lt. Reed McLaughlin 205-288-9242

Severe Weather

- In the event Birmingham EMA and the NWS issues a need to take cover, all person is the building will be directed to the closest restrooms, locker rooms, hallways and stairwells until the threat of severe weather has ended.

Fire/Bomb Threat

- In the event of a fire or bomb threat, all persons will be directed to exit the building and remain a safe distance away until Birmingham Fire and Rescue and/or Birmingham SWAT deems it safe to re-enter the building. All persons are advised to have a plan of where to meet to ensure everyone is accounted for if evacuated from the building.

Active Shooter

- In the event of an active shooter, all persons will be asked to follow the Department of Homeland Security policy to RUN, HIDE or FIGHT. For more information on what to do if you find yourself in an active shooting event, how to recognize signs of potential violence around you, and what to expect after an active shooting takes place please visit <https://www.ready.gov/active-shooter>.