



2024 DIVISION II OUTDOOR  
**TRACK & FIELD**  
**CHAMPIONSHIPS**  
EMPORIA, KS • Emporia State University, Host

**PARTICIPANT**  
**2023-24 MANUAL**

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## **Introduction/Welcome**

Congratulations on your selection to the 2024 NCAA Division II Men's and Women's Outdoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2024 NCAA Division II Outdoor Track and Field Pre-championships Manual. Additional information is available on the championships website at [NCAA.com](https://www.ncaa.com) and on [NCAA.org](https://www.ncaa.org).

The championships will be held May 23-25 at the Zola Witten Track in the Francis G. Welch Stadium in Emporia, Kansas. Emporia State University will serve as host for the championships.

## **Host Welcome**

To the 2024 NCAA Division II Men's and Women's Outdoor Track & Field Championships Participants and Coaches:

On behalf of Emporia State University and Hornet Athletics, it is my pleasure to welcome you to Emporia, Kansas and Emporia State University. We are excited to serve as your hosts for the 2024 NCAA Division II Outdoor Track & Field Championships and hope your stay is memorable.

We know that all of the student-athletes, coaches and support staff have put in a tremendous amount of hard work, dedication and energy into making it this far. The Outdoor Track and Field Championships meet is the largest single championship sponsored by NCAA Division II. You are proven winners just by making the championship field.

Please take a moment to enjoy our campus and community during your visit and if there is anything that our university or its administration can do to assist you, please do not hesitate to ask.

Best wishes to all participants and coaches,

David Spafford  
Vice President, Director of Athletics  
Emporia State University

## NCAA Staff/Committee

### NCAA Staff

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

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Head Track and Field Coach  
California State University, Los Angeles  
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## Host Personnel

### Tournament Director

Name: Colleen Mischke  
Phone: 620-487-5639  
Email: [cmischke@emporia.edu](mailto:cmischke@emporia.edu)

### Athletic Training

Name: Leigha Limbach Phone:  
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### Ticket Manager

Name: Darien Westerfield  
Phone: 620-487-5949  
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### Media Director

Name: Don Weast  
Phone: 620-344-6190  
Email: [dweast@emporia.edu](mailto:dweast@emporia.edu)

### Facility Director

Name: Lee Smith  
Phone: 662-392-5574  
Email: [lsmith42@emporia.edu](mailto:lsmith42@emporia.edu)

### Tournament Manager

Name: Steven Rodecap  
Phone: 414-313-0477  
Email: [srodecap@emporia.edu](mailto:srodecap@emporia.edu)

## Schedule of Events

Track and field competition will take place May 23-25. The competition schedule can be found online at [NCAA.com](http://NCAA.com) and [NCAA.org](http://NCAA.org). A comprehensive schedule for the week is included in **Appendix A**.

### Practice Schedule

A detailed practice schedule can be found in **Appendix B**. 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.

### Packet Pick-up

Packet pick-up will be held Tuesday, May 21 from 4:30 to 6 p.m. and Wednesday, May 22 from 2:30 to 4 p.m. local time. Packet pick-up will be at Kossover Family Tennis Center. Please refer to Appendices C and D for facility and parking diagrams. Parking will be available directly in front of the facility. A representative from each participating institution must attend packet pick-up. **Late packet pick-up will result in a fine of \$200 per gender.** Please ensure travel arrangements are made in time to attend packet pick-up.

### Mandatory Administrative Meeting

A virtual administrative meeting will be held Thursday, May 16 at 11 a.m. Eastern time. A meeting link will be provided to all selected teams. 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.**

### Weight Room Availability

The hours for the weight room are as follows:

- Tuesday, May 21 - 10 a.m. to 4 p.m.
- Wednesday, May 22 - 10 a.m. to 4 p.m.
- Thursday, May 23 - 7 a.m. to 9:30 a.m.
- Friday, May 24 - 7 a.m. to 8:30 a.m.

- Saturday, May 25 - 7 a.m. to 9:30 a.m.

The ESU athletic weight room is located on Level 1 of the HPER Building. The HPER Building is located directly North of the track and the weight room is labeled as 5C on the map.

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

### Implement Certification

The hours for implement inspection/weigh-in are as follows:

- Wednesday, May 22                      11:00 a.m. to 4 p.m.
- Thursday, May 23                        8:00 a.m. to 2:00 p.m.
- Friday, May 24                            7:30 a.m. to 3:00 p.m.
- Saturday, May 25                        8:00 a.m. to 12:00 p.m.

Student-athletes may use their own implements if they choose as long as they meet the certification process. Implements will be impounded at the time designated for certification. Additional implements will be provided by GILL in the event the student-athletes implement does not pass inspection.

Implement certification will take place in the storage room on the back side of the east stands of the track (implement certification hours are listed above). All implements should be turned in at least two hours before the warm-up period for the first flight. Once an implement is submitted for certification, it will remain impounded until the completion of the event. Implements passing certification will be brought to the event site prior to the start of warm-ups. Illegal implements will be secured until after the meet and may be picked up at the conclusion of competition.

Competitors who require implements for practice after check-in and impound should bring secondary implements.

All implements may be picked up 30 minutes following the conclusion of the event final. The host institution is not responsible for equipment not claimed following the competition.

Implements may be shipped to:

Emporia State University  
 Attn: Lee Smith Athletics  
 Address: 1 Kellogg Circle  
 Emporia, KS 66801  
 Phone: 662-392-5574

It is the sole responsibility of each institution to package and ship implement materials for the 2024 NCAA Division II Men's and Women's Outdoor Track and Field Championships to Emporia. Emporia State University 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.

This year's Division II's unique approach to community not only connects athletics with outreach opportunities, but virtually 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](mailto:jwillson@ncaa.org); Phone: 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 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 5 p.m. Eastern time, **Monday, May 20**.

Please visit <http://www.ncaa.org/about/resources/events/elite-90> to access the nomination form and other pertinent information regarding the award.

The Elite 90 award will be presented at the competition venue on the day winners will be competing.

### 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 for the championships and given to the institutional representative at packet pick-up. Institutions interested in purchasing additional participant medallions after the championships can do so at <http://www.mtmrecognition.com/ncaa/>.

### Student-Athlete Participation Awards

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

## Event Information

Please see facility diagram in **Appendix C** for event locations.

### Field Events

Student-athletes will be escorted to their event site by an official, however they may leave their venue when they have completed their attempts. For all field events on the infield, student-athletes will be permitted to cross the track under the supervision of an official once running events begin.

### High Jump

The high jump is located on the south end D-Zone of Welch Stadium. The high jump pit will be positioned according to the recommendation of the Sport Committee. Two pits will be used for the combined events. There is a turf to track transition on the approach.

### Long Jump

The long jump is located inside the oval on the west side of Welch Stadium. The event can be conducted from north to south or south to north. The runway is 150' long in both directions with a 10' board.

### Triple Jump

The triple jump is also located on the west side of Welch Stadium, inside the oval. The event can be conducted from north to south or south to north. The runway length is 150' either direction with a painted board at 32' and a composite take off board at 36' and 41'.

### Pole Vault

The pole vault is located in the in-field of the track on an elevated runway. The runway is 48" wide by 136' long. The event can be run north to south or south to north.

Poles may be shipped to:

Emporia State University  
Attn: Lee Smith  
Address: 1 Kellogg Circle  
Emporia, KS 66801  
Phone: 662-392-5574

It is the sole responsibility of each institution to package and ship implement materials for the 2024 NCAA Division II Men's and Women's Outdoor Track and Field Championships to Emporia. Emporia State University does not assume any responsibility for the condition of the delivery.

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 out, must be attached to your poles for return shipment. Emporia State University is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. Emporia State University assumes no responsibility for the condition of delivery, checking contents and/or return shipping process.

### Shot Put

The shot put is located inside Welch Stadium on the north side of the track. The landing area is a dirt/crushed gravel mixture that is 22 meters long.

### Hammer/Discus

The hammer/discus area is located northeast of Welch Stadium and on the south side of Highland Road. The landing area is a grass field that is 74 meters from the front circle and 76 meters from the back circle.

### Javelin

The javelin is located northeast of Welch Stadium. There is ample seating for spectators as the javelin is in a “bowl”. The runway is 36 meters and the landing area is a grassy field with an 90 meter sector.

### Running Events

- Meet management will have batons.
- 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 Wednesday, May 22. **COACHES MUST SEE DONISHA CARTER DURING PACKET-PICK UP TO CONFIRM ANY RELAY ALTERNATES.**

### **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 DONISHA CARTER IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE QUALIFYING MARK. FAILURE TO DO SO COULD RESULT IN A MISCONDUCT.**

### Check-In

Check-In procedures will be outlined in the Technical Manual posted on [NCAA.org](http://NCAA.org). post selections. **Teams and/or individuals that check-in late and not in accordance with the noted times outlined in the Technical Manual may jeopardize participation in their event.**

### Relay Cards

All student-athletes must check-in at least 30 minutes prior to the start of the event. Finalized relay cards must be turned in at least 15 minutes before the start of the event at the check-in area (see facility diagram in **Appendix C**). 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 DEADLINE WILL NOT BE ELIGIBLE TO COMPETE. ANYONE ALREADY IN THE MEET CAN BE A SUBSTITUTE ON A RELAY.**

### 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. In all jumping events, the competitors may choose to wear either the named bib on front or the numbered bib on back. Bibs will be issued to the student-athlete by the clerk when they check-in for their first event at the check-in station. Bibs will not be in team packets given at packet pick-up.

Hip numbers will be issued for runners by the Clerk. 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.

### Coaches Access

Coaches are not permitted on the infield at any time. The only exception is for designated event coaching boxes.

### **Pole Vault**

A coaches box will be set up for the pole vault on the infield. Each team with at least one athlete competing in the pole vault will receive a designated pass for the pole vault coach. Coaches will only be allowed in the pole vault area while their athletes are competing.

### **Hammer/Discus/Shot Put/Javelin Throws**

A coaches box will be created for all throws coaches, and each team with at least one athlete competing in any throws competition will receive a designated pass for the throws coach. Coaches will only be allowed in the throws area while their athletes are competing.

### **Long/Triple Jump**

A coaches box will be set up for the long/triple jumps on the infield. Each team with at least one athlete competing in the long/triple jump will receive a designated pass for the coach. Coaches will only be allowed in the area while their athletes are competing.

### **High Jump**

A coaches box will be set up for the high jump on the infield. Each team with at least one athlete competing in the high jump will receive a designated pass for the high jump coach. Coaches will only be allowed in the high jump area while their athletes are competing.

### **Video Review**

For all events, video review will be allowed in all coaches areas, so long as the review does not interfere with other coaches and student athletes. Each area official will have a policy on how and where to access video review.

## **Facility Information**

### Zola Witten Track at Francis G. Welch Stadium

Facility maps are available in **Appendix C and D.**

## Facility Regulations

Facility regulations are as follows:

- No outside food or drink.
- No pets.
- No coolers. (Team coolers allowed in Participant only area for water/sports drinks)
- No artificial noisemakers.

## Parking

### **Team Parking**

Teams may drop off their participants and coaching staff in designated areas on both the West and East sides of the stadium. Those areas are indicated with an (E) on the parking map. Teams may park just west of the Soccer Pitch in the Student Recreation Center Parking Lot. That area is indicated with a (B) on the parking map.

### **Spectator Parking**

Spectator parking will be available on the West side of the stadium and is indicated with a (C) on the parking map. There will also be additional parking at the Student Recreation Center Parking Lot. Spectator Overflow Parking will be on the Southeast side of the stadium and is indicated with an (F) on the parking map.

## Entrances/Facility Access

Teams will enter through the Northwest gate (Gate 1) or Northeast side (by the North Athletic training room) of Welch Stadium. Only individuals with credentials will be granted access.

Spectators will enter through Gates (2) and Gate (3) on the West side of Welch Stadium. Spectators may also enter through the Gates (6) and (7) on the East side of the Stadium.

## Markings

**Chalk is not allowed to be used on the track or on the runways for field events.** The only authorized material for use as assistance in the relay (Rule 5-8.4) or on runways (Rule 6-1.7e) is white athletic tape of the size specified in the Rules Book. In the case of weather, thumbtacks will help the tape to stay in its spot and officials will have a limited amount for the participants to use. However, the host facility encourages individuals to bring their own tape and thumbtacks for their markings.

## Restrooms

Participant restrooms are located throughout the venue, including in the HPER building located directly off the north end of the track. There will also be ample portable restrooms at varying locations throughout the facility.

Spectator restrooms are located inside the main concourse of Welch Stadium on the Northwest side. There are also restrooms on the East side of the Welch Stadium just inside the entrance gates.

## 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, security staff will assist with the prompt evacuation of the facility. Important contact information for local police, fire and medical centers is listed below:

Emporia State University Police and Safety 620-341-5337  
Silverson Security 620-481-9157  
Emporia Fire Department 620-343-4230

### Spike Regulations

Only pyramid spikes with a maximum of a ¼ inch in length will be allowed for use during practice or competition. This applies to all events, except for the high jump and javelin, those events can use up to 3/8 inch pyramid spikes. For shoes with a recessed spike plate, ¼ inch of exposed spike is maximum. Needle and compression spike are strictly prohibited.

### Warm-Up Area

The ESU Soccer pitch and the Student Recreation Center will be available for general warm-up. The Recreation Center main gym has a synthetic surface that can be used for warm-up; hurdles and starting blocks will be made available there. A portion of the main gym will have an area for spike specific warm-ups to take place; spikes are allowed ONLY in designated areas. The ESU Soccer pitch and the Student Recreation Center are located north of the HPER building and Welch Stadium.

For safety reasons, the wearing of headphones or earbuds by athletes is prohibited when actively warming up in the warm-up area.

## **General Information**

### Banners and Artificial Noisemakers

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

### Championship Merchandise

Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., and the official souvenir merchandiser for the NCAA.

### Concessions

Concessions will be available on both the East and West sides of Welch Stadium on all competition days. Several concession items will be available for purchase.

### Hours of Operation:

|                 |                |
|-----------------|----------------|
| Thursday May 23 | 9:00AM-8:00PM  |
| Friday May 24   | 9:00AM-8:00PM  |
| Saturday May 25 | 10:00AM-6:00PM |

### Coverage of Championships

Portions of the championships will be streamed live on NCAA.com. To access the live stream, go to [www.ncaa.com](http://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. Requests for admittance for senior level administrators (presidents/chancellors, athletics directors, senior woman administrators, faculty athletics representatives and/or conference commissioners) should be made through the following link: <https://forms.office.com/r/RxM7B968zv>. **\*NOTE: This should only be used if the senior level administrator is not included in the teams credential allotment.**
- 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>.

**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.**

#### Lightning Emergency

Following NCAA protocol, the host will be using MxVision WeatherSentry online lightning detection and weather monitoring system. Once lightning enters the 30 mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters an eight mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. Activities will not begin until 30 minutes have passed since the last lightning strike inside the warning ring.

#### Evacuation/Severe Weather Plan

Please see emergency plan in **Appendix F**.

#### Heat Sheets

Heat sheets will be included in the institutional packets for the participating teams. Results and updated heat sheets will be posted online at NCAA.org.

#### Hospitality

A student-athlete hospitality will be located in the Student Recreation Center. Snacks, beverages and seating areas will be provided. Coaches’ hospitality will be located on the first floor of the Welch Stadium Pavilion. Please see facility diagram in **Appendix C** for location.

**Individuals must have the appropriate credential for access to the hospitality areas.**

### Team Camp/Student Athlete Lounge

Team Camp space will be made available next to the Soccer pitch. Teams may utilize tents in this area. Team tents may be rented by contacting Gerken Rent-All Emporia (Phone: 620-343-2800). A student athlete lounge will be available in the Student Recreation Center. This area will also have massage therapists, arcade games, and student-athlete hospitality. Please see facility diagram in **Appendix C** for location.

**Individuals must have the appropriate credential for access to the Student Athlete Lounge and Team Camp areas.**

### National Anthem

The national anthem will take place before the first running event starts each day.

### 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.

### Scoring/Timing

Leone Timing will be the official timer of the 2024 NCAA Division II Men's and Women's Outdoor Track and Field Championships. The meet will be scored according to Rule 7 of the [2023-2024 NCAA Cross Country and Track and Field Rules Book](#).

### Ticket Information

Tickets can be purchased online at <https://esuhornets.com/sports/2022/4/4/emporia-state-athletic-ticketing.aspx> or on the day of competition. Ticket prices are as follows:

Adult Single Day - \$15

Adult All-Session - \$30

Student (ID required)/Children(12 and under)/Seniors Single Day (65+) - \$10

Student (ID required)/Children(12 and under)/Seniors (65+) All-Session - \$20

Children 2 and under – Free

### Water/POWERADE for Participants

Water and POWERADE-branded equipment and product will be available for student-athletes during 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 squeeze bottles.

### **Media Services**

Important information regarding NCAA media policies can be found online at [NCAA.com/media](https://www.ncaa.com/media). For media questions specific to the 2024 NCAA Division II Men's and Women's Outdoor Track and Field Championships, please contact Don Weast Director of Sports Communications at [dweast@emporia.edu](mailto:dweast@emporia.edu)

### Championship Websites

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

### Credentials for Media

All media credential requests, including requests for institutional sports information personnel, should be submitted online at [NCAA.com/media](http://NCAA.com/media). Credentials may be picked up at the Kossover Family Tennis Center on Tuesday May 21 from 4:30-6:00 p.m. and Wednesday May 22 from 2:30-4:00 p.m. Credentials may also be picked up at Will Call on Thursday, Friday, and Saturday. A photo ID is required to receive any media credentials. For additional questions, please contact Don Weast at [dweast@emporia.edu](mailto:dweast@emporia.edu)

### 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

Media will have access to the press box on the East side of Welch Stadium to work in a dedicated media space. Snacks and beverages will be available throughout the championships for all media.

### Media Parking

There will be reserved media parking spaces located on the East side of the stadium near the team drop off area (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](http://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](http://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: a) use on the official institution athletic website, and b) 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 \$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

Learfield is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at [NCAA.com/gameprograms](http://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 Learfield 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 Learfield 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 available online at [NCAA.com](http://NCAA.com).

## **Medical Information**

### Athletic Training

The athletic training rooms are in the Health, Physical Education and Recreation building adjacent to the track (See facility diagram in Appendix C). There will be two locations for Sports Medicine needs: Pre-event treatments will be completed by ESU Sports Medicine Staff in the North Athletic Training Clinic with written documentation, providing specific protocols; The South Athletic Training Clinic will be reserved for post-event ice, injury evaluations and emergency care. Athletic training rooms 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 rooms will 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 Leigha Limbach ([llimbach@emporia.edu](mailto:llimbach@emporia.edu)). Approved medical credentials will be available for pick-up at the South Athletic Training room during hours of practice. Photo identification and Board of Certification are required to pick up 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.

## Athletic Training Hours:

|                   |                                                 |
|-------------------|-------------------------------------------------|
| Tuesday, May 21   | 10 a.m. to 6 p.m.                               |
| Wednesday, May 22 | 8 a.m. to 4 p.m.                                |
| Thursday, May 23  | 7 a.m. to 1 hour after the conclusion of events |
| Friday, May 24    | 7 a.m. to 1 hour after the conclusion of events |
| Saturday, May 25  | 7 a.m. to 1 hour after the conclusion of events |

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

Name: Leigha Limbach  
Cell: 308-293-5618  
Email: [llimbach@emporia.edu](mailto:llimbach@emporia.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](http://NCAA.org).

**Hospital Information:**  
**Newman Regional Health**  
**1201 W. 12<sup>th</sup> Ave**  
**Emporia, KS 66801**  
**620-343-6800**

The Emergency Room is available 24/7 at Entrance H (South side of Hospital). Best route to the hospital from Welch Stadium/Zola Witten Track is by driving south on Mechanic St., taking a right at 12<sup>th</sup> Avenue, then entering the south parking lot off of Lincoln St. The phone number for Newman Emergency Department is 620-343-6800 ext. 21010.

## Participant Expectations and 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](http://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 becomes injured after selections and prior to arriving on site, the NCAA championships manager must be notified immediately via email and documentation from a doctor or athletic trainer must be submitted with scratch notification. No additional participants will be added to the field for the championships competition after the medical scratch deadline.

If a student-athlete arrives on site and becomes injured prior to competing, that student-athlete must be medically scratched by the designated trainer/physician. The medical scratch is all-inclusive and not selective by event. At that point, no alternates would be added.

If a student-athlete becomes injured during competition, and does not complete an event due to an injury or illness, that student-athlete must be cleared by the designated trainer/ physician to compete in other events. **All medical scratches and re-entry after failing to finish an event must be approved by the official meet physician/athletic trainer.**

Failure to adhere to any of these policies 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.

### 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.

Code of Conduct Forms are due by 5 p.m. Eastern time. **INSTITUTIONS THAT HAVE NOT COMPLETED THE ELECTRONIC CODE OF CONDUCT FORM BY THE DEADLINE WILL BE ASSESSED A FINE OF \$200 PER GENDER PER TEAM.** Code of Conduct Forms will be submitted electronically. A link containing the form will be sent to head coaches with the selection announcement email on Tuesday, May 14.

### 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 electronic Student-Athlete Bio form for each of their athletes. The form can be accessed by using the link below. Bio forms will not be collected onsite.

**Bio Form:** <https://forms.gle/BoLmmofb8jun1ZsY8>

### 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 the [2023-24 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**

### 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 at 317-917-6757 or [travel@ncaa.org](mailto:travel@ncaa.org) 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).

### Travel Party

The travel party for the 2024 NCAA Division II Men's and Women's Outdoor 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-athletes.
- 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.**

For Emporia attractions Please visit: [www.visitemporia.com](http://www.visitemporia.com)

**2024 NCAA Division II Outdoor Track and Field Championships  
Emporia, KS May 23-25**

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.

**Tuesday, May 21**

|                   |                                                                         |
|-------------------|-------------------------------------------------------------------------|
| 10 a.m. to 6 p.m. | Facility open for practice ( <i>see practice schedule for details</i> ) |
| 4:30 to 6 p.m.    | Packet pick-up                                                          |

**Wednesday, May 22**

|                   |                                                                         |
|-------------------|-------------------------------------------------------------------------|
| 8 a.m. to 4 p.m.  | Facility open for practice ( <i>see practice schedule for details</i> ) |
| 11 a.m. to 4 p.m. | Implement inspection                                                    |
| 2:30 to 4 p.m.    | Packet pick-up                                                          |

**Thursday, May 23**

|                  |                                                                         |
|------------------|-------------------------------------------------------------------------|
| 7:30 a.m.        | Facility open for practice ( <i>see practice schedule for details</i> ) |
| 8 a.m. to 2 p.m. | Implement inspection                                                    |
| 10:30 a.m.       | Start of competition                                                    |

**Friday, May 24**

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| 7:30 a.m.           | Facility open for practice ( <i>see practice schedule for details</i> ) |
| 9:30 a.m.           | Start of competition                                                    |
| 7:30 a.m. to 3 p.m. | Implement inspection                                                    |

**Saturday, May 25**

|                           |                                                                         |
|---------------------------|-------------------------------------------------------------------------|
| 7:30 a.m.                 | Facility open for practice ( <i>see practice schedule for details</i> ) |
| 8:00 a.m. to 12 p.m.      | Implement inspection                                                    |
| 10:30 a.m.                | Start of competition                                                    |
| 6:15 p.m. (approximately) | Team awards                                                             |

**Practice Schedule**  
**2024 NCAA Division II Outdoor Track and Field Championships**

**Tuesday, May 21**

|               |                                                            |
|---------------|------------------------------------------------------------|
| Facility Open | 10 a.m. to 6 p.m. (all events and oval except those below) |
| Hammer        | 10 a.m. to 2 p.m.                                          |
| Discus        | 2 p.m. to 6 p.m.                                           |
| Javelin       | 2 to 6 p.m.                                                |

**Wednesday, May 22**

|               |                                                           |
|---------------|-----------------------------------------------------------|
| Facility Open | 8 a.m. to 4 p.m. (all events and oval except those below) |
| Discus        | 8 a.m. to Noon                                            |
| Javelin       | 8 a.m. to Noon                                            |
| Hammer        | Noon to 4 p.m.                                            |

**Thursday, May 23**

***Oval Open:*** \*7:30 a.m. to 3 p.m.

\*The track will close for practice during Decathlon and Heptathlon running events; An announcement will be made when the track closes and when it re-opens for practice.

***Field Events Open:***

|          |                      |                  |                        |
|----------|----------------------|------------------|------------------------|
| Shot Put | 7:30 a.m. to 10 a.m. | Long/Triple Jump | 7:30 a.m. to 9 a.m.    |
| Discus   | 7:30 a.m. to 10 a.m. | Pole Vault       | 7:30 a.m. to 9:30 a.m. |
| Javelin  | 7:30 a.m. to 10 a.m. | High Jump        | 7:30 a.m. to 9:30 a.m. |

**Friday, May 24**

***Oval Open:*** \*7:30 a.m. to 3:30 p.m.

\*The track will close for practice during Decathlon and Heptathlon running events; An announcement will be made when the track closes and when it re-opens for practice

***Field Events Open:***

|          |                     |                  |                     |
|----------|---------------------|------------------|---------------------|
| Shot Put | 7:30 a.m. to 9 a.m. | Long/Triple Jump | 7:30 a.m. to 9 a.m. |
| Javelin  | 7:30 a.m. to 9 a.m. | Pole Vault       | 7:30 a.m. to 9 a.m. |
|          |                     | High Jump        | 7:30 a.m. to 9 a.m. |

**Saturday, May 25**

***Oval Open:*** 7:30 a.m. to 12 p.m.

***Field Events Open:*** 7:30 a.m. to 9 a.m.

# EMPORIA STATE HORNETS

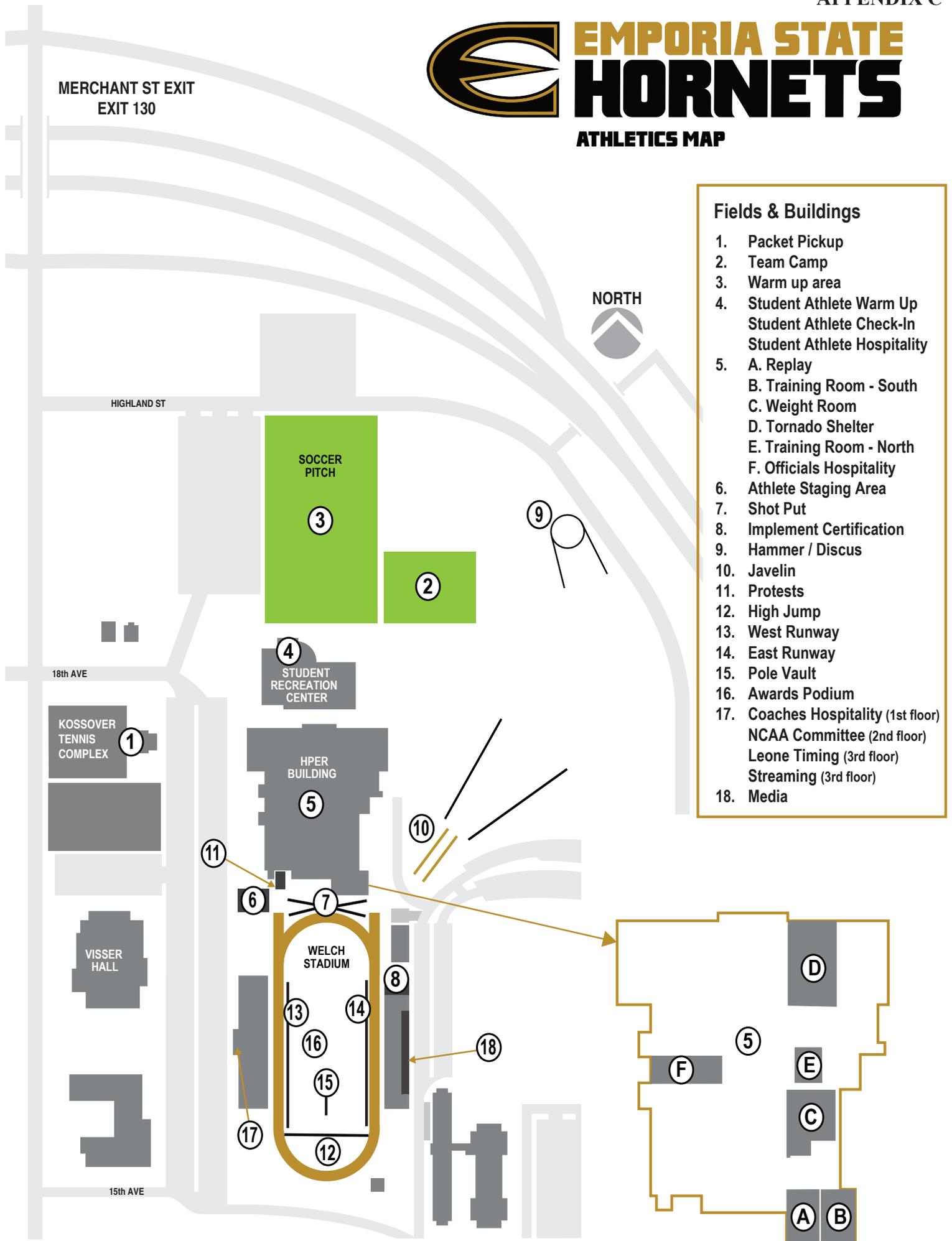
## ATHLETICS MAP

MERCHANT ST EXIT  
EXIT 130

NORTH

### Fields & Buildings

1. Packet Pickup
2. Team Camp
3. Warm up area
4. Student Athlete Warm Up  
Student Athlete Check-In  
Student Athlete Hospitality
5. A. Replay  
B. Training Room - South  
C. Weight Room  
D. Tornado Shelter  
E. Training Room - North  
F. Officials Hospitality
6. Athlete Staging Area
7. Shot Put
8. Implement Certification
9. Hammer / Discus
10. Javelin
11. Protests
12. High Jump
13. West Runway
14. East Runway
15. Pole Vault
16. Awards Podium
17. Coaches Hospitality (1st floor)  
NCAA Committee (2nd floor)  
Leone Timing (3rd floor)  
Streaming (3rd floor)
18. Media



# EMPORIA STATE HORNETS ATHLETICS MAP

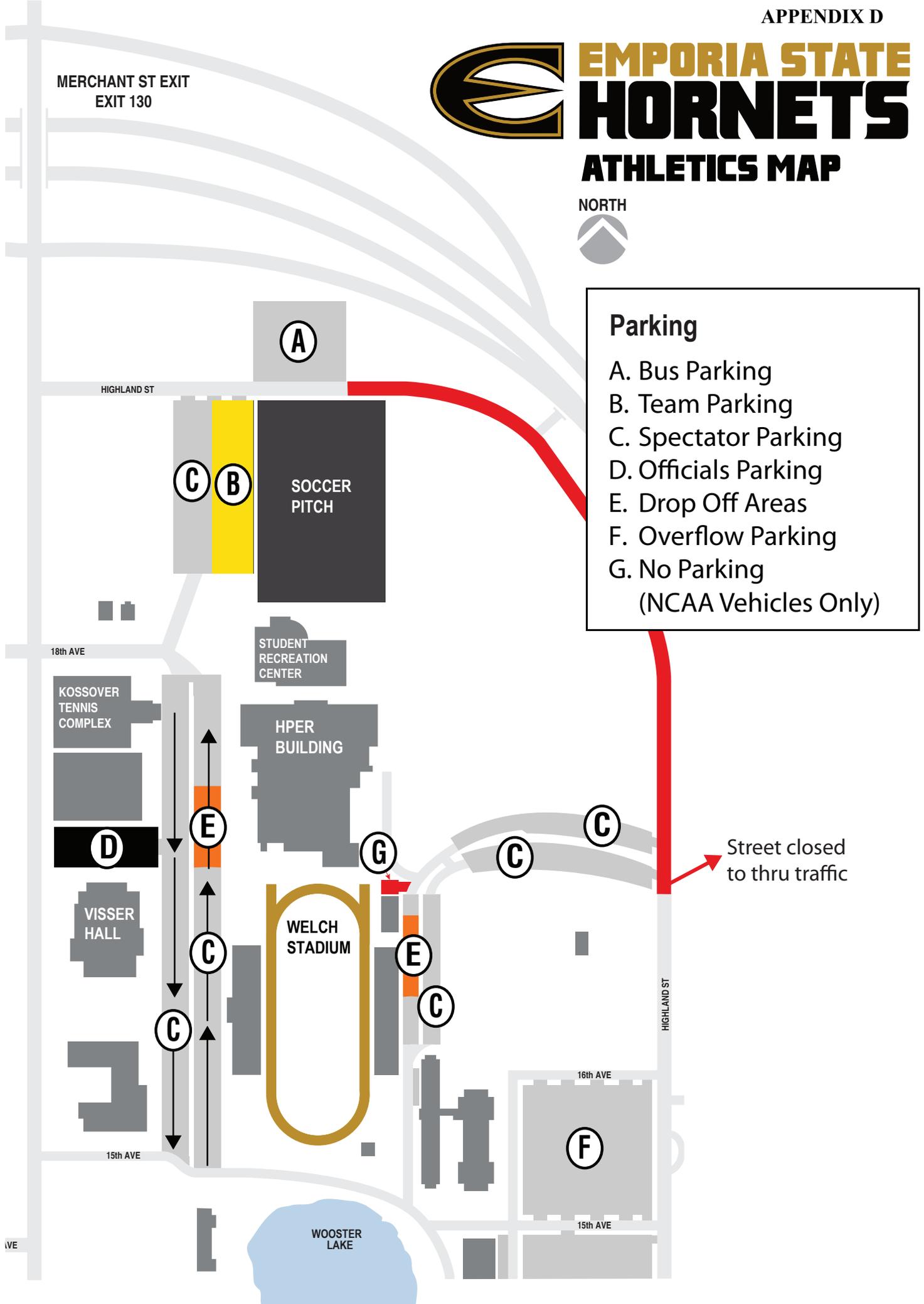
NORTH



MERCHANT ST EXIT  
EXIT 130

## Parking

- A. Bus Parking
- B. Team Parking
- C. Spectator Parking
- D. Officials Parking
- E. Drop Off Areas
- F. Overflow Parking
- G. No Parking  
(NCAA Vehicles Only)



# CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

*We are excited to share that this year, all Student-Athlete Mementos will be given out ONSITE at the Championship!*

## HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Make sure you have communicated to the NCAA the correct person to receive the email which will include your password to access the website for additional mementos. Once the email is sent, you will be instructed to the site to place your school's order: [ncaainstitutionalportal.com](https://ncaainstitutionalportal.com) The number of mementos you will receive will be the same number as the NCAA prescribed travel party. To purchase additional mementos outside of your travel party allotment, please follow below:

- Enter password
- Click "Purchase Additional Gifts"
- Select your division
- Select your sport
- Pick the quantity of additional gifts you want
- Add to your cart and select your school
- Enter your contact information and the shipping address the gifts should be delivered to
- Enter your payment information (all gifts must be paid for at time of checkout)
- Submit your order

Place your Order at: [ncaainstitutionalportal.com](https://ncaainstitutionalportal.com)

### Questions?

Email Christa Selner: [CSelner@BirdieBox.com](mailto:CSelner@BirdieBox.com)

# BirdieBOX New for 2023-2024!

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.

**EMERGENCY PLAN: HEALTH PHYSICAL EDUCATION & RECREATION (HPER) BUILDING**

**Emergency Personnel:** Certified athletic trainers and athletic training students will be in the athletic training rooms on the Emporia State University campus in the HPER building, 1<sup>st</sup> level, Room 119. Practice and event/game coverage is dependent on availability of certified athletic trainers and associated personnel.

**Emergency Communication:** Fixed line telephones are located in the Main Athletics/Academic Office on 2<sup>nd</sup> Floor, Athletic Training Rooms, Sports Information Office, Janitorial Office, and Service Center Office on the 1<sup>st</sup> Floor. Certified athletic trainers and athletic training students will have cell phones when at practices and events.

**Emergency Equipment:** Emergency bags containing assorted vacuum splints, SAM splints, slings and an automated external defibrillator (AED) are located in both athletic training rooms in the HPER building.

**Role of the Emergency Responder:** In life and limb injuries, do the following:

1. Evaluate and provide immediate care of the injured or ill athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System (EMS)
  - a. Campus fixed line dial 9-911 or cell 911 (provide name, title or position, address, telephone number, number of individuals injured, condition of injured, first aid treatment)
  - b. Notify campus Police and Safety – 620-341-5337
4. Direct EMS to the scene
  - a. Open appropriate gates and/or doors
  - b. Designate individual(s) to “flag down” EMS and direct to scene
5. Scene control: Limit scene to emergency responders and move bystanders away from the area

**Venue Directions:** The HPER Building can be accessed from: **Front Entrance (2<sup>nd</sup> Floor, labeled #1)** – North on Merchant Street to 15<sup>th</sup> Avenue, turn right (east) on to 15<sup>th</sup> Avenue (entrance to ESU Campus), turn left on Morse Drive (north), follow Morse Drive to HPER Building on your right, north of Welch Stadium Entrance. **Back Entrance (1<sup>st</sup> Floor, labeled #2)** – Head north on Mechanic Street, to 12<sup>th</sup> Avenue. At 12<sup>th</sup> Avenue, turn right. Take the second left onto Highland Street. Continue north on Highland Street to the east entrance of HPER/Welch (Gray parking), turn left (west) into Gray Parking, follow Gray Parking to Wooster Drive, turn right (north) into HPER Loading Dock Drive.

**Emergency Numbers:**

EMS – campus fixed line 9-911 or cell 911

Campus Police – 620-341-5337

Newman Regional Medical Center – 620-343-6800, Emergency Department Extension – x21010

North Athletic Training Room – 620-341-5955

South Athletic Training Room – 620-341-6127



**EMERGENCY PLAN: WELCH STADIUM / ZOLA WITTEN TRACK / SOUTH ATHLETIC TRAINING ROOM**

**Emergency Personnel:** Certified athletic trainers and athletic training students are on site for competitive events sponsored by ESU in Welch Stadium. Practice coverage is dependent on availability of certified athletic trainers and associated personnel. Certified athletic trainers and athletic training students will be in the athletic training rooms in the HPER building north of the stadium.

**Emergency Communication:** Fixed line telephones are in the Police and Safety building on the northeast corner of Welch Stadium, or in the South Athletic Training Room at the north end of Welch Stadium. Certified athletic trainers and athletic training students will have cell phones when covering practices and games.

**Emergency Equipment:** An emergency bag containing assorted vacuum splints, SAM splints, slings, an automated external defibrillator (AED) and spine board are in the South Athletic Training Room (Labeled #2 in image below). All emergency equipment will be located on the home sideline during all practice and games.

**Role of the Emergency Responder:** In life and limb injuries, do the following:

1. Evaluate and provide immediate care of the injured or ill athlete.
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System (EMS)
  - a. Campus fixed line dial 9-911 or cell 911 (provide name, title or position, address, telephone number, number of individuals injured, condition of injured, first aid treatment)
  - b. Notify campus Police and Safety – 620-341-5337
4. Direct EMS to the scene
  - a. Open appropriate gates and/or doors
  - b. Designate individual(s) to “flag down” EMS and direct to scene.
5. Scene control: Limit scene to emergency responders and move bystanders away from the area.

**Venue Directions:** The northeast gate to Welch Stadium is on Wooster Drive next to the Police and Safety building (Labeled #1 in image below). From White Auditorium head North on Mechanic St.

1. Take Mechanic Street to 12<sup>th</sup> Avenue and turn right onto 12<sup>th</sup> Avenue.
2. On 12<sup>th</sup> Avenue, take the second left onto Highland Street.
3. Take Highland Street to the Grey parking entrance.
4. Follow the Grey parking lot to Lot 51, which is located just north of the Police and Safety building.

**Emergency Numbers:**

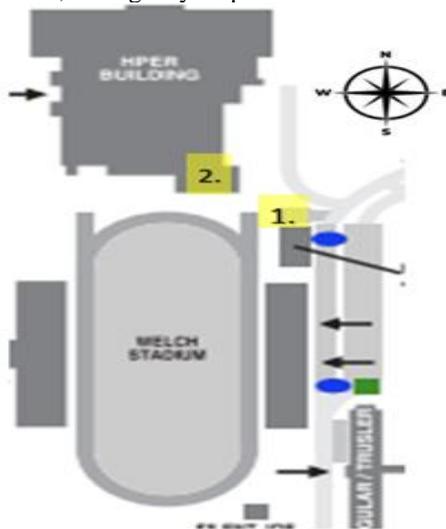
EMS – campus fixed line 9-911 or cell 911

Campus Police – 620-341-5337

Newman Regional Medical Center – 620-343-6800, Emergency Department Extension – x21010

North Athletic Training Room – 620-341-5955

South Athletic Training Room – 620-341-6127



**EMERGENCY PLAN: ESU PRACTICE FOOTBALL FIELD, ON CAMPUS SOCCER PITCH, AND TRACK & FIELD THROWING AREAS**

**Emergency Personnel:** Certified athletic trainers and athletic training students are on site for football practice, soccer practice and competition, and track & field competition. Practice coverage is dependent on availability of certified athletic trainers and associated personnel. Certified athletic trainers and athletic training students will be in the athletic training rooms on the Emporia State University campus.

**Emergency Communication:** Fixed line telephones are in the Student Recreation Center and/or the HPER building located southwest of the practice football fields, soccer pitch, and track & field throwing areas. Certified athletic trainers and athletic training students will have cell phones when covering practices and games.

**Emergency Equipment:** An emergency bag containing assorted splints, spine board and an automated external defibrillator (AED) will be on the Home Sideline for soccer games.

**Role of the Emergency Responder:** In life and limb injuries, do the following:

1. Evaluate and provide immediate care of the injured or ill athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System (EMS)
  - a. Campus fixed line dial 9-911 or cell 911 (provide name, title or position, address, telephone number, number of individuals injured, condition of injured, first aid treatment)
  - b. Notify campus Police and Safety – 620-341-5337
4. Direct EMS to the scene
  - a. Open appropriate gates and/or doors
  - b. Designate individual(s) to “flag down” EMS and direct to scene
5. Scene control: Limit scene to emergency responders and move bystanders away from the area

**Venue Directions:** The practice football fields, soccer pitch, and track & field throwing areas are located on the north end of the campus along Highland Street. Highland Street can be accessed from Merchant Street from the west, or from 12<sup>th</sup> Ave from the south.

**Emergency Numbers:**

EMS – campus fixed line 9-911 or cell 911

Campus Police – 620-341-5337

Newman Regional Medical Center – 620-343-6800, Emergency Department Extension – x21010

North Athletic Training Room – 620-341-5955

South Athletic Training Room – 620-341-6127

