



**2020 WOMEN'S
NATIONAL COLLEGIATE
GYMNASTICS
CHAMPIONSHIPS**
DENVER • University of Denver, Host

PARTICIPANT 2019-20 MANUAL

Regionals

TABLE OF CONTENTS

Section 1 - Introduction	1
Section 2 – NCAA/Staff Committee.....	1
NCAA Women’s Gymnastics Committee	
NCAA Staff	
Section 3 – Championships Host Contacts.....	2
Section 4 – Important Dates	3
Section 5 – Teleconference	3
Section 6 – Schedule of Events	4
Section 7 – Championship Operations.....	5
Administrative Meetings	
Competition Rotation	
Locker Rooms and Corrals	
Participant Hospitality	
Lookthroughs	
Open Stretch	
Timed Warm-ups	
March-in	
National Anthem	
Touch Warm-up	
Corral Protocol	
Coaches (Athletic Training Personnel) Viewing Boxes	
Equipment and Music	
Regional Mat Color	
Foreign Substance	
Lineup/Scratches	
Substitutions	
Results	
Ties	
Award Ceremonies	
Video Review	
Judges	
Section 8 – Logos, Competitor Numbers and Uniforms.....	11
Logo Policy	
Uniforms and Competitor Numbers	
Section 9 – Competition Site.....	12
Band/Spirit Squads/Spirit Teams/Mascots	
Banners and Noisemakers	
Competition Site Map	
Student-Athlete/Team Entrances and Parking	
Administrators’ Entrance	
Emergency and Evacuation Plan	
Section 10 – Drug Testing	13
Student-Athlete Notification	
Media Obligations	
Testing Process	
Section 11 – Lodging	14
Section 12 – Media Services	15
Credentials	
Hospitality/Meals	

Press Conferences	
Videotaping, Filming and Still Photographs	
Radio Coverage	
Television/Video	
Footage on the Internet	
Section 13 – Medical Services	16
Ambulance	
Athletic Training	
Championship Medical Contacts	
Concussion Management	
Equipment and Supplies	
Hospitals and Emergency Services	
Section 14 – Participant Expectations and Guidelines	18
Ethical Behavior by Coaches	
Financial Penalties	
Misconduct	
Sportsmanship	
Sports Wagering	
Tobacco Policy	
Section 15 – Security	21
Media/Interview Area	
Team Locker Rooms	
Section 16 – Tickets.....	21
Allocations	
Ticket Prices	
Bands/Spirit Squads/Mascot Entrance	
Player Pass Entrance	
Section 17 – Travel Party.....	22
Credentials	
Section 18 – Local Transportation.....	23

APPENDIXES

Rooming List.....	A
Student-Athletes' Guest List.....	B
Team Lineup Form.....	C
Equipment List	D
Ritchie Center – Magness Arena competition floor.....	E
Ritchie Center – Magness Arena ground level map w/locker rooms.....	F
Ritchie Center – Magness Arena seating chart	G
Driving Directions	H
Critical Incident Management Plan.....	I

SECTION 1 – INTRODUCTION

Congratulations on your qualification to the 2020 National Collegiate Women’s Gymnastics Championships! This 38th year of regional competition will be held Thursday to Saturday, April 2-4, at the Ritchie Center for Sports & Wellness – Magness Arena hosted by the University of Denver.

As your team/individual competitors prepare for the championships in Denver, this manual will be a helpful guide to the policies and procedures governing the administration and conduct of this championship event. Further, this manual will provide specific information on hotel arrangements, tickets, as well as a schedule of events at the championships.

This outstanding championship opportunity is only superseded by the amazing talents and accomplishments of each of the student-athletes who have qualified. Similar to your coaching approach, we understand that thorough preparation is the key to success – that is why we are excited about the upcoming championships. Good luck and we will see you soon in Denver, Colorado!

SECTION 2 – NCAA STAFF/COMMITTEE

NCAA WOMEN’S GYMNASTICS COMMITTEE

<u>Region 1 (Central)</u> Erin Kido Senior Associate Athletics Director/SWA Eastern Michigan University Phone: 734-487-8172 Email: ekido@emich.edu	<u>Region 2 (North Central)</u> Kasey Crawford Head Women’s Gymnastics Coach University of Wisconsin-La Crosse Phone: 608-785-5176 Email: kcrawford@uwlax.edu
<u>Region 2 (North Central)</u> Melissa Kutcher-Rinehart Head Women’s Gymnastics Coach University of Denver Phone: 303-871-3395 Email: mkutcher@du.edu	<u>Region 3 (Northeast)</u> Jessica Chrabaszcz, chair Associate Athletics Director Yale University Phone: 203-432-1476 Email: jessica.chrabaszcz@yale.edu
<u>Region 4 (South Central)</u> Maria Woods Executive Senior Associate AD/SWA Big Ten Conference Phone: 217-300-0316 Email: mtwoods@illinois.edu	<u>Region 5 (Southeast)</u> Jenny Rowland Head Women’s Gymnastics Coach University of Florida Phone: 352-375-4683 Email: jennyr@gators.ufl.edu
<u>Region 6 (West)</u> Randy Solorio Head Women’s Gymnastics Coach California State University, Sacramento Phone: 916-747-2479 Email: rsolorio@skymail.csus.edu	

NCAA STAFF

<p>Morgan DeSpain Assistant Director, Championships and Alliances <i>Operations</i> Office: 317-917-6505 Cell: 317-292-8013 Email: mdespain@ncaa.org</p>	<p>Phil Pierce Assistant Director, Championships and Alliances <i>Media Coordination and Statistics</i> Office: 317-917-6976 Cell: 317-263-4475 Email: ppierce@ncaa.org</p> <p>Cassie Langdon Assistant Director, Championships and Alliances <i>Media Coordination and Statistics</i> Office: 317-917-6538 Cell: 317-410-6624 Email: clangdon@ncaa.org</p>
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SECTION 3 – CHAMPIONSHIPS HOST CONTACTS

Tournament Director: Name Angel Field Phone: 303-871-7973
Senior Associate AD, External Operations & Service Cell: 720-840-5797
Email: angel.field@du.edu

Media Services/Sports Info: Brittany Evans Phone: 303-871-3829
Sports Publicity Manager (Gymnastics) Cell: 303-241-7073
Email: Brittany.evans@du.edu

Tournament Athletic Trainer: Julie Campbell Phone: 303-871-3918
Senior Associate AD, Pioneer Health & Performance Cell: 303-905-4913
Email: Julie.campbell@du.edu

Ticket Manager: Corinne Hahn Phone: 303-871-7426
Director of Ticket Operations Cell: 509-969-5050
Email: Corinne.hahn@du.edu

Facility Manager:

Chad McCallum
Director of Ritchie Center Events
Email: chester.mccallum@du.edu

Phone: 303-871-3821
Cell: 303-669-4182

SECTION 4 – IMPORTANT DATES

SATURDAY, MARCH 21

Deadline for scores that will be used for qualifying purposes.

SUNDAY, MARCH 22

Deadline for institutions to login to Road to Nationals and complete electronic signoff process for confirming national qualifying scores (NQS) for selections. Signoff must be completed by noon Eastern time.

MONDAY, MARCH 23

Team, all-around and individual event specialist selections to the NCAA regionals.

TUESDAY, MARCH 24 (Noon Eastern time)

Tournament directors to conduct teleconferences with participating head coaches and administrators [teams, all-arounders (AA) and individual event specialists (IES)] and site representatives. (Four different calls will be conducted.) The assigned site representative along with the tournament director will lead this call. The meet referee also will participate on the teleconference.

WEDNESDAY, MARCH 25

Deadline for institutions/individuals that have qualified for regionals to accept or decline the invitation to participate [Note: Not later than noon Eastern]. Accept by submitting the official entry information via the link in the selection memo. All declines must be in writing to the NCAA championship manager.

THURSDAY-SATURDAY, APRIL 2-4

NCAA Regional Competition. First round on Thursday, second round on Friday, and regional final on Saturday.

MONDAY, APRIL 6

National championship selections are announced by noon on the NCAA website.

ALTERNATES

No alternates will be named for regionals for individual qualifiers.

For regionals, if a team declines, then the team with the next highest NQS meeting the selection criteria will be selected.

SECTION 5 – TELECONFERENCE

A teleconference will be held at Noon Eastern time, March 24, to discuss items relevant to regional competition. This call shall include the tournament director, NCAA site representative, participating head coaches/administrators and meet referee. The site representative will lead this call along with the tournament director.

The purpose of the teleconference will be to discuss pertinent information about the regionals. Please be prepared to have the following information available (where applicable):

- Congratulations and introductions.

- Name and contact information for administrator traveling with team.
- Squad size (15), Designated roster list (18 for teams) and corral (24).
- Review schedule of events noting lookthroughs and competitive rotation.
- Travel arrangements; estimated arrivals.
- Parking (hotel and venue).
- Hotel rooming lists.
- Uniform and logo specifications.
- Athletic training/medical staff.
- Competitor numbers.
- Ticket orders.
- Reminder of forms to bring to administrative meeting.

Please refer to the pre-championships manual for additional information.

SECTION 6 – SCHEDULE OF EVENTS

WEDNESDAY, APRIL 1 - Upon arrival of meet referee and site representative

Evening	Equipment check with meet referee, tournament director and site representative
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THURSDAY, APRIL 2

11 a.m.	Administrative meeting for teams participating in first round
11:30 a.m. - Noon	Lookthrough for teams participating in first round
Noon	Training room opens
1 – 1:20 p.m.	Open stretch
1:20 – 1:22 p.m.	Transition
1:22 – 1:37 p.m.	Warmup Rotation 1
1:37 – 1:39 p.m.	Transition
1:39 – 1:54 p.m.	Warmup Rotation 2
1:54 – 1:56 p.m.	Transition
1:56 – 2:11 p.m.	Warmup Rotation 3
2:11 – 2:13 p.m.	Transition
2:13 – 2:28 p.m.	Warmup Rotation 4
2:48 p.m.	March Ins/National Anthem
2:54 p.m.	March to first event
2:56 p.m.	Touch warmup start
3 p.m.	Competition starts
6 p.m.	Administrative meeting for teams/individuals participating in the second round
6:45 – 7:45 p.m.	Lookthrough for teams/individuals participating in the second round

FRIDAY, APRIL 3

10 a.m.	Equipment check with meet referee, tournament director and site representative
11 a.m.	Training room opens
Noon – 12:20 p.m.	Open stretch for Session 1
12:20 – 12:22 p.m.	Transition
12:22 – 12:37 p.m.	Warmup Rotation 1*
12:37 – 12:39 p.m.	Transition
12:39 – 12:54 p.m.	Warmup Rotation 2*

12:54 – 12:56 p.m.	Transition
12:56 – 1:11 p.m.	Warmup Rotation 3*
1:11 – 1:13 p.m.	Transition
1:13 – 1:28 p.m.	Warmup Rotation 4*
1:48 p.m.	March Ins/National Anthem
1:54 p.m.	March to first event
1:56 p.m.	Touch warmup start
2 p.m.	Competition start for Session 1
5 – 5:20 p.m.	Open stretch for Session 2
5:20 – 5:22 p.m.	Transition
5:22 – 5:37 p.m.	Warmup Rotation 1*
5:37 – 5:39 p.m.	Transition
5:39 – 5:54 p.m.	Warmup Rotation 2*
5:54 – 5:56 p.m.	Transition
5:56 – 6:11 p.m.	Warmup Rotation 3*
6:11 – 6:13 p.m.	Transition
6:13 – 6:28 p.m.	Warmup Rotation 4*
6:48 p.m.	March Ins/National Anthem
6:54 p.m.	March to first event
6:56 p.m.	Touch warmup start
7 p.m.	Competition start for Session 2

**Time on clock may not reflect actual time on each warmup rotation due to individuals competing with teams.*

SATURDAY, APRIL 4

3 p.m.	Equipment check with meet referee, tournament director and site representative
4 p.m.	Training room opens
5 – 5:20p.m.	Open stretch for Regional Final
5:20 – 5:22 p.m.	Transition
5:22 – 5:37 p.m.	Warmup Rotation 1
5:37 – 5:39 p.m.	Transition
5:39 – 5:54 p.m.	Warmup Rotation 2
5:54 – 5:56 p.m.	Transition
5:56 – 6:11 p.m.	Warmup Rotation 3
6:11 – 6:13 p.m.	Transition
6:13 – 6:28 p.m.	Warmup Rotation 4
6:48 p.m.	March Ins/National Anthem
6:54 p.m.	March to first event
6:56 p.m.	Touch warmup start
7 p.m.	Competition starts for Regional Final

SECTION 7 – CHAMPIONSHIP OPERATIONS

For regional competition, the top 36 teams based on the NQS will be selected, with the top 16 teams seeded. Qualification for regional competition is based on a team's, an all-around competitor's and an individual event specialist's six best regular season meet scores, three of which must be contested away. To obtain the NQS, the high score is eliminated and the remaining five scores are averaged. Meet officials must be assigned using the Judges Assigning System (JAS).

In case of ties for the last berth into the regional competition and for seeding purposes, the team, all-around competitor or event specialist with the highest score, not including the six used for the regional qualifying score, will qualify. If a tie still exists, the process is continued until the tie is broken.

The top 12 all-arounders and top 16 event specialists based on national qualifying score and not on a qualifying team will be selected. The list of top 12 all-arounders and top 16 individual event specialists will include individual qualifying scores from the teams competing in the first round to ensure those individuals compete in the individual competition, regardless of whether their teams advance from the first round.

Individuals will compete in the second round at regionals. Scores achieved in the second round will be used to determine advancing individuals once the regional final is finished (to account for individuals on teams that are eliminated in the regional final) and then the top all-arounder (not on an advancing team) and top specialist for each event (not on an advancing team) will advance to the national championship, in that event only. This method ensures 4 all-arounders and 16 specialists advance to the championship.

ADMINISTRATIVE MEETINGS

Thursday, April 2

A mandatory administrative meeting of the head coaches of the first round teams will be held at 11 a.m. in the Gottesfeld Room (4th Floor West Side) of the Ritchie Center for Sports and Wellness. At this meeting the NCAA site representative, tournament director and meet referee will review meet format, march in, meet procedures, etc. The meet referee also will collect tentative lineups (Appendix C).

The administrative meeting for all second-round teams and AA/IES head coaches will be at 6 p.m. in the Gottesfeld Room (4th Floor West Side) of the Ritchie Center for Sports and Wellness.

COMPETITION ROTATION (provided by NCAA)

First Round: No draw for dual meet. The higher NQS team receives Olympic order. The lower NQS team follows bars, vault, floor, beam.

Second Round:

Event	Team
Vault	Team NQS 4
Bars	Team NQS 2
Beam	Team NQS 1
Floor	Team NQS 3

Regional Final:

Event	Team
Vault	Session 2, Team 1
Bars	Session 1, Team 1
Beam	Session 1, Team 2
Floor	Session 2, Team 2

LOCKER ROOMS AND CORRALS

Four locker rooms are available in the Ritchie Center for Sports and Wellness – Magness Arena for teams, all-around and individual event specialists for use during all warm-up and competition sessions (Appendix F). Signs with team/individual competitors' names will be posted on the

assigned locker room door. Additionally, separate locker rooms will be provided for male and female coaching staff members. Security personnel will be posted outside each locker room. Towels, bottled water and electrolyte replacement drinks will be placed in each locker room.

The host team shall remain in its regular-season locker room with the next best locker room assigned to the remaining highest seeded team, etc. A copy of the assigned team's march-in order shall be affixed in the locker room along with a timing sheet.

In the second round, teams in the first session must vacate the locker room by the end of the third rotation. A secured area will be provided to store belongings.

PARTICIPANT HOSPITALITY

Hospitality [oranges, bananas, apples, trail mix, yogurt, bagels (cream cheese/peanut butter), power bars, etc. as well as PowerAde and DASANI water] will be provided in lower NORTH level lobby area of Magness Arena during all competition sessions.

LOOK THROUGHGS

All participating teams and individuals will be permitted to look through the competition venue prior to the meet. Visualizations are allowed but no touching or mounting of equipment.

OPEN STRETCH

Teams/individual competitors will use the matting surrounding the first event for open stretch. There are no restrictions on flight or inverted skills for the duration of the open stretch. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised or removed only when proper facility staff are present to ensure the bar is replaced safely and correctly; the high bar may not be used.

In the first round, both teams may open stretch on the floor. In the second round, IES/AA competitors may use the floor for open stretch or the matting surrounding their first event.

TIMED WARM UPS (TIME ALLOTMENTS)

Each warm-up rotation will be 15 minutes. Each team (plus all-around competitor and event specialist) will begin the warm-up session on the same event on which it begins the competitive rotation and will follow Olympic order. If an event specialist is rotating with a team, an additional two minutes will be added to the 15-minute warm-ups (total 17 minutes).

Timing at beam and bars will begin once the first student-athlete touches the apparatus. Any team (or individual competitor) not using the full allotted time segment [3:15 (:30) on bars; 6:25 (1:05) on beam] may carry over a maximum of 15 seconds (calculated in five-second increments) to the next warm-up time segment (maximum four segments for bars and two for beam). Likewise, any overtime will be deducted from the next warm-up segment in five-second increments. If team(s) has completed its warm-up(s) before the 3:15 segment on bars or the 6:25 segment on beam expires, then the AA or IES may begin her allotted warm-up time. Time required to adjust the bars between team and individual event specialist/all-around competitor, as well as the time required to prepare the balance beam area, is not included in the timed warm-up. This protocol will be followed during warm-ups on the days of competition.

Bars*	Beam*
Team = 3:15 AA/Event Specialist = :30	Team = 6:25 AA/Event Specialist = 1:05

Team = 3:15 AA/Event Specialist = :30	Team = 6:25 AA/Event Specialist = 1:05
Team = 3:15 AA/Event Specialist = :30	
Team = 3:15 AA/Event Specialist = :30	

* In the second round, if a team does NOT have anybody rotating with them, they receive a 13-minute warm-up on bars and 12:50 on beam to be consistent with what teams receive who do have individuals rotating with them.

If team(s) have completed their warm-up(s) before the 3:15 segment expires, then the AA or IES may begin her allotted warm-up time. The 15-minute warm-up for bars and beam will be split to guarantee warm-up time for the all-around competitor. If an event specialist is rotating with the group, she will follow the all-around competitor.

MARCH-IN

Teams will be introduced in competitive order (vault, bars, beam, floor exercise). During march-in (by each team's shortest to tallest gymnasts) the name of the institution, the head coach and names of the gymnasts will be announced expediently, followed by any all-around competitors, and then any event specialists assigned to rotate with the team.

NATIONAL ANTHEM

The national anthem will be performed LIVE before each regional competition.

TOUCH WARM-UP

During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warm-up on each event. At the NCAA regionals and national championships, 0:30 will be added for each all-around and individual competitor. All participants on each event may use the entire touch warm-up time and all warm-ups will begin at the same time, regardless of duration. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march-in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period.

(Note: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.)

(Note: For all competition, if an injury or equipment failure occurs and competition is halted for 20 minutes or more, a 30-second touch warm-up per student-athlete will be allowed.)

CORRAL PROTOCOL

All gymnasts, coaches and team personnel shall be in the designated corral from the end of the timed warm-up to the completion of the competitive rotation.

The next two gymnasts scheduled to compete in any event are the only gymnasts permitted outside of the corral and may warm-up in the designated area.

Teams should remain in the apparatus warm-up area of the current event until announced. They may use the designated warm-up area at that event to prepare for the next rotation.

All support staff must remain in the corral. The athletic trainer may leave the corral only on vault or to address an injury.

Teams and individual competitors are required to take their personal belongings with them as they move from corral to corral.

COACHES (ATHLETIC TRAINING PERSONNEL) VIEWING BOXES

Regional hosts shall use tape to outline designated viewing boxes outside the team corrals (maximum of two per event) for coaches to watch their student-athletes compete. The designated viewing areas will be placed throughout the competition floor to not impede meet operations or jeopardize the safety of the student-athletes.

One athletic trainer per competing institution will be permitted in a designated area near the vault landing area in instances where the vault corral is located at the beginning of the vault runway. The athletic trainer is there to observe and must refrain from engaging in any communication and/or cheering with the student-athlete, coach or other team personnel while in the vault landing area.

EQUIPMENT AND MUSIC

Equipment and matting as listed in Appendix D will be provided. Teams, all-around and individual competitors may bring one vaulting board and one small beam pad (not a sting or suede mat). The small beam pad may not be left on the floor during the competition. Plywood to be used beneath vault boards and spotting blocks will be supplied by the host.

Teams, all-around competitors and those individual event qualifiers on floor exercise are asked to bring their floor exercise music in two different forms. If your primary method is via iPod, please bring a CD and vice-versa as backup.

REGIONAL MAT COLOR

Regional hosts may use any solid color floor exercise carpet, provided any corporate logos are covered. If the host institution rents or borrows a mat for the regional competition, then a blue AAI mat shall be used.

FOREIGN SUBSTANCE

Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g., honey and sugar, tuff skin, etc.).

LINEUP/SCRATCHES

A written official team lineup must be submitted to the NCAA scoring coordinator at the mandatory administrative meeting and again 1½ hours before the start of the competition. The lineup may be changed before the competition but is requested in advance for media and administrative purposes. Scratches for individual event finals must be made to the site representative or meet referee in writing by the head coach.

During open stretch on competition day, the official scorer shall print the lineup entered into the ScoreKeeper system. The head coach shall review the official lineup against the one submitted

at the administrative meeting for accuracy. Once verified or corrected, the head coach shall initial the official lineup. The site representative will assist with the verification process.

SUBSTITUTIONS

Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, meet referee and chief judge at the event (via the chief judge's headset person).

After the event starts, the head coach must notify the chief judge on the event. The chief judge's headset person will notify the scoring table.

Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

RESULTS

The top two teams and the top all-around competitor (who is not on an advancing team) from each regional will receive an automatic berth to the national championships. In addition, the top event specialist not on an advancing team at each regional will advance to the national championships (in that event only). Please refer to the 2019-20 NCAA Women's Gymnastics Pre-Championship Manual for the rotation order for semifinals at the national championship.

TIES

In regional team competition, ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and low scores, and adding the four middle scores.

Ties for the advancing all-arounder will be broken by evaluating the highest event score, then the next highest, and will continue until the tie is broken. If not broken, all four judges' scores will be counted for all four events. Ties for advancing event specialists will be broken by counting all four scores on the event. If not broken, the head judge score will be the tiebreaker. If a tie still exists, the advancing individual will be the one with the higher NQS.

The results of the meet will be verified by the on-site scoring director and meet referee immediately after each event.

AWARD CEREMONIES

There will be no formal award ceremonies. The top all-arounder and all event winners from the second round will be announced during regional final competition. The advancing teams will be announced after regional final competition.

VIDEO REVIEW

For regionals, the video review process will mimic the review process used in the regular season. Please refer to Section 7 of the 2019-21 NCAA Women's Gymnastics Rules Modifications and Meet Procedures for more details.

JUDGES

Judges will be selected by the NCAA Women's Gymnastics Committee. The meet referee will be present at all competition sessions.

SECTION 8 – LOGOS, UNIFORMS AND COMPETITOR NUMBERS

LOGO POLICY

[Reference: Bylaw 12.5.4 in the NCAA Division I Manual.]

The provisions of Bylaw 12.5.4 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any pregame or postgame activities.

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

UNIFORMS AND COMPETITOR NUMBERS

An institution's official uniform and all other items of apparel (i.e., tights, T-shirts, warm-ups, tennis shoes) must be identical if worn on competition day. During the march-in and awards ceremony, team members must be in identical warm-up apparel.

1. Gymnasts must wear one-piece leotards that include briefs and sports bra that are the same color of the leotard or are skin-tone in color.
2. Leotard straps must be a minimum of 2 cm (7/8") in width. Following a warning, a .10 deduction may be assessed for leotards above the hipbone.
3. The meet referee will instruct a gymnast who does not meet the uniform policies that she is "out of uniform."
4. The gymnast must comply with the uniform rules or a .30 team deduction will be taken during team competition or a .30 deduction off the individual's score during individual competition.
5. Gymnasts are only permitted to wear stud earrings. No other jewelry is permitted. After a warning, a .20 deduction will be taken from the gymnast's score for each occurrence.

A gymnast who does not conform to the uniform policies will be considered "out of uniform" and will be required to conform to the uniform rules prior to competing. Being "out of uniform" also applies to wearing an incorrect number, in which case a warning will be issued and the deduction as stated in number five above taken, if not corrected.

Competition numbers assigned to each gymnast are considered a part of the official uniform and must be worn without alteration (e.g., folded over, cut, etc.) on the **backs** of all gymnasts' **competition leotards**. Two sets of adhesive numbers will be provided for each gymnast for each session and MAY NOT BE ALTERED IN ANY WAY. The gymnast must wear her competition number during the competition, unless she is performing a backspin on beam or floor, in which case the coach should display the number to the judges prior to the routine. Gymnasts should **NOT** wear numbers during warm-ups.

SECTION 9 – COMPETITION SITE

The NCAA is dedicated to fair and equitable competition throughout each round/session of the championships and strongly supports an environment to safeguard the health and safety of the participating student-athletes, coaches, officials and spectators.

BAND/SPIRIT SQUADS/SPIRIT TEAMS/MASCOT

Band members, not to exceed 25, who are in uniform and performing at the championships will not be charged admission to the competition. The host institution must designate seating off the competition floor. Bands, or any component thereof, may play only before the competition when the floor is cleared and during the 4-minute and 30-second touches.

In the event there is more than one band, the tournament director will divide the time before competition and the 4-minute and 30-second touches equally among the bands. The host will play last with all others performing in alphabetical order. Bands MAY NOT interfere with the announcer.

FIGHT SONGS MAY NOT BE PLAYED DURING THE 4-MINUTE TOUCHES. A participating institution must notify Angel Field, tournament director via email @ angel.field@du.edu no later than noon (MT) on March 31, if it intends to bring a pep band, mascot and/or spirit squad.

BANNERS AND ARTIFICIAL NOISE MAKERS

Any banners other than the approved NCAA and television and radio banners may not be posted on arena walls without the permission of the NCAA Women's Gymnastics Committee or its representatives. Hand-held team banners are permissible as long as they do not interfere with the competition or view of spectators and they do not contain any commercial identification. Banners advertising equipment or manufacturing are prohibited.

Artificial noise makers, laser lights, buttons with flashing lights, air horns, electronic amplifiers and the like are not permitted and shall be removed upon discovery.

COMPETITION SITE MAPS

See Appendix F, G and H.

STUDENT-ATHLETE/TEAM ENTRANCES AND PARKING

All participants will enter through the loading dock area located on EAST side of the Ritchie Center for Sports and Wellness (2250 East Jewell). Credentials must be worn as specified to gain entry to the arena and for access to designated areas (competition floor, press conferences, locker rooms, etc.). Wristbands will be provided at the venue on arrival each competition day and are needed to access the competition floor. The respective credential or wristband must be worn at all times in order to gain access to the competition floor (this also pertains to any student-athlete NOT competing but traveling with team and included as part of the official travel party). The athletic

trainer traveling with the team must be included as one of the 24 individuals permitted to be in the corral.

Coaches and staff will be required to wear the wristband (visible location, i.e., can be affixed to belt loop, etc.), while the laminated bag tag will be secured to the competing student-athletes' equipment/apparel bags.

Team buses will be able to unload in the loading dock. Thursday buses and vans will be permitted to remain in the loading dock area. On Friday and Saturday buses and vans may drop off and then will be directed to Lot 108 located at the corner of University & Buchtel – short distance from the Ritchie Center.

ADMINISTRATORS' ENTRANCE

Each participating institution will be provided up to three additional parking passes to be used by team administrators not traveling with the teams or all around/individual event qualifiers. The parking passes will allow the administrators to park Lot 401(NE 2250 E Jewell Avenue) of the Ritchie Center. Entrance into the Ritchie Center is located on West side as well as Will Call. **See Appendix H.**

EMERGENCY AND EVACUATION PLAN

See Appendix.

SECTION 10 – DRUG TESTING

The following statement will be read at the mandatory administrative meeting:

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

STUDENT-ATHLETE NOTIFICATION

For individual championships, testing could occur at any time after the first event and may conclude many hours after the last event of the championships. The individual championship drug-testing program provides for a courier system to facilitate the notification of student-athletes selected for drug testing at individual championships. The courier will hand the student-athlete the *Individual Championship Student-Athlete Notification Form*. The notification form will instruct the student-athlete to accompany the courier to the testing room within **60 minutes** unless otherwise directed by the crew chief or designee. Student-athletes who are scheduled to compete in additional events will be instructed to defer testing until completion of her final event of that

session, of that day, or to defer until completion of her final event of the championships. The student-athlete and courier must obtain a signature from an institutional representative.

Typically, nine randomly chosen student-athletes are tested.

MEDIA OBLIGATIONS

Within the allotted 60 minutes, the student-athlete must complete all NCAA required responsibilities (e.g., media obligations, awards ceremonies, etc.). The courier must remain in visual contact with the student-athlete always.

TESTING PROCESS

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately on arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

SECTION 11 – LODGING

Twenty non-smoking rooms (mostly doubles) have been reserved for each team. In addition, rooms are being held for all-around and individual event qualifiers and their coaches at the hotel listed below at a rate of \$119. Each institution is responsible for contacting the hotel directly and making its own special arrangements for meeting rooms, meals and other functions. Ideally, head coaches shall be provided with a suite and/or team meeting room.

Rooming lists are due to Laurel Scott, Senior Meeting and Events Manager at the Marriott Denver Tech Center by 3 p.m. Mountain time, Thursday, March 26.

Marriott Denver Tech Center
4900 South Syracuse Street
Denver, Colorado 80237
303.740.2527 / 720.402.8975
laurel.scott@marriott.com
www.denvermarriotttechcenter.com

An institution is not obligated to stay at the designated property; however, it is responsible for canceling its reservations and then securing its own accommodations. If an institution prefers to stay in another hotel, it must: (1) Obtain a release for the rooms from the hotel manager and tournament director; or (2) use the rooms for persons accompanying the official traveling party. The competing institution is responsible for the first night's room charges even if it fails to use those rooms.

If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution. The tournament director of the host institution is to be advised of the plans of each institution sufficiently before the competition.

CREDENTIALS

Media credential requests may be obtained by contacting Brittany Evans – Brittany.evans@du.edu. Credentials must be worn at all times to gain entry to the floor and designated areas. Press Row in Magness Arena on the 3rd level-East Side will serve as media work area and location for post-meet interviews. Credentials are nontransferable; misuse will result in revocation of credential(s) and removal from the arena. Credentials may be claimed at the loading dock entrance located on the EAST side of the Ritchie Center -Magness Arena, an hour prior to session start time.

Selected media outlets will be granted access to the championships in order to shoot video highlights of the championships for use on their news program under the news access rules. To gain credentials for shooting any video, an ENG Authorization Form available at www.ncaa.com/media must be completed and submitted to the championship's media coordinator. Media cameras must shoot from a designated area determined by the championship's media coordinator.

MEALS

Media meals will be provided as follows:

Friday – Lunch in Press Working Area
Saturday – Lunch in Press Working Area

Dry snacks and Coca-Cola products will be provided throughout each competition session.

PRESS CONFERENCES

Post Meet – Head coach (and requested student-athletes) of the first-place team will meet with the media, followed by the head coach (and requested student-athletes) of the second-place team. All others will be as requested by the media.

The interview area will be open to all certified members of the news media. Each head coach of a team/individual that has competed in a session and has been requested by the media is required to attend the press conference. Press conferences will be held 10 minutes after the conclusion of the competition. The coach will be escorted to the Press Box – 3rd Floor of Magness – East Side by an athletics administrator from his or her institution. Student-athletes requested by the media are required to attend. The schools' communications (sports information) department will be responsible for escorting the student-athletes to Press Box – 3rd Floor of Magness – East Side.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period.

VIDEOTAPING, FILMING AND STILL PHOTOGRAPHS

Institutions are permitted to videotape championship competition of their teams or their individual student-athletes for archival, coaching or instructional purposes only and not for any commercial purpose. Each institution is permitted to use **one** camera and may videotape only that portion of the competition in which it participates from either the designated area provided by the host institution, or from their respective corral with the following provisions: to shoot video from the corral, the team videographer must have been included as one of the 24 permitted in the corral and must use a hand-held or stationary-tripod camera that does not obstruct fan viewing. A team or individual may have one person video a routine for video review purposes only and that person

may be separate from the team videographer. That person must be included in the 24 allowed in the corral.

Still photography is permitted but use of flashes is not. Locations for still photographers will be stipulated by the NCAA media coordinator, with every effort being made to allow photographers to take good shots without interfering with the competition.

RADIO COVERAGE

Space automatically will be reserved for each participating institution's radio station as designated by that institution. All other stations in the institution's area will be served on a space-available basis. Broadcasts of any championship competition must conform to the general broadcasting policies established by the NCAA. All stations broadcasting a game will be required to sign a radio agreement available at www.ncaa.com/media.

TELEVISION/VIDEO

Shooting video for news coverage of event(s) is allowed from designated photo areas. All television media entities observing NCAA championship competition recognize that any representations may be used only in connection with news/sports coverage within a 72-hour period following the competition, and the representations portion of each such showing will not exceed three (3) minutes in length. All internet media entities observing NCAA championship competition recognize that representations may be used only in connection with news/sports coverage within a 24-hour period following the competition, and the representations portion of each such showing will not exceed three (3) minutes in length.

At NONTELEVISED events a television station may be allowed to broadcast a live report and/or competition highlights from the site of the competition, not to exceed three minutes in its regularly scheduled sports-news segment in a 72-hour window, starting with when the event begins. A television station may not sell, loan, or give away tournament footage to any individual or agency, or use it for any non-sports news program produced or aired by the station. A television station may broadcast any news conference live, regardless of whether they hold the broadcast rights. The rights to these news conferences remain with the NCAA and are under the same guidelines as the news footage usage. (For more information, go to www.NCAA.com/media).

FOOTAGE ON THE INTERNET

Under no circumstances may any highlights be broadcast or otherwise distributed on the internet or via any other online service, mobile application, digital medium or computer network, without the prior written permission from the NCAA or its designee.

SECTION 13 – MEDICAL SERVICES

AMBULANCE

An ambulance will be on site for all competition sessions.

ATHLETIC TRAINING

The athletic training room is located nearest the NW corner of Magness Arena. Access to services will be available during the following hours:

Thursday, April 2	11 a.m. – 6 p.m.
Friday, April 3	11 a.m. – 10 p.m.
Saturday, April 4	4 – 10 p.m.

The following health care providers will be available should you need their services:

- **Athletic Training Students:** stationed in the main athletic training rooms during hours of operation and on the competition floor during all competitions.
- **Certified Athletic Trainers:** stationed in the main athletic training rooms during hours of operation and on the competition floor during all competitions.
- **Emergency Medical Services:** onsite for all competitions.
- **Team physicians (primary care & orthopedic):** onsite for all competitions.

There will be designated seating for medical personnel during the competition for those teams who travel with their own physician, physician assistant, chiropractor, etc. with easy access to the athletic training rooms and competition floor.

CHAMPIONSHIP MEDICAL CONTACTS

Tournament Athletic Trainer: Julie Campbell, ATC
 University of Denver Sr. Associate AD
 Email: julie.campbell@du.edu
 Cell: 303-905-4913

On-call Physicians:

Dr. Girish Paranjape
 Host Team Physician (General Medicine)/Medical Director
 303-949-0036
 Dr. Michelle Wolcott
 Host Team Physician (Ortho)
 303-358-9931

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 [www. NCAA.org/health-safety](http://www.NCAA.org/health-safety).

EQUIPMENT AND SUPPLIES

The following modalities are available in the athletic training room:

- Ice bags and cups
- Warm whirlpool before and cold whirlpool after
- Hydrocollator
- Ultrasound
- Electrical stimulation

The following items will be available at the competition floor entry-ways closest to the two locker entryways (NW & Central tunnels near the arena floor):

- Emergency equipment (biohazard kit, AED, spine board, splint bag)
- Hydrocollator
- Ice bags
- Water and electrolyte replacement drink
- Electrical stimulation
- Ultrasound
- Taping table

If you have a special request for use of the athletic training room and its equipment, please inform Julie Campbell in advance, and she will do her best to accommodate you. If a certified athletic trainer will not be traveling with your team/individual competitor, sufficient materials for their needs and written permission for use of modalities must accompany the student-athlete(s).

HOSPITALS AND EMERGENCY SERVICES

Porter Adventist Hospital
2525 S. Downing Street
Denver, CO 80210
303-778-1955

SECTION 14 – PARTICIPANT EXPECTATIONS AND GUIDELINES

ETHICAL BEHAVIOR BY COACHES

Members of the coaching profession have certain 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 who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

FINANCIAL PENALTIES

The NCAA Women's Gymnastics Committee may assess a financial penalty (up to a maximum of \$1,500) against an institution for failure of its representatives to adhere to the policies and

procedures governing the administration of the competition. This includes failure to comply with the procedures and deadlines for submitting score sheets, entry forms for qualification, line-ups, failing to attend media obligations and other materials necessary for the efficient administration of the competition.

MISCONDUCT

[Reference: Meetings (see pages in sports-specific handbooks) and NCAA Division I Bylaws 31.1.10 and 31.1.11.]

31.02.4 Misconduct. Misconduct in an NCAA championship is 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. *(Revised: 8/15/89, 8/13/92, 1/14/08 effective 8/1/08)*

Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.10.

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

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

Penalty for Misconduct. In accordance with Bylaw 31.1.10.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval

of the Division I Championships/Sports Management Cabinet.

Ban from Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee upon request of any institution participating in the championship.

SPORTSMANSHIP

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

SPORTS WAGERING

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

TOBACCO POLICY

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

MEDIA/INTERVIEW AREA

There will be security on Press Row to check credential located in Magness on the 3rd Floor overlooking the arena floor.

TEAM LOCKER ROOMS

There will be one security officer outside the team locker rooms, throughout all competition sessions that will monitor the locker rooms.

SECTION 16 – TICKETS

Each participating institution will be guaranteed a minimum of 50 premium seats and an additional 70 reserved seats elsewhere in the facility (location subject to approval by NCAA) for sessions in which they are participating. For all other sessions, 120 seats will be allocated within the venue. Individual participants shall be guaranteed a minimum of eight tickets. There are no complimentary tickets for NCAA championship events. However, an institution may purchase tickets that can be used as complimentary tickets for student-athlete's guests. Additional tickets may be purchased if available, but seat locations will not be guaranteed.

Host ticketing managers shall contact each participating institution by close of business on Monday, March 23 to provide the manifest of each team's respective allocation, seating diagram and player pass list form. Participating institutions shall have until noon local time on Monday, March 30 to confirm the full block or release any portion of their team allotment. Any released tickets may be made available for public sale or distributed between teams requesting additional tickets.

Tickets shall be shipped no later than the following business day once ticket quantities are confirmed and by Monday, March 30 for tickets confirmed by noon that day. Tickets should be sent no slower than two-day shipping with tracking. Arrangements may also be made at the discretion of the host ticketing manager for teams to pick up tickets on site. Participating teams should attempt to distribute tickets in advance of competition day.

The host institution will invoice each team for the face value of their confirmed ticket quantity. Participating teams will be responsible for the ticket quantity confirmed by Monday, March 30 even if tickets are not used. No complimentary tickets are allowed; however, an institution may purchase tickets that can be used as complimentary tickets for student-athletes' guests provided they are distributed via pass list. Institutional ticket invoices not paid within 30 days may have fines levied by the NCAA.

ALLOCATIONS

Participant ticket blocks will be held in the following sections: 10 -12 (East Side) 2 -20 (West Side) based on seed. Each team ticket manager may request to trade in seats from their team ticket allotment for ADA seats as needed. The host ticketing manager will work to accommodate ADA and additional tickets based on availability.

TICKET PRICES

Ticket pricing is as follows:

Single-session tickets:

Adult Reserved - \$15.00
General - \$10.00
Youth/Student - \$ 5.00

Tickets for fans may be purchased at the Ritchie Center Box Office, over the phone at 30.871.4625 or at NCAA.com/WGymnastics.

BANDS/SPIRIT SQUADS/MASCOT ENTRANCE

Uniformed band members, spirit squad and mascots may be admitted without a ticket. Band, spirit squad and mascots should enter and be seated in Sections 15/17. Please contact Angel Field at angel.field@du.edu by 3 p.m. on Thursday, March 26 if you have plans to bring band and/or cheer. ONLY official mascots will be permitted as the University of Denver has a NO MASK policy campus wide.

PLAYER PASS ENTRANCE

The University of Denver Ticket Office, along with the event management staff, will be available to administer participating teams and individuals' player-pass lists. All player-pass lists and tickets MUST be delivered to the tournament director, Angel Field, during the administrative meeting on Thursday, April 2.

Player pass gate will be located inside the west entrance of the Ritchie Center (signage will be posted). Guests entering the arena via the player pass gate must show photo identification and sign for his/her tickets. Player pass gate will remain open until for one hour after the scheduled start of competition.

The box office will open two hours prior to the first session of that day. The box office will close after the second rotation of the last session of the day.

SECTION 17 – TRAVEL PARTY

CREDENTIALS

The championships entry form is available via the Planning Point link in the selection materials. **This form must be submitted by noon Eastern time, March 25.** Changes to the 15 student-athletes designated on the entry form must be made in writing to the NCAA championship manager and the tournament director not later than 10 p.m. Eastern time the day before competition.

General Policies: The entry/march-in form shall serve as the official credential request form. An issued credential may not be given to another team member or individual. If a participant or staff member loses a credential, a fine will be imposed (the price of an all-session ticket to the event) to replace the credential. Wrist bands will be provided to the coaching staff and support personnel as identified on the official entry/march-in form; student-athletes will receive plastic "bag tags" to affix to their gym bags. These credentials will be provided in the Welcome Packet along with the competitor numbers.

Teams: Teams shall receive a total of 24 individual credentials, with a maximum 15 for competing student-athletes. If a team does not have 15 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members. The athletic trainer must be designated as one of the 24 members of the travel party. For videographer to film from the corral, see policy below. **New in 2020:** Teams may designate up to 18 athletes on the entry form. Only 15 athletes

will be permitted for warm-ups and competition. If necessary, teams may change up to three additional athletes between rounds. Teams must also submit an updated march-in list if any changes are made. If an athlete is replaced between rounds, her competitor number will be transferred to the new gymnast.

All-Around and Individual Event Qualifiers: In addition to credentials issued to the individual qualifier(s), institutions will receive four (4) wrist bands that will serve as credentials for coaches, athletic trainers and other necessary institutional staff members.

Temporary Passes: A maximum of three (3) temporary credentials may be issued (not good for admittance) to each institution for use by its administrators for access to pre- and post-competition responsibilities, press conferences and awards ceremonies. The administrator(s) will be permitted on the competition floor up until the floor is cleared to prepare for march-in. These three individuals shall be listed on the official entry/march-in form.

Team Physician: A medical credential may be issued to a team physician on request via the official entry/march-in form. Hosts shall seat team physicians in an area that is easily accessible to the competition floor in the event of an injury.

Sports Information Director: One (1) floor-access credential (non-transferable) for purposes of fulfilling media responsibilities and access to the competition floor and locker rooms as needed. This will be requested through and issued by the *media coordinator*.

Photographers/Videographers from Participating Institutions: Two (2) credentials (two for an institution's photographers, or one each for a photographer and a videographer) may be requested via the media coordinator and removed from the team list. The photographer(s) must cover the event from areas designated by the host institution. For the videographer to film from the team corral, he or she must be included as part of the 24 permitted in the team corral and listed on the official entry/march-in form. Photographers are not permitted in the corrals and their credentials will be handled by the *media coordinator*.

SECTION 18 – LOCAL TRANSPORTATION

Ample ground transportation is available at the Denver International Airport as well as Denver metro area. Cars and vans may be reserved from the following agencies:

Advantage Rent A Car	720.324.2260
Alamo Rent A Car	877.222.9075
Avis Rent A Car	303.342.5500
Budget Car Rental	303.342.9001
Dollar Rent A Car	303.317.0598
Enterprise*Rent A Car	303.757.3475
Hertz Rent A Car	800.654.3131
National Rent A Car	877.222.9058
Payless Rent A Car	303.342.9444
Thrifty Car Rental	800.367.2277

**Enterprise is the preferred provider of the NCAA.*

Additional Transportation Providers:



Hermes Worldwide

Location: 6240 E. 49th Drive, Denver, CO 80022

Phone: 303-577-7600

Email: reserve@hermesworldwide.com

DU Special: Ask for the special DU rate

Hermes Worldwide is a vibrant company providing chauffeured transportation solutions to clientele in a wide array of industries and markets. The company is both a woman- and minority-owned business benefiting clientele who want to diversify their suppliers. Through the adoption of fresh ideas and impeccable service standards, Hermes is fast becoming a supplier of choice providing world-class chauffeured transportation worldwide.



Ace Express Coaches

14000 W. 44th Ave., Golden, CO 80403

Phone 303-421-2780 x 106, Fax 303-271-9509

Contact: Wendy Opperman

Contact Email: wopperman@aceexpresscoaches.com

DU Special: 10% off

We are Colorado's premier transportation company. We have the largest fleet of vehicles consisting of 55/56 passenger deluxe motor coaches and 23/27 passenger mini buses. Our motor coaches have luxuriously appointed interiors that include electronic climate control, CD players, DVD players, large panoramic tinted windows, PA system, reclining seats and handicap accessibility.

Rental Car



Enterprise Rent-a-Car

Local reservations in Colorado: Call 303-757-3475

Reservations outside Colorado: Call 1-800-Rent-A-Car

Website: Use corporate account code **NA12DU**.

2020 HOTEL ROOMING LIST

Institution	_____
HEAD COACH	_____
ROOM 1	_____
ROOM 2	_____
ROOM 3	_____
ROOM 4	_____
ROOM 5	_____
ROOM 6	_____
ROOM 7	_____
ROOM 8	_____
ROOM 9	_____
ROOM 10	_____
ROOM 11	_____
ROOM 12	_____
ROOM 13	_____
ROOM 14	_____
ROOM 15	_____
ROOM 16	_____
ROOM 17	_____
ROOM 18	_____
ROOM 19	_____
ROOM 20	_____

Please contact respective hotel sales manager to confirm/book your reservations.

Rooming lists are due to Laurel Scott, Senior Meeting and Events Manager at the Marriott Denver Tech Center Hotel by 3pm (MT) on Thursday, March 26.

Marriott Denver Tech Center
4900 South Syracuse Street
Denver, Colorado 80237
303.740.2527
720.402.8975
laurel.scott@marriott.com
www.denvermarriotttechcenter.com

2020 NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS

LINEUP FORM

Institution _____

Coach _____

VAULT 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BARS 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BEAM 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

FLOOR 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**National Collegiate Women's Gymnastics Championships
Equipment List (regionals & nationals)**

We verify that this is the equipment that will be used at NCAA Women's Gymnastics Championships.

Host Institution **University of Denver**

Signature Meet Director _____

Signature Athletics Director _____

Year(s) _____ **2020**

**** circle specific equipment when given more than one option ****

VAULT	800 ELITE SERIES ITEM DESCRIPTION	CATALOG NO.	QTY.	Regionals		Nationals	If something is different please note
				CHECK IF HAVE	WILL GET	AAI PROVIDES	
	TAC/10 Vault Table (with hanging safety pad)	407-557	1	X	X	x	
	Padded Vaulting Runway (1 3/8" x 3' x 84")	416-785	1	X		x	
	TAC/10 Board	407-233	2	X		x	
	Contoured Vault Safety Zone	407-238	1	X		x	
	## Monopod Anchor Mat 20 cm or	416-549	1	X		x	
	## Vaulting Anchor Mat	416-125	1			x	
	FIG 8' x 15.5' x 20 cm V2 - Firm	416-558	1	X		x	
	FIG 4' x 8' x 20 cm V2 - Slab	416-553	1	X		x	
	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam)	416-258	1	X		x	
	Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1	X		x	
	Throw Mat 8' x 15' x 4" folding	416-020	1	X		x	
	8" Skill Cushion 5' x 10'	416-159	1	X		x	
	8" Skill Cushion 5' x 10' "Softy"	416-006	1	X		x	
	Sting Mat 6'6" x 8' x 2"	416-584	2	X		x	
	TAC/10 Round off Pad - 36" x 54" x 1 3/8" (no personal pads)	416-098	1	X		x	
	Mini TAC/10 Round off Pad - 36" x 36" x 1 3/8" (no personal pads)	416-099	1	X		x	
	Low Spotting Block 2' x 1' x 4'	416-042	1	X		x	
	TAC 10/Towel (one box)	407-571	1	X	X	x	
	TAC 10/Surface Cleaner	407-567	1	X	X	x	
	Step-in Chalk Holder w/ chalk	407-007	1	X		x	
	Score Flasher - 3 digit (panel judges and 1 needed for vault group) handheld	418-002	6^	X			
	Score Flasher - 5 digit (chief judge) (4 digit for regionals)	418-003	1	X		x	
MISC	Collegiate Vault Value Chart		1	X			
	100 ft. US Metal Tape Measure		1	X		x	Mancino 82' Velcro Tape on Runway
	Start Value Flip Charts		6^	X			
	Green Start Flag		1	X			
BARS	Floor Plates or Free standing			Regionals		Nationals	If something is different please note
				CHECK IF HAVE	WILL GET	AAI PROVIDES	
	UTB 844 Elite Uneven (with assist step; assist step optional at regionals)	407-080	1	X		x	No assist step on bars
	Extra Graphite X Bar	407-152	2	X		x	
	Elite Uneven Bars Adapters - If floor plates are not available	407-361/349	1	X		x	Water Weight System
	FIG 8' x 15.5' x 20 cm V2 - Firm	416-558	2	X		x	
	FIG 8' x 12' x 20 cm V2 - Firm	416-557	2	X		x	
	FIG 5' x 7.5' x 20 cm V2 - Slab	416-554	1	X		x	
	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam)	416-258	1	X		x	
	Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1	X		x	
	Sting Mat 6'6" x 8' x 2"	416-584	1	X		x	
	8" Skill Cushion 5' x 10' "Softy"	416-006	1	X		x	
	8" Skill Cushion 5' x 10' Anti Skid (optional at regionals; required at nationals)	416-257	1	X		x	
	Throw Mat 8' x 15' x 4" folding	416-020	1	X		x	
	TAC/10 Board	407-233	1	X		x	
	Low Spotting Block 2' x 1' x 4'	416-042	1	X		x	
	High Chalk Holder	407-008	3	X		x	
	Block Chalk	407-585	Case	X		x	
	Score Flasher - 3 digit (panel judges) handheld	418-002	6^	X			
	Score Flasher - 5 digit (chief judge) (4 digit for regionals)	418-003	1	X		x	
MISC	Tablet (iPad or similar) to display timing countdown		2	X			
	Stop Watches (only as backups to tablets)		2	X			
	Scotch bright pad for scraping bars		1	X			
	Start Value Flip Charts		6^				
	2' x 4' x .5" plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles)		1	X			
	Green Start Flag		1	X			
	Wire Brush		2	X			
	Spray Water Bottles for Bars		3	X			

Throw mats denoted with these symbols are an either/or option at regionals. For regionals and nationals, both types of mats still are required.

^Only 4 handheld flashers/start value flip charts needed at regionals.

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.

**National Collegiate Women's Gymnastics Championships
Equipment List (regionals & nationals)**

We verify that this is the equipment that will be used at NCAA Women's Gymnastics Championships.

Host Institution University of Denver

Signature Meet Director _____

Signature Athletics Director _____

Year(s) _____ 2020

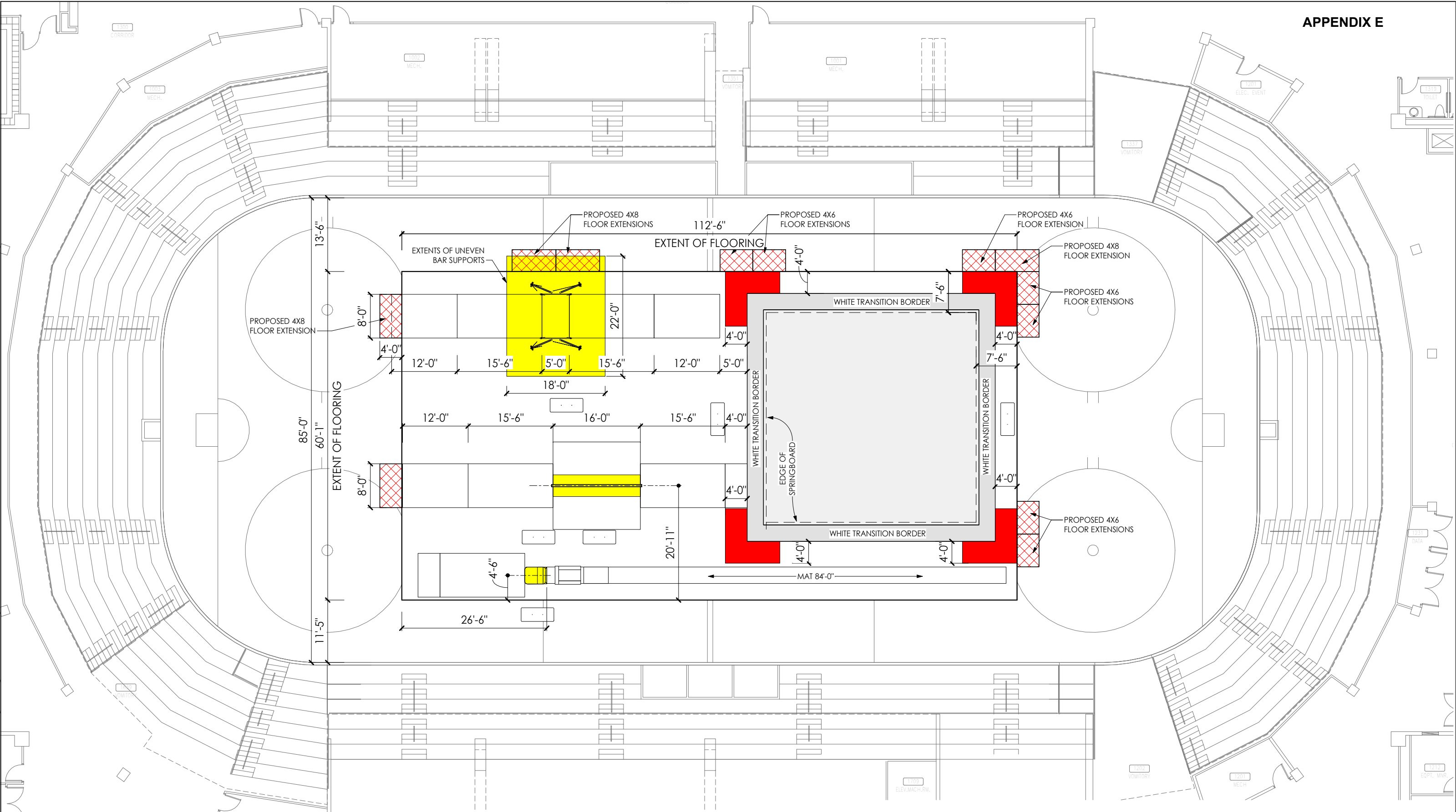
** circle specific equipment when given more than one option **

BEAM	800 ELITE SERIES ITEM DESCRIPTION	CATALOG NO.	QTY.	Regionals		Nationals		If something is different please note
				CHECK IF HAVE	WILL GET	AAI PROVIDES		
	Elite Reflex Nonadj Beam	407-430	1	X		x		
	Elite Beam Leg Pads	416-325	1 set	X		x		
	Elite Beam Leg Filler Mat System	416-560	1 set	X		x		
	FIG 8' x 15.5' x 20 cm V2 - Firm	416-558	2	X		x		
	FIG 8' x 15.5' x 20 cm V4 - Firm	530-854	2	X		x		
	FIG 8' x 12' x 20 cm V2 - Firm	416-557	1	X		x		
	FIG 4' X 8' x 20 cm V2 - Firm Slab	416-553	1	X		x		
	## Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) or	416-258	1	X		x		
	## Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1	X		x		
	8" Skill Cushion 5' x 10' nonslip (nonslip backing optional at regionals only)	416-159	1	X		x		
	Sting Mat 6' 6" x 8" x 2"	416-584	1		X			
	Throw Mat 8' x 15' x 4" folding	416-020	1	X		x		
	TAC/10 Board	407-233	1	X		x		
	Suede Beam Pad	416-051	1	X		x		
	Step-in Chalk Holder w/ chalk	407-007	2	X		x		
	Score Flasher - 3 digit (panel judges) handheld	418-002	6^	X				
	Score Flasher - 5 digit (chief judge) (4 digit at regionals)	418-003	1	X		x		
MISC	Tablet (iPad or similar) to display timing countdown		2	X				
	Stop Watches		2	X				
	Start Value Flip Charts		6^	X				
	2' x 4'x 5"plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles)		1	X				
	Green Start Flag		1	X				
	12' panel mat for stretching/warm-up (1 mat at regionals/2 at nationals)		1/2	X		x		
	Bell (beam warning), loud enough to be heard over crowd		1	X				
FLOOR				Regionals		Nationals		If something is different please note
				CHECK IF HAVE	WILL GET	AAI PROVIDES		
	Elite Floor Exercise System - 40' x 40'	432-340	1	X		x		
	Extra Floor Panel	534-128	2	X		x		
	All-American Elite Carpet - 45' x 45' (note color in blank column)	432-510 (432-504 for nationals)	1	X		x		Maroon
	Foam Border	432-891	1	X		x		
	2" QuadLam Foam 6' x 42'	416-773	7 rolls	X		x		
	8" Skill Cushion 5' x 10'	416-663	1	X		x		
	Sting Mat 6' 6" x 8" x 2"	416-584	1	X		x		
	## Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) or	416-258	1	X		x		
	## Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1	X		x		
	Step-in Chalk Holder w/ chalk	417-007	2	X		x		
	Score Flasher - 3 digit (panel judges) handheld	418-002	6^	X				
	Score Flasher - 5 digit (chief judge) (4 digit at regionals)	418-003	1	X		x		
	EZ Roll Corner Mats - set of 4 each	416736	1	X		x		
	Block Chalk	407-585	Case	X		x		
MISC	Start Value Flip Charts		6^	X				
	Sound system including Ipad adapter		1	X				
	White gaffers or duct tape for corners (used in practice and competition)		10 rolls	X				
	Green Start Flags		1	X				
	Yellow Flags		2	X				
	Stop Watches		1	X				
	60" x 60" Vinyl Floor Sheets (for gymnasts to apply chalk to their feet - versus crushing chalk on competitive mats) or carpet squares for chalk trays		6	X		x		
	Score Flasher - 5 digit (for finals) Extra Flasher Inserts		2	X		x		
	Additional Panel Mats - for stretching areas (4 areas)		8	X		x		
Meet Referee	Host to provide							
	100 ft. US Metal Tape Measure		1	X				
	20 meter Tape Measure		1	X				
	Stop Watches (3 backups) 7 total		3	X				
	3-4 digit handheld flashers (nationals only)		24	X				

Throw mats denoted with these symbols are an either/or option at regionals. For nationals, both types of mats still are required.

^Only 4 handheld flashers/start value flip charts needed at regionals.

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.



PROJECT NAME / DRAWING TITLE:
RWC - MAGNESS ARENA
(PROPOSED)

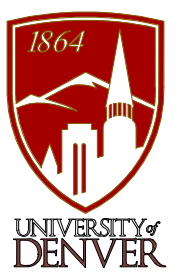
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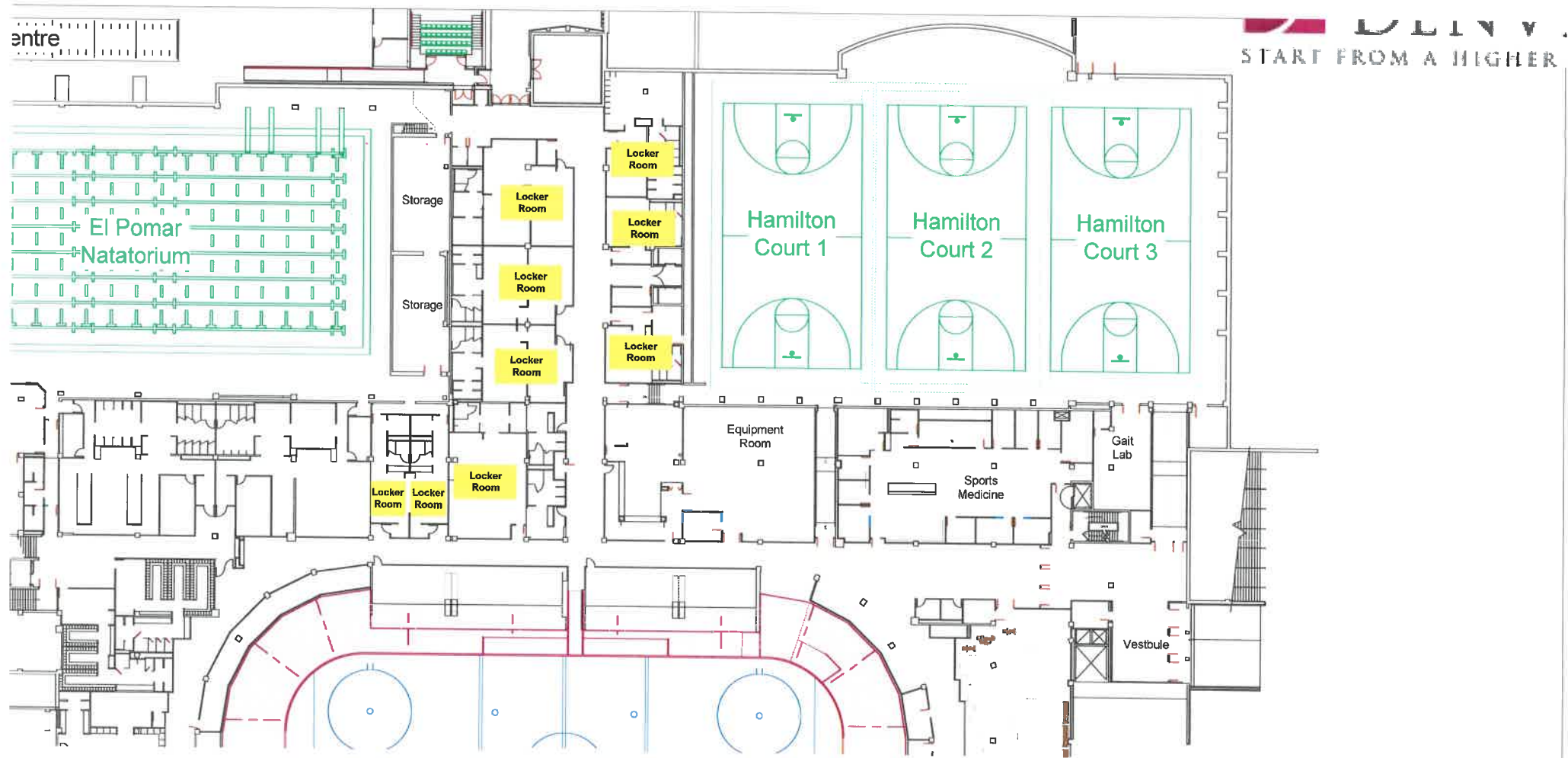
DRAWN BY:
 GKP

SCALE:
 1/16" = 1'-0"

DATE:
 01/06/20

PROJECT #:
 19-02





SEATING CHART FOR MAGNESS ARENA - NCAA REGIONAL GYMNASTICS

2020 NCAA
GYMNASTICS REGIONALS

- RESERVED SEATING
- GENERAL ADMISSION
- RESERVED TEAM SEATING
- NON-PARTICIPATING TEAMS
- BAND/CHEER

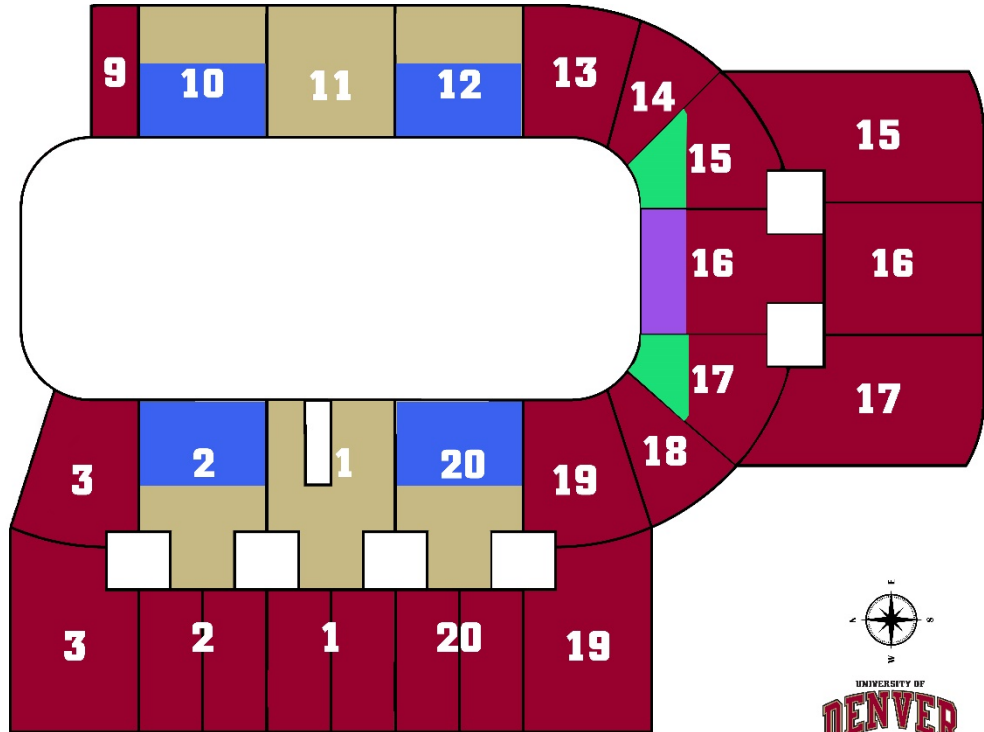
SEEDING

APRIL 2ND
HIGHEST SEED - SECTION 20
2ND HIGHEST SEED - SECTION 10

APRIL 3RD
SESSION 1
HIGHEST SEED - SECTION 20
2ND HIGHEST SEED - SECTION 10
3RD HIGHEST SEED - SECTION 2
4TH HIGHEST SEED - SECTION 12

SESSION 2
HIGHEST SEED - SECTION 20
2ND HIGHEST SEED - SECTION 10
3RD HIGHEST SEED - SECTION 2
4TH HIGHEST SEED - SECTION 12

APRIL 4TH
HIGHEST SEED - SECTION 20
2ND HIGHEST SEED - SECTION 10
3RD HIGHEST SEED - SECTION 2
4TH HIGHEST SEED - SECTION 12



DIRECTIONS TO LOADING DOCK DROP-OFF & PARKING



University of Denver
Daniel L. Ritchie Center
for Sports & Wellness

CRITICAL INCIDENT
MANAGEMENT PLAN

Emergency Response Plan
Business Continuity Plan

FY2020

SUBMITTED BY STUART HALSALL
Associate Vice Chancellor - Athletics and Recreation



Table of Contents

DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS3
INTRODUCTION3
EMERGENCY PRIORITIES.....3
FACILITY ADDRESSES/ENTRY LOCATIONS.....4
EMERGENCY COMMUNICATION PROTOCOL.....5
CRITICAL INCIDENT RESPONSE TEAM.....5
CRITICAL INCIDENT RESPONSE CODES.....6
CRITICAL INCIDENT RESPONSE CONFERENCE CALL SYSTEM6
AED TRAINING8
EMPLOYEE TRAINING GUIDELINES14
FULL-TIME EMPLOYEES.....15
PART-TIME EMPLOYEES.....15
CONTRACTED STAFF.....15
ANNUAL TRAINING CALENDAR15
EMERGENCY PROCEDURES16
SUMMARY:.....16
FIRE17
BOMB THREAT19
BOMB THREAT FORM20
BOMB THREAT SEARCH TEAMS.....21
ACTIVE SHOOTER23
GAS LEAK/CHEMICAL RELEASE25
WORK PLACE VIOLENCE.....26
LOST CHILD.....27
SNOW CLOSURE28
LIGHTNING32
TORNADO/EARTHQUAKE/HAILSTORM.....33
PANDEMIC/COMMUNITY DISASTER.....34
RITCHIE CENTER EVENTS PROTOCOLS35
CIVIL DISTURBANCE OR RIOT35
ELECTRICAL POWER OUTAGE.....35

EVACUATION PROCEDURES FOR MAJOR EVENTS.....35
MEDICAL EMERGENCY AT MAJOR EVENTS40
NUMBERED IDENTIFICATION OF RITCHIE CENTER ENTRANCES41

DANIEL L. RITCHIE CENTER for SPORTS & WELLNESS

EMERGENCY RESPONSE PLAN

INTRODUCTION

The Ritchie Center is a multi-level sports, entertainment and office building employing several hundred people on any given day. Facilities of this size and nature are susceptible to a variety of potential disaster agents. The effective and continuous use of internal and external communications in planning day to day events and operations is the single most important factor in reducing risk, preventing loss, and increasing safety for employees and guests. This *Emergency Response Plan* is designed to provide basic guidelines for procedures, policies, organizational responsibility, physical needs and training procedures in the event of an emergency.

This response plan provides an outline for the basic administrative structure and emergency evacuation procedures necessary to safely direct patrons during any of the following emergency situations. All employees should familiarize themselves with these procedures so that should an incident occur you can act promptly and efficiently.

- Fire
- Tornado
- Bomb Threat
- Electrical Power Outage
- Medical Emergency
- Earthquake
- Bio-Medical
- Community Disaster
- Hazardous Material Spill (Chemical Agents)
- Active Shooter

EMERGENCY PRIORITIES

Our priorities in the event of a disaster are:

- **The prevention of injury and protection of lives.** All other items are given consideration only after human lives have been protected.

Security of:

- Vital records
- Money
- Equipment
- Property

FACILITY ADDRESSES/ENTRY LOCATIONS

The Ritchie Center has four different physical addresses:

- **2201 East Asbury Avenue**
 - This address services the following venues within the Daniel L. Ritchie Center for Sports & Wellness - Gymnastics, Coors Fitness Center, Gates Field House, Stapleton Tennis Pavilion, Soccer Stadium/Strength and Conditioning Facility, South & West Floor Offices, and El Pomar Natatorium.
- **2240 East Buchtel Boulevard**
 - This address services the following venues within the Daniel L. Ritchie Center for Sports & Wellness - Hamilton Gymnasium, Barton Lacrosse Stadium (east), Joy Burns Arena, Student Health Center, and North Floor Offices.
- **2250 East Jewell Avenue**
 - This address services the following venues within the Daniel L. Ritchie Center for Sports & Wellness - Magness Arena, Loading Dock, Kitchen, Press Row, Recruiting Lounge, Technology, and Technical Services.
- **1900 South High Street**
 - This address services the following venues within the Daniel L. Ritchie Center for Sports & Wellness - Diane Wendt Sports Fields and Barton Lacrosse Stadium (west).

In the event of an ambulance call to the **2201 East Asbury Avenue**:

- Emergency Call Placed (911, x13000)
- Post Staff Member at loading zone on Asbury Avenue
- Direct Emergency Personnel to incident location

In the event of an ambulance call to the **2240 East Buchtel Boulevard**:

- Emergency Call Placed (911, x13000)
- Post Staff Member at Ritchie Center North Entry Circle
- Direct Emergency Personnel to incident location

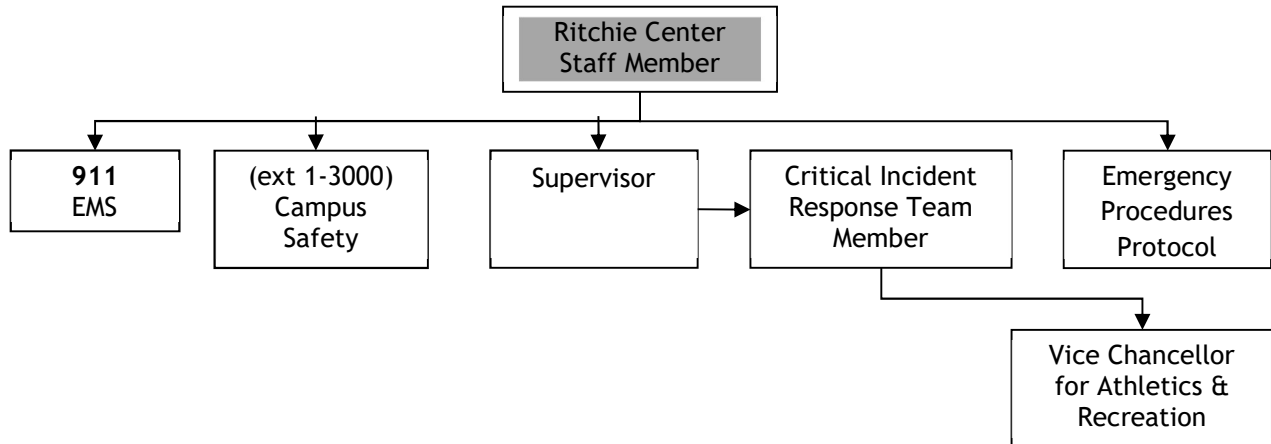
In the event of an ambulance call to the **2250 East Jewell Avenue**:

- Emergency Call Placed (911, x13000)
- Post Staff Member Lot 401/Loading Dock Entrance on Jewell Avenue
- Direct Emergency Personnel to incident location

In the event of an ambulance call to the **1900 South High Street**:

- Emergency Call Placed (911, x13000)
- Post Staff Member on High street and Jewell Avenue intersection
- Direct Emergency Personnel to incident location

EMERGENCY COMMUNICATION PROTOCOL



CRITICAL INCIDENT RESPONSE TEAM

A Critical Incident Response Team (CIRT) has been formed to deal with all emergency situations. The purpose of the CIRT is to evaluate emergency circumstances and execute decisions that will safeguard lives and property. Members of the CIRT will most likely be contacted via *Campus Safety* or the *Associate Vice Chancellor for Internal Operations* in the event of emergency conditions. Members of the CIRT should be familiar with all codes and responsibilities of the Response Plan. In the event that CIRT members are contacted they are to proceed directly to the Emergency Command Center unless directed otherwise.







Staff Name	Position	Home Phone	Cell Phone
Stuart Halsall	Associate Vice Chancellor	(303)781-2905	(303)246-5085
Ruth Brown	Associate Director of Internal Operations	(303)257-8012	(303)257-8012
Ron Grahame	Associate Vice Chancellor	(303)337-3002	(720)839-4227
Allan Wilson	Director of Building Services	(303)894-8084	(303)667-6315
Niko Blankenship	Assistant Director of Athletics and Recreation Publicity		(513)225-6560
Julie Campbell	Associate Athletic Director of Pioneer Health and Performance	(303)400-9459	(303)905-4913

Additional members may be added to the CIRT for the following types of incidents:

Incident	Staff Name	Position	Office Phone	Cell Phone
Events	Chad McCallum	Director of Ritchie Center Events	ext 1-3821	(303)669-4182
NCAA Travel	Cindi Nagai	Associate Athletic Director/Senior Women's Administrator	ext 1-4532	(720)272-6656
Club Travel	Amy Rask	Student Programs Manager	ext 1-3912	(352)474-0198
	Ruth Brown	Associate Director of Internal Operations	ext 1-4694	(303)257-8012

CRITICAL INCIDENT RESPONSE CODES

To aid communication in responding to emergency situations within the Daniel L. Ritchie Center for Sports and Wellness the following color code system has been established. This system should be used across radio communication and in public areas to notify staff of the emergency situation occurring so they can respond in the correct manner.

CODE	COLOR	ISSUE
BLUE		Medical Emergency
WHITE		Security/Crisis/Altercation Incidents
RED		Fire/Evacuation
BLACK		Bomb Threat
GREY		Weather Emergency
YELLOW		Lock Down of Facility
ADAM	"ADAM"	Lost Child
ALL CLEAR	"CLEAR"	When it's okay to return to normal radio use

CRITICAL INCIDENT RESPONSE CONFERENCE CALL SYSTEM

The Ritchie Center, with the help of UTS, has developed a conference call-in number that may be used as a tool to assist with communication during an emergency at the Ritchie Center. This conference call system can be used as an efficient place for as many as 8 people to communicate in a single conversation in response to an emergency on campus. It can be accessed from any telephone service available.

When an emergency occurs and it is determined by the Incident Commander (or designee) that a conference call would be useful, all members of the response team will be notified to join a conference call. All response team members should follow the following call-in directions.

Call In Directions

1. Call into the conference using one of the numbers below:
 - 303-871-4777
 - 1-866-807-0128 toll free
2. You will be connected to a call center that will ask for your conference number
3. The conference ID number for critical incident conference calls will be 2201
4. You will then be transferred to the existing conference
5. You will be joining the call in progress so you may enter in the middle of a conversation. When appropriate please speak up and identify yourself so that others will know who is on the line.

This capability can be used under the following types of circumstances:

- Critical incidents that occur after hours when key personnel are not on campus or are out of town.
- Prior to or in lieu of activating the Emergency Operations Center to allow for group information sharing, planning and decision making.
- Coordinate response from non-university personnel (i.e. insurance carriers, contractors).

AED TRAINING

1.0 Introduction

This policy serves as guidance to outline the availability, maintenance, and proper use of Automated External Defibrillators (AEDs) at the University of Denver. The policy also outlines roles and responsibilities to ensure program compliance and success.

2.0 Purpose

The purpose of an AED program is to increase the survival chances of individuals in the DU community who go into cardiac arrest. While several electrical abnormalities can result in sudden cardiac arrest, the majority begin with ventricular fibrillation. Rapid treatment of ventricular fibrillation, through the application of a controlled electrical shock, is essential to the victim's survival. Defibrillation is an electric "shock" delivered to the heart to correct certain life threatening heart rhythms.

3.0 AED Program Specific Responsibilities

3.1 Department of Campus Safety	The Department of Campus Safety (Jeff Simpson, Lead Contact) is responsible for the oversight of the program. Responsibilities include:
	<ul style="list-style-type: none">• Updating the AED policy as needed• Updating the AED map as needed• Overseeing compliance of the monthly inspections• Coordinating First Aid, CPR, and AED training• Training Building Coordinators on their roles and responsibilities
3.2 Program Medical Advisor	The Program Medical Advisor (Denver Health/Health and Counseling Center) is responsible for medical direction and control for the University's AED program. Responsibilities include:
	<ul style="list-style-type: none">• Develop and/or approve all medical aspects of the program• Approve the type(s) of AED unit(s) that satisfy Colorado state law for the University• Select and/or approve ancillary medical equipment and supplies for the University's AED program• Provide written authorization for acquisition and placement of each AED unit• Approve type(s) and frequency of AED training provided to University personnel that will satisfy Colorado state law and best practice

	<ul style="list-style-type: none"> • Perform a medical review each time an AED unit is used at the University Act as the medical liaison with local emergency medical services (EMS) and Denver Fire Department • In cooperation with the University AED Program Coordinator, perform an annual review of all components of the University AED program
3.3 Program Coordinator	The Program Coordinator is responsible for administrative oversight of the University’s AED Program, in consultation with the University AED Program Medical Advisor. Responsibilities include:
	<ul style="list-style-type: none"> • Develop and maintain a written program for the University AED Program • Identify Building Coordinators and assist them in their responsibilities • In cooperation with the Program Medical Advisor, provide timely written notification to Campus Safety about the acquisition of AED units, the type acquired, and placement of units • Identify and communicate relevant federal and state laws and regulations • Conduct annual reviews of departmental AED programs
3.4 Building Coordinator	The Departmental AED Building Coordinator (Stuart Halsall/Rachel Cook/Kristina Ulrich/Julie Campbell) is responsible for the day-to-day management of her/his building’s AED program, in consultation with the University AED Program Coordinator. Responsibilities include:
	<ul style="list-style-type: none"> • Ensure AED units are properly maintained and tested in accordance with manufacturer’s guidelines • Conduct and document the required monthly inspections • Educate faculty, staff and students on the location of AEDs in their buildings • Ensure department personnel are trained in accordance with guidelines established by the Program Medical Advisor • Ensure that adequate AED-related supplies and recommended ancillary medical equipment are kept on-hand • Maintain required personnel training records • Complete unit maintenance and maintain testing records related to the University’s AED program • Ensure that the Program Coordinator and Campus Safety are notified of any use of the department’s AED unit • Participate in annual program reviews

- Notify the Program Coordinator if he/she leaves the University or is no longer able to fulfill the duties of Building Coordinator

4.0 Expected / Authorized Users

Technically, anyone (including untrained bystanders) are protected from civil litigation when using an AED in good faith (under Colorado Good Samaritan Law 13-21-108). However, we encourage personnel to have prior training. The University will offer training for all identified Emergency Coordinators and other DU personnel as requested. Staff should be aware that they are not required to use an AED. Except trained medical professionals, all University employees are considered volunteers when rendering assistance to any individual suffering a medical emergency.

5.0 Automated External Defibrillators (AED)

5.1 Authorized Equipment

The approved AED Unit to be used is the Phillips Heartstart FRx Defibrillator. Only equipment approved by the Program Medical Advisor will be utilized. Defibrillation pads to be used must be compatible with the Phillips Heartstart FRx AED. In the event a University AED unit is used to treat a person, the AED unit that is used shall be taken out of service and turned over to the Program Coordinator for evaluation before it will be placed back in service.

- AED Units should be uniquely identified for reporting purposes.
- AED Units will be placed in service by designated Program Coordinator and a log will be maintained that details each unit, location and service/maintenance date.
- AED Units removed from service will be kept by the Program Coordinator. The Program Coordinator should be notified immediately whenever a unit is removed from service.

5.2 Criteria for Placement of AEDs and Supplies

Written requests for AED units must be submitted for approval to the Program Coordinator, who will consider such requests in consultation with the Program Medical Advisor. Placement of AEDs and supplies will be considered by utilizing, in part, the following criteria:

1. Departments or other functional areas that are staffed with trained First Aid/CPR/AED personnel.
2. Locations considered to present a higher than normal risk for occupants to suffer sudden cardiac arrest, such as athletic facilities.
3. Wherever mandated by regulatory requirements.
4. An inventory, including the location, of all AEDs will be maintained by the Program Coordinator.
5. The Program Coordinator will provide the inventory to Campus Safety Dispatch and Denver Health.

5.3 Monthly Physical Inspections

The Building Coordinator will complete the required monthly physical inspections and log them using the software provided by the Program Coordinator. Each Building Coordinator will receive an auto-

generated email on the first of every month indicating that the monthly inspection is due. They will document the inspection using the link contained in the email.

Below are the components of the monthly physical inspection:

- Visually inspect AED and cabinet (ensure that it is clean, undamaged, free of excessive wear)
- Verify battery and pads are within the expiration date
- Adequate supplies present: CPR mask, eye shield, 2 pairs nitrile gloves, antiseptic wipes, towel, razor, shears, and a bio-hazard bag in a nylon carry case
- Access to AED is unobstructed and visible
- Green check on handle is illuminated
- AEDs that fail the physical inspection must be removed from service by Campus Safety and the Program Coordinator must be notified to coordinate the repair of the AED before returning it to service.

5.4 Post Incident Equipment Procedures

The following steps must be completed after the use of an AED.

1. Campus Safety will remove the AED from service and take it to the Campus Safety office for inspection by the Program Coordinator
2. The Program Coordinator will ensure any necessary paperwork is complete.
3. If necessary, the Medical Advisor will download the incident data from the AED
4. The Program Coordinator will replace the pads and batteries per the manufacturer's guidelines

6.0 Medical Emergency Procedures

In case of a life-threatening emergency, make the following TWO calls:

1. 911
2. 303-871-3000

In any cardiac emergency the following procedures should be followed:

1. The responder/rescuer on the scene will assess the scene in accordance to their training and activate the EMS System by calling "911" and then 1-3000 to inform them of the location and nature of the emergency themselves or by having a bystander complete this task.
2. AED responder/rescuer shall follow the approved procedures when delivering patient care. Upon arrival of first responders (police, fire, or EMS) the AED responder/rescuer shall follow their instructions. The AED Unit will stay with the patient until removed by the medical staff and later be returned to Campus Safety.
3. The Department of Campus Safety Dispatcher will dispatch a Campus Safety Unit and advise the local municipal responders as appropriate. The Department of Campus Safety Dispatcher will update the additional responding personnel as appropriate.

6.1 Post Event Debriefing Procedures

Promptly after the event the following should be conducted:

1. It is mandatory that the Program Medical Advisor and Program coordinator be notified within 24 hours by the Department of Campus Safety Shift Supervisor.

2. The Program Coordinator will work with the AED Program Medical Advisor to provide any required documentation from the AED before the unit is put back in service.
3. It is recommended that the responder/rescuer and assisting personnel speak to someone from the University's Employee Assistance Program (EAP) at University Health and Counseling Center. Follow up appointments are not required but encouraged.
4. The AED Program Medical Advisor, University AED Program Coordinator, Department of Campus Safety representative and other personnel as appropriate will conduct a "debriefing meeting" where all aspects of the performance of the system, personnel, AED Unit, protocols will be addressed for validating or improving effectiveness and identify any problem areas that need to be addressed. Every effort should be made to schedule the "debriefing meeting" within two weeks of any incident.

7.0 Records Retention

The maintenance and testing records required by this program shall be maintained for a period of two years (e.g., current year and immediate past year). Records that reflect the current status of employee training should be maintained until the next training cycle is complete. All other records, including those associated with AED use or post event debriefings, should be maintained indefinitely.

8.0 Annual Program Review

The Program Coordinator and Medical Advisor will annually conduct a review of all components of the University's AED program and make appropriate recommendations for improvement or remediation.

8.1 The annual review will include at least the following components:

- Review of the University AED written program
- Review of Colorado state laws and applicable guidelines related to AED use
- Review of written communications with Campus Safety
- Discussion and review of Program Medical Advisor's responsibilities and activities
- Discussion and review of each Building Coordinator's responsibilities and activities
- Review of all departmental AED written program
- Review of all departmental records related to personnel training and AED locations, use, service, and testing
- Review of all departmental AED quality assurance programs
- Discussion of program review results with the Director of Environmental Health and Safety,
- Director of Risk Management and the University AED Program Medical Advisor
- Written report to the Director of Campus Safety

Appendix A

Definitions

Automated External Defibrillator (AED)

An AED is a device that automatically analyzes heart rhythms and advises the operator to deliver a shock if necessary. Lay responders can use AEDs safely and effectively with minimal training.

AED Building Coordinator

An employee in the user building who oversees the AED Program, maintenance of the AED Units, and training of the employees.

Emergency Coordinator

Each department has an Emergency Coordinator to supervise evacuation in case of emergencies. Emergency Coordinators receive two hours of training annually and regular updates from Campus Safety. They are responsible for assessment and response in case of emergency, training employees in their department for emergency readiness, assisting with evacuation drills, and recognize and report safety hazards.

First Responder

The first medically trained responder to arrive on scene (police, fire, EMS).

Lay Responder/Rescuer (LRR)

An employee who is appropriately trained and certified to operate an AED Unit during his/her time at work.

Medical Advisor

The medical advisor for the University's AED program is Denver Health. Denver Health will provide medical oversight for each AED and conduct detailed site assessments to determine AED needs on campus. During site assessments, Denver Health will determine the number of recommended AEDs at each facility, as well as the recommended location for AEDs at said facility. Denver Health will guide and oversee the safety, installation and post-installation of the AEDs and will work with the Program Coordinator to ensure safety and compliance.

EMPLOYEE TRAINING GUIDELINES

Training employees is vital to successful implementation of the *Emergency Response Plan*. Each employee must know what their responsibilities are and how to execute them properly.

Annual training for all employees is necessary to ensure that everyone remains aware of their emergency responsibilities. All employees will be trained and updated by the following staff members for their respective areas. The list is not intended to be exhaustive and additional training may be needed in various Division of Athletics and Recreation operational areas:

<i>Director of Ritchie Center Events</i> <i>Assistant Director of Ritchie Center Events</i>	Division of Athletics & Recreation Full-Time Staff Event Contracted Staff Facilities Management Event Crew
<i>Director of Youth Programs</i> <i>Gymnastics Operations Manager</i> <i>and/or Youth Activities Manager</i>	Youth Gymnastics Part-Time Staff Youth Activities/Sports Part-Time Staff
<i>Director of Aquatics and Fitness</i> <i>Assistant Director of Aquatics</i> <i>Hilltoppers Head Coach</i> <i>and/or Customer Service Manager</i>	CFC Front Desk & Quality Part-Time Staff Lifeguards, Swim Instructors Hilltoppers, Masters Coaches Fitness Instructors, Personal Trainers
<i>Director of Joy Burns Arena</i> <i>Youth Hockey Operations Manager</i> <i>and/or Learn to Skate Coordinator</i>	JBA Front Desk and Quality Part-Time Staff Adult Hockey Coaches/Personnel Youth Hockey Coaches/Personnel Learn to Skate Coaches/Personnel
<i>Marketing Engagement Manager</i> <i>Web Services Manager</i>	Marketing Part-Time Staff
<i>Student Programs Manager</i>	Club Sport Coaches/Personnel Intramural Sport Officials/Personnel Contracted Staff
<i>Assistant Director of Scheduling/Retail</i> <i>Events and Rentals Manager</i> <i>Retail Coordinator</i>	RC Operations Part-Time Staff Retail Part-Time Staff Rental Supervisors
<i>Director of Sports Medicine</i> <i>and/or Assistant Athletic Trainer</i>	Doctors Medical Personnel Volunteer/Intern Trainers

FULL-TIME EMPLOYEES

Training for full-time employees will consist of hands-on-experiences in each of the following areas:

- Proper communication procedures
- Review the *Emergency Response Plan*
- Fire Extinguisher use
- CPR, First Aid and AED
- Emergency shut off procedures
- Appropriate way to handle a fire within their work area
- Correct method to stabilize and call for proper officials for an injured person

It is important for each full time employee to recognize their responsibility to understand and execute the Emergency Response Plan.

PART-TIME EMPLOYEES

Part-Time employees must be able to execute their part in the *Emergency Response Plan*. Annual training will consist of:

- Proper communication procedures
- Review necessary portions of the *Emergency Response Plan*
- CPR, First Aid and AED
- Safety Training
- Appropriate way to handle a fire within their work area
- Correct method to stabilize and call for proper officials for an injured person
- How to communicate information

CONTRACTED STAFF

Contracted Staff must be able to execute their part in the *Emergency Response Plan*. Annual training will consist of:

- Proper communication procedures
- Review necessary portions of the *Emergency Response Plan*
- Correct method to stabilize and call for proper officials for an injured person
- How to communicate information

ANNUAL TRAINING CALENDAR

Winter (Dec/Jan)	Full-Time Staffing Training Update (New ERP release)
Monthly	CPR/First Aid/AED and Safety Training Course
September	Part-Time Staff Review at In-Service Monthly Training Contracted Staff Review at Services Meeting
January	Part-Time Staff Review at In-Service Monthly Training
May	Part-Time Staff Review at In-Service Monthly Training

EMERGENCY PROCEDURES

SUMMARY:

Fire

- ♦ Pull fire alarm
- ♦ Call 911, Notify Campus Safety x13000
- ♦ Close doors, windows, exit
- ♦ Do not use an elevator

Bomb Threats

- ♦ Call 911, Notify Campus Safety x13000 from land line
- ♦ Coordinate with Campus Safety to search premises
- ♦ Complete bomb threat report

Active Shooter

- ♦ Call 911, Notify Campus Safety x13000
- ♦ Determine “safe” area or evacuate
- ♦ Warn other occupants
- ♦ Stay calm - Do NOT confront aggressor

Gas Leak/Chemical Release

- ♦ Call 911, Notify Campus Safety x13000
- ♦ Evacuate building

Work Place Violence

- ♦ Call 911, Notify Campus Safety x13000
- ♦ Locate “safe” area
- ♦ Warn other occupants
- ♦ Stay calm - Do NOT confront aggressor

Lost Child

- ♦ Staff obtain detailed and accurate description of the child
- ♦ Issue Code “Adam” alert describing physical features and all front entrances monitored
- ♦ If child not found in 10 minutes, call 911 and notify campus safety

Snow Closure

- ♦ Non-essential personnel leave building
- ♦ Weather monitored
- ♦ On-Campus personnel staff facility

Lightning

- ♦ If lightning is within 8 miles of site move to the closest “safe shelter”
- ♦ Do not resume play until there has been no lightning within 8 miles of site for 30 minutes.

Tornado

- ♦ Go to basement or interior room
- ♦ Move away from windows
- ♦ Do not exit building until warning siren stops

Earthquake

- ♦ Take cover under table/desk
- ♦ Move with table, hold legs
- ♦ If outdoors, stay in open space

Hailstorm

- ♦ Do not leave building
- ♦ Move away from windows
- ♦ If inside, look for cover

FIRE

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS FIRE EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Incident Responder	<ul style="list-style-type: none"> ▪ Pull Fire Alarm ▪ Report Fire to 911 ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Begin evacuation procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer <input type="checkbox"/> Communicate with Denver Fire
3. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Other Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from building; 50 ft. minimum <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor of Internal Operations
4. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Building Evacuation ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from building <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor of Internals Operations
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Contact Campus Safety ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that Building is being evacuated <input type="checkbox"/> Meets Campus Safety and Denver Fire at Fire Command Center at Lower North Entrance <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
6. Campus Safety or Denver Fire	<ul style="list-style-type: none"> ▪ Determines 'All Clear' 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate 'All Clear' with Associate Vice Chancellor
7. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

The following staff is assigned to clear the following areas:

Area	Staff Name	Position	Office Phone	Cell Phone
4North	Bob Willis	Associate Vice Chancellor for External Relations	ext 1-4966	720-253-2844
	Angel Field	Assistant Athletic Director Marketing	ext. 1-7973	720-840-5797
4West	Cody Cranor	Associate Athletic Director of Student Athlete Support Service & Compliance	ext. 1-4637	530-902-0622
	Christina Pachuta	Assistant Director of Compliance	ext. 1-3398	
4South	Chad McCallum	Director of Ritchie Center Events	ext. 1-3821	303-669-4182
	Jill Muehl	Assistant Director of RC Events	ext. 1-3854	262-424-4410
3 rd Floor	Toni Dietz	Business Operations Manager	ext. 14797	
	Cindi Nagai	Associate Athletic Director for SASS	ext. 1-4532	720-217-6656
Coors Fitness Center/El Pomar/Locker Rooms	Andrea Eaton	Director of Aquatics & Fitness	ext. 1-7684	505-350-9504
	Rachel Cook	Assistant Director of Aquatics	ext. 1-7006	319-427-4813
Gates Field House	Michael Simon	Director of Youth Programs	ext. 1-4042	
	Kristin Baker	Gymnastics Operations Manager	ext. 1-4916	303-910-8810
Joy Burns Arena/Magness/Locker Rooms	Jesse Badder	Director of Joy Burns Arena	ext. 1-3396	720-315-1719
	Shawn Reid	Youth Hockey Manager	Ext. 1-3388	303-717-2884
Hamilton Gymnasium	Nick Meldrum	Director of Equipment Room Operations	ext. 1-3903	586-292-7699
	Mike Depaolo	Athletics Equipment Manager	ext. 1-3282	
	Kristina Ulrich	Assistant Director Scheduling/Retail	ext. 1-7577	720-314-3420
BTC/Lower Varsity Area / Locker Rooms	Julie Campbell	Assistant Athletic Director of Sports Medicine	ext. 1-3918	303-905-4913
	Matthew Shaw	Director of Strength & Conditioning	ext. 1-7411	781-385-1066
Press Row	Deb Welke	Director Of Technical Services	ext. 1-2690	303-514-9654
	Jon Aderhold	Information Systems & Database Manager	ext. 1-2003	303-884-8233
Sodexo Kitchen	Jason Kaiser	General Manager for RWC	ext. 1-4378	720-937-4869
	Eva Bennett	Catering Manager	ext. 1-4527	

BOMB THREAT

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS BOMB THREAT EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Individual Receiving Call	<ul style="list-style-type: none"> ▪ Document details of phone call 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Supervisor
2. Building/Event Supervisor	<ul style="list-style-type: none"> ▪ Report Bomb Threat to 911 (land line) ▪ Communicate with Campus Safety 303.871.3000 (emergency) ▪ Contact Associate Director of Ritchie Center Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
3. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer <input type="checkbox"/> Communicate with Denver Police/Fire
4. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Initiates Search Teams ▪ Notifies Directors and Other Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Sweep/Search Building <input type="checkbox"/> Determine the location of any suspicious object <input type="checkbox"/> Report to Associate Vice Chancellor of Internal Operations
5. Bomb Threat Search Teams	<ul style="list-style-type: none"> ▪ Determine location of any suspicious object/verify venue(s) are cleared ▪ Report findings to Associate Director of Ritchie Center Operations ▪ Initiate Evacuation Procedures is necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Search pre-assigned area(s) for any suspicious/unusual object(s) <input type="checkbox"/> Direct people to safety areas away from building <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure
6. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Building Evacuation ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from building <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor of Internals Operations
7. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Contact Campus Safety ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that Building is being evacuated <input type="checkbox"/> Meets Campus Safety and Denver Police/Fire at Fire Command Center at Lower North Entrance <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
8. Campus Safety or Denver Fire	<ul style="list-style-type: none"> ▪ Determines 'All Clear' 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate 'All Clear' with Associate Vice Chancellor
9. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for A&R 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

BOMB THREAT FORM

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		



Homeland
Security

BOMB THREAT SEARCH TEAMS

UNIVERSITY OF DENVER

DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS

BOMB THREAT SEARCH PROTOCOL

All areas of the building have been pre-assigned to search teams most likely to recognize unusual objects in that location. It is important that any search be kept as confidential as possible. If you are conducting a search and are questioned by others inform them that you are performing an inspection for the facility.

Destructive devices can be hidden almost anywhere. Be aware of the following areas of concealment as you conduct your search.

- On the person of an employee, patron or serviceperson.
- In a purse, handbag, lunch box, briefcase, tool box, shopping bag, or carried parcel.

Destructive devices may also be sent to the facility via U.S. mail, parcel post, air freight or any other commercial carrier or delivery service. These devices may also be hidden in or disguised by delivery or rental truck, automobile, motorcycle, bicycle. When you are instructed to perform a search use the following guidelines.

- Listen for clockwork devices
- Look for suspicious objects and items that are out of place
- Use a consistent search pattern such as floor to hip area, hip to head area and head to ceiling.
- Be familiar with your assigned area.
- When you have completed your assigned area report your findings. It is best to do this by telephone to the Emergency Response Center, designated by the Associate Vice Chancellor of Internal Operations (x13058), or the Director of Ritchie Center Events (x13821) unless otherwise communicated.
- If you find a suspicious object do not touch it. Report your findings to the Emergency Response Center by telephone only. Cordon off the area if instructed. Await further instructions.

The following staff is assigned to clear the following areas:

Area	Staff Name	Position	Office Phone	Cell Phone
4North	Bob Willis	Associate Vice Chancellor for External Relations	ext 1-4966	720-253-2844
	Angel Field	Assistant Athletic Director Marketing	ext. 1-7973	720-840-5797
4West	Cody Cranor	Associate Athletic Director of Student Athlete Support Service & Compliance	ext. 1-4637	530-902-0622
	Christina Pachuta	Assistant Director of Compliance	ext. 1-3398	
4South	Chad McCallum	Director of Ritchie Center Events	ext. 1-3821	303-669-4182
	Jill Muehl	Assistant Director of RC Events	ext. 1-3854	262-424-4410
3 rd Floor	Toni Dietz	Business Operations Manager	ext. 14797	
	Cindi Nagai	Associate Athletic Director for SASS	ext. 1-4532	720-217-6656
Coors Fitness Center/El	Andrea Eaton	Director of Aquatics & Fitness		505-350-9504

Pomar/Locker Rooms			ext. 1-7684	
	Rachel Cook	Assistant Director of Aquatics	ext. 1-7006	319-427-4813
Gates Field House	Michael Simon	Director of Youth Programs	ext. 1-4042	
	Kristin Baker	Gymnastics Operations Manager	ext. 1-4916	303-910-8810
Joy Burns Arena/Magness/Locker Rooms	Jesse Badder	Director of Joy Burns Arena	ext. 1-3396	720-315-1719
	Shawn Reid	Youth Hockey Manager	Ext. 1-3388	303-717-2884
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	Mike Depaolo	Athletics Equipment Manager	ext. 1-3282	
	Kristina Ulrich	Assistant Director Scheduling/Retail	ext. 1-7577	720-314-3420
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Press Row	Deb Welke	Director Of Technical Services	ext. 1-2690	303-514-9654
	Jon Aderhold	Information Systems & Database Manager	ext. 1-2003	303-884-8233
Sodexho Kitchen	Jason Kaiser	General Manager for RWC	ext. 1-4378	720-937-4869
	Eva Bennett	Catering Manager	ext. 1-4527	

ACTIVE SHOOTER

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS ACTIVE SHOOTER EVACUATION PROTOCOL “RUN, HIDE, FIGHT”

1. Run if a safe path is available. Always try and escape or evacuate even if others insist on staying.
2. Encourage others to leave with you, but don't let the indecision of others slow down your own effort to escape.
3. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 9-1-1.
4. If you can't get out safely, find a place to hide.
5. When hiding, turn out lights, lock doors, and remember to silence your ringer and vibration mode on your cell phone.
6. As a last resort, working together or alone, act with aggression, use improvised weapons and fight.

Responsible Party	Task	Action
1. Building/Event Supervisor	<ul style="list-style-type: none"> ▪ Call 911 ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Contact Associate Director of Ritchie Center Operations ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Begin Safety and Relocation Procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer <input type="checkbox"/> Coordinates with Denver Police
3. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Other Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from area(s) of incident <input type="checkbox"/> Ensure that their area(s) of incident are being evacuated and secured <input type="checkbox"/> Report to Associate Vice Chancellor
4. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Building Evacuation ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from area(s) of incident <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Contact Campus Safety 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that area(s) of incident is being evacuated <input type="checkbox"/> Meets w/Denver Police Department to ensure directions are followed

	<ul style="list-style-type: none"> ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Meets Campus Safety <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
6. Campus Safety or Denver Fire	<ul style="list-style-type: none"> ▪ Determines 'All Clear' 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate 'All Clear' with Associate Vice Chancellor
7. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

The Department of Homeland Security resource booklet is available [here](#).

The Campus Safety Active Shooter training video is [here](#).

GAS LEAK/CHEMICAL RELEASE

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS GAS LEAK/CHEMICAL RELEASE EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Building/Event Supervisor	<ul style="list-style-type: none"> ▪ Call 911 ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Contact Associate Director of Ritchie Center Operations ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Begin evacuation procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer <input type="checkbox"/> Communicate with Denver Fire
3. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Other Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from building <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor
4. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Building Evacuation ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from building <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Contact Campus Safety ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that Building is being evacuated <input type="checkbox"/> Meets Campus Safety and Denver Fire at Fire Command Center at Lower North Entrance <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
6. Campus Safety or Denver Fire	<ul style="list-style-type: none"> ▪ Determines 'All Clear' 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate 'All Clear' with Associate Vice Chancellor
7. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

WORK PLACE VIOLENCE

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS WORK PLACE VIOLENCE EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Building/Event Supervisor	<ul style="list-style-type: none"> ▪ Contact Associate Director of Ritchie Center Operations ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Begin evacuation procedures (if deemed necessary) 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer
3. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Other Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from area(s) of incident <input type="checkbox"/> Ensure that their area(s) of incident are being evacuated and secured <input type="checkbox"/> Report to Associate Vice Chancellor of Internal Operations
4. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Building Evacuation ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety areas away from area(s) of incident <input type="checkbox"/> Ensure that their area(s) of responsibility is evacuated and secure <input type="checkbox"/> Report to Associate Vice Chancellor of Internal Operations
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Contact Campus Safety ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that area(s) of incident is being evacuated <input type="checkbox"/> Meets Campus Safety <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
6. Campus Safety or Denver Fire	<ul style="list-style-type: none"> ▪ Determines 'All Clear' 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate 'All Clear' with Associate Vice Chancellor
7. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

LOST CHILD

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS LOST CHILD PROTOCOL

Responsible Party	Task	Action
1. Incident Responder	<ul style="list-style-type: none"> ▪ Receives report of missing child ▪ Stays with individual who is reporting the child as missing and if possible take them to a quieter space (office, etc) ▪ Record time of when went missing, if 10 mins has expired since child was last seen then activate EMS protocols. ▪ If 10 mins not expired since child was last seen, begin search procedures. 	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a detailed and accurate description of the child including gender, race, age, hair and eye color, height, weight, clothes worn incl. shoes, any distinguishing characteristics, and location or area last seen. <input type="checkbox"/> Initiate a code “Adam” alert and describe the child’s physical features and clothing. <input type="checkbox"/> Notify Supervisor
2. Building Personnel	<ul style="list-style-type: none"> ▪ Monitor all Front Entrances ▪ Organize searches by venue to check all main and support spaces. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report venue checks to supervisor to “clear” areas beginning with last known location.
3. Program Supervisor	<ul style="list-style-type: none"> ▪ Access camera system at either CFC or JBA Desk or at Incident Command Center. ▪ Access Building Map or notes and record venues that are “cleared” by search teams. ▪ Coordinate searches. 	<ul style="list-style-type: none"> <input type="checkbox"/> If not already notified - call professional staff. Follow communication protocols to AVC. <input type="checkbox"/> Activate EMS protocols if not already done. <input type="checkbox"/> Record all information as necessary.
4. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Dispatches Safety Officer <input type="checkbox"/> Communicate with Denver Police
5. Staff Response - Lost Child Found	<ul style="list-style-type: none"> ▪ Re-unite child with parent or guardian. 	<ul style="list-style-type: none"> <input type="checkbox"/> Document where child was found, time found, and all additional details <input type="checkbox"/> Implement an “ALL CLEAR” on radio for staff to return to their roles. <input type="checkbox"/> Complete Incident Reports
6. Staff Response - Child found accompanied by someone other than parent/guardian	<ul style="list-style-type: none"> ▪ If child is accompanied by someone other than a parent or legal guardian, report via radio - location and description. ▪ Attempt to delay any departure from the facility that they are trying to make without putting the child, staff or patron’s at risk or in harm’s way. ▪ Await Campus Safety or Law Enforcement response. 	<ul style="list-style-type: none"> <input type="checkbox"/> Control scene to ensure safety. <input type="checkbox"/> Document a detailed and accurate description of who the child is with. <input type="checkbox"/> Follow Law Enforcement directions. <input type="checkbox"/> Document where child was found, time found, and all additional details. <input type="checkbox"/> Implement an “ALL CLEAR” on radio for staff to return to their roles. <input type="checkbox"/> Complete Incident Reports.

SNOW CLOSURE

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS CLOSURE PROTOCOL DUE TO INCLEMENT WEATHER

Responsible Party	Task	Action
1. Director of Building Services	<ul style="list-style-type: none"> ▪ Communication with Director of Facilities on state of campus ▪ Monitors weather conditions as to whether or not the Ritchie Center pathways, entrances and exits can remain open. 	<ul style="list-style-type: none"> <input type="checkbox"/> Advises Associate Vice Chancellor <input type="checkbox"/> Conversations occur frequently throughout the day.
2. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Considers information ▪ Reviews event, program and service schedule and determines which events and operations will remain open 	<ul style="list-style-type: none"> <input type="checkbox"/> Closes all non-essential programs, events, and services. <input type="checkbox"/> Staffs essential programs, events and services with personnel that live on campus. <input type="checkbox"/> Closes any venues that do not have events or operations in. <input type="checkbox"/> Communicates information to Director of Building Services and Vice Chancellor of Athletics, Recreation and Ritchie Center Operations.
3. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Campus Safety Dispatch at: 303.871.2334 (non-emergency) 303.871.3000 (emergency) 	<ul style="list-style-type: none"> <input type="checkbox"/> Notifies Campus Safety of which venues will be closed. <input type="checkbox"/> Notifies Campus Safety of which events, programs and services will remain operational.
4. Campus Safety Dispatch	<ul style="list-style-type: none"> ▪ Receives call, verifies information 	<ul style="list-style-type: none"> <input type="checkbox"/> Calls Associate Vice Chancellor back to confirm and verify the authenticity of closure.
5. Associate Vice Chancellor	<p>Prepares to notify:</p> <ul style="list-style-type: none"> ▪ University Communications, (Associate Vice Chancellor of University Communications) ▪ Ritchie Center Web Services Manager ▪ Division of Athletics and Recreation Senior Staff ▪ Ritchie Center Directors ▪ External Clients 	<ul style="list-style-type: none"> <input type="checkbox"/> Contacts University Communications <input type="checkbox"/> Contacts Ritchie Center Web Services Manager <input type="checkbox"/> Contacts Division Senior Staff <input type="checkbox"/> Contacts Ritchie Center Directors <input type="checkbox"/> Contacts External Clients <input type="checkbox"/> A CLOSURE IS FOR THAT CALENDAR DAY ONLY - ADDITIONAL CLOSURES WILL BE ANNOUNCED AS NEEDED. EVENT CLOSURES WILL BE DETERMINED WITH CLIENT.
6. University Communications	<ul style="list-style-type: none"> ▪ Notifies appropriate media; ▪ Updates web 	<ul style="list-style-type: none"> <input type="checkbox"/> Notifies Media <input type="checkbox"/> Updates website
7. Ritchie Center Web Services Manager	<ul style="list-style-type: none"> ▪ Prepares to update Ritchie Center websites 	<ul style="list-style-type: none"> <input type="checkbox"/> Updates recreation.du.edu <input type="checkbox"/> Updates ritchiecenter.du.edu

		<input type="checkbox"/> Notifies media relations to update denverpioneers.com
8. Division of Athletics and Recreation Senior Staff	<ul style="list-style-type: none"> ▪ Prepare to notify Division Senior Staff of closure information. May convene key administrators to discuss whether to continue various activities/events. 	<input type="checkbox"/> Convene through use of the Conference Call. <input type="checkbox"/> Individual calls.
9. Ritchie Center Directors	<ul style="list-style-type: none"> ▪ Prepare operational protocols and staffing based upon information received. 	<input type="checkbox"/> Manage events, programs, and services <input type="checkbox"/> Remain in communication with Associate Vice Chancellor. <input type="checkbox"/> Provide recommendations.
10. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Monitors events, programs and services. ▪ Remains in communication with the Director of Building Services. ▪ Address any staffing issues or concerns. ▪ Determine if closure is necessary based upon information or changing conditions - verify with Vice Chancellor of Athletics, Recreation and Ritchie Center Operations. 	<input type="checkbox"/> Monitor events, programs and services - recommendations from Directors. <input type="checkbox"/> Ensure that all staff is in place. <input type="checkbox"/> Contact Vice Chancellor.
11. Vice Chancellor of Athletics, Recreation and Ritchie Center Operations.	<ul style="list-style-type: none"> ▪ Approve closure. ▪ Identify any additional issues. 	<input type="checkbox"/> Approve closure <input type="checkbox"/> Recommendations for handling any additional issues.

CBS 4 Snow Closure Reporting Directions: ONLINE

ONLINE:

Screen Name: Daniel L. Ritchie Ctr: Sports & Wellness

Password: 33144

SCREEN NAME: DANIEL L. RITCHIE CTR: SPORTS & WELLNESS

<u>USER</u>	<u>USERNAME</u>	<u>PASSWORD</u>	<u>EMAIL ADDRESS</u>
RUTH BROWN	RUTH_BROWN	33144	ruth.brown@du.edu
STUART HALSALL	STUART_HALSALL	33144	stuart.halsall@du.edu

INSTRUCTIONS:

- Go to cbsdenver.com/closure
- Log in with your username and password (shown above)
- Click on profile and add your email address (first-time users)
- Click on add new event
- Choose Location
- Choose Event (duration of closure)
- Choose Expiration
- Click "SUBMIT"

Users do not have the option to edit an entry. To change an entry, click on the entry and hit "expire" to remove and then create a new event.

Schools and businesses can have multiple entries:

Example: ABC High School – Early Dismissal

ABC High School – No Evening Classes

If you have problems with the system, or have a closure not covered by the system, please call **303-830-6464** or **800-444-5262**.

Please remind your students and employees that we will announce closings and delays on **CBS4 at 5AM** and on our website at cbsdenver.com.

CBS 4 Snow Closure Reporting Directions: BY PHONE

BY PHONE:

To report a closure call 303.894.6093 and enter the Daniel L. Ritchie Ctr: Sports & Wellness ID# 33144. After you have entered the ID you will be asked to enter your pin number.

<u>Contact</u>	<u>Pin #</u>
Stu Halsall	80470#
Ruth Brown	40147#
University Communications	48306#

Once you've connected to the system:

Press 1 for a closure

Press 2 for a 1-hour delay

Press 3 for a 90-min delay

Press 4 for a 2-hour delay

Press 5 for an early dismissal

Press 6 to cancel evening athletics and activities

Press 7 to cancel evening classes

If a mistake is made, just call the system back and repeat the process. If you have problems with the automated system, or have a closure that is not covered by any of the options above, please call 303.830.6464 or 800.444.5262.

Closures will be posted on CBS 4 beginning at 5:00 am and on their website, cbs4denver.com.

LIGHTNING

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS LIGHTNING EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Building/Event Supervisor.	<ul style="list-style-type: none"> ▪ Contact coaches / event leaders hosting events outside of building ▪ Begin safety relocation procedures to safe shelter ▪ Monitors Weather Sentry Online Weather Monitoring site. ▪ Gives all clear after 30 minutes of no lightning within 8 miles of site 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations ▪ Monitors weather 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all people are re-located to safe areas <input type="checkbox"/> Report to Associate Vice Chancellor
3. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Safety Re-location ▪ Assist with weather monitoring 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safe shelter <input type="checkbox"/> Ensure that their area(s) of responsibility are re-located <input type="checkbox"/> Report to Associate Vice Chancellor of Internals Operations
4. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Assist with weather monitoring ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that people are being re-located to safe shelter <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Updates Vice Chancellor

TORNADO/EARTHQUAKE/HAILSTORM

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS TORNADO/EARTHQUAKE/HAILSTORM EVACUATION PROTOCOL

Responsible Party	Task	Action
1. Building/Event Supervisor	<ul style="list-style-type: none"> ▪ Contact Associate Director of Ritchie Center Operations ▪ Communicate with Campus Safety at: 303.871.3000 (emergency) ▪ Begin safety relocation procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Initiates Emergency Response Procedures <input type="checkbox"/> Advises Directors and other supervisory staff
2. Associate Director of Ritchie Center Operations	<ul style="list-style-type: none"> ▪ Notifies Directors and Supervisory Staff ▪ Notifies Associate Vice Chancellor of Ritchie Center Internal Operations ▪ Monitors weather reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all people are re-located to safe areas on lower concourse <input type="checkbox"/> Ensures that all venues are secured <input type="checkbox"/> Report to Associate Vice Chancellor
3. Directors and Other Supervisory Staff	<ul style="list-style-type: none"> ▪ Assist with Safety Re-location ▪ Secure Building 	<ul style="list-style-type: none"> <input type="checkbox"/> Direct people to safety on lower level of building <input type="checkbox"/> Ensure that their area(s) of responsibility are re-located and secure <input type="checkbox"/> Report to Associate Vice Chancellor of Internal Operations
4. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Communicate with Directors ▪ Monitor weather reports ▪ Contact Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that people are being re-located to safe areas on lower concourse <input type="checkbox"/> Advises Vice Chancellor for Athletics & Recreation <input type="checkbox"/>
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Contacts Directors and other Supervisory Staff ▪ Contacts Vice Chancellor for Athletics & Recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> Gives 'All Clear' <input type="checkbox"/> Updates Vice Chancellor

PANDEMIC/COMMUNITY DISASTER

**UNIVERSITY OF DENVER
DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS
PANDEMIC/COMMUNITY EVACUATION PROTOCOL**

Responsible Party	Task	Action
1. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Meet with Campus Critical Incident Response Team ▪ Determine roles/responsibilities of Ritchie Center and Staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate to Executive Senior Staff <input type="checkbox"/> Communicate to Directors
2. Executive Senior Staff	<ul style="list-style-type: none"> ▪ Communicate to Direct Reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Execute Assigned Roles/Responsibilities
3. Directors	<ul style="list-style-type: none"> ▪ Communicate to Direct Reports 	<ul style="list-style-type: none"> <input type="checkbox"/> Execute Assigned Roles/Responsibilities
4. Campus Critical Incident Response Team	<ul style="list-style-type: none"> ▪ Communicate when incident is over 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with Associate Vice Chancellor
5. Associate Vice Chancellor	<ul style="list-style-type: none"> ▪ Restore Ritchie Center to Daily Operating Protocols 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate to Executive Senior Staff and Directors

RITCHIE CENTER EVENTS PROTOCOLS

UNIVERSITY OF DENVER DANIEL L. RITCHIE CENTER FOR SPORTS & WELLNESS RITCHIE CENTER EVENTS PROTOCOLS

The Division of Athletics and Recreation has several protocols related to large scale events that supplement the previous procedures outlined in this document. Staff who manage large events should be familiar with the following protocols:

CIVIL DISTURBANCE OR RIOT

Civil disturbances can occur in or on the grounds of the Ritchie Center. A civil disturbance is defined as any antisocial behavior that disrupts a scheduled activity or event. This could be two patrons engaged in a fight inside the building, political or religious demonstrations on the plaza, or any other disruptive activities. Often these actions are very minor in nature and only require a friendly warning; others may require more definite action, such as an arrest.

If a disturbance arises you should do the following:

- Notify 911 or Campus Safety of your location and the situation. Keep them apprised of any changes in the situation such as escalation of tension or fighting.
- Isolate the persons or group causing the disturbance by moving other patrons away. If in a lobby or on a concourse keep patrons moving. Do not let them stand and watch.
- If the situation is hostile do not enter it, unless it is necessary to save someone being threatened by it.
- Beware of items being thrown and remember there is always the possibility that weapons may be present.

ELECTRICAL POWER OUTAGE

Electrical outages can occur at any time for any number of reasons. When the electricity fails, a monitoring system calls for the emergency generator to start up. During this time, there will be no power in the building.

The emergency generator does not provide power to every electrical circuit in the facility. It will provide power to all emergency systems, such as public address, and lighting sufficient to allow patrons to move about safely. Power outages can occur in all or part of the facility.

If a power outage occurs you should do the following.

- Contact the Department of Facilities Management staff member on-site or call the Facilities Management Pager Number and notify them of a power outage. Give them your location and the extent of the outage.
- If an event is in progress an announcement will be made over the public-address system. Until this is done, inform patrons that they should remain in their seats for their safety and the safety of others.
- Await further instructions.

EVACUATION PROCEDURES FOR MAJOR EVENTS

When the Emergency Response Team makes the decision to evacuate the building they will communicate this to the Evacuation Team. If necessary an announcement will be made over the emergency address system or the public-address system. The Evacuation Team will then evacuate their assigned areas.

The announcement will be broadcast as follows:

“All building staff please stand by for a code RED announcement.”

“Ladies and Gentlemen”, May I have your attention please. Due to a facility issue, we are asking you to please leave the facility in an orderly fashion. At the direction of the Emergency Response Team Member in your area, please leave the facility in an orderly fashion. Once the problem has been corrected, employees and guests will be led back into the building.”

This code is used so as to inform our staff of what is going to happen and allow them time to prepare, without alarming patrons. There should be no discussion of evacuation until the public-address announcement has been made. When the announcement is made for all guests to exit the building, all staff should already be prepared to direct guests to the nearest exits.

The following guidelines are to assist you in your responsibilities should an evacuation be necessary. Unique circumstances may exist during an evacuation. You should be knowledgeable enough to adjust to changing conditions.

ELEVATORS AND ESCALATORS ARE NOT TO BE USED DURING AN EVACUATION.

EMERGENCY RESPONSE TEAM

- Check your areas and assist anyone that is injured or having difficulty. Escort those persons that have minor injuries and can walk to the Emergency Response Center. If any situation is critical call for EMT assistance.
- As soon as your area is clear of guests and staff exit the building. Meet with your supervisor at your pre-assigned assembly area. Await further instruction from the ERT. Do not speak to any media that may be present. Direct them to the press location set up by the ERT’s for official information and press releases.
- Once a decision has been made that a ‘CODE RED’ situation exists, the Emergency Response Team is to have area supervisors in position to direct guests to the nearest exit. If a fire has been detected in an area near an exit, the supervisor in that area needs to be aware of the situation, and needs to know of a secondary exit to direct patrons to.

PRIMARY EMERGENCY EGRESS FROM MAGNESS ARENA

The primary emergency egress points from Magness Arena bowl seating areas are as follows:

Section 1

Guests seated in section 1 should be directed through either portal 20 / 1 or 1 / 2, and out the second level west entrance doors.

Section 2

Guests seated in section 2 should be directed through either portal 1 / 2 or 2/3, and out the second level west entrance doors.

Section 3

Guests seated in section 3 should be directed through portal 2 / 3 and out the second level west entrance doors, and through portal 3 / 4 / 5, and out the second level north doors.

Section 4

Guests seated in section 4 should be directed through portal 3 / 4 / 5, and out the second level north entrance doors, and the second level north door adjacent to the box office.

Section 5

Guests seated in section 5 should be directed through either portal 3 / 4 / 5 or 5 / 6, and out the second level north entrance doors and the second level north doors adjacent to the box office.

Section 6

Guests seated in section 6 should be directed through either portal 5 / 6 or 6 / 7, and out the second level north entrance doors and the second level north door adjacent to the box office.

Section 7

Guests seated in section 7 should be directed through either portal 6 / 7 or 7 / 8 / 9, and down the stairs to the Joy Burns Arena entrance doors on the first level.

Section 8

Guests seated in section 8 should be directed through portal 7 / 8 / 9 and down the stairs to the Joy Burns Arena entrance doors on the first level, or through the second level Sodexo Kitchen corridor to the southeast stairs, and out the first level loading dock door. Guests with A.D.A. issues seated in section 8 should be directed to or brought out the second level north entrance doors and the second level north doors adjacent to the box office.

Section 9

Guests seated in section 9 should be directed through portal 7 / 8 / 9 and down the stairs to the Joy Burns Arena entrance doors on the first level, or through the second level Sodexo Kitchen corridor to the northeast stairs, and out the first level loading dock door. Guests with A.D.A. issues seated in section 9 should be directed to or brought out the second level north entrance doors and the second level north doors adjacent to the box office.

Section 10

Guests seated in section 10 should be directed through portal 7 / 8 / 9 and down the stairs to the Joy Burns Arena entrance doors on the first level, or through the second level Sodexo Kitchen corridor to the southeast stairs, and out the first level loading dock door.

Section 11

Guests seated in section 11 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors, or through the second level southeast door to the southeast stairs, and out the first level southeast emergency exit door.

Section 12

Guests seated in section 12 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors, or through the second level southeast door to the southeast stairs, and out the first level southeast emergency exit door. Guests with A.D.A. issues seated in section 12 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors.

Section 13

Guests seated in section 13 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors. Guests with A.D.A. issues seated in section 13 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors.

Section 14

Guests seated in section 14 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors. Guests with A.D.A. issues seated in section 14 should be directed through portal 13 / 14 / 15, and out the second level southeast exit doors.

Section 15

Guests seated in section 15 should be directed through either portal 13 / 14 / 15 or 15 / 16, and out the second level southeast exit doors.

Section 16

Guests seated in section 15 should be directed through portal 15 / 16 or 16 / 17, and out the second level southeast exit doors.

Section 17

Guests seated in section 17 should be directed through portal 16 / 17 and out the second level southeast exit doors, or through portal 17 / 18 / 19 and out the south entrance doors.

Section 18

Guests seated in section 18 should be directed through portal 17 / 18 / 19, and out the south entrance doors. Guests with A.D.A. issues seated in section 18 should be directed or brought through portal 17 / 18 / 19, and out the south entrance doors.

Section 19

Guests seated in section 19 should be directed through portal 17 / 18 / 19 or 19 / 20, and out the south entrance doors.

Section 20

Guests seated in section 20 should be directed through portal 19 / 20 and out the south entrance doors, or through portal 20 / 1, and out the second level west entrance doors.

Gold Club / Gottesfeld Room

Guests in the Gold Club and Gottesfeld Room should be directed to the stairwells on the extreme north and south sides of the respective office suites, and to the west stairwell adjacent to the Gottesfeld Room kitchen. Guests with A.D.A. issues in the Gold Club and Gottesfeld Room should be led to an area near the safest fire egress stairwell--furthest from the problem area. Once the able-bodied patrons are evacuated from the area, the security staff should assist those unable to travel down stairs on their own. When possible, wheelchairs, walkers, etc. should be kept with those who need them.

PRIMARY EMERGENCY EGRESS FROM HAMILTON GYMNASIUM

The primary emergency egress points from Hamilton Gymnasium seating areas are as follows:

North Bleachers

Guests seated in the north bleachers should be directed out the upper northeast doors, lower north lobby doors or the lower west doors.

South Bleachers

Guests seated in the south bleachers should be directed out the upper southwest doors or the south concourse door then out the west Ritchie Center doors.

West Bleachers

Guests seated in the west bleachers should be directed out the lower west doors.

PRIMARY EMERGENCY EGRESS FROM SOCCER STADIUM

The primary emergency egress points from Soccer Stadium seating areas are as follows:

Stadium Seating Area

Guests seated in the east seating area should be directed down and out of the stadium and away from the facility to the north or south.

South Grass Seating Area

Guests seated in the south grass seating area should be directed away from the facility to the south.

PRIMARY EMERGENCY EGRESS FROM PETER BARTON LACROSSE STADIUM

The primary emergency egress points from Peter Barton Lacrosse Stadium seating areas are as follows:

Stadium Seating Area

Guests seated in the south stadium seating area should be directed down and out of the stadium and away from the facility to the north, south, or west.

East Grass Seating Area

Guests seated in the east grass seating area should be directed away from the facility to the south or north.

PRIMARY EMERGENCY EGRESS FROM EL POMAR NATATORIUM

The primary emergency egress points from El Pomar Natatorium seating areas are as follows:

North Bleachers

Guests seated in the north bleachers should be directed out the upper west doors or the west concourse doors then out the west Ritchie Center Doors.

Pool Deck

Guests located on the pool deck should be directed out the south emergency exit doors or the lower west Ritchie Center doors.

PRIMARY EMERGENCY EGRESS FROM GATES FIELD HOUSE

The primary emergency egress points from Gates Field House are as follows:

Field House

Guests located in Gates Field House should be directed out the east and west emergency exit doors.

EMERGENCY EGRESS MEETING POINTS

North Side of the Ritchie Center

Guests evacuated out the north side of the Ritchie Center should be directed out to the Cable Center parking lot. During inclement weather guests should be directed into the Cable Center or Centennial Halls.

West Side of the Ritchie Center

Guests evacuated out the west side of the Ritchie Center should be directed out to the west side of the Peter Barton Lacrosse Stadium. During inclement weather guests should be directed into Centennial Halls or the Cable Center.

South Side of the Ritchie Center

Guests evacuated out the south side of the Ritchie Center should be directed out to Asbury Ave. During inclement weather guests should be directed into the Law School or the Driscoll Center.

MEDICAL EMERGENCY AT MAJOR EVENTS

The Ritchie Center has EMT's on duty at all major events, show load-in and load-out and arena configuration changeovers. Medical emergencies ranging from minor injuries to death are possibilities at the Ritchie Center. Follow these basic guidelines in responding to medical emergencies.

- Contact the event manager, supervisor/PT staff or coach/trainer with your location and request that EMT's and Event Management/Risk Management meet you there. Briefly identify the problem.
- Stabilize the situation. Identify yourself as a Ritchie Center employee and inform the injured person that medical assistance is on the way.
- Ask any witnesses to remain there until incident reports have been completed.
- Never move an injured person unless their life is in danger.
- In the event the person must be moved, please move to the secure area of the first aid room at the lower north lobby.
- If located on the West or North Side of the building please take the West or North elevator to the first level and then to the first aid room.
- If located on the East or South side of the building please take the SE stairs down to the first level. A wheel chair should be available at the bottom of the steps and take the person to the first aid room located at the lower north lobby.
- Please document incident and get as much information as possible.
- Supervisors must be contacted for any employee that is injured or ill.
- Await further instructions.
- The University of Denver Event Management Staff should obtain a copy of the incident report.
- Upon obtaining this report please fax/scan to Risk Management at x14455 as well leave a copy for your immediate supervisor.
- The University of Denver Staff should follow-up with the person within 24hrs or the next business day.
- Await further details from Risk Management if necessary.

NUMBERED IDENTIFICATION OF RITCHIE CENTER ENTRANCES

- 1A Ground level doors facing Buchtel Boulevard on the north side of the Ritchie Center, south of the circle driveway. These doors access the Lower North Lobby.
- 1B Second level doors facing Buchtel Boulevard on the north side of the Ritchie Center, south of the circle driveway, atop the north stairs. These doors access the North Concourse
- 2 Ground level doors at the northwest corner of the Ritchie Center, facing west. These doors access the Hamilton Gymnasium.
- 3A Ground level doors facing west below the Williams Tower (bell tower). These doors access the locker room corridor and the El Pomar Natatorium.
- 3B Second level doors facing west below the Williams Tower (bell tower), atop the west stairs. These doors access the West Concourse.
- 4 Furthest west of the ground level entrances facing Asbury Avenue on the south side of the Ritchie Center. These doors access the South Concourse.
- 5 Furthest east of the ground level entrances facing Asbury Avenue on the south side of the Ritchie Center. These doors access the Coors Fitness Center.
- 6 Furthest south of the ground level entrances facing Asbury Avenue on the south side of the Ritchie Center. These doors access the Gates Gymnastics Center.
- 7 Second level east-facing door atop a small set of stairs from the alley that runs along the east side of the Ritchie Center. This door accesses the Coors Fitness Center.
- 8A Second level east-facing doors atop a large set of stairs from the alley that runs along the east side of the Ritchie Center. These doors access the southeast corner of the Magness Arena concourse.
- 8B Basement level east-facing doors at the bottom of a short set of stairs from the alley that runs along the east side of the Ritchie Center. These doors access the southeast corner of the Game Level of Magness Arena.
- 9 Ground level east-facing doors at the Ritchie Center loading dock. These doors (including two overhead doors) access Magness Arena and the Joy Burns Arena.
- 10 Ground level doors facing Buchtel Boulevard. These doors are the furthest east of the doors facing Buchtel Boulevard. These doors access Joy Burns Arena.

