



2023 DIVISION III WOMEN'S
LACROSSE
CHAMPIONSHIP
SALEM, VA • *Old Dominion Athletic Conference*
and City of Salem, Hosts

PARTICIPANT
2022-23 MANUAL

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SECTION 1 – INTRODUCTION

Congratulations! Your team has advanced to the final site of competition of the 2023 NCAA Division III Women's Lacrosse Championship. The semifinals and finals will be held on May 26 and 28 at Kerr Stadium (Roanoke College) in Salem, Virginia, hosted by the Old Dominion Athletic Conference and the City of Salem.

As your team prepares for the championship, this manual will serve as a helpful guide to the policies and procedures governing the administration and conduct of final site competition. Further, this manual will provide specific information on hotel arrangements, travel, tickets as well as a schedule of events.

Similar to your team, we understand that thorough preparation is the key to success – that is why we are excited about the upcoming championship. Good luck and we will see you soon in Salem!

SECTION 2 – NCAA STAFF/COMMITTEE

NCAA Division III Women's Lacrosse Committee	
Jeff Siegel Associate Athletics Director Rochester Institute of Technology Email: jssatl@rit.edu Cell: 860-558-5746	Meghan Els Head Women's Lacrosse Coach Western Connecticut State University Email: elsm@wcsu.edu Cell: 631-902-0387
Janice Luck Director of Athletics Albright College Email: jluck@albright.edu Cell: 484-256-3900	MK Geratowski Head Women's Lacrosse Coach/SWA Randolph-Macon College Email: mkgeratowski@rmc.edu Cell: 802-281-2794
Anne Moelk Head Women's Lacrosse Coach DePauw University Email: annemoelk@depauw.edu Cell: 612-387-8161	Erica Adams Head Women's Lacrosse Coach Bridgewater State University Email: erica.adams@bridgew.edu Cell: 617-699-0466
Michael Schulist Director of Athletics Carroll University (Wisconsin) Email: mschulis@carrollu.edu Cell: 414-750-2469	

NCAA Staff	
Kevin Alcox Assistant Director, Championships and Alliances Office: 317-917-6085 Cell: 317-749-9783 Email: kalcx@ncaa.org	Bryce Peters Assistant Coordinator, Championships Office: 317-917-6222 Cell: 317-431-6162 Email: bpeters@ncaa.org

SECTION 3 – CHAMPIONSHIP CONTACTS

<u>Host</u> Old Dominion Athletic Conference and City of Salem	<u>Tournament Director</u> John Shaner Director of Parks and Recreation jshaner@salemva.gov Phone: 540-375-9732 Cell: 540-815-0574
<u>Sports Information Director</u> J. J. Nekoloff Associate Commissioner/ODAC jnekoloff@odaonline.com Phone: 540-389-7373 Cell: 540-537-8974	<u>Assistant Tournament Director</u> Carey Harveycutter Director of Tourism Email: charveycutter@salemva.gov Phone: 540-375-3054 Cell: 540-793-0982
<u>Athletic Trainer</u> Shawn Urbanek Associate Head AT Roanoke College urbanek@roanoke.edu Cell: 540-289-9068	<u>Drug Testing Coordinator</u> Shawn Urbanek Associate Head AT Roanoke College urbanek@roanoke.edu Cell: 540-289-9068
<u>Facility Director</u> John Farmer, Assistant Athletic Director Roanoke College Phone: 540-375-2338 jfarmer@roanoke.edu Phone: 540-375-2338 Cell: 540-353-8628	<u>Hotel Contacts</u> Holiday Inn-Tanglewood Alisha Arnold Office: 540-767-6453 - Cell: 540-728-7412 E-Mail: Alisha@hitwva.com <i>Teams: Middlebury and Franklin & Marshall</i> Holiday Inn-Roanoke Airport (Valley View) Carrington McKern Office: 540-362-8254 Email: Carrington.McKern@kalyanhospitality.com <i>Teams: William Smith and Gettysburg</i>

SECTION 4 – VIRTUAL MEETING

A Teams Virtual Meeting will be held at **11:00 a.m., Eastern Time, Monday, May 22**, for the four institutions advancing to semifinal competition. The head coach, institution's designated administrative representative and sports information representative should participate on the call. There will be an invite sent via Microsoft Teams no later than Sunday evening, May 21.

SECTION 5 – CHECKLIST

Division III

CHECKLIST – ALL EASTERN TIME		
Deadline	Item	Completed
Mon., May 22	<ul style="list-style-type: none"> Participant Call – Virtual (11:00 a.m. Eastern) Return Participating Institution Information to kalcox@ncaa.org and jshaner@saalemva.gov Rooming list due to team hotel. Confirm recent game video shared with opponents by 5:00 p.m. Submit team travel form to NCAACChampOps@stratascope.com. 	
Tue., May 23	<ul style="list-style-type: none"> Submission deadline for Elite 90 nomination form by 5:00 p.m. For information on Elite 90 and to submit forms, click here. 	
Thurs., May 25	<ul style="list-style-type: none"> Team Line-Up Form to kalcox@ncaa.org by 8:00 p.m. 	

SECTION 6 – SCHEDULE OF EVENTS

THURSDAY, MAY 25

TEAM	PRACTICE (w/Red Carpet)	ENGAGEMENT	BREAKFAST
Franklin & Marshall	10:00 a.m. – 11:30 a.m.	1:30 p.m. – 2:30 p.m.	7:30 a.m.
Middlebury	11:45 a.m. – 1:15 p.m.	2:45 p.m. – 3:45 p.m.	8:00 a.m.
Gettysburg	1:30 p.m. – 3:00 p.m.	10:00 a.m. – 11:00 a.m.	8:30 a.m.
William Smith	3:15 p.m. – 4:45 p.m.	12:00 p.m. – 1:00 p.m.	9:00 a.m.

FRIDAY, MAY 26

MORNING SHOOT AROUND

8:30 a.m. – 8:55 a.m.	Franklin & Marshall	Breakfast at 6:30 a.m. (8:00 a.m. *)
9:00 a.m. – 9:25 a.m.	Middlebury	Breakfast at 7:00 a.m. (8:30 a.m. *)
9:30 a.m. – 9:55 a.m.	Gettysburg	Breakfast at 7:30 a.m. (8:00 a.m. *)
10:00 a.m. – 10:25 a.m.	William Smith	Breakfast at 8:00 a.m. (8:30 a.m. *)

*Note: * - represents breakfast assigned time if not using the morning shoot around*

DIVISION III SEMIFINALS

11:00 a.m.	Gates open
12:00 p.m.	Semifinal #1
3:00 p.m.	Semifinal #2

Actual start time will be no earlier than announced start time, but may start later pending finish time of first game of the day. Teams will be guaranteed the full 45-minute warm-up on the field, which will start only after benches and field has been cleared from game one. Team liaisons will work with coaches/administrators to provide updates if warm-up and/or gametime will be pushed back.

SATURDAY, MAY 27

TEAM

PRACTICE

Semifinal #1 – Winner	11:00 a.m. – 12:30 a.m.	Breakfast at 8:00 a.m.
Semifinal #2 – Winner	1:00 p.m. – 2:30 p.m.	Breakfast at 9:00 a.m.

Note: Non-advancing teams from Friday, if stayed overnight should eat prior to 8:00 a.m.

SUNDAY, MAY 28

BREAKFAST

Finals – Away	8:00 a.m.
Finals – Home	8:00 a.m.

DIII CHAMPIONSHIP

11:00 a.m.	Gates open/Warm-ups
12:00 p.m.	Championship
	Awards Ceremony & Postgame Media

SECTION 7 – CHAMPIONSHIP OPERATIONS

BENCH LIMITATIONS

A total of 50 team personnel may be in the bench area during the competition. The bench size includes the following: 32 student-athletes in uniform, two (2) medical, and up to 16 team/institutional personnel or student-athletes not in uniform.

Please note: If a team is not traveling with medical personnel, the team will NOT receive two (2) medical credentials and bench limit would then be 48. If a team is traveling with one (1) medical personnel, the team will receive one (1) medical credential and bench limit would then be 49.

COMMUNITY ENGAGEMENT

TEAM: GETTYSBURG

Location: Angels of Assisi (415 Campbell Avenue SW, Roanoke, VA 24016)

What will you be doing: Dog Walking

Time: 10:00 a.m. to 11:00 a.m.

Phone: 540-344-8707

Contact: Dayna Reynolds, Director of Community Engagement

Email: dreynolds@angelssofassisi.org

TEAM: WILLIAM SMITH

Location: Roanoke Valley SPCA (1340 Baldwin Avenue NE, Roanoke, VA 24012)

What will you be doing: Cleaning out Vans – Playing with Dogs

Time: 12:00 p.m. to 1:00 p.m.

Phone: 540-339-9503

Contact: Erin Dams, Program Coordinator

Email: edams@rvspca.org

TEAM: FRANKLIN & MARSHALL

Location: HopeTree DDM (860 Mt. Vernon Lane, Salem, VA 24153)

What will you be doing: Choose between Gardening, Fishing, Cooking, and Animals

Time: 1:30 p.m. to 2:30 p.m.

Phone: 276-233-5324

Contact: Michelle Marting

Email: n/a

TEAM: MIDDLEBURY

Location: West End Center for Youth (1223 Patterson Avenue SW, Roanoke, VA 24016

What will you be doing: Activities with the kids

Time: 2:45 p.m. to 3:45 p.m.

Contact: Deseree Stanfield, Director of Education

Phone: 540-342-0902

Email: dstanfield@westendcenter.org

RED CARPET, TEAM PHOTO – PRIOR TO FIRST PRACTICE

As a new enhancement to the women's lacrosse tournament, prior to each teams practice on Thursday, teams will take part in a red carpet entrance to the facility along with taking a team photo. Teams can arrive in team uniform, team gear, themed outfits, etc. All options are available to teams to make it a fun experience for the student-athletes.

The red carpet entrance will feature photographers, music, and more. Following the entrance, each team will take a team picture in front of the facility near the welcome banner. Teams will then be led to the locker room to change and prepare for practice. Teams are encouraged and can arrive up to an hour before practice time to enjoy the entrance, take team photo and then have time to change and prepare for practice.

RULES

The 2023 championship will be conducted according to the 2022 and 2023 NCAA Women's Lacrosse Rules and Interpretations Book. Questions regarding the interpretation of rules should be addressed to Stefanie Sparks Smith at 603-494-1865.

GAME BALL

The NCAA will provide yellow STX balls that should be used during practices, pregame warm-ups and competition. Teams do not need to provide their own practice balls, but are permitted to use. Please ensure the STX balls are all returned after practices and warm-ups.

LOCKER ROOM AND BENCH ASSIGNMENTS

Each participating team will be assigned a locker room upon arrival at the Cregger Center. All locker rooms will be located in the Cregger Center. Locker rooms will also be available on practice day.

Note that for locker room assignments, following the second semifinal game if both teams that advanced were on the same side of the hallway, the winner of the second semifinal will move across the hall into the open locker room. The winner in the first semifinal will remain in their locker room.

TEAM HOSPITALITY

Hospitality (fruit and snacks, etc. as well as PowerAde and Dasani water) will be provided at each team bench or in locker room for all games. Self-serve scoop ice cream will be provided after each practice for all teams near the locker rooms in the Cregger center.

HOSPITALITY

Team administrators and coaches are welcome to the hospitality room located Cregger Center Conference Room. Schedule: Friday – 10 a.m. to 4 p.m. and Sunday – 1:00 p.m. to 4:30 p.m.

NATIONAL ANTHEM

The national anthem will be played before the first semifinal on Friday only and then before the championship game on Sunday. No anthem will be played before the second semifinal on Friday.

STUDENT-ATHLETE PREGAME INTRODUCTIONS

For each game contest at the final site, only starters will be introduced with coaches. The bench players may join their teams on the field following the last starter from their individual roster being introduced. The national anthem will be played AFTER team introductions at semifinal #1 and the national championship game. Student-athletes and coaches shall turn and face the American flag as the national anthem is played. At the conclusion of the anthem, teams return to their respective benches, and starters shall take the field.

OVERTIME

Refer to Overtime Procedures of the 2022 and 2023 Women's Lacrosse rule book.

OFFICIALS

All officials for NCAA Divisions III postseason games shall be appointed by the Women's Lacrosse Committee(s) in conjunction with the NCAA national coordinator for officials. Any committee member whose team is selected to the championship will be recused from the process.

For the championship games, the NCAA national coordinator of officials will recommend six officials to work the three games. One head official will be assigned for all games.

COMMITTEE LIASONS

Each Participating Institution will receive a member from the National Sport Committee to serve as their liaison. Liaisons will be determined once teams are selected and provided at the participating team call on Monday, May 22.

UNIFORMS/LAUNDRY

The team located on the top of the bracket in each game will be designated as the home team and wear its light color (home) uniforms. The team located on the bottom of the bracket in each game will be designated as the visiting team and wear its dark color (road) uniforms.

All visible undergarments worn must be of one solid color and must be white, gray, black or one of that team's uniform colors. All team members who choose to wear visible undergarments must wear the same color. [NCAA Women's Lacrosse Rule 2, Sections 35 & 36].

Student-athletes competing in the women's lacrosse championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to warm-ups, press conferences, awards ceremonies, practices, and postgame celebrations. All uniforms must conform to the NCAA legislation on logo restrictions.

Each team will receive self-adhesive NCAA patches to be placed on the jerseys in a uniform location (e.g., upper left chest or left sleeve). The two teams that advance to the national championship games will be provided a second set of patches.

Laundry should be left in the hamper in your team locker room at the Cregger Center. It will be washed and returned the following day. Please leave in loops. For any questions or to set up laundry, contact Erica Brown at ermbrown@roanoke.edu or by phone at 610-764-8999.

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 practices and 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.

VIDEOTAPING AND FILMING

ODAC staff will record each game and immediately upload film following the game to the IWLCA Open Exchange on Hudl. All teams should follow the NCAA's videographer policies located at <http://www.ncaa.com/content/team-videographer-policy>.

EMERGENCY/WEATHER POLICY

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Women's Lacrosse Rules Book. If a game is suspended or postponed, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, it shall be the decision of the games committee to suspend play until the following day. Please follow Kerr Stadium's Emergency Action Plan.

SECTION 8 – COMPETITION SITE

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

BANNERS AND ARTIFICIAL NOISEMAKERS

Any banners other than the approved NCAA and television/radio banners may not be posted on competition site surfaces/railings without the permission of the NCAA Division III Women's Lacrosse Committee or its designated representative. Hand-held team banners are permissible as long as they do not interfere with the competition or spectators' views and they do not contain any commercial identification. Banners advertising equipment or manufacturers are prohibited. Air horns and electronic amplifiers are not permitted and shall be removed on discovery.

MERCHANDISE AND CONCESSIONS

Official NCAA merchandise will be on sale for participants during their first practice and on sale for fans on each game day on the patio near the concession stand at Kerr Field. Hours will coincide with the games times.

SPECTATOR/MEDIA PARKING

Spectator and Media parking is available on campus at no cost. Signage will be posted to direct spectators to the parking areas in the High Street lot as well as across from the Cregger facility. Please see the diagram below.

PARKING/TEAM BUS DROP-OFF

Teams will drop off in front of the Cregger Center. After drop-off buses will stage just south of the Cregger Center on High Street. Teams will be met upon arrival by tournament staff.

PARTICIPANT ENTRANCE

Team Entrance – All teams will enter the field through a participant only entrance near Bast parking or from the Cregger Center Dressing rooms stairway direct to the field. They will be met by a committee member of local host committee or a national committee member.

Administrators' Entrance – Administrators may enter with their respective teams or at the ticket entrance with appropriate credentials.

WARM UP MUSIC

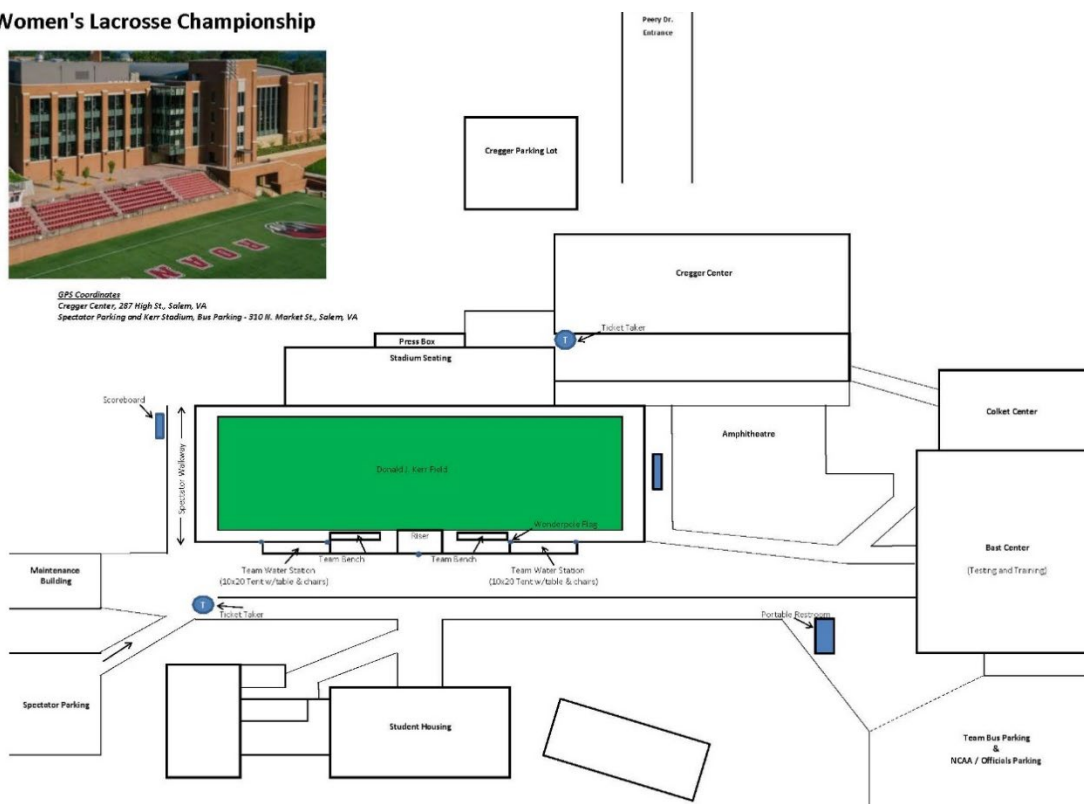
The NCAA will provide warm-up music for all semifinal and championship games.

COMPETITION SITE DIAGRAM

Women's Lacrosse Championship



GPS Coordinates
Cregger Center, 287 High St., Salem, VA
Spectator Parking and Kerr Stadium, Bus Parking - 350 W. Market St., Salem, VA



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

Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. An institutional representative must be present in the drug testing venue. The approximate number tested is usually five (5) per team.

MEDIA OBLIGATIONS

Each team is provided a postgame 10-minute cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of her media obligations have been fulfilled.

NEXT DAY TESTING

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately after the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the next day, the testing must begin no later than 10 a.m. (local time) at the original test site.

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

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 after 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 10 – LODGING

TEAM HOTELS

Reservations have been made for each participating team. Each team must contact the assigned hotel by **5 p.m. Eastern, Monday, May 22**, to confirm arrival date and time, arrange payment procedures, provide rooming list, and arrange any meals or meeting room requirements that are necessary.

Team Hotels Contact
Holiday Inn-Tanglewood 4468 Starkey Road, Roanoke, VA 24018 Alisha Arnold (Office: 540-767-6453; Cell: 540-728-7412) E-Mail: Alisha@hitwva.com TEAMS: Middlebury and Franklin & Marshall
Holiday Inn-Roanoke Airport (Valley View) 3315 Ordway Drive, Roanoke, VA 24017 Carrington McKern (Office: 540-362-8254) Email: Carrington.McKern@kalyanhospitality.com TEAMS: William Smith and Gettysburg

With the increase in travel party and bench limits, we have worked to make sure we have enough rooms for the expanded number of individuals that may travel to the championship. Please work with us and the hotels as this is a last-minute increase and hotel space may be tight as compared to what was originally reserved in the contract signed a year prior.

An institution is obligated to stay at the designated property. If an institution prefers to relocate to a different hotel, which is generally not approved by the NCAA, the following must occur:

- (1) Obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.
- (2) The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. IF a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel where another team or the game officials are located or at the designated headquarters hotel.

Additionally, 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 manager of the host institution is to be advised of the plans of each institution sufficiently before the competition.

SECTION 11 – MEDIA SERVICES

CREDENTIALS

The NCAA shall control the issuance of working press and photography credentials for each of its championships. NCAA policy shall limit the issuance of working press credential to the Associated Press, United Press International, newspaper, magazines and radio or television stations, and/or networks or cable systems and shall preclude the issuance of press credentials to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. Subject to limitations of

space, seats in the press box area and photo credentials shall be assigned to working press in accordance with the following priorities:

- Campus media certified by the director of athletics or sports information director of each participating and host institution.
- Certified media from the immediate locale of the championship and the immediate locale of the competing teams; and
- Other certified media filing from the scene. Other restrictions for obtaining credential may be implemented, based on the circumstances at the host institution and availability of seating.

WORKING AREA

A working media area will be located at field level just outside the playing area. This area will be restricted to working media and game administration personnel. The media interview area is located inside the Cregger Center off the athletic department on "Level 2 of the facility in room Cregger 240. Wireless Internet service is available throughout the athletic facilities.

Working media credentials must be worn at all times. Credentials may be picked up at the entrance to Kerr Stadium on any game day. No credentials will be mailed.

POSTGAME PRESS CONFERENCES

The NCAA's 10-minute cooling off period will be in effect for all games. If there is an awards ceremony, the cooling off period begins after that process is complete.

All media press conferences will be conducted via Zoom teleconference this season. No working media will be allowed on-site interviews unless otherwise cleared by NCAA or host media staff. Those with working media credentials and the athletic communications/sports information personnel for each participating school will have Zoom login information disseminated to them. One Zoom location will be established and used for all media interviews.

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

PHOTO POLICIES

Still photographers and team videographers will be provided credentials and are restricted to the sideline opposite the team bench area and a designated area on each corner of the field on the team bench side. **No media personnel or equipment shall be in the team bench area, and no media personnel may communicate in any way with persons in the team bench areas.** Other than a team videographer, video camerapersons will not be allowed on the field during the course of play.

Still photographers shall stay back from the sidelines across from the team benches so they do not interfere with either the officials or student-athletes running past them along the sideline. Photographers are prohibited from being behind the goal.

All television stations are prohibited from airing footage of any part of the games in progress. During postgame awards ceremonies, photographers will be allowed into a designated shooting area on the playing field. All members of the media are subject to the policies found at www.NCAA.com/media.

RADIO/WEBCAST COVERAGE

Due to the restricted press box space and the NCAA's webcasting of all games, positions will NOT be reserved for anyone other than required personnel. Teams that insist on doing either should contact J. J. Nekoloff for details. Radio broadcasts will not be allowed at this championship due to space restrictions.

STATISTICS

ODAC staff will provide a play-by-play and complete team and individual statistics at the end of each game. Halftime statistics will be available for coaches and members of the media and quickie stats available at the postgame press conference prior to the distribution of full statistics packets.

TELEVISION NEWS CREWS

For the semifinals and championship game, local TV outlets must abide by the NCAA Footage Usage and Licensing Policy:

<https://www.ncaa.com/flysystem/public-s3/files/2021-01/2020-21%20Footage%20Usage%20Licensing.pdf>

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. Streaming information is available at <https://www.ncaa.com/rights-request>

SECTION 12 – MEDICAL

AMBULANCE

An ambulance will be on-site for all semifinal and championship games.

ATHLETIC TRAINER INFORMATION

Shawn Urbanek
Associate Head Athletic Trainer
Roanoke College
urbanek@roanoke.edu
Phone: 540-375-2033 | Cell: 330-289-9068

ATHLETIC TRAINING HOURS

Date	Hours
Thursday, May 25	8:30 a.m. – 5:00 p.m.
Friday, May 26	9:00 a.m. - 1 hour after the second game
Saturday, May 27	9:30 a.m. – 3:00 p.m.
Sunday, May 28	9:00 a.m. - 1 hour after the game

ATHLETIC TRAINING

Host Athletic trainer will be available one hour prior to practices and two hours prior to competition and remain available through all games.

Certified athletic trainer(s) shall be available on the field and assist the participating institutions' sports medicine staff. Physician(s) shall be on-call or on site for all practice and game days. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, x-ray technicians, emergency medical technicians (EMTs). They will be on call or on-site during practice times as well. Team athletic trainers who need anything from hosting doctors on call should speak to the Roanoke College Athletic Trainer (Shawn Urbanek) working their game or practice.

If a team is traveling without an athletic trainer, the Roanoke College Athletic Trainer working the competition (Shawn Urbanek) will be available to tape, provided a list of all treatments (taping) is sent by the home athletic trainer. The host athletic trainer will be available to assist in coordinating emergencies. The Salem Rescue Squad (volunteer) and Salem Fire & EMS (career) are located than a mile from the competition venue and EMS be on site for all competition. Physicians will be available on an as needed basis during the weekend.

EQUIPMENT AND SUPPLIES

Access to the Cregger Center Training room will be available. It is encouraged that each team traveling with an Athletic Trainer bring with them portable modality units to be used in the hotel. Each team bench will be provided with a portable treatment table for the teams use. During competition, water, ice, AED, and splints will be on the sideline.

The NCAA will provide water bottles and coolers for all scheduled practices and games. No other cups, coolers, or water bottles with commercial corporate identification are allowed for use during the tournament.

Emergency equipment will be provided during games accessible on the sideline.

HOSPITALS AND EMERGENCY SERVICES

Emergency Numbers

Roanoke College Campus Safety	540-375-2310
Salem Police Department	540-375-3078
All other Emergency needs	911

Local Hospitals

Lewis Gale Medical Center	1900 Electric Rd. Salem, VA 24153	540-776-4000
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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 <http://www.ncaa.org/health-and-safety>.

SECTION 13 – PARTICIPANT EXPECTATIONS AND GUIDELINES

MISCONDUCT

[Reference: Meetings (see pages in sports-specific handbooks) and Bylaws 31.1.1.2 and 31.1.10 in the NCAA Manual.]

31.02.3 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 III Championships Committee.

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 on request of any institution participating in the championship.

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

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

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

Possible Penalties for Misconduct

A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championships administration.

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, athletic 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.

SECTION 14 – SECURITY

Security will be provided at all press conferences, team locker room areas, team bench areas and field level throughout the championship.

SECTION 15 – TEAM TRAVEL AND TRANSPORTATION

SHORT'S TRAVEL MANAGEMENT

The participating institution shall be completely responsible for making its own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866-655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

Travel Information.

- a. **Air Travel.** If you are located more than 500 miles from the host site, please contact Short's Travel Management at 866-655-9215 as soon as possible to make our air travel arrangements. Be prepared to provide the names of the members of the travel party.
- b. **Ground Travel.** If you are within 500 miles from the host site, you will travel via bus and must make your arrangements Championships Ground Travel. Institutions are NO longer required to use Go Ground for postseason NCAA team championship ground transportation. Institutions must use bus companies that meet NCAA safety standards. These safety standards can be found [here](#). Institutions eligible for ground travel will receive reimbursement directly from the NCAA through the NCAA Travel Expense System (TES). Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

- c. **Hub Rule.** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.
 - d. **Per Diem.** Per diem will be paid for the allowable travel party. The per diem rate and allowable days can be found in the NCAA travel policies.
 - e. **Expense Reimbursement.** Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at: <https://web1.ncaa.org/TES/exec/login?js=true>. All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.
 - f. **Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317-917-6757, or by email at travel@ncaa.org.
- For a full list of DIII Travel Policies please click [here](#).

AIRPORT INFORMATION

Roanoke-Blacksburg Regional Airport Regional Airport (ROA)

5202 Aviation Dr NW
Roanoke, VA 24012
United States

+1 (540) 362-1999
www.flyroa.com

LOCAL/GROUND TRANSPORTATION

Each institution is responsible for payment of its local transportation and for making its own ground transportation arrangements while in Salem. Enterprise if the official car of the NCAA and has locations throughout Salem and Roanoke including the Roanoke Blacksburg Regional Airport (ROA)

SECTION 16 – TICKETS

TICKET PRICES

All session tickets:

General Admission	
Adults \$25.00	Student/Senior \$17.00

Single Game Tickets

General Admission		
Adults \$15.00	Student/Senior \$10.00	Child \$5.00

PLAYER PASS LIST

Any individuals not listed on the official travel party roster must purchase a ticket.

NO complimentary tickets may be provided by tournament personnel in accordance with NCAA policy. Please be advised that if transportation personnel such as a bus driver are not part of the official team party, he or she will have to buy a ticket.

Teams wishing to buy tickets for family, friends, and students as a group can purchase tickets and have them available at will call for guests to pick up using a purchased ticket pass list. Contact Eric O'Brien for all ticketing needs at eobrien@salemva.gov.

SECTION 17 – TRAVEL PARTY

Those student-athletes listed on the Participating Team Information Form (Appendix A) will be admitted to Kerr Stadium with a credential.

Please email a copy of the **Participating Team Information Form** (Appendix A) to Kevin Alcox (kalcox@ncaa.org) and John Shaner (jshaner@salemva.gov) by Monday, May 22 at 5 p.m. Eastern. Team members indicated on the Participating Team Information Form, in addition to team bench area personnel with passes, will be admitted to the venue for any game that their team is not a participant via the same entrance with their credential.

Each participating team will receive 50 credentials which must be presented for access into Kerr Stadium. **Only one credential will be issued and any participant misplacing the credential must purchase a ticket in order to attend games in which they are not participating.** Anyone who is not part of the official travel party found with a participant credential, including parents, will be removed from the site of competition and will not be permitted to return and will be reported to the NCAA as a misconduct violation. Credentials will be distributed to teams at the conclusion of your initial onsite testing.

SECTION 18 – TROPHIES AND AWARDS

AWARDS- DIII

Official NCAA awards (team trophy and 37 mini-trophies to the runner-up and two semifinalist teams; and a team trophy, 32 watches, and 37 mini-trophies to the championship team) will be presented to the official travel parties. Additional watches will be ordered after the championship with the assistance of the NCAA championship manager for the rest of the travel party.

Five minutes after the conclusion of each semifinal game, there will be an awards ceremony for the non-advancing team. Both teams will line up for the presentation, and the DIII women's lacrosse committee will distribute and recognize the team.

The official awards presentation list will be collected at the administrative meeting.

Awards Presentation. For media purposes, the protocol is to give the winning team the team champion trophy immediately so that the ensuing celebration with the trophy can be captured. The trophy will then be collected and awarded in the traditional awards ceremony as noted above.

To order additional trophies, please go to <https://services.mtmrecognition.com/NCAA/>.

ALL-TOURNAMENT TEAM

The all-tournament team will be selected by the women's lacrosse committee for Division III; the committee may request input from head coaches. The team will include two student-athletes from each semifinalist team, three student-athletes from the second-place team and four student-athletes, including the most outstanding player from the national championship team. The all-tournament team will be announced following the national champion trophy presentation. Each member of the All-Tournament team will receive a plaque following the championship.

ELITE 90

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics at the NCAA national office at 317-917-6222 or elite90@ncaa.org. All documents, including deadlines and nomination forms, are located at [Elite 90 forms](#).

The deadline for submitting nominations is 5 p.m. Eastern time, Tuesday, May 23.

PARTICIPATION AWARDS

For 2022-2023, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

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

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

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



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

For 2020-2021, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.



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

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

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

Please add ehannoy@legends.net to your address book to allow us to send you emails.



Place your order at NCAA-Awards.com

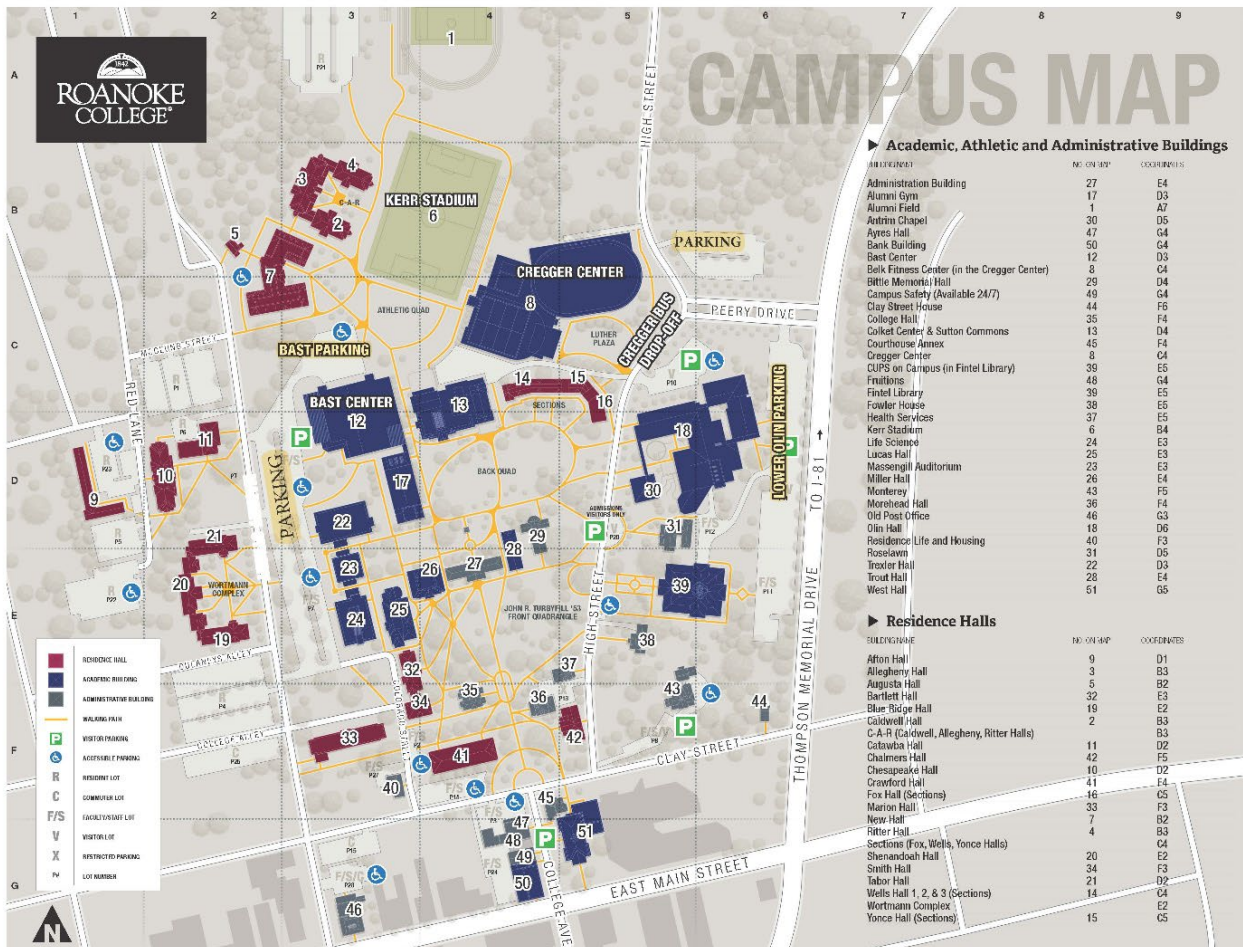


Directions

BUS DRIVING DIRECTIONS**Cregger Center; Salem, VA****Physical Address: 287 High Street, Salem, VA 24153****TO BUS PARKING**

Continue South on High Street; Turn right on Clay Street; Turn Right on Market Street;

Follow signs to Bus Parking; Parking adjoins Kerr Stadium Field



PARTICIPATING INSTITUTION INFORMATION FORM

Contact Information

Institution			
Title	Name	Cell Phone	Email
Head Coach			
Administrator Traveling			
Sports Information Director			
Athletic Trainer			

Travel Logistics

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you are driving	<input type="checkbox"/>
Airline		Flight Number		Departure Airport	
Number of vehicles you will have on site:	Buses		Vans		Cars
				President/Chancellor Attending?	<input type="checkbox"/>

Travel Party Roster

Please list each individual from your institution's travel party (limit of 50, with two designated medical). Please list your squad size numerically. This roster will be utilized as the awards ceremony list as well.

#	Student-Athlete	#	Student-Athlete
1.		17.	
2.		18.	
3.		19.	
4.		20.	
5.		21.	
6.		22.	
7.		23.	
8.		24.	
9.		25.	
10.		26.	
11.		27.	
12.		28.	
13.		29.	
14.		30.	
15.		31.	
16.		32.	
Institution Staff		Title (coach, athletic trainer, manager, etc.)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			(medical)
18.			(medical)

Submit to Kevin Alcox (kalcox@ncaa.org) and John Shaner (jshaner@saalemva.gov) by **5 p.m. on Monday, May 22.**

TEAM LINE-UP FORM

Institution: _____

Head Coach: _____

Captains: _____

Note: Indicate starters with an asterisk (*) by the uniform number.

	Uniform Number	Name	Position	Hometown
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				

Please submit to kalcox@ncaa.org and jshaner@saalemva.gov after practice on **Thursday, May 25.**

BAND, SPIRIT SQUAD AND MASCOT FORM

Institution: _____

Band Member Name		Spirit Squad Member Name	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Please submit to kalcox@ncaa.org at the on **Thursday, May 25.**



PREGAME TIMING SHEETS

NATIONAL SEMI FINALS AND FINAL AT KERR STADIUM

Semifinal Game 1

Clock Time	Real Time	Event
50:00	11:00 a.m.	Pregame warm-ups for Semifinal Game 1
10:00	11:40 a.m.	Coaches/officials meeting
5:00	11:45 a.m.	Captains meeting
0:00	11:50 a.m.	Field cleared
	11:55 a.m.	Introduction of teams/National Anthem
	12:00 p.m.	Game Begins

Semifinal Game 2

Clock Time	Real Time	Event
55:00	2:00 p.m.	Pregame warm-ups for Semifinal Game 2
10:00	2:45 p.m.	Coaches/officials meeting
5:00	2:50 p.m.	Captains meeting
0:00	2:55 p.m.	Field cleared
	2:55 p.m.	Introduction of teams
	3:00 p.m.	*Game Begins

Championship Game

Clock Time	Real Time	Event
50:00	11:00 a.m.	Pregame warm-ups for Championship Game
10:00	11:10 a.m.	Coaches/officials meeting
5:00	11:15 a.m.	Captains meeting
0:00	11:20 a.m.	Field cleared
	11:25 a.m.	Introduction of teams/National Anthem
	12:00 p.m.	Game Begins

**Actual start time will be no earlier than announced start time but may start later pending finish time of first game of the day. Teams will be guaranteed the full 45-minute warm-up on the field*