



2023 DIVISION III
SOCCER
CHAMPIONSHIPS
SALEM, VA • Old Dominion Athletic
Conference and City of Salem, Hosts

PARTICIPANT
2023-24 MANUAL

Division III Men's and Women's Soccer

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Section 1. INTRODUCTION

Congratulations on advancing to the 2023 NCAA Division III Men's and Women's Soccer Championships.

The information in this manual has been compiled for your convenience and to help teams, game officials and accompanying media prepare for the championships.

Please check NCAA.org regularly for updates to this document. If any questions arise, please contact any person listed on the subsequent pages.

Section 2. NCAA STAFF AND COMMITTEES

SECTION 2.1 NCAA STAFF

<u>MEN'S SOCCER</u>	<u>WOMEN'S SOCCER</u>
Kevin Alcox Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6085 Cell: 317-749-9783 Email: kalcox@ncaa.org	Kelly S. Whitaker Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6511 Cell: 317-476-6867 Email: kwhitaker@ncaa.org
Bryce Peters Assistant Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6222 Email: bpeters@ncaa.org	Ethan Walker Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6476 Email: ewalker@ncaa.org

SECTION 2.2 MEN'S COMMITTEE

Region One David Kulik Assistant Athletic Director/Head Men's Soccer Coach Johnson & Wales University (Providence)	Region Two Gabe Margolis (<i>Committee Chair</i>) Head Men's Soccer Coach Brandeis University
Region Three Brian Marcantonio Head Men's Soccer Coach Utica College	Region Four Carl Christian Interim Director of Athletics York College
Region Five Rob Dallas Head Men's Soccer Coach Cabrini University	Region Six Nate Stewart Assoc. VP/COO Development & Alumni Relations Centre College
Region Seven Dejan Mladenovic Head Men's Soccer Coach John Carroll University	Region Eight Michael Zapolski Director of Athletics Augustana College
Region Nine Brian Sisson Director of Athletics Saint Mary's University of Minnesota	Region Ten Miguel Ruiz Head Men's Soccer Coach California Lutheran University

SECTION 2.3 WOMEN'S COMMITTEE

Region One Brienne Smithson Head Women's Soccer Coach Bowdoin College	Region Two Stephanie Smyrl Director of Athletics Emerson College
Region Three Matthew Webb Director of Athletics Houghton University	Region Four Jess Huda (<i>Committee Chair</i>) Assistant Athletics Director Montclair State University
Region Five Susan Kolb Director of Athletics Hood College	Region Six Emma Olsson Assistant Athletics Director Averett University
Region Seven Adam Sprague Head Women's Soccer Coach Mount Aloysius College	Region Eight Katari Key Director of Athletics Alverno College
Region Nine Crystal Lanning Director of Athletics University of Wisconsin-River Falls	Region Ten Lance Key Head Women's Soccer Coach Hardin-Simmons University

Section 3. HOST PERSONNEL

SECTION 3.1 PERSONNEL

<p style="text-align: center;"><u>HOST</u></p> <p style="text-align: center;">City of Salem and Old Dominion Athletic Conference Kerr Stadium at Roanoke College</p>	
<p style="text-align: center;"><u>CO-TOURNAMENT DIRECTORS</u></p>	
<p>Carey Harveycutter Director of Tourism City of Salem 540/793-0982 cell charveycutter@salemva.gov</p>	<p>John Shaner Director of Parks and Recreation City of Salem 540/815-0574 jshaner@salemva.gov</p>
<p style="text-align: center;"><u>HOST ATHLETIC DIRECTOR</u></p> <p>Curtis Campbell Roanoke College 540/375-2337 office 205/799-8653 cell ccampbell@roanoke.edu</p>	<p style="text-align: center;"><u>PROMOTIONS/MARKETING DIRECTOR</u></p> <p>Carey Harveycutter Director of Tourism City of Salem 540/793-0982 cell charveycutter@salemva.gov</p>
<p style="text-align: center;"><u>SPORTS INFORMATION CONTACT</u></p> <p>J. J. Nekoloff Associate Commissioner Old Dominion Athletic Conference 540/537-8974 cell jnekoloff@odaonline.com</p>	<p style="text-align: center;"><u>TICKET MANAGER</u></p> <p>Eric O'Brien Assistant Director of Parks and Recreation City of Salem 540/529-2230 eobrien@salemva.gov</p>
<p style="text-align: center;"><u>FACILITY DIRECTOR</u></p> <p>John Farmer Assistant Athletic Director Roanoke College 540/353-8628 jfarmer@roanoke.edu</p>	<p style="text-align: center;"><u>DRUG TESTING COORDINATOR</u></p> <p>Keith Doolan Head Athletic Trainer Roanoke College 540/378-5155 office 540-998-5952 Doolan@roanoke.edu</p>
<p style="text-align: center;"><u>LAUNDRY CONTACT</u></p> <p>Laundry – Matt Campbell (804)248-4343</p>	<p style="text-align: center;"><u>HOTEL CONTACTS</u></p> <p style="text-align: center;"><i>(Individual Hotel Contacts listed in section 12)</i> Adam McGee – On Location/Anthony Travel Phone: 214-712-5268 Email: armcgee@onlocationexp.com</p>

SECTION 3.2 CHAMPIONSHIPS WEBSITES

Men's Soccer - <http://www.ncaa.com/championships/soccer-men/d3>

Women's Soccer - <http://www.ncaa.com/championships/soccer-women/d3>

Host Microsite - Men: <https://odaconline.com/tournaments/?id=6>

Host Microsite - Women: <https://odaconline.com/tournaments/?id=7>

Section 4. CHECKLIST

Monday, November 20

1. Mandatory conference call for all teams (men's and women's) that advance to the finals. The participant virtual meeting will be held at **11 a.m. Eastern time**. Participating institutions will be sent a meeting maker Microsoft Teams link. The virtual meeting is for administrators, coaches, sports information directors and athletic trainers for each of the participating schools. Representatives from each committee, the hosts and the NCAA will lead the call.
2. Submit President or Athletic Director congratulations video to be part of banquet video. 30-second video from person of interest congratulating the team. Reminder if using phone, please turn the phone to the side so that it can be edited into the format of the overall video. Submit to kalcox@ncaa.org (men) or kwhitaker@ncaa.org (women).

Tuesday, November 21

3. Sports information sends the following to J.J. Nekoloff (jnekoloff@odaconline.com):
 - ___a. College information piece, four paragraphs, coach's bio and quick facts.
 - ___b. Numerical roster and updated stats through quarterfinal play.
 - ___c. Notes of media interest (3-5 solid notes featuring player and/or coach, records or other items of interest).
 - ___d. Preliminary media list to include any radio stations likely to be broadcasting.
 - ___e. SIDs are asked to poll members of their local media to determine who will accompany their team to the finals and provide a list.
 - ___f. Deadline to apply for media credentials. www.ncaa.com/media.

Wednesday, November 22

4. Deadline to submit the Team Travel Information form to Kevin Alcox (kalcox@ncaa.org) for the men and Kelly Whitaker (kwhitaker@ncaa.org) for the women (Appendix C).
5. Deadline to submit Elite 90 award nominee to: <https://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program> (5 p.m. Eastern).

Monday, November 27

6. Deadline for contacting team hotel and providing rooming list (Appendix D).

Thursday, November 30

7. Deadline for submitting Event 1 preorder for championship shirts: 11 p.m. Eastern. Preorders will be sent to your campus.

Section 5. SCHEDULE OF EVENTS

Section 5.1 SCHEDULE OF EVENTS

All Times Eastern

Tuesday, November 28

All day NCAA staff (M/W), NCAA committee (W), and women's participating teams' arrival
4:30 p.m. Committee walkthrough (Kerr Stadium)

Wednesday, November 29

All day NCAA committee (M) and men's participating teams' arrival

TUFTS UNIVERSITY (visitor – semifinal #1)

Blue Carpet Welcome: 8:15 a.m. Practice: 9:00-10:00 a.m. Community Engagement: 3:30-4:30 p.m.

CALIFORNIA LUTHERAN UNIVERSITY (home – semifinal #1)

Blue Carpet Welcome: 9:25 a.m. Practice: 10:10-11:10 a.m. Community Engagement: 3:30-4:30 p.m.

WASHINGTON UNIV in ST. LOUIS (visitor – semifinal #2)

Blue Carpet Welcome: 10:35 a.m. Practice: 11:20-12:20 p.m. Community Engagement: 3:30-4:30 p.m.

MESSIAH UNIVERSITY (home – semifinal #2)

Blue Carpet Welcome: 11:45 a.m. Practice: 12:30-1:30 p.m. Community Engagement: 3:30-4:30 p.m.

4:30 p.m.

Unofficial walkthrough for men's committee (Kerr Stadium)

6:30 – 8:00 p.m.

Women's Soccer Banquet-Salem Civic Center, 1001 Roanoke Blvd., Salem, VA 24153

Thursday, November 30 (practice schedule is weather pending and subject to change upon arrival in Salem)

All day NCAA committee (M) and men's participating teams' arrival

ST. OLAF COLLEGE (visitor – semifinal #1)

Blue Carpet Welcome: 8:15 a.m. Practice: 9:00-10:00 a.m. Community Engagement: 3:30-4:30 p.m.

WASHINGTON COLLEGE (home – semifinal #1)

Blue Carpet Welcome: 9:25 a.m. Practice: 10:10-11:10 a.m. Community Engagement: 3:30-4:30 p.m.

WASHINGTON AND LEE UNIVERSITY (visitor – semifinal #2)

Blue Carpet Welcome: 10:35 a.m. Practice: 11:20-12:20 p.m. Community Engagement: 3:30-4:30 p.m.

AMHERST COLLEGE (home – semifinal #2)

Blue Carpet Welcome: 11:45 a.m. Practice: 12:30-1:30 p.m. Community Engagement: 3:30-4:30 p.m.

2:00 p.m.

Gates Open for Women's Semifinals

3:00 – 6:00 p.m.

Women's Semifinal #1 – Tufts vs. Cal Lutheran

6:30 – 8:30 p.m.

Women's Semifinal #2 – WashU vs. Messiah

6:30 – 8:00 p.m.

Men's Soccer Banquet-Salem Civic Center, 1001 Roanoke Blvd., Salem, VA 24153

Friday, December 1

Note: Awards ceremonies will take place immediately following each semifinal game.

10:00 a.m. – 2:00 p.m.	Women's Semifinalist – Practice Window (off-site practice field)
2:00 p.m.	Gates Open for Men's Semifinals
3:00 – 6:00 p.m.	Men's Semifinal #1 – St. Olaf vs. Washington College
6:30 – 8:30 p.m.	Men's Semifinal #2 – Washington and Lee vs. Amherst

Saturday, December 2

Note: Awards ceremonies will take place immediately following each championship game.

10:00 a.m. – 2:00 p.m.	Men's Semifinalist – Practice Window (off-site practice field)
11:00 a.m.	Gates Open for Women's Final
12:00 – 3:00 p.m.	Women's Final – TBD vs. TBD

Saturday, December 3

Note: Awards ceremonies will take place immediately following each championship game.

11:00 a.m.	Gates Open for Men's Final
12:00 – 3:00 p.m.	Men's Final – TBD vs. TBD

Section 5.2 BANQUET

The NCAA Banquet for the women will be held on Wednesday, November 29, beginning at 6:30 PM and for the men it will begin at 6:30 PM on Thursday, November 30. Both banquets will be held at the Community Room of the Salem Civic Center (1001 Roanoke Blvd, Salem, VA 24153). The meals will be served buffet style. Each team will have 32 tickets provided for your travel party. Additional tickets may be purchased for **\$35.00 each**. Banquet reservations must be received not later than 5:00 p.m. on Tuesday, November 21 so food may be ordered. Email Carey Harvey Cutter (charveycutter@saalemva.gov) your number of additional tickets requested. Banquet tickets may be billed or paid by credit card in advance or at the event..

Menu includes Salad w/toppings and assorted dressings, Penne Pasta w/Marinara and Alfredo sauces, Garlic & Herb Chicken, Beef Tips w/Rice, Whipped Potatoes, Green Beans, Rolls, Assorted Desserts, Sweet Tea/Lemonade/Water/Coffee, and featuring a S'mores Bar.

Section 5.3 COMMUNITY ENGAGEMENT AND SPECIAL OLYMPICS INVOLVEMENT

Community Engagement

Women's	
Wed., Nov. 29	Eureka Recreation Center (1529 Carroll Avenue NW, Roanoke, VA 24017)
3:30 – 4:30 p.m.	Auraliz (Liz) Quintana, auraliz.quintana@roanokeva.gov , 631-708-9707
Men's	
Wed., Nov. 29	Eureka Recreation Center (1529 Carroll Avenue NW, Roanoke, VA 24017)
3:30 – 4:30 p.m.	Auraliz (Liz) Quintana, auraliz.quintana@roanokeva.gov , 631-708-9707

Each team will divide into two groups. One group from each team will spend the hour with half of the kids in the Center working on homework and reading with the kids. The other half of your teams and the kids will be in the Gym participating in a couple activities – likely a relay race and obstacle course. You can view a video of what happened at previous visits and see these activities within the video [here](#) produced by the CIAA.

Special Olympics

At the 2011 NCAA Convention, the NCAA Division III Student-Athlete Advisory Committee and Special Olympics announced their partnership. This partnership is designed to improve the lives of Special Olympics athletes through their involvement with Division III student-athletes and to foster a mutual learning experience between Division III student-athletes and Special Olympics athletes.

We plan to have a Special Olympics presence at both the men's and women's banquets, as well as during pregame introductions and at halftime of the championship contests.

Section 5.4 PRACTICES

SCHEDULED PRACTICES

Wednesday (women's) and Thursday (men's) practices will take place at Kerr Stadium on the championship field.

Friday and Saturday practices will take place at Salem's Spartan Field, 250 Spartan Drive, Salem, VA 24153. There will be a window of time for teams to practice and we will work with the advancing coaches to schedule a practice time between the hours of 10:00 a.m. and 2:00 p.m.

Section 5.5 PREGAME

The following schedule should be used for all games during the championships:

GAME CLOCK	DESCRIPTION
60:00	Teams may begin warm-up.
30:00	Game rosters submitted and exchanged.
10:00	Captains and officials meet.
	Teams clear field. Public-address welcome.
	Introduction of officials, coaches, players and honorary captains.
	1. Officials. (In center circle)
	2. Visiting team nonstarters, followed by starters. (All to midfield, facing press box)
	3. Home team nonstarters, followed by starters. (All to midfield, facing press box)
	4. Honorary team captains
	National anthem.
	Teams shake hands; designated away team moves to shake designated home team's hands.
0:00	Game begins.
45:00	Kickoff • First half
0:00/15:00	Halftime – Starts immediately as teams exit field
0:00/45:00	Kickoff • Second half

OVERTIME PROCEDURE

The following procedures shall be used when a game is tied after the regulation 90 minutes: Two overtime periods of 10 minutes each shall be played. If the score is still tied, the game shall be recorded as a draw and the tiebreaker procedure of taking kicks from the penalty-kick line or spot, as set forth in the NCAA Men's and Women's Soccer Rules Book, shall be used to determine a winner.

GAME CLOCK	DESCRIPTION
5:00	Intermission following regulation time.
10:00	First overtime period.
2:00	Intermission.
10:00	Second overtime period.
5:00	Intermission.
0:00	Penalty kick procedure.

SECOND GAME OF SESSION

Teams for second game are guaranteed a minimum 30-minute warm-up (40-minutes on clock) up to the full hour on the game field.

GAME CLOCK	DESCRIPTION
40-60:00	Teams may begin warm-up.
30:00	Game rosters submitted and exchanged.
10:00	Captains and officials meet. Teams clear field. Public-address welcome. Introduction of officials, coaches, players and honorary captains. <ol style="list-style-type: none">1. Officials. (In center circle)2. Visiting team nonstarters, followed by starters. (All to midfield, facing press box)3. Home team nonstarters, followed by starters. (All to midfield, facing press box)4. Honorary team captains
0:00	Teams shake hands; designated away team moves to shake designated home team's hands. Game begins.
45:00	Kickoff • First half
0:00/15:00	Halftime - Start immediately as teams exit field
0:00/45:00	Kickoff • Second half

[Note: Teams in the second game of the day should begin their pregame warm-ups on an alternate field. Once the first game is concluded and the field is cleared, the game clock will be set at 40 minutes, team introductions will begin promptly at 10 minutes, and play will begin when it reaches 0:00, meaning teams should begin taking the field prior to the clock reaching 0.00.]

Section 6. CHAMPIONSHIP OPERATIONS

Section 6.1 SCOUTING/VIDEOTAPING

The host will be responsible for all videotaping and film exchange within HUDL. Institutions are permitted to videotape championship competition from the sidelines for their teams. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates.

Section 6.2 HOSPITALITY

TEAM HOSPITALITY

Team hospitality will be located in each of the team locker rooms located in the Cregger Center.

VIP HOSPITALITY

There will be a VIP hospitality area at the venue for event staff and team administrators, accessible only with proper credentials. The area will be available for all games and is located in the Cregger Center Athletic Dept. Conference Room.

Section 6.3 NATIONAL ANTHEM

The national anthem ("Star Spangled Banner") shall be played/performed before the first semifinal games and before both championship games. The national anthem will be played/performed after player introductions. The colors will be presented at each Championship game by the Roanoke Junior Civil Air Patrol.

Section 6.4 OFFICIALS

Officials for the championships will be assigned by the NCAA national coordinator of officials in conjunction with the men's and women's soccer committees. Assignments will be shared with the teams at the administrative meeting.

Section 6.5 PLAYER INTRODUCTIONS

World Cup introductions will be used. The starters will be led onto the field in two lines by the four officials. Near midfield the teams will form a line facing the press box. All remaining student-athletes in the bench limit will line up along the sidelines with the coaches for introductions. We will announce everyone listed on the bench limit form.

Section 6.6 CHAMPIONSHIP AND OFFICIALS' EVALUATIONS

The championship evaluation form is available at: [Student-Athlete Survey Link](#) and [Survey Link for Non-Student-Athletes](#)

The officials' evaluation form is available at: [Officials Evaluation](#)

Section 6.7 COMMITTEE LIAISONS

Each participating institution will have a designated NCAA committee liaison to assist with logistical requests or needs (e.g., postgame interviews, drug testing, interpretations, etc.).

Section 6.8 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 [2022 and 2023 NCAA Men's and Women's Soccer 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.

Section 7. COMPETITION SITE

Section 7.1 LOCKER ROOMS

Each team will have access to the locker rooms for approximately two hours prior to the start of competition and an hour following the awards ceremony. Security personnel will be stationed outside of the team locker rooms during both competition days. Locker rooms will **NOT** be available for practices due to practices and games occurring on the same day. Locker rooms will be easily identified with signage on the doors of the locker rooms. All four locker rooms will be in one hallway. There are two locker rooms on each side of the hallway and they will share bathroom/showers. So one team from each game will be assigned to a locker room on each side of the hallway. Please be aware of the fact that you will share a shower/bathroom with a team from the other semifinal contest.

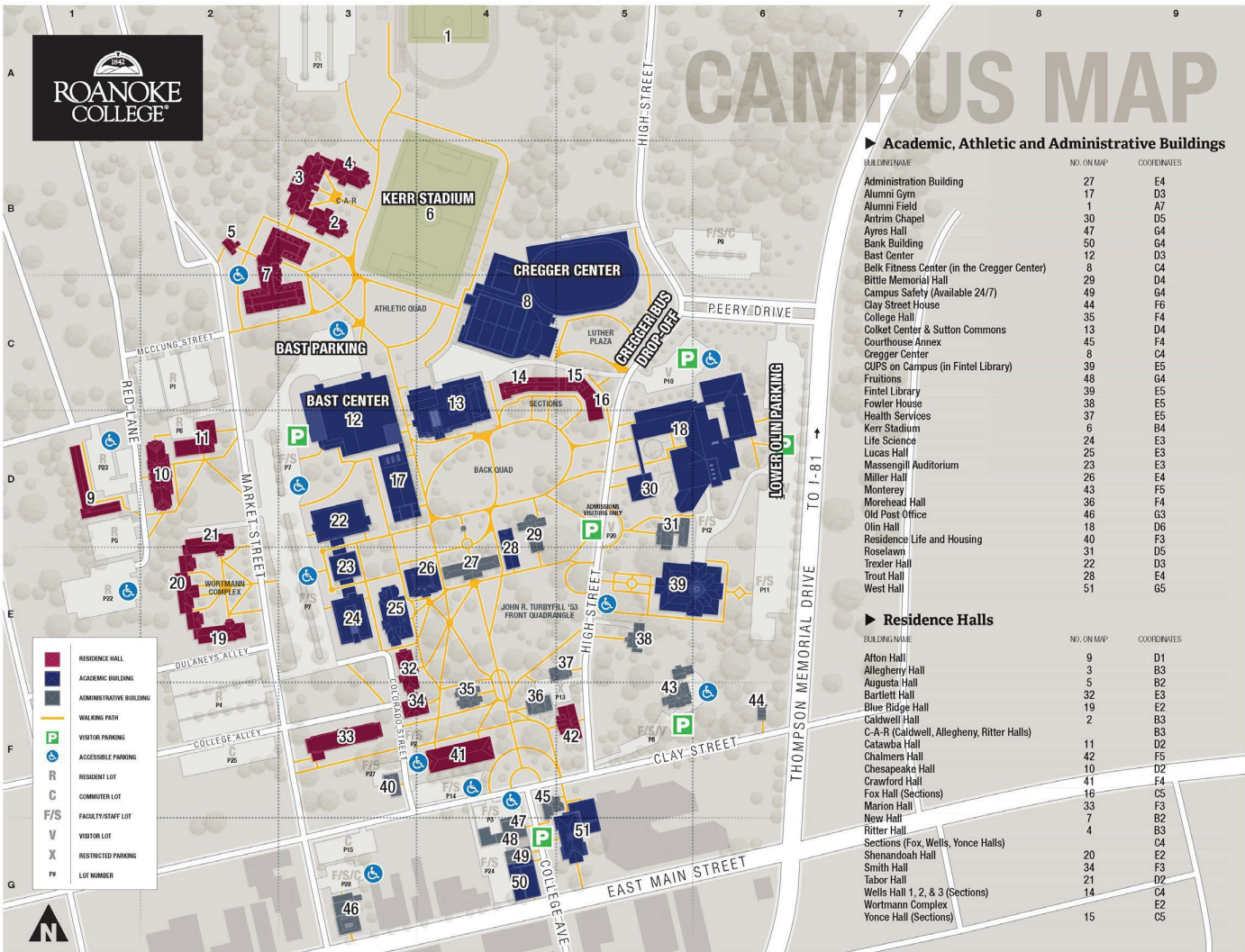
Section 7.2 TEAM PARKING

Teams must unload/load in the Cregger Center bus cutout. Buses are to stage on Maxey Way just south of the Cregger Center entrance or in the parking lot beside the Bast Center in south endzone of the field.

Section 7.3 PARTICIPANT ENTRANCE

All teams (student-athletes, coaches, team personnel) shall enter Kerr Field through the door onto the field. Participant credentials will be provided to each team and **MUST** be displayed for entrance into the venue.

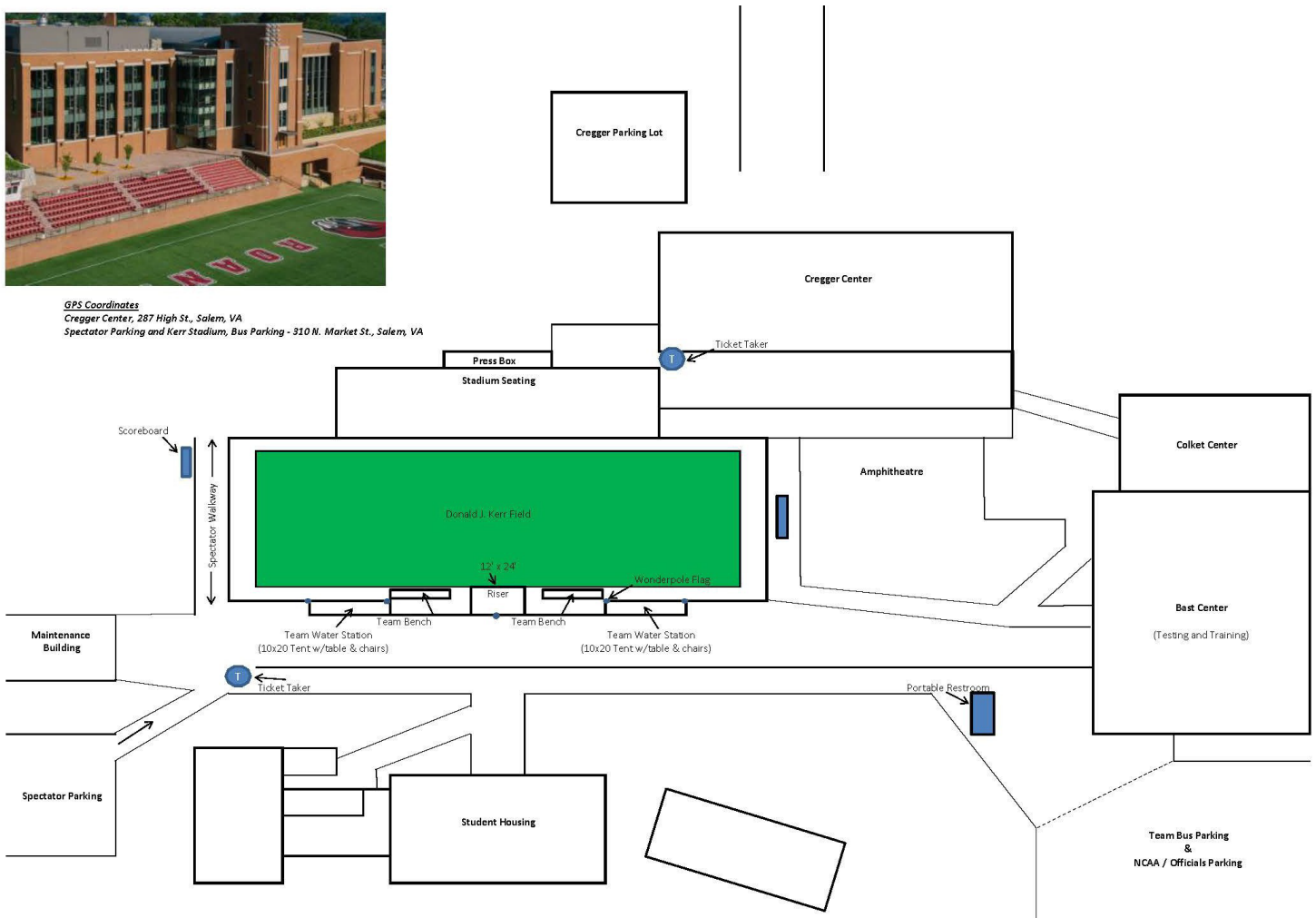
Roanoke Campus Map



Soccer Stadium



GPS Coordinates
 Cregger Center, 287 High St., Salem, VA
 Spectator Parking and Kerr Stadium, Bus Parking - 310 N. Market St., Salem, VA



Section 8. DIRECTIONS

Parking and for directions to Kerr Stadium.

Men: <https://odaconline.com/tournaments/?id=6>

Women: <https://odaconline.com/tournaments/?id=7>

Section 9. DRUG TESTING

Section 9.1 PARTICIPATING INSTITUTION'S NOTIFICATION

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

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. **Any selected student-athlete must complete his/her interview before reporting for drug testing.** An institutional representative must be present in the drug testing venue.

Section 9.2 MEDIA OBLIGATIONS

Each team is provided a 10-minute postgame 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, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all his/her media obligations have been fulfilled.

Section 9.3 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 following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Section 9.4 PROLONGED TEST

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. The designated team host is prepared to assist if needed.

Section 9.5 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 upon 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, he/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. EQUIPMENT

Section 10.1 SOCCER BALLS

Wilson, the NCAA championship soccer ball supplier, will provide balls to be used in all NCAA tournament games. These balls will be sent by the manufacturer to the tournament manager at the host institution. The host institution is responsible for "breaking in" the game balls before each tournament game.

Each participating team will receive one game ball as a memento following the conclusion of the championship.

NOTE: Balls will be provided on each field for practices. Teams will also receive scrimmage vests that must be worn by individuals on the sidelines during the semifinals and championship games.

Section 11. GENERAL PUBLIC

Section 11.1 BANNERS AND ARTIFICIAL NOISEMAKERS

No banners may be posted at the tournament other than the NCAA and approved media banners. New rules allow for selected artificial noisemakers to be allowed during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators' ability to enjoy or watch the game will be removed.

Section 11.2 PARKING

The primary spectator parking location is the lot on High Street with supplementary parking in the Bast Center lot, 310 N. Market Street. There will be signs directing you to available parking

ADA parking is located at The Bast Center Parking Lot, 310 N. Market Street, Salem, VA 24153

Section 12. LODGING

Section 12.1 FAN HOTELS

For more information on hotels and dining, please visit:

Men: <https://odaonline.com/tournaments/?id=6>

Women: <https://odaonline.com/tournaments/?id=7>

Section 12.2 TEAM HOTELS

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

- The participating institution must 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.
- 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 (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on Monday, November 27. The NCAA shall provide final approval.

Each participating institution has a designated number of rooms. For women, each team will have 22 doubles and one executive King. For the men, each team will have 22 doubles and one executive King. Rooms have been reserved for participating teams at the hotels listed below. Please forward the rooming list in Appendix D of this manual by Monday, November 27, to your respective hotel contact.

Women:

Holiday Inn Valley View
3315 Ordway Drive, NW, Roanoke, VA 24017
Heather Schaffran
c. 302.588.3383
e. heather.schaffran@kalyanhospitality.com

Men:

Holiday Inn Tanglewood
5446 Starkey Road, Roanoke, Virginia 24018
Contact is Alisha Arnold
540-767-6453 office
540-728-7412 cell
alisha@hitwva.com

Section 13. MEDIA SERVICES

Section 13.1 CREDENTIALS (PARTICIPANT, TV, PHOTO)

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.

Section 13.2 POSTGAME INTERVIEWS

Immediately after a 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its locker room or designated postgame area), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

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

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

Section 13.3 WEBCASTS

For the soccer championships, Turner will stream the semifinal and championship games on NCAA.com.

Press box space is limited. Positions for participating institutions home radio personnel will not be reserved in the press box. Participating team radio personnel seating will be above the press box outside. Seating is based upon availability. Participating teams will not be permitted to webcast live video during competition.

Section 13.4 WORKING MEDIA FACILITIES

Media room will be in the Cregger Center, Room 240. This area will be restricted to working media and game administration. The Media Interview area will also be located in the same space. Wireless internet service is available to be used to file stories. Credentials may be picked up at Will Call on competition days at them Main Gate Entrance to Kerr Stadium (beside Cregger) only. Working media credentials must be worn at all times during the games. Credentials must be ordered from ncaa.com/media by Tuesday, November 21.

Section 14. MEDICAL

Section 14.1 ATHLETIC TRAINING

The host sports medicine staff will provide a certified athletic trainer and physician to be available on-site for games to assist the participating institutions' sports medicine staffs. A member of the host sports medicine team will be available and on-site for practice days. Physicians will be on call for all practices.

Location: The Jim Buriak Athletic Training Clinic is in the Cregger Center on the first floor looking over Kerr Stadium (competition field) for games. For practices, teams in need of pre-practice treatments and taping will come to the Cregger Center Athletic Training Clinic, then bus to the off campus practice field.

Hours: The Athletic Training Clinic will be open two hours prior to each game (semifinals and finals). For practice the Athletic Training Clinic will be open an hour and a half prior to the first practice and remain open throughout the day of practice.

Equipment and supplies: The Athletic Training Clinic is equipped with ultrasound, electrical stimulation, hydrocollator, ice, hot and cold whirlpools for use by licensed/certified athletic trainers traveling with their respective teams. During competition and practice, water, PowerAde, ice, and emergency equipment will be available on the sidelines for each site that teams will be at (competition and practice fields). Each locker room will also be supplied with water, PowerAde, cups and injury ice. Team Athletic Trainers can contact the host AT's if they are in need of coming back to the AT clinic for further treatment, otherwise there will be ice for post practice located at the practice site.

To best accommodate each team, it is requested that each team's athletic trainer contact Shawn Urbanek regarding their treatment needs prior to their arrival.

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

Shawn Urbanek
Associate Head Athletic Trainer
urbanek@roanoke.edu
540-375-2343 (o)
330-289-9068 (c)

Section 14.2 CONCUSSION MANAGEMENT

[Reference: Concussion Management in Bylaw 3.2.4.16 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling 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. Within the rules of the sport and policies established for the championships, medical staff should have access to the injured student-athlete without interference (e.g., coach).

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 more severe and/or 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 for additional guidance on concussions" online at: <http://www.ncaapublications.com/p-4328-2013-14-ncaa-sports-medicine-handbook.aspx>.

Section 14.3 MEDICAL EXAMINATIONS

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

Section 14.4 HOSPITALS AND EMERGENCY SERVICES

EMERGENCY NUMBERS

City of Salem, Police, Fire, EMS	911
Salem Police Administration	540-375-3078

LOCAL HOSPITALS

HCA Lewis Gale Hospital - ER (5 minutes from campus)	1900 Electric Road Salem, VA 24153	540-776-4000
HCA Lewis Gale Freestanding ER- (near Tanglewood Holiday Inn)	2706 Electric Road Roanoke, VA	540-970-8000
Carilion Roanoke Memorial Hospital - Level 1 Trauma	1906 Belleview Avenue Roanoke, VA 24014	540-981-7000

Section 15. PARTICIPANT AWARDS

Section 15.1 ALL-TOURNAMENT TEAM

An All-Tournament Team will be selected at the championship. The 12-person all-tournament team will be selected by the soccer national committee only. There are no position limitations on the all-tournament team. Of the 12 athletes on the all-tournament team, one will be named the outstanding offensive player and another will be named the outstanding defensive player of the championship.

Section 15.2 ELITE 90 AWARD

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, or Quintin Wright (elite90@ncaa.org). All documents, including deadlines and nomination forms, can be obtained at [Elite 90 forms](#).

The submission deadline for nomination for men's and women's soccer is Wednesday, November 22, at 5 p.m. Eastern time.

Section 15.3 PARTICIPANT AWARDS

Please see appendix G for information on how to get your participant awards.

Section 15.4 PARTICIPANT TROPHIES

NATIONAL CHAMPION TEAMS

During the awards ceremony, the men's soccer championship team will receive 29 watches, 29 mini-trophies and one team trophy. The women's soccer championship team will receive 24 watches, 29 mini-trophies and one team trophy during the awards ceremony. An additional five watches will be sent to the women's team following the conclusion of the championship.

SEMIFINAL AND RUNNER-UP TEAMS

Each semifinalist and runner-up team will receive 29 mini trophies and one large trophy. Trophies will be handed out during the awards ceremony, following the end of competition.

AWARDS CEREMONIES

An awards ceremony will take place at the end of each game. Teams will not have their postgame meeting before the awards ceremony. Each team will line up on each side of the center circle facing each other with their backs facing the goal. The public address announcer will begin the presentation once all student-athletes and coaches are lined up. For the semifinals, the non-advancing team will be recognized first, followed by the advancing team. For the national championship game, the runner-up will be recognized first, followed by the national champion. The public address announcer will read the list of names from the travel party roster (Appendix C) and the first 29 individuals will receive mini-trophies. After the awards ceremonies, teams should clear their bench and the field to allow the next game's teams access to the field to begin the pregame warmup.

ORDERING ADDITIONAL TROPHIES

To order additional trophies, please go to <http://www.mtmrecognition.com/ncaa/>.

TRAVEL PARTY MEMENTOS

Mementos will be distributed onsite at the finals location for all members of the travel party. If you would like to order additional mementos, please see the attachment in Appendix G for ordering instructions.

Section 16. PARTICIPANT EXPECTATIONS & GUIDELINES

Section 16.1 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.

Section 16.2 FAILURE TO ADHERE TO POLICIES

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 the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

Section 16.3 MISCONDUCT

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 31.1.8.

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

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. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

PENALTY FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, 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. See Bylaw 31.1.8.3. for more information.

Section 16.4 RED CARDS

Please review Rule 12, Fouls and Misconduct in the 2022 and 2023 NCAA Men's and Women's Soccer Rules Book for information on red card policies and procedures.

Section 16.5 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.

Section 16.6 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.

Section 16.7 STUDENT-ATHLETE EXPERIENCE RESEARCH

The NCAA will use a web-based survey targeted at student-athletes participating in final rounds of NCAA Championships. Coaches will be provided with the link to the survey via email in order to improve response. Therefore, participating institutions are requested to forward the survey link to participating student-athletes.

Section 16.8 TOBACCO BAN

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.

Section 17. SECURITY

Section 17.1 BENCH

Security personnel will be stationed behind each team bench to protect players from spectators if necessary and to accompany the teams to and from the locker room, if required.

Section 17.2 MEDIA/INTERVIEW AREA

Security personnel will be instructed to protect the working media areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. Security will be stationed outside the postgame interview room and should check all credentials.

Section 17.3 TEAM LOCKER ROOM

Security personnel will be stationed in the locker room area on competition days after accompanying the teams and officials to the field.

Section 18. TEAM TRAVEL/ TRANSPORTATION

Section 18.1 TRAVEL POLICIES

The 2023-24 NCAA Division III Championships Travel Policies can be found online at the following link: <http://www.ncaa.org/championships/travel/championships-travel-information>. Please review prior to making travel arrangements. All transportation arrangements must follow these policies. Any travel booked outside of these policies will not be reimbursed.

Section 18.2 TRANSPORTATION

Championships Air Travel Portal: www.shortstravel.com/ncaachamps
Phone: 866-655-9215; email: ncaaalo@shortstravel.com

Championships Ground Travel Information: <https://www.ncaa.org/championships/travel/championships-travel-information>

Section 18.3 PER DIEM

A per diem rate of \$125 will be paid for the allowable travel party (29). The allowable days are as follows:

- One day for the day prior to the competition if travel occurred on or before that day.
- One day for each day a team competes.
- One-half day for the day after competition, if travel occurred on that day.

Section 18.4 EXPENSE REIMBURSEMENT

Expense reimbursement for participation in the championships will be filed through the NCAA's online system. The Travel Expense System (TES) can be found online at travel.ncaa.org/. The login information for the system is the same as that used for the Short's Travel portal. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement. Institutions have 45 days from the end of the championship to submit reimbursement requests. After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and no further reimbursement will be provided.

Section 19. TICKETS

Section 19.1 PRICES

*Day Passes	Type of Admission	All-Tournament Pass
\$15	Adult General Admission	\$25
\$10	Student/Senior General Admission	\$17

Section 19.2 TICKET SALES

Visit ncaa.com for ticket sales and more information pertaining to the championships.

Section 20. TRAVEL PARTY

Section 20.1 BAND/SPIRIT/MASCOTS

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the pass gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/ or spirit team members shall be allowed on the field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament manager.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts, between games, and before and after the competition.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.

Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The use of trampolines, stunts more than two persons high, "basket tosses" and cheerleader flips is not permitted. Tournament managers must inform participants if the host facility has more stringent restrictions, which shall be applied. If necessary, the director of athletics at each institution shall be asked to apprise the appropriate individuals of this policy and ensure their cooperation.

Section 20.2 BENCH CREDENTIALS/ASSIGNMENTS

BENCH CREDENTIALS

All bench personnel must wear bench credentials while entering and leaving the field. Credentials may not be shared with any other person. Each team will receive a maximum of 40 bench credentials at the administrative meeting. Please note: two credentials are designated for medical personnel. All individuals in the bench area must be institutional personnel or team members.

Teams will not be allowed to request additional bench credentials.

BENCH ASSIGNMENTS

The team on the top of the bracket will wear the light (white) color jersey. In addition, the team on the top of the bracket will sit on the bench to the left when facing/looking at the benches from the stands.

Section 20.3 BENCH SIZE

The bench size for men's and women's soccer is 40. Of the maximum of 40 credentials to be distributed for the bench area, two are designated for institutional medical personnel. All student-athletes in the bench area may be in uniform and warm-up with the team.

Section 20.4 TRAVEL PARTY SIZE

The official travel party for the championship is 29. This number includes the 24 members of the squad and five non-athletes.

For travel policies, please visit the NCAA's travel page at <http://www.ncaa.org/championships/travel/championships-travel-information>.

Section 21. UNIFORMS

Section 21.1 UNIFORMS

Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to both warm-ups and competitive uniforms. Competing teams shall have both light- and dark-colored jerseys, and light- and dark-colored stockings available. The home team will wear a uniform white in color and in clear contrast with the visiting team. The games committee will determine the home teams. No other gear or outfits should be worn on the bench outside approved team gear and/or professional dress.

Section 21.2 LOGO POLICY

[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

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 2¼ 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).

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.

Section 21.3 LAUNDRY

Laundry service will be provided by Roanoke College and can be coordinated through:

Laundry – Matt Lintner (832)596-8438

Section 21.4 PATCHES

Participating teams will receive student-athlete patches for each game. Patches are to be worn on the left chest of the uniform. If a logo is present where the patch should be, student-athletes are to wear the patch on the right chest. Patches cannot be placed on a sleeve. Patches should be removed from the uniform before washing. Any teams that advances will receive a new set of patches for the finals.

Appendixes

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Appendix A. Participant Call Agenda

Microsoft Teams Virtual Meeting
Link to be distributed directly to teams

November 20, 2023
11 a.m. Eastern

1. Welcome/introductions. (NCAA staff)
 - a. Roll call.
 - b. Contact information.
2. Elite 90 award. (NCAA staff)
3. NCAA.com live webcast. (NCAA staff)
4. Hotels. (Host)
 - a. Rooming lists.
 - b. Meeting room.
5. Women's games committee. (NCAA staff)
6. Women's game times. (NCAA staff)
 - a. Semifinals: Thursday, November 30 - 3:00 p.m. and 6:30 p.m.
 - b. Championship game: Saturday, December 2 - 12:00 p.m.
7. Women's committee liaisons to the teams. (NCAA staff)
8. Women's uniforms/bench assignments. (NCAA staff)
 - a. 3:00 p.m. – XXX (light uniform/left bench) vs. XXX (dark uniform/right bench)
 - b. 6:30 p.m. – XXX (light uniform/left bench) vs. XXX (dark uniform/right bench)
 - c. 12:00 p.m. Championship game – winner of first wears light; winner of second game wears dark.
9. Official travel (29) / bench policy (40) / squad size (24)
10. Men's games committee. (NCAA staff)
11. Men's game times. (NCAA staff)
 - a. Semifinals: Friday, December 1- 3:00 p.m. and 6:30 p.m.
 - b. Championship game: Sunday, December 3 - 12:00 p.m.
12. Men's committee liaisons to the teams. (NCAA staff)

13. Men's uniforms/bench assignments. (NCAA staff)
 - a. 3:00 p.m. – XXX (light uniform/left bench) vs. XXX (dark uniform/right bench)
 - b. 6:30 p.m. – XXX (light uniform/left bench) vs. XXX (dark uniform/right bench)
 - c. 12:00 p.m. Championship game – winner of first wears light; winner of second game wears dark.
14. Final team roster form. (NCAA staff)
15. Schedule of events. (NCAA staff/Host)

MEN'S AND WOMEN'S PRACTICE/COMMUNITY ENGAGEMENT SCHEDULE/BANQUET

Team #1 (visitor – semifinal #1)

Blue Carpet Welcome: 8:15 a.m. Practice: 9:00-10:00 a.m. Community Engagement: 3:30-4:30 p.m.

Team #2 (home – semifinal #1)

Blue Carpet Welcome: 9:25 a.m. Practice: 10:10-11:10 a.m. Community Engagement: 3:30-4:30 p.m.

Team #3 (visitor – semifinal #2)

Blue Carpet Welcome: 10:35 a.m. Practice: 11:20-12:20 p.m. Community Engagement: 3:30-4:30 p.m.

Team #4 (home – semifinal #2)

Blue Carpet Welcome: 11:45 a.m. Practice: 12:30-1:30 p.m. Community Engagement: 3:30-4:30 p.m.

BANQUET: 6:30 p.m. – 8:00 p.m. at the Salem Civic Center (Community Room)

16. Parking. (Host)
17. Locker rooms. (Host)
18. Credentials. (Host)
 - a. Participating teams.
 - b. Media credential request form. (Host)
19. Hospitality. (Host)
20. Videotaping and Exchange. (Host)
21. Medical services/Drug Testing. (Host)
22. Media services. (Host)
 - a. Statistics.
 - b. Postgame interviews.
23. Evaluations. (NCAA staff)
24. Other business.
25. Adjournment.

Appendix B.

Travel Roster/Banquet Information

TRAVEL INFORMATION/ROSTER: [Institution]

Contact Information

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"/>
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Travel Party Roster

Please list each individual of your squad size numerically for introductions and awards presentation.

#	Student-Athlete	#	Student-Athlete
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	
Institution Staff (we will read in order everyone below for awards. So put any additional athletes first and then list anyone else in order that you would like them announced)		Title (student-athletes first, then coaches, trainer)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			(medical)
16.			(medical)

All names will be read in order they are listed. Only 29 awards will be presented.

Please submit to kalcox@ncaa.org (men) or kwhitaker@ncaa.org (women)

by 5 p.m. Eastern time on Wednesday, November 22.

Appendix C.

Team Rooming List

Please complete this form and email by **Monday, November 27 at 5 p.m. Eastern time** to your assigned hotel.
Women: heather.schaffran@kalyanhospitality.com, Heather Schaffran at Holiday Inn Valley View
Men: Alisha@hitwva.com Alisha Arnold at the Holiday Inn Tanglewood

INSTITUTION_____

CONTACT NUMBER_____

ROOM #	NAME 1	NAME 2

ROOM #	NAME 1	NAME 2

Signed (Coach): _____

Appendix E. Band, Spirit and Mascot Pass List

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 NCAA staff by email by **Wednesday, November 29.**

Appendix F.

KERR STADIUM SEVERE WEATHER EVACUATION PLAN

EMERGENCY PLAN RELATED INFORMATION

Weather events: In the case of inclement weather, a member of the tournament committee will notify the game officials and/or each team's head coach that practice or competition has been moved, suspended or terminated (this decision will be based on NCAA recommendations concerning threatening weather). All athletes, coaches, game personnel and spectators will immediately seek shelter in designated areas. Please note, once a game or competition has begun, the game official holds the responsibility of game termination. The tournament director has the authority to override the official's decision in the case of inclement weather. All issued weather warnings will be heeded by both competing athletic teams.

Location of Phones

Phones for emergency actions are available in the event that an onsite cellular phone is not accessible. Access to a land line phone is located within close proximity to Donald J. Kerr Stadium in the Bast Center or Colket Hall.

Lightning Safety Policy

Lightning is a dangerous phenomenon that poses a severe threat to the safety of anyone located within its striking distance. Athletic teams that practice and compete outdoors are especially at risk when the weather is inclement. This plan has been developed to minimize the potential risk of injury from a lightning strike to all athletes, coaches, support staff and spectators. At this year's tournament, staff will use the Meteorlogix DTN Weather Sentry System as a means to detect lightning and other dangerous weather related conditions during all practices and games.

GENERAL POLICY: A member of the tournament committee, tournament director or appointed designee will monitor the weather through DTN Weather Sentry mobile communications and make the decision to notify the game officials of any dangerous situations. Recommendations to suspend an activity in the event of lightning will be based on:

Two subsequent readings on the DTN Weather Sentry System in the 8-20 mile range regardless of the presence of visible lightning will result in stoppage of play.

- A. The DTN Weather Sentry system will be programmed with a twenty (20) mile radius circle around the facility and used as an advisory zone. Any strikes located within 1-20 miles of the facility should raise awareness that there is a potential lightning threat in the area.
- B. Anytime lightning is visible, all athletes, coaches, games personnel and spectators should seek shelter immediately.
- C. If lightning occurs within an eight (8) mile danger zone, game officials will be notified and an immediate announcement will be made via the P.A. announcer instructing all athletes, coaches, support staff and spectators that dangerous lightning is in the area and to seek shelter immediately.

ANNOUNCEMENT OF SUSPENSION OF ACTIVITY: Once it is determined that there is danger of a lightning strike, a member of the tournament committee, tournament director or designee will notify the game officials who will subsequently immediately remove all athletes, coaches, and support staff from the playing field or practice area/facility.

EVACUATION OF THE PLAYING FIELD: Immediately following the announcement of suspension of activity all athletes, coaches, officials, team personnel and spectators are to evacuate to the nearest enclosed grounded structure. Athletes, coaches, team personnel and officials will be instructed to go to their respective locker rooms or buses. The final decision of a safety shelter location for each team will be determined by the Head Coach. Coaches should have a direct phone number of the tournament director for weather related updates.

OUTDOOR INSTRUCTIONS: If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees, a dry ditch without water, or seek a flat area (do not choose an open area where you will be the highest object). When there, crouch down wrapping your arms around your knees and lower your head to minimize contact with the ground and wait for the storm to pass.

EVACUATION OF THE STANDS: During the competition, once the decision to suspend activity has been made, an announcement will be made via the PA system:

- A. Fans are advised to immediately seek shelter in the nearest enclosed, grounded shelter (Colket Center or vehicles).
- B. **REMEMBER:** an automobile, tree or open-sided shelter may not fully protect you from a lightning strike but will offer some protection in the event a building is not nearby. Please do not touch any metal structures directly after a lightning strike.

RESUMPTION OF ACTIVITY: Games or practices may resume only under the following conditions. This decision will be based on:

- **Thirty minutes** AFTER the last lightning strike within an eight (8) mile range based on conditions as reported by the DTN Weather Sentry System.
- Teams will be notified by a member of the tournament committee with an estimated re-start time and warm-up procedures.

OTHER LIGHTNING SAFETY TIPS:

- There should be no contact with metal objects (bleachers, fences, golf clubs, bats)
- Avoid single or tall trees, tall objects and standing in a group.
- If there is no other shelter you may seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard top metal roof that dissipates the lightning around the vehicle. Roll up the windows. Do not touch the sides of the vehicle.
- The existence of blue skies and/or absence of rain are not protection from lightning. Lightning can strike 10 miles from the rain shaft.
- **DO NOT LIE FLAT ON THE GROUND**
- Avoid using a land line telephone. Cell phones are a safe alternative if in a safe structure.
- Avoid standing water and open fields
- If in a forest, seek shelter in a low area under a thick grove of small trees.
- **If you feel your skin tingling immediately crouch and grab your legs and tuck your head as described above to minimize your body's surface area.**
- Persons who have been struck by lightning do not carry an electrical charge. Therefore, enact the EMS system and provide emergency care. CPR with an AED is what is most often required. If possible, move the victim to a safe location.

Appendix G.

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

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

HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



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

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

Place your Order at: ncaainstitutionalportal.com

Questions?

Email Christa Selner: CSelner@BirdieBox.com

BirdieBOX New for 2023-2024!

