



**2023 DIVISION III WOMEN'S  
VOLLEYBALL  
CHAMPIONSHIP**

**CLAREMONT, CA** • Claremont McKenna-Harvey  
Mudd-Scripps Colleges, Host

***PARTICIPANT  
2023-24 MANUAL***

# ***Welcome to Claremont!***

## **INTRODUCTION**

Congratulations on advancing to the 2023 NCAA Division III Women's Volleyball Championship! The championship will be held Wednesday through Saturday, Nov. 29-Dec. 2 at [Roberts Pavilion](#).

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championship event. This manual will also provide specific information regarding hotel arrangements, travel, tickets and a schedule of events. For additional information regarding things to see and do while in Claremont, check out [The CMS Visitors Guide](#)

We look forward to an excellent championship and we wish your team the best of luck!

## **NCAA DIVISION III WOMEN'S VOLLEYBALL NATIONAL CHAMPIONS**

2022	Juniata	2004	Juniata
2021	Wis.-Eau Claire	2003	Washington-St. Louis
2020	Cancelled due to Covid-19	2002	Wis.-Whitewater
2019	Johns Hopkins	2001	La Verne
2018	Emory	2000	Central (IA)
2017	Claremont-Mudd-Scripps	1999	Central (IA)
2016	Calvin	1998	Central (IA)
2015	Cal Lutheran	1997	UC San Diego
2014	Hope	1996	Washington-St. Louis
2013	Calvin	1995	Washington-St. Louis
2012	St. Thomas (Minn.)	1994	Washington-St. Louis
2011	Wittenberg	1993	Washington-St. Louis
2010	Calvin	1992	Washington-St. Louis
2009	Washington-St. Louis	1991	Washington-St. Louis
2008	Emory	1990	UC San Diego
2007	Washington-St. Louis	1989	Washington-St. Louis
2006	Juniata	1988	UC San Diego
2005	Wis.-Whitewater		

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**2023 NCAA DIVISION III WOMEN'S VOLLEYBALL  
CHAMPIONSHIP PERSONNEL**

<b>TITLE</b>	<b>NAME</b>	<b>CONTACT</b>
<b>Tournament Director</b>	<b>Chris Spells</b> Assistant Athletic Director; Facility Operations, Rec, Engagement, CMS	CELL: 909-286-6692 EMAIL: <a href="mailto:cspells@cmc.edu">cspells@cmc.edu</a>
<b>Tournament Administrator</b>	<b>Trent Lindsey</b> Compliance and Special Events Administrator, CMS	WORK: CELL: 559-417-5317 Email: <a href="mailto:Trent.Lindsey@cms.claremont.edu">Trent.Lindsey@cms.claremont.edu</a>
<b>NCAA Division III Women's Volleyball Committee Chair</b>	Sam Atkinson Associate Athletics Director for Communications Gallaudet University	WORK: 202-448-7081 CELL: 443-414-3931 EMAIL: <a href="mailto:sam.atkinson@gallaudet.edu">sam.atkinson@gallaudet.edu</a>
<b>NCAA Championship Manager</b>	<b>Victoria Lipscomb</b> Assistant Director of Championships NCAA	WORK: 317-917-6764 CELL: 317-979-9686 EMAIL: <a href="mailto:vlipscomb@ncaa.org">vlipscomb@ncaa.org</a>
<b>Director of Athletics Communications</b>	<b>Jeremy Kniffin</b> Director of Athletics Communications, CMS	WORK: 909-607-1123 CELL: 516-523-6185 EMAIL: <a href="mailto:Jeremy.Kniffin@cms.claremont.edu">Jeremy.Kniffin@cms.claremont.edu</a>
<b>Athletic Trainer</b>	<b>Steve Graves</b> Associate Athletic Director; Sports Medicine, Performance, and Health, CMS	WORK: 909-607-3248 CELL: 909-618-6761 EMAIL: <a href="mailto:steve.graves@cms.claremont.edu">steve.graves@cms.claremont.edu</a>
<b>Ticket Manager</b>	<b>Randy Town</b> Associate Director for Athletic Operations and Director of PE, CMS	WORK: 909-607-3561 CELL: 909-964-8823 EMAIL: <a href="mailto:randy.town@cms.claremont.edu">randy.town@cms.claremont.edu</a>

<b>Facility Director</b>	<b>Chris Spells</b> Assistant Athletic Director; Facility Operations, Rec, Engagement, CMS	CELL: 909-286-6692 EMAIL: <a href="mailto:cspells@cmc.edu">cspells@cmc.edu</a>
<b>Equipment Manager</b>	<b>Brian Smith</b> Director of Equipment Operations, CMS	WORK: 909-607-4210 EMAIL: <a href="mailto:brian.smith@cms.claremont.edu">brian.smith@cms.claremont.edu</a>
<b>Drug Testing Site Coordinator</b>	<b>Steve Graves</b> Associate Athletic Director; Sports Medicine, Performance, and Health, CMS	WORK: 909-607-3248 CELL: 909-618-6761 EMAIL: <a href="mailto:steve.graves@cms.claremont.edu">steve.graves@cms.claremont.edu</a>

## 2023 NCAA DIVISION III WOMEN'S VOLLEYBALL COMMITTEE

<p style="text-align: center;"><b>REGION I</b></p> <p>MATTHEW MCMASTER Assistant Athletic Director Tufts University 161 College Ave Medford, MA 02155</p> <p>Office: 513-256-2301 Email: <a href="mailto:matthew.mcmasters@tufts.edu">matthew.mcmasters@tufts.edu</a> Term expires: September 2026</p>	<p style="text-align: center;"><b>REGION II</b></p> <p>PAUL DILL Head Women's Volleyball Coach MIT 120 Vassar Street Cambridge, MA</p> <p>Office: 617-258-0331 Email: <a href="mailto:pdill@mit.edu">pdill@mit.edu</a> Term expires: September 2026</p>	<p style="text-align: center;"><b>REGION III</b></p> <p>KRISTIN MAILE Director of Athletics and Physical Education Sarah Lawrence College Campbell Sports Center, 1 Mead Way</p> <p>Office: 914-395-2560 Email: <a href="mailto:kmaile@sarahlawrence.edu">kmaile@sarahlawrence.edu</a> Term expires: September 2026</p>
<p style="text-align: center;"><b>REGION IV</b></p> <p>SAM ATKINSON, chair Associate Athletics Director for Communications Gallaudet University 800 Florida Avenue NE Washington, DC 20002 Office: 202-448-7081 Email: <a href="mailto:sam.atkinson@gallaudet.edu">sam.atkinson@gallaudet.edu</a> Term expires: September 2025</p>	<p style="text-align: center;"><b>REGION V</b></p> <p>DREW HARGRAVE Head Women's Volleyball Coach Haverford College 370 Lancaster Ave. Haverford, PA 19041 Office: 310-403-9903 Email: <a href="mailto:dhargrave@haverford.edu">dhargrave@haverford.edu</a> Term expires: September 2026</p>	<p style="text-align: center;"><b>REGION VI</b></p> <p>CAITLYN MORIARTY Head Women's Volleyball Coach Berry College 277 Martha Berry Hwy NW Mount Berry, GA 30149 Office: 703-589-4367 Email: <a href="mailto:cmoriarty@berry.edu">cmoriarty@berry.edu</a> Term expires: September 2026</p>
<p style="text-align: center;"><b>REGION VII</b></p> <p>SARAH DEHRING Director of Athletics Alma College 614 West Superior Street Alma, Michigan 48801 Office: 231-349-3288 Email: <a href="mailto:dehringsm@alma.edu">dehringsm@alma.edu</a> Term expires: September 2026</p>	<p style="text-align: center;"><b>REGION VIII</b></p> <p>MELANEE WAGNER Athletic Director Mount St. Joseph University 5701 Delhi Rd. Cincinnati, OH 4533 Office: 513-244-8585 Email: <a href="mailto:melanee.wagener@msj.edu">melanee.wagener@msj.edu</a> Term expires: September 2027</p>	<p style="text-align: center;"><b>REGION IX</b></p> <p>GRETCHEN HUNT Associate Director of Athletics/SWA/ Head Women's Volleyball Coach Bethel University (Minnesota) 3900 Bethel Drive St. Paul, Minnesota 55112 Office: 651-638-6790 Email: <a href="mailto:gretchen-hunt@bethel.edu">gretchen-hunt@bethel.edu</a> Term expires: September 2024</p>
<p style="text-align: center;"><b>REGION X</b></p> <p>Gabrielle Houston Head Women's Volleyball Coach University of California, Santa Cruz 1156 High Street Santa Cruz, CA 95064 Office: 831-331-0311 Email: <a href="mailto:gthouston@ucsc.edu">gthouston@ucsc.edu</a> Term expires: September 2027</p>	<p style="text-align: center;"><b>NCAA CHAMPIONSHIPS STAFF</b></p> <p>Victoria Lipscomb Assistant Director of Championships P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6764 Email: <a href="mailto:vlipscomb@ncaa.org">vlipscomb@ncaa.org</a></p>	<p style="text-align: center;"><b>NCAA CHAMPIONSHIPS STAFF</b></p> <p>Ryan Richardson Coordinator P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6338 Email: <a href="mailto:rrichardson@ncaa.org">rrichardson@ncaa.org</a></p>

**SCHEDULE OF EVENTS**  
**\*\* All Times Pacific time \*\***

**Tuesday, Nov. 28**

TIME	EVENT	VENUE
7 a.m.	Athletic training room opens	Roberts Pavilion
8 – 8:55 a.m.	Practice – Lower seed match #1 (closed)	Roberts Pavilion
9 – 9:55 a.m.	Practice – Higher seed match #1 (closed)	Roberts Pavilion
10 – 10:55 a.m.	Practice – Lower seed match #2 (closed)	Roberts Pavilion
11-11:55 p.m.	Practice – Higher seed match #2 (closed)	Roberts Pavilion
12 – 12:55 p.m.	Practice – Lower seed match #3 (closed)	Roberts Pavilion
1 – 1:55 p.m.	Practice – Higher seed match #3 (closed)	Roberts Pavilion
2 – 2:55 p.m.	Practice – Lower seed match #4 (closed)	Roberts Pavilion
3 - 3:55 p.m.	Practice – Higher seed match #4 (closed)	Roberts Pavilion
6 p.m. – 8 p.m.	NCAA Banquet	Roberts Pavilion

**Practice times on the practice day will be based on match order. The committee may adjust practice times due to extenuating circumstances or extreme travel situations.**

### Wednesday, Nov. 29

TIME	EVENT	VENUE
5:30 a.m.	Athletic training room opens	Roberts Pavilion
6 – 6:25 a.m.	Practice – lower seed match #1 (closed)	Roberts Pavilion
6:30 – 6:55 a.m.	Practice – higher seed match #1 (closed)	Roberts Pavilion
7 – 7:25 a.m.	Practice – lower seed match #2 (closed)	Roberts Pavilion
7:30 – 7:55 a.m.	Practice – higher seed match #2 (closed)	Roberts Pavilion
8 – 8:25 a.m.	Practice – lower seed match #3 (closed)	Roberts Pavilion
8:30 – 8:55 a.m.	Practice – higher seed match #3 (closed)	Roberts Pavilion
9 – 9:25 a.m.	Practice – lower seed match #4 (closed)	Roberts Pavilion
9:30 – 9:55 a.m.	Practice – higher seed match #4 (closed)	Roberts Pavilion
10 a.m.	Facility cleared for match preparation	Roberts Pavilion
10:15 a.m.	Officials meeting	Roberts Pavilion
10:30 a.m.	Court available for warm-up	Roberts Pavilion
10:30 a.m.	Doors open	Roberts Pavilion
11:30 a.m.	Match #1	Roberts Pavilion
Immediately after Match #1	Awards recognition	Roberts Pavilion
2 p.m.	Match #2	Roberts Pavilion
Immediately after Match #2	Awards recognition	Roberts Pavilion
4:30 p.m.	Match #3	Roberts Pavilion
Immediately after Match #3	Awards recognition	Roberts Pavilion

7 p.m.	Match #4	Roberts Pavilion
Immediately after Match #4	Awards recognition	Roberts Pavilion

**If any teams do not use their assigned practice times, the practice schedule will be adjusted to conduct all practices consecutively in the same order.**

**Thursday, Nov. 30**

TIME	EVENT	VENUE
8 a.m.	Athletic training room opens	Roberts Pavilion
10 – 10:55 a.m.	Practice – winner match #1 (closed)	Roberts Pavilion
11 – 11:55 a.m.	Practice – winner match #2 (closed)	Roberts Pavilion
Noon – 12:55 p.m.	Practice – winner match #3 (closed)	Roberts Pavilion
1 – 1:55 p.m.	Practice – winner match #4 (closed)	Roberts Pavilion
3 p.m.	Facility cleared for match preparation	Roberts Pavilion
3:45 p.m.	Officials meeting	Roberts Pavilion
4 p.m.	Gates open	Roberts Pavilion
4 p.m.	Court available for warm-up	Roberts Pavilion
5 p.m.	Match #5	Roberts Pavilion
Immediately after Match #5	Awards recognition	Roberts Pavilion
7:30 p.m.	Match #6	Roberts Pavilion
Immediately after Match #6	Awards recognition	Roberts Pavilion

**If any teams do not use their assigned practice times, the practice schedule will be adjusted to conduct all practices consecutively in the same order.**

**Friday, Dec. 1**

TIME	EVENT	VENUE
9 a.m.	Athletic training room opens	Roberts Pavilion
11 – 11:55 a.m.	Practice – winner match #5 (closed)	Roberts Pavilion
Noon – 12:55 p.m.	Practice – winner match #6 (closed)	Roberts Pavilion
2 p.m.	Facility cleared	Roberts Pavilion

**Saturday, Dec. 2**

TIME	EVENT	VENUE
8 a.m.	Athletic training room opens	Roberts Pavilion
9 – 9:55 a.m.	Practice – winner match #5 (closed)	Roberts Pavilion
10 – 10:55 a.m.	Practice – winner match #6 (closed)	Roberts Pavilion
Noon	Facility cleared for match preparation	Roberts Pavilion
2:45 p.m.	Officials meeting	Roberts Pavilion
3 p.m.	Gates open	Roberts Pavilion
3 p.m.	Court available for warm-up	Roberts Pavilion
4 p.m.	Match #7	Roberts Pavilion
Immediately after Match #7	Awards ceremony	Roberts Pavilion

**Note: Post match interviews will be conducted after a 10-minute cooling down period after each match. A Division III Women's Volleyball Committee member will escort team representatives to the press conference area.**

## CHAMPIONSHIP FORMAT

### Bracket

The championship bracket is available at: <https://www.ncaa.com/sports/volleyball-women/d3>.

### Determination of Home/Away Teams

The higher-seeded team is the home team and must wear a light-colored jersey. The lower-seeded team must wear a dark-colored jersey.

### Lineups

Team lineups must be declared a minimum of three minutes before the starting time of any match; after the match starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

## CHAMPIONSHIP OPERATIONS

### Videoconference – Participant Call

There will be a videoconference for the eight advancing teams with the NCAA Division III Women's Volleyball Committee and the host institution at **1 p.m. Eastern time on Monday, Nov. 20**. The Microsoft Teams link is listed below.

## Microsoft Teams meeting

### Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 296 019 042 345

Passcode: m6ZFSS

[Download Teams](#) | [Join on the web](#)

### Or call in (audio only)

[+1 317-550-5692,,38348013#](#) United States, Indianapolis

Phone Conference ID: 383 480 13#

### Administrative Meeting

The NCAA women's volleyball committee will conduct an administrative meeting before competition begins to review championship matters. It is mandatory that each institution's head coach attend the meeting.

This meeting will be held virtually Monday, November 27 at 5:00 p.m. PST. Other institutional personnel (e.g., athletic administrator, sports information director) are encouraged to attend as well.

Institutions are asked to submit the following documents prior to the meeting:

1. Credential form.

### **Practice**

The women's volleyball committee has approved the practice schedule included in this manual and will monitor all practices.

### **Videotaping**

The host institution will video each match and upload the video to the Hudl tournament exchange. Institutions are permitted to video championship competition by their teams for archival, coaching or instructional purposes. The video may not be used for any commercial purposes. Each institution is permitted to use one camera and may video only competition in which it participates. All videotaping must be done from the designated videotaping area, which is on the south side of the mezzanine level in the Arena. Videotaping from any other area (e.g., the team bench) is not permitted.

## **COMPETITION SITE**

### **Banners and Artificial Noisemakers**

No banners may be displayed at the championship other than approved NCAA and media banners and permanent institutional banners. Fans may hold signs but may not attach them to facility railings. The women's volleyball committee will determine whether the content on fans' signage is appropriate. Artificial noisemakers, air horns and electronic amplifiers are not permitted and shall be removed upon discovery.

### **Locker Rooms**

A secure locker room will be made available for each participating team for each practice and match. The locker rooms (labeled and numbered 1-10) will be assigned by the tournament director and may change each day.

### **Hospitality**

There will be multiple hospitality areas in the Roberts Pavilion. Student-athletes will have access to snacks and beverages in their locker room and back of house hallway. Media and Team VIPs (three per team) will have access to hospitality in the Arena Level Meeting Room, A03. NCAA staff and committee members will have access to hospitality in the CMS Athletics Suite. Officials will have a dedicated meeting/hospitality space in their officials locker rooms. Please have your credential with you at all times.

## **CREDENTIALS**

At each team's initial practice Tuesday, the women's volleyball committee member serving as the team's liaison will distribute credentials. The number of credentials provided to each participating institution for student-athletes, coaches and support staff will be based on the credential list submitted by the institution (maximum of 22 participant credentials). If requested, a maximum of three additional bench passes will be provided to each institution. One of the three bench passes shall be allocated only to medical personnel (e.g., if a team has only one athletic trainer, the team may receive a maximum of three bench passes). Each participating institution also will receive a sports information credential for the sports information director. The sports information director is not included in the 22 participant credentials or three bench passes. Any additional institutional personnel not listed on the credential list to receive a participant credential, or a bench pass **must purchase a ticket**.

Each team's administrator also will receive three VIP credentials to distribute at their discretion (excluding members of the media). The VIP credential allows the holder access to the VIP hospitality area located in Arena level meeting room. This area is intended for the administrators and coaches of participating teams. The VIP credential also allows access to the court at the conclusion of the match and into post-match press conferences. VIP credentials do NOT provide free access to the competition facility. If the holder is not included on the credential/bench pass list, he or she must purchase a ticket to the venue.

## **DIRECTIONS**

Practices and matches will be held at Roberts Pavilion on the campus of Claremont McKenna College. The address for the competition venue is 690 N Mills Ave, Claremont, CA. 91711

## **DRUG TESTING**

The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes. If drug testing is conducted at this championship, the policies below will be followed.

**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. Notification may take place in the locker room (if applicable) or on the court. 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.

**Media Obligations.** If a selected student-athlete is scheduled to participate in any postmatch 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 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.

**Participating Institution's Notification.** The institutional representative will be notified of drug testing no sooner than two hours prior to the start of the match by the drug-testing crew chief. After the match, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

**Prolonged Test.** If the student-athlete's team must depart the championship venue 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 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, they 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.

## **EQUIPMENT**

The Molten Super Touch IV58L-N is the official volleyball for the 2023 NCAA Division III Women's Volleyball Championship. Each team participating at the championship finals site will receive two volleyballs after their final match.

## EVACUATION/CRISIS MANAGEMENT PLAN

### Emergency/Evacuation Plan

In case of an emergency, directions will be given through the Roberts Pavilion PA system. If the system is disabled, please follow these action plans or follow the directions of the nearest event staff member.

Fire Action Plan. Should the fire alarms sound, all occupants should leave the building through the nearest exit, following the directions of security and event personnel.

Severe Weather Action Plan. In the case of a severe storm (i.e., tornado), all team members should return to their locker rooms immediately. Other occupants will follow event staff to the designated shelter areas.

## FORMS

**Credential form** – emailed separately.

**Bracket** – emailed separately.

## LOCAL TRANSPORTATION

Public transportation in Claremont is handled by the [Claremont Transit Services](#). However, Uber and Lyft are also great options.

## LODGING INFORMATION

### Lodging (Teams)

The NCAA, through OnLocation, has confirmed reservations for the participating teams at the Sheraton Fairplex Hotel & Conference Center (2), DoubleTree Ontario Airport (4), Sheraton Ontario Airport Hotel (2). Fifteen rooms (14 double/doubles and one king for the head coach) have been reserved for each team. Please contact your assigned hotel to confirm your team's reservations by **5 p.m. Monday, Nov. 20. All teams must stay at the assigned team hotel unless you receive a written release from the hotel manager. Even if a written release is obtained, if the institution does not use the rooms at the assigned hotel, the institution will be responsible for the first night's room charges for all rooms reserved for the institution at the assigned hotel that the hotel is not able to re-sell.**

### **Sheraton Fairplex Hotel & Conference Center (2)**

601 W. McKinley Ave

Pomona, CA 91768

Contact: Stacey Wang

Email: [Stacey.Wang@sheraton.com](mailto:Stacey.Wang@sheraton.com)

Phone: 909-784-6918

**Rate: \$159/night (Double & King) plus taxes.**

**Sheraton Ontario Airport Hotel (2)**

429 N. Vineyard Ave

Ontario, CA 91764

Primary Contact: Vanessa Morrin

Email: [salesadmin@sheratonont.com](mailto:salesadmin@sheratonont.com)

Phone: 909-937-7459

**Rate: \$185/night (Double & King) plus taxes.**

**DoubleTree Ontario Airport (4)**

222 N. Vineyard Ave

Ontario, CA 91764

Primary Contact: Hannah Estacio

Email: [hannah.estacio@hilton.com](mailto:hannah.estacio@hilton.com)

Phone: 909-418-4845

Secondary Contact: Karla Olmos

Email: [karla.olmos@hilton.com](mailto:karla.olmos@hilton.com)

Phone: 909-418-4856

**Rate: \$159/night (Double & King) plus taxes.**

**Rate:**

**Sheraton Fairplex:**

Includes complimentary internet access. Breakfast is available in the hotel restaurant at cost.

**Sheraton Ontario Airport:**

Includes complimentary internet access and a hot breakfast for the duration of the Championship.

**DoubleTree Ontario Airport:**

Includes complimentary internet access. Breakfast is available in the hotel restaurant at cost.

**Hotel Team Parking:**

**Sheraton Fairplex:**

Parking is complimentary for up to 3 buses and self-parking for the duration of the Championship.

**Sheraton Ontario Airport:**

Parking is complimentary for buses and self-parking for the duration of the Championship.

**DoubleTree Ontario Airport:**

Parking is available for \$60 a night/per bus duration of the Championship. Self-parking is available at \$15 per night/ per car for the duration of the Championship.

**Lodging (Fans):** For information on the best places to stay Claremont and the surrounding areas, please visit [The CMS Visitors Guide](#).

## **MEDIA SERVICES**

### **Press Conference Area**

The press conference area is located in the Roberts Pavilion Arena, Room A03. Access is restricted to members of the media with a media credential, student-athletes selected for press conferences, team administrators with a VIP credential, NCAA committee/staff and designated event personnel. Parents are not permitted to attend press conferences and may not be provided a VIP pass.

### **Interview Policies**

In accordance with NCAA regulations, each team will be provided a 10-minute “cooling off” period after each match. The head coach of the winning team, with requested student-athletes, will be interviewed first, followed by the losing coach and student-athletes. This procedure will be followed until the championship match, after which the losing coach and requested student-athletes will be interviewed first, followed by the winning coach and student-athletes.

All coaches and student-athletes must be made available for post-competition interviews after the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the women’s volleyball committee.

### **Sports Information and Media**

Sports information and media credentials for the championship will be handled by the Director of Sports Information, Jeremy Kniffin ([Jeremy.Kniffin@cms.claremont.edu](mailto:Jeremy.Kniffin@cms.claremont.edu)) through the NCAA online credential system. Credentials will be distributed at the “Volunteer/ Pass List” Entrance table and will not be mailed.

### **Webcast**

All matches will be live streamed by Tupelo Raycom and will be available online at <http://www.ncaa.com/championships/volleyball-women/d3>.

### **Website**

Match scores and championship information will be available online at <http://www.ncaa.com/championships/volleyball-women/d3>. Additional championship information is available at <https://www.sportspittsburgh.com/attendee-experiences/ncaa-pittsburgh/>

### **Social Media**

We want to hear from you! Join the conversation - use #d3vb and tell us about your volleyball championship experience.

Follow championship action on Facebook! Like NCAA Division III on Facebook to receive updates on your newsfeed.

NCAA Division III Facebook	facebook.com/NCAADIII
NCAA Division III Twitter	@NCAADIII
NCAA Division III Volleyball	#d3vb / #whyd3

## MEDICAL

### **Athletic Training**

Athletic training staff will be on site a minimum of two hours before matches and one hour before all practices. If you have any special needs, please contact Steve Graves at ([Sportsmedicine@cms.claremont.edu](mailto:Sportsmedicine@cms.claremont.edu) or 909-607-3248).

### **Sports Medicine Room Services**

The sports medicine room is located in the southeast corner of Roberts Pavilion, on the entry level of the facility. The following services are available in the athletic training room: ice, heat packs, and certain modules. We will have emergency equipment available if needed (i.e. vacuum splints, crutches, etc.). Water, ice and cups will be available for all practices and matches. Please do not bring team water bottles with you as the NCAA will supply DASANI squeeze bottles and cups for use during the championship.

The sports medicine room will be open for teams one hour before all practices and two hours before all matches. The athletic training room will remain open as needed following practices and matches.

**If your team is unable to travel with a certified athletic trainer, please notify Steve Graves at [steve.graves@cms.claremont.edu](mailto:steve.graves@cms.claremont.edu) or [Sportsmedicine@cms.claremont.edu](mailto:Sportsmedicine@cms.claremont.edu) and send the necessary medical supplies your team may need. If any of your student-athletes require athletic training services beyond pre-competition taping, please include a written order signed by a certified athletic trainer or physician.**

### **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. Medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

For further details, please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety).

### Drug Stores/Pharmacies

NAME	ADDRESS	PHONE
CVS Upland	2121 Base Line Rd, Upland, CA 91784	909-608-7833
CVS Pomona	775 E Foothill Ave	909-621-6708

### Emergency Numbers

The emergency number for Duquesne University campus Police is 412-396-2677. Otherwise, call 911.

### Hospitals

NAME	ADDRESS	PHONE
Pomona Valley Hospital Medical Center (10 minutes from Roberts Pavilion)	1798 N Garey Ave, Pomona, CA 91767	909-865-9500

### Medical Exams

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 institution, 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.

### **OFFICIAL TRAVEL PARTY**

Institutional representatives not included on the credential list (maximum of 22) or receiving a bench pass (maximum of three, one of which may only be used by medical personnel), or included on the pass gate lists for a band and/or cheerleader squad, will be admitted only upon presentation of a ticket.

#### **Bands/Cheerleaders/Mascots**

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

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the sideline during matches. The cheerleaders shall be located in an area designated by the women's volleyball committee

#### **Bench Assignments**

The higher-seeded team is the home team and must wear a light-colored jersey. The lower-seeded team must wear a dark-colored jersey. The home team shall sit to the left of the scorer's table as the team faces the table from the court. This policy is in effect even if the home team traditionally uses the opposite bench as the home bench.

#### **Permissible Number**

The squad size for championship competition for women's volleyball is 17. Student-athletes may be in uniform on the bench not to exceed the bench size maximum (25). The team bench is limited to

25 (maximum of 22 individuals with participant credentials and maximum of three individuals with bench passes). One of the three bench passes must be used for medical personnel. A bench pass also provides free access to the competition venue. **Any individuals not included in the 22 participant credentials or receiving a bench pass must purchase a ticket for access to the competition venue.** The host site will provide 12 bench chairs for each team.

Student-athletes beyond the 17 in uniform may participate in team practices, team warm-ups before matches and the march; may line up with the team on the end line for team introductions; and may line up with the team on the end line for awards presentations. The additional student-athletes maybe in uniform not to exceed the bench size maximum.

## **PARKING**

**Please refer to the Claremont McKenna College map ([INTERACTICE MAP HERE](#)) to confirm the locations of the areas listed below.**

### **General Parking**

General parking for Roberts Pavilion is located on the neighborhood streets adjacent to Roberts Pavilion, on Mills Ave and Brooks Ave.

### **Team Drop off and Bus Parking**

Team busses will drop off on in the access lane, on south side of Roberts Pavilion (690 N Mills Ave, Claremont, CA 91711). After drop off, buses will need to park along Mills Ave or in The Claremont Colleges Services Parking Lot ([MAP](#))

### **Participant Entrance**

All participants (players, coaches, team personnel, bands, spirit squads, etc.) will enter Roberts Pavilion through the main entrance, located on the North West corner of the facility. Teams will be greeted upon entry, and shown to their locker room and or warmup spaces as applicable.

### **Spectator Entrance**

Spectators will enter Roberts Pavilion through the main entrance, located on the North West corner of the facility. Tickets and merchandise will be sold in the lobby, just inside the facility.

## **PARTICIPANT EXPECTATIONS AND GUIDELINES**

### **Ethical Behavior by Coaches**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. 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 imperative that he or she demonstrates and demands high principles of sportsmanship and ethical behavior.

### **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.

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

The committee or 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 the committee determines to have committed misconduct at any time during the championship.

### **Sportsmanship**

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in the behavior of student-athletes 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 (e.g., 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.

The Division III Committee on Student-Athlete Reinstatement will conduct a case-by-case evaluation of sports wagering violations to determine the appropriate penalty, and student-athletes will have an opportunity to appeal the committee's decision.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions in which 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 in which there is no entry fee but a possibility of winning a prize. Some NCAA member institutions, however, have chosen to ban student-athletes from participating in these types of bracket contests.

### **Tobacco Ban**

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.

### **SPEC SEAT CHAIRS**

To order a 2023 NCAA Women's Volleyball chair please access the site via <https://www.specseats.com/ncaa> and use the passcode NC@@2023 to order your commemorative chair today. **This code is intended for team use and not to be redistributed.** For questions, please contact Jordan Hergott with Spec Seats at [jh@specseats.com](mailto:jh@specseats.com).

### **TEAM TRAVEL**

#### **Travel Party**

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies are located online [here](#).

#### **Travel Information**

Air Travel. Based on the travel policies, if you are eligible for a flight, please contact Short's Travel Management at 866-655-9215 as soon as possible to arrange your air travel.

Ground Travel. The NCAA has partnered with Short's Travel, STM Driven, to assist with ground transportation needs for team sports while onsite at NCAA championships. Teams that travel via flight to the NCAA championships and are eligible for ground transportation reimbursement (airport transfers), will be required to use Short's Travel for onsite transportation. Please contact Short's Travel, STM Driven, at 844-814-3939, or via email at [ncaachamps@stmDriven.com](mailto:ncaachamps@stmDriven.com).

Travel Expense System. Per diem will be provided for an official travel party. Please reference the NCAA travel policies for all information regarding transportation and per diem reimbursement. Per diem and other eligible expenses will be reimbursed through the Travel Expense System. Please go to [www.travel.ncaa.org](http://www.travel.ncaa.org) to file for reimbursement or request a travel exception. Registration with an institutional email address is required to access TES through NCAA My Apps. The NCAA travel department may be reached at 317-917-6757, or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

Please reference the NCAA travel policies as they are updated annually [here](#), and the travel policies supersede all other documents

## TICKETS

	Quarterfinals Nov. 29	Semifinals Nov. 30	Championship Match Dec. 2	All-Session Pass
Adult	\$12	\$12	\$12	\$25
Student / Senior (60+)	\$8	\$8	\$8	\$12
Children (3-12)	\$5	\$5	\$5	\$8
Children 2 and under	Free	Free	Free	Free

### Ticket Office Information

#### **CMS ATHLETICS – NCAA DIII VOLLEYBALL NATIONAL CHAMPIONSHIP TICKET INFO:**

Information on tickets can be found online on the CMS Athletics website ([LINK](#)) or purchased via Ticketleap directly ([LINK](#))

*On game days, tickets will be sold in Roberts Pavilion at least 60 minutes prior to start time.*

## TROPHIES AND AWARDS

### **All-Tournament Team**

The women's volleyball committee will select an all-tournament team for the championship. Seven players, including a Most Outstanding Player, will be selected. The all-tournament team will be announced immediately after the conclusion of the championship match, prior to the presentation of team awards. Each member of the all-tournament team will receive a certificate on site and a plaque will be sent to her after the championship.

### **Student-Athlete Participation Award**

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 B](#) for more details.

## **Championship Awards**

A brief recognition ceremony will take place on the court immediately following each contest in which a team is eliminated. The teams should line up on their respective baselines for the ceremony. The announcer will read the list of individuals on the non-advancing teams award recipient form. The national committee will present the non-advancing team & head coach with (22) mini trophies.

Individual awards (22 mini-trophies) will be presented to the official travel party (maximum of 22) for each of the eight teams participating in the championship. The national runner up trophy will be presented to the runner up and the championship trophy will be presented to the championship team. The championship team will receive 17 NCAA watches on site, and the NCAA staff will order five additional watches after the championship. All teams that participated at the finals site will have the opportunity to purchase additional awards after the championship.

## **NCAA Academic Recognition Program: Elite 90 Award**

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution is eligible to nominate a student-athlete for the award for that championship. All ties are broken by the number of credits completed. All documents, including eligibility, deadlines and nomination forms, are available at [Elite 90\\_forms](#). **DEADLINE Tuesday, November 21 5 p.m. Eastern.**

## **UNIFORMS**

Each team must bring two sets of jerseys of different colors. The home team will wear a light-colored jersey. The visitor will wear a dark-colored jersey. The women's volleyball committee will make the final decision regarding contrasting jersey colors.

All uniforms must meet the provisions of NCAA Bylaw 12.5.3 regarding commercial identification. Participants will be provided an NCAA patch that shall be worn on the left chest (or left sleeve if there is a logo already on the left chest).

## **Laundry**

The CMS Athletics Equipment Room will launder all practice apparel and uniforms. Dirty laundry should be placed in the laundry bin in the locker rooms when laundering is required; **PLEASE REMEMBER TO BRING BUNDLING ITEMS** – such as laundry bags or straps to assist with sorting of clothing. Clean apparel will be returned to teams ASAP and prior to the next practice or game session. Please contact Brian Smith ([brian.smith@cms.claremont.edu](mailto:brian.smith@cms.claremont.edu)) for any questions.

**Teams are responsible for removing the NCAA patch from their uniforms *prior* to sending them to laundry services. The Local Organizing Committee is not responsible for their removal.**

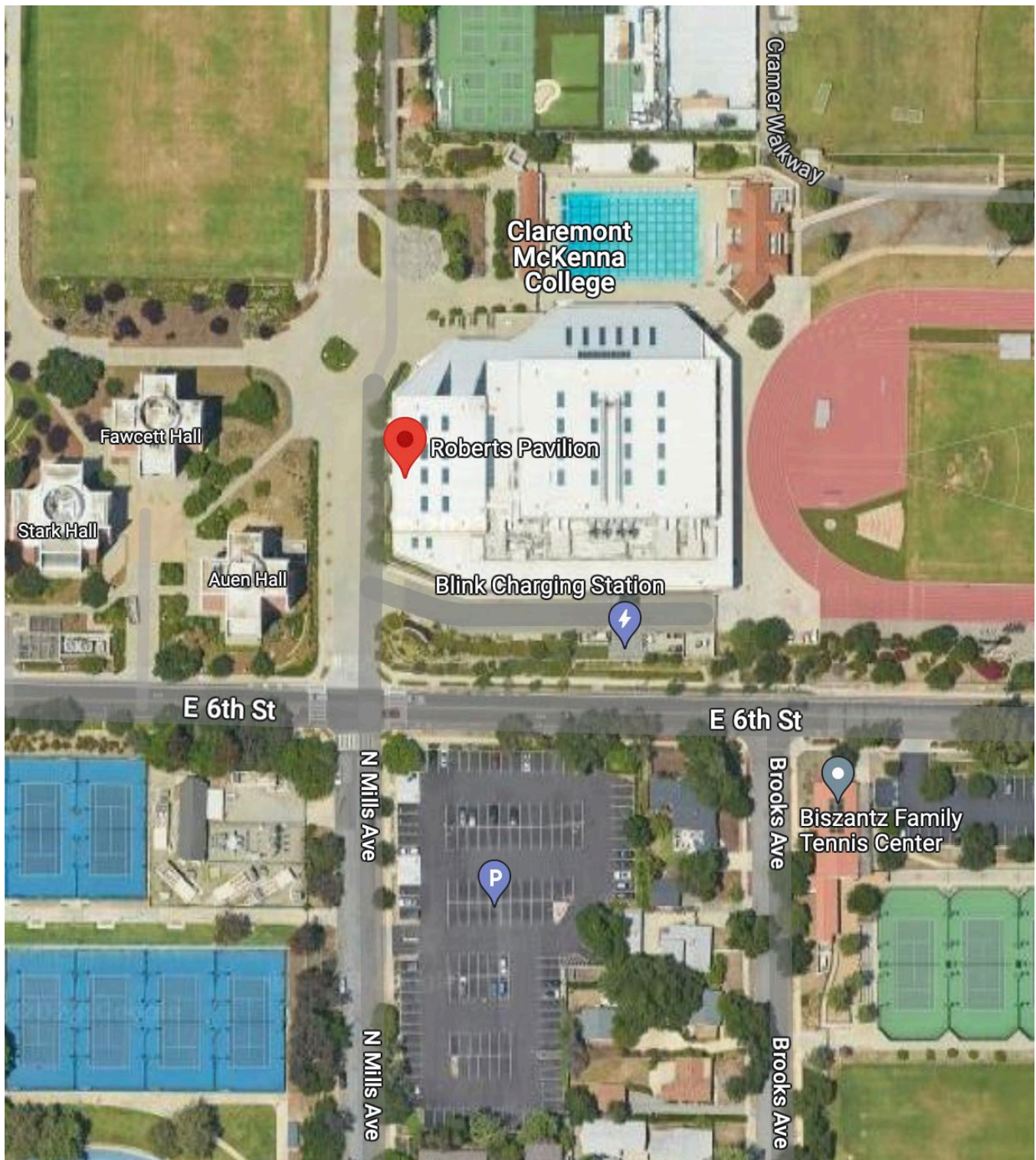
## **Logo Policy**

*[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]*

The provisions of Bylaw 12.5.3 mandate 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 in area, including any additional material (e.g., patch) surrounding the normal trademark or logo. 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 during the conduct of competition, which includes any practices and pre-match or post-match activities.

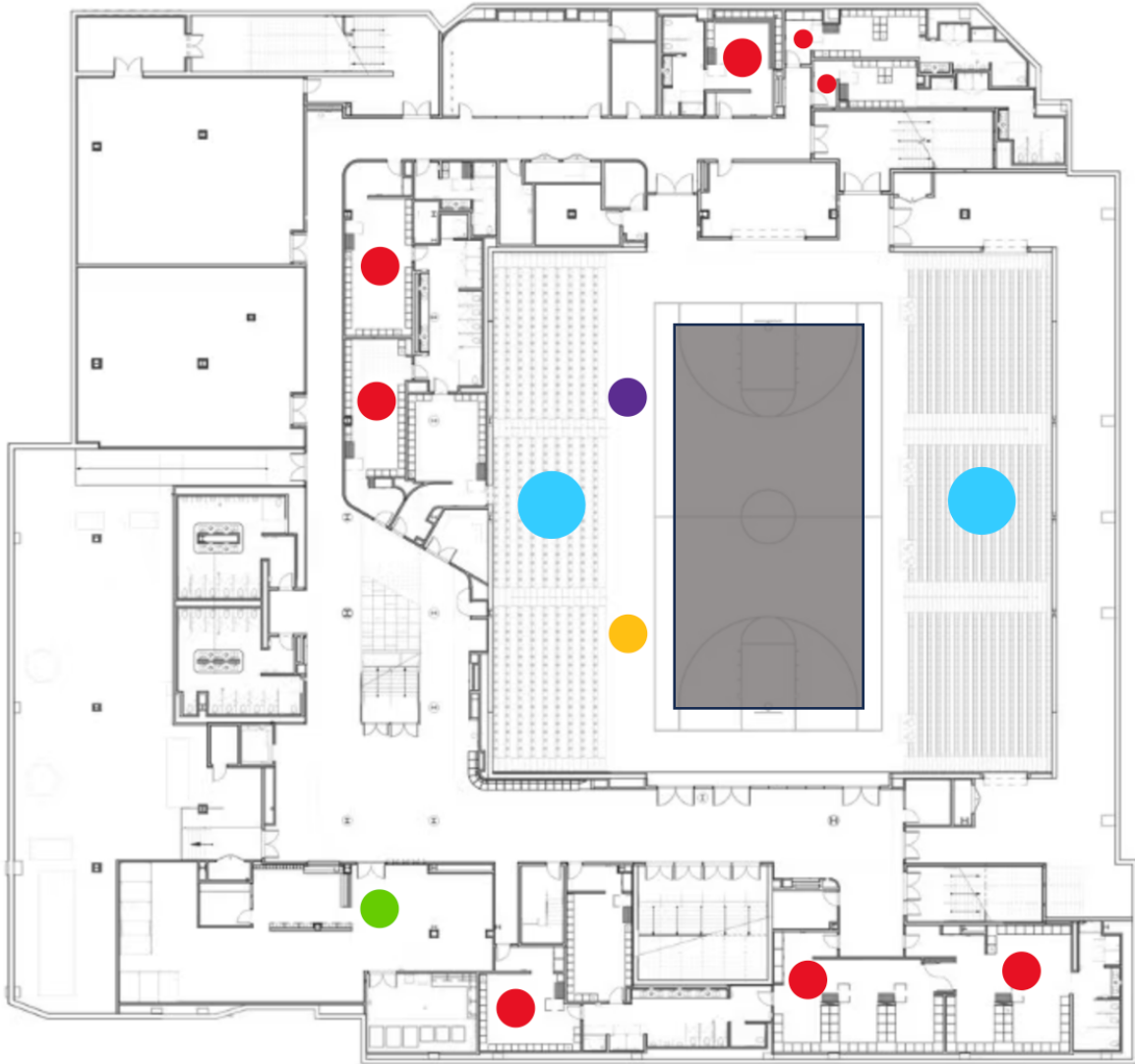
## APPENDIX A



# 2023 NCAA DIII Women's Volleyball National Championships

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Roberts Pavilion, Arena Level  
690 N Mills Ave., Claremont, CA 91711

## Participant Info Guide



### Map Legend:

- RED: Team Locker Rooms
- GREEN: Equipment / Laundry Room
- GOLD: Home Team Bench
- PURPLE: Away Team Bench
- BLUE: Spectator Seating

# CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

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

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



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

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

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

### Questions?

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

## BirdieBOX New for 2023-2024!

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

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 refer to the information above.

# Emergency Action Plan

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## Claremont-Mudd-Scripps Athletics Department

Adapted from the NCAA  
Sports Sciences Division

Created 12/2000  
Updated 9/2018

## **Preface**

*This plan is designed for but not limited to the use by all athletic department personnel in caring for the injured whether they be an intercollegiate athlete, club sport participant, intramural participant, physical education student or event attendee. Emergency information is given by venue or location so as to include all use of the athletic campus and not limit it to intercollegiate sports.*

## **Introduction**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help to ensure that the best care will be provided.

As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately.

## **Components of the Emergency Plan**

There are four basic components of this plan:

1. Emergency personnel
2. Emergency communication
3. Emergency equipment
4. Emergency transportation

## **Emergency Plan Personnel**

With athletic practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a Certified Athletic Trainer (ATC). A team physician will usually not be present at practices or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first-aid, prevention of disease transmission, and emergency plan review is required for all athletics department personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians (EMT), paramedics, Certified Athletic Trainer (ATC)s; Athletic Training Aides; coaches; managers; and possibly bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team.

### **Roles within the Emergency Team**

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

The first and most important role is the immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation (*see appendix 1*). Individuals with lower credentials should yield to those with more appropriate training. The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Athletic Training Aides, managers and coaches are good choices for this role. The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.

### **Activating the Emergency Medical System (EMS)**

Making the Call:

- Campus Security
- 9-1-1
- Telephone numbers for local police, fire department, and ambulance service

Providing Information:

- Name, address, telephone number of caller
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene ("come to the south entrance of the stadium")
- Other information as requested by the dispatcher

After EMS has been activated, the fourth role in the emergency team should be performed, that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site. Depending on ease of

access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. While in most instances campus safety will perform this duty, a Athletic Training Aide, manager, or coach may be used for this role.

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **Emergency Communication**

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available onsite during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

### **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

### **AED Locations (for athletic facilities)**

Northeast corner of Axelrod Aquatics Center  
Lobby of Linde Activity Center  
Lobby of Tiernan Field House  
Watchtower of Bisantz Tennis Center  
Story House near Parents Field  
Bauer Center near Parents Field  
Arena level and lobby of Roberts Pavilion  
Athletic Training Room in Roberts Pavilion

## **Transportation**

Emphasis is placed at having an ambulance on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. Claremont-Mudd-Scripps Colleges coordinates on site ambulances for competition in football. Ambulances may be coordinated on site for other special events/sports, such as major tournaments or Conference/NCAA regional or championship events. Consideration is given to the capabilities of transportation service available (i.e., Basic Life Support or Advanced Life Support) and the equipment and level of trained personnel on board the ambulance. At events where there is an ambulance on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete.

In the event of a medical emergency, venue access points may be changed based on the discretion of the qualified individual administering care or Campus Security.

## **Major Emergency/Natural Disaster**

In a major emergency such as an earthquake, fire, bomb threat, etc. the College's emergency plan will take affect and all athletes and event attendees will be required to cooperate with the College administration at that time.

## **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. Through development and implementation of the emergency plan, Claremont-Mudd-Scripps Colleges helps insure that the athlete will have the best care provided when an emergency situation does arise.

## **MEDICAL FACILITIES**

### **Pomona Valley Hospital: (Major Trauma)**

1798 N. Garey Ave / Pomona, CA 91767 (909) 865-9500

Directions: Exit campus and head south on Claremont Blvd., take Arrow Highway and I-10W and exit Orange Grove Ave. toward Garey Ave., turn right onto Artesia St and continue to hospital on the right.

### **San Antonia Community Hospital: (Major Orthopedic Trauma)**

999 San Bernardino Rd. / Upland, CA 91786 (909) 985-2811

Directions: Exit campus and head east on 6<sup>th</sup> St. Continue onto Arrow Route, which will turn into Arrow Hwy, continue straight onto San Bernardino Rd., hospital will be on left.

### **Mountain View Urgent Care: (Minor Trauma)**

255 E. Bonita Ave. / Pomona, Ca 91767 (909)643 – 2980

Directions: Exit campus, head west on 6<sup>th</sup> St. turn left on Indian Hill Blvd, right on Bonita Ave. Turn right into driveway for Casa Colina, urgent care will be on the left.

### **Pomona Valley Urgent Care: (Minor Trauma)**

1601 Monte Vista Ave #190 / Claremont, CA 91711

Directions: Exit campus, head east on 6<sup>th</sup> St., turn left on Claremont Blvd, turn right on Monte Vista Ave., urgent care will be on right.

## **Reference Numbers**

Sports Medicine (Primary-On Call) – (909) 607-0043

Steve Graves – office (909) 607-3248, cell (909) 618-6761

Raechel Holmes-Cunningham – office (909) 607-8033, cell (909) 896-9923

Gretchen Rodenberger – office (909) 607-9957, cell (408) 839-8260

Jesse Purcell – office (909) 607-9958, cell (615) 838-9330

Charles Dean III – office (909) 607-9699, cell (213) 705-1235

**\*In the event of a medical emergency, venue access points may change based on the discretion of the involved first responder or Campus Police.**

**Emergency Plan: Roberts Pavillion**  
***Basketball/Volleyball/Physical Education/Intramurals***  
***(This information sheet to be updated regularly)***

**Emergency Personnel:** Certified Athletic Trainer (ATC) on call from Athletic Training Room for varsity sports practice and on site for all competitions. Sports medicine staff accessible from athletic training room for physical education and intramurals during normal operating hours. Athletic training facility is located at Center Court, south of Bauer Center.

**Emergency Communication:** Campus safety 909-607-2000. Campus telephone located in lobby (x72000). Two-way radio or cell phone carried by Certified Athletic Trainer (ATC).

**Emergency Equipment:** first aid kit provided daily by sports medicine staff for practice. Splints and medical kit provided by Certified Athletic Trainer (ATC) for competitions. Portable AED available in lobby across from information desk.

**Roles of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
  - a. Notify campus safety (provide name, location, telephone number, number of individuals involved, condition of injured, first aid treatment, specific directions, other information as requested)

**OR**

- b. Call 911
4. Direction of EMS to scene
  - a. Open appropriate doors- key card access
  - b. Designate individual to meet EMS and direct to scene-campus safety officer
  - c. Scene control: limit scene to first aid providers and move bystanders away from area

**Venue Directions:** The Roberts Pavilion is located on Sixth St., between Mills Ave. and Brooks Ave.

**Emergency Vehicle Access:** Enter through the south doors, adjacent to the weight room.

Sept 2018

## Roberts Pavilion EAP Map

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EMS Route

Revised 09/2018