



Participation Manual
Semi-Finals and Final Rounds

May 17-18, 2008
Salem, Virginia

Introduction

Congratulations! Your team has been selected for the 2008 NCAA Division III Women's Lacrosse Championship. This annual championship event will occur May 17-18 at Roanoke College, Salem, Virginia, Donald J. Kerr Stadium. The Old Dominion Athletic Conference and the City of Salem will serve as the co-hosts.

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championships event. Further, this official participant manual will provide specific information on hotel arrangements, travel, tickets and a schedule of events at the championship site.

The top quality of this tournament is only superseded by the excellent play on the field. Similar to your team, we understand that thorough preparation is the key to success. That is why we are most excited about the upcoming championship. Good luck!

Championship History

2007	Franklin & Marshall College	1995	The College of New Jersey
2006	The College of New Jersey	1994	The College of New Jersey
2005	The College of New Jersey	1993	The College of New Jersey
2004	Middlebury	1992	The College of New Jersey
2003	Amherst	1991	The College of New Jersey
2002	Middlebury	1990	Ursinus
2001	Middlebury	1989	Ursinus
2000	The College of New Jersey	1988	The College of New Jersey
1999	Middlebury	1987	The College of New Jersey
1998	The College of New Jersey	1986	Ursinus
1997	Middlebury	1985	The College of New Jersey
1996	The College of New Jersey		

TABLE OF CONTENTS

Tournament Personnel	3
Division III Women's Lacrosse Committee Members	4
Schedule of Events	5
Accommodations/Championship Headquarters	6
Additional Hotels	6
Emergency Information	7
General Championship Information	8
All Tournament Team	8
Banquet/Banquet Slide Show	8
Community Service Project	8
Concessions	8
Drug Testing	8
Evaluations (Site and Official)	9
Game Field	9
Home Determination	9
Hospitality	9
Laundry Service	10
Little Sisters Program	10
Locker Rooms	10
Luncheon/Menu	10
Medical/Athletic Training Information	10
Mementos	11
Overtime Procedures	11
Parking	11
Practice Schedule Information	11
Pre-Championship Conference Call	12
Pre-Championship Meeting	12
Publicity/Media Information	12
Souvenir Merchandise	13
Spectators	13
Team Hosts	14
Ticket Information	14
Championship Bracket	15
Directions/Maps/Diagrams	16

Attachments

Hotel Request Form	1
Rooming List Form	2
Travel and Hotel Information	3
Official Travel Party Form	4
Site Evaluation Form	5
Officials Evaluation	6
Sample Agenda Head Coaches/Administration	7
Official Awards List	8
Coaches Checklist	9

Tournament Personnel

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
Tournament Director	<i>Carey Harveycutter</i> charveycutter@salemva.gov	WORK: 540-375-3004 CELL: 540-793-0982 HOME: 540-387-2570 FAX: 540-375-4011
NCAA Division III Women's Lacrosse Chair	<i>Shannon McHale</i> smchale@sjfc.edu	WORK: 585/385-5219 FAX: 585/385-7308
NCAA Liaison	<i>D'Ann Keller</i> dkeller@naaa.org	WORK: 317/917-6494 CELL: 317/966-6442 FAX: 317/917/6237
Host Sports Information Director	<i>James Nekoloff</i> jnekoloff@odaconline.com	WORK: 540-389-7373 FAX: 540-389-6196 CELL: 540-537-8974
On-Site Athletic Trainer	<i>Jim Buriak</i> buriak@roanoke.edu	WORK: 540-375-2343 FAX: 540-375-2382
Ticket Manager	<i>Marcia White</i> mwhite@salemva.gov	WORK: 540-375-3004 FAX: 540-375-4011
Promotions/Marketing	<i>John Saunders</i> jsaunders@salemva.gov	WORK: 540-375-3004 CELL: 540-793-0984 FAX: 540-375-4011
Facilities Manager	<i>Scott Hall</i> shall@salemva.gov	WORK: 540-375-4094 CELL: 540-815-0577 HOME: 540-389-5994 FAX: 540-375-4032
Transportation	<i>Paul Bowles</i> pbowles@salemva.gov	WORK: 540-375-3004 CELL: 540-793-0987 FAX: 540-375-4011
Stadium Coordinator	<i>Scott Hall</i> shall@salemva.gov	WORK: 540-375-4092 FAX:
Pressbox	<i>James Nekoloff</i>	PHONE: 540-537-8974 FAX: 540-375-2344 (Game days only)

Tournament Website: <http://www.odaconline.com/div3wlax/>

Team Hotel: Holiday Inn – Valley View
3315 Ordway Drive
Roanoke, Virginia 24017
540-362-4500

Division III Women's Lacrosse Committee

Shannon McHale, Chair	St. John Fisher College 585/385-5219 smchale@sjfc.edu
Lynn Rothenhoefer	Rosemont College 610/527-0200 fhfax@rosemont.edu
CharylN Robert	Nichols College 508/213-2368 Charlie.robert@nichols.edu
Susan Stuart	Colorado College 719/389-6497 sstuart@coloradocollege.edu
Scott Musa	Shenandoah University 540/665-5417 smusa@su.edu

Schedule of Events

Monday

11 am Eastern Time – Conference call for competing institutions, the head coach, administrator, sports information director, host personnel and national committee. The call in number and pass code will be given at a later date.

Thursday

National committee arrives.
Head official conducts field inspection.

Friday

One and one-half hour practice times from 10:30 a.m. to 4:45 p.m. for competing teams.

<u>Practice Times</u>		<u>Community Service</u>
10:30 – Noon	Practice Team 1	1:00 p.m. – 2:00 p.m.
12:05 – 1:35 p.m.	Practice Team 2	10:00 a.m. – 11:00 a.m.
1:40 – 3:10 p.m.	Practice Team 3	10:00 a.m. – 11:00 a.m.
3:15 – 4:45 p.m.	Practice Team 4	10:00 a.m. – 11:00 a.m.

6:15 – Coaches Meeting – Salem Civic Center Parlor C

7 p.m. – Banquet for competing institutions – Salem Civic Center – Community Room

NOTE TO COACHES - A two-three minute statement from a student-athlete will be requested at the banquet.

Saturday

Shoot around times

7:15 – 7:45 a.m.

7:50 – 8:20 a.m.

8:25 – 8:55 a.m.

9:00 – 9:30 a.m.

Youth Clinic

9:30 a.m.-11:00 a.m.

11:30 a.m. Game 1 begins

2:30 p.m. Game 2 begins

At the conclusion of each championship semifinal there will be a trophy presentation to the non-advancing team.

Sunday

9 – 9:30 a.m. – Team 1 Shoot around

9:35 – 10:05 a.m. – Team 2 Shoot around

Noon – Championship Game Begins

At the conclusion of the national championship game, awards ceremony will immediately follow.

Schedule is subject to change, per the women's lacrosse committee.

Accommodations – Championship Headquarters

Teams:

Directors of Athletics are urged to accept the team reservation made by your hosts, the Old Dominion Athletic Conference and the City of Salem at the Official Tournament Team Hotel: Nineteen doubles and one king room are reserved for each team.

Holiday Inn – Valley View (540) 362-4500 Contact: Brenda Phillips

Administration:

The NCAA Committee will be staying at:

Doubletree Hotel Roanoke (540) 853-8215 Contact: Elizabeth Sandoz

Fans:

Fans may make reservations at the one of the Official Tournament Hotels

Holiday Inn – Valley View (540) 362-4500 (Limited availability)

Doubletree Hotel Roanoke (540) 985-5900 (Limited availability)

Additional Hotels for Spectators

The following hotels are in close proximity to Donald J. Kerr Stadium at Roanoke College and may be contacted direct for fan rooms.

HOLIDAY INN SALEM	540-389-2424	540-389-2424	\$95.00
COMFORT INN & SUITES	KIM O'CONNER	540-375-4800	\$89.00
LA QUINTA	BAHNU PATEL	540-562-2717	\$89.00
DAYS INN SALEM	NADIA BABLU	540-986-1000	\$70.00
HOLIDAY INN VALLEY VIEW	BRENDA PHILLIPS	540-362-4500	\$86.00
ROANOKE PLAZA	ROBIN SAMPSON	540-561-7903	\$99.00
HAMPTON INN SALEM	BLAINE SHIVELY	540-776-6500	10% DISCOUNT
MAINSTAY	BRENDA ELLIOTT	540-527-3030	\$149.99
BEST WESTERN INN AT VALLEY VIEW	ROBIN AUSTIN-GOFF	540-527-1006	\$109.95
COMFORT INN	ROBIN AUSTIN-GOFF	540-527-1006	\$89.99

Donald J. Kerr Stadium Emergency Information

SEVERE WEATHER/LIGHTNING GAME DAY PROCEDURE

Weather will be monitored electronically. Should a storm approach and the games committee deems it necessary, all persons will be asked to immediately leave the site and seek safe shelter. Teams should quickly proceed to their locker rooms. Thirty minutes must pass after the lightning strike within a 7 mile radius of the site before it is permissible to resume the practice or game. The Division III Women's Lacrosse Committee in conjunction with the host staff will monitor and communicate those decisions to cease or restart competition accordingly throughout the weekend.

HOSPITAL

In case of injuries, accidents, or illness, athletes may be transported to Lewis Gale Hospital (540) 776-4000, located two miles from the Salem Civic Center. A Level One Trauma Center is located fifteen (15) minutes from the facility at Carilion Roanoke Memorial Hospital (540) 981-7000.

CHIROPRACTIC SERVICES

Dr. Joseph Foley, 708 Colorado Street, Salem (540-389-2492) has been retained by the local host committee for this type of service. Individuals involved in the championship requiring this specialized service please identify your affiliation with the championship.

GENERAL CHAMPIONSHIP INFORMATION

ALL-TOURNAMENT TEAM

An all-tournament team will be selected from among the participants at the site of the finals. Twelve players will be selected; eleven field players and a goalkeeper. The announcement of the outstanding players will be made after the presentation of awards following the championship game. The two semifinal teams name two players each. The second-place team names three players and the championship team names five players (including the most outstanding player). The nomination form is Attachment 9 and will also be distributed at the coaches meeting and collected after each team's final game by the national committee.

BANQUET

There will be a banquet for all NCAA team travel parties (33 each), NCAA Division III Women's Lacrosse Committee members, and local honored guests on Friday, May 16 beginning at 7 p.m. The banquet will be held in the Community Room at the Salem Civic Center. Participating teams are allowed to purchase up to nine additional tickets to accommodate for the allowed bench party of 42 (*institutional personnel only*). Limited additional tickets will cost \$20.00 per person and must be ordered in advance by calling Marcia White at 540-375-3004 no later than Wednesday, May 14 at 5:00 p.m. Payment by institutional check made payable to Salem Civic Center or cash is required.

A student-athlete representative from each team will be required to provide a two to three minute speech about their team, season or championship experience.

BANQUET SLIDE SHOW

The City of Salem and the Old Dominion Athletic Conference will produce a slide show that will be presented during the championship banquet on Friday evening. We ask that each participating team provide 15-20 photos for use in the slide show by Wednesday, May 14 by 9 am EST. Please e-mail these photos to James Nekoloff at jnekoloff@odaonline.com. Photos should be at least 200 DPI and in jpeg format.

COMMUNITY SERVICE PROJECT

Arrangements have been made for each team to meet with area youth at local elementary schools. Teams are asked to give a mini-clinic on lacrosse, present information about becoming a collegiate student-athlete, or assist with the class curriculum. Additional details will be provided on the championship conference call on May 12. Preliminary times are listed on the "Schedule of Events" page of this manual.

CONCESSIONS

Concessions at Donald J. Kerr Stadium at Roanoke College will be available throughout the tournament.

DRUG TESTING

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

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

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug testing couriers will be instructed to remind selected student-athletes of such.

The format for testing at this championship is as follows:

Number tested: 28

Test Plan: 7 random from each team

If this championship is chosen for drug testing, the Bast Center will be the testing site. Student-athletes will be escorted by host staff.

EVALUATIONS

It is required that you return these evaluations to a member of the NCAA Division III Women's Lacrosse Committee before departing from the championship. Your input is a valuable resource to continue the improvement of the championship.

- **Site Evaluations (Attachment 5)** will be distributed to each head coach and NCAA representative/committee member.
- **Official Evaluations (Attachment 6)** will be distributed to each head coach.
- **Student-Athlete Evaluations** will be sent via a website link to each participating institution upon completion of the championship.

GAME FIELD

All games will be played at Donald J. Kerr Stadium, Roanoke College and the surface is Field Turf. Following the conclusion of the first game on Saturday, May 17, a minimum of 45 minutes shall elapse before the start of the second game. Kerr Stadium has a seating capacity of 1500. For additional information please see the championship Web site. (<http://www.odaconline.com/div3wlax/>)

HOME TEAM DETERMINATION

The higher seed will be the home team and will wear light-colored jerseys. The home team will be seated to the right when facing the scores table. Participants in the championship shall wear exclusively the official uniform of their institution in competition and during related ceremonies. Logo restrictions apply as set forth in Bylaw 12.5.3.

HOSPITALITY

A hospitality room at the Holiday Inn – Valley View (Conference Room 1 & 2) will be available to participating teams during their stay. Hours will be as follows:

Friday	1:00 p.m. – 5:00 p.m. 9:00 p.m. - 11:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.

A student-athlete hospitality area will also be available in a tent at Kerr Stadium for participants in the championship. A separate hospitality area will be available for championship workers, officials, NCAA Committee members and key institutional personnel before, during, and after games. Hospitality is provided by NCAA corporate champions and partners.

LAUNDRY SERVICE

If the winners from Game 1 and/or Game 2 need to wear the same uniforms for the championship game, please bag the uniforms and drop them off with your host family. Uniforms will be available the next day and this should also be coordinated with your host family.

LOCKER ROOMS

Each team will be accommodated in Bast Center, adjacent to Kerr Stadium. Towels will be provided. Locker room assignments are as follows:

Saturday, May 17:

Team 1: Location, room #A
Team 2: Location, room #B
Team 3: Location, room #A
Team 4: Location, room #B

Sunday, May 18:

Locker rooms will be determined after Saturday's games.

LUNCHEON

There will be a barbeque luncheon, sponsored by the City of Salem and the Old Dominion Athletic Conference, for all teams, sponsors, media, and the NCAA Committee members on Friday, May 16 from 11:00 a.m. until 1:00 p.m. The luncheon will be held at Moyer Park located two miles from Kerr Stadium. Karaoke will be provided as well as a chance for the student-athletes to get acquainted with each other. Directions are located in the back of this manual. Participating teams may purchase a maximum of nine additional luncheon tickets (institutional personnel only).

Additional tickets are \$15.00 and must be pre-ordered by calling Marcia White no later than Wednesday, May 14 at 5:00 p.m. Payment by institutional check payable to Salem Civic Center or cash is required.

LUNCHEON MENU

The luncheon buffet will feature chopped pork barbeque, barbecue ribs, barbecue chicken, pasta salad, cole slaw, baked beans, ice cream sundaes, ice tea, and lemonade.

MEDICAL/ATHLETIC TRAINING INFORMATION

The athletic training room is located in Bast Center, adjacent to Kerr Stadium. The room will be open two hours before each game and will be open for 30 minutes after the final game of each day. The training room will be open one hour before the first practice and throughout the practice day until the last practice has concluded. If necessary, additional arrangements may be made by contacting the host athletic trainer.

The athletic training room is fully equipped with electrical stimulation and ultrasound units, hydroculator packs, and warm and cold whirlpools. If you are traveling without a certified athletic trainer, a physician's prescription or a note from the head athletic trainer will be required for the use of electronic stimulation or ultrasound. If this is the circumstance, we will be happy to assist you with your athletic training needs, but we ask that you bring your own supplies. Ice will be provided. If you are traveling without a certified athletic trainer or have special needs, please contact Jim Buriak as per the personnel directory.

A certified athletic trainer will be at Kerr Stadium during practices and throughout games. Sideline water and emergency equipment will be available. A physician will be on call and an ambulance will be on site.

MEMENTOS

Mementos will be available for each member of the official travel party (33) in each of the participating team's locker rooms after team practice on Friday, May 16. Mementos will be boxed and distribution will be left up to the coach's discretion.

A photographer has been secured to take pictures of each team throughout the competition, at the banquet, and practices to collect footage for a championship photo DVD that will be provided to each member of the travel party.

Also each team will have their championship team picture taken prior to their first game. A detailed announcement of the exact time will be placed in your coaches' packet which will be available for pick-up at the front desk of the Holiday Inn-Valley View upon arrival.

OVERTIME PROCEDURES

Overtime procedures for a tied game will follow the NCAA Women's Lacrosse Rules Book, Rule 4, Section 7.

When the score is tied at the end of regular playing time both teams will have a five-minute rest and toss a coin for choice of ends. Six minutes (two three-minute periods) of stop clock overtime will be played. The clock will be stopped after three minutes of play in order for teams to change ends with no delay for coaching. The game will be restarted by a center draw. The team which is ahead at the end of six minutes wins the game. Teams are still tied after six minutes have elapsed, the teams will have a three-minute rest and change ends. The winner will then be decided on a "sudden victory" stop-clock overtime of not more than six minutes in length with the teams changing ends after three minutes. The game will be restarted by a center draw. The team scoring the first goal wins the game. Play will continue with "sudden victory" stop-clock overtime periods of six minutes in length with three minutes in between and change of ends until a winning goal is scored.

PARKING

Bus parking will be available in the lot adjacent to the Bast Center parking lot. Officials, team vans, VIP's, the NCAA Committee, and staff will also park in this lot. Spectator parking will be available in the Bast Center parking lot.

PRACTICE SCHEDULE

Practice access to the game field is limited to the day before and the day of competition, weather permitting. In the case of storms and/or lightning or other unsafe conditions, the inclement weather practice site is the Bast Center at Roanoke College. This site is only available if a decision by the NCAA Division III Women's Lacrosse Committee determines the conditions are unacceptable and directs the participating teams to use the alternate site. Goals will be provided at the inclement weather practice site. Participating teams must bring their own equipment, as well as the appropriate footwear required for indoor participation. If the weather and field conditions become safe, practices will resume at Kerr Stadium as determined by the Women's Lacrosse Committee. Regardless of location, each team will maintain their allocated practice time of 90 minutes. No

team will be permitted to practice on the game field at any time other than its officially assigned time.

All practices held the day before games will be closed. Two sets of goals will be provided for each team on the practice field. A team is limited to no more than the 33 members of its traveling party participating in the practice sessions. Practice times will be assigned during the pre-championship conference call. The team traveling farthest for the tournament will have the first choice of practice times. On game days, each team will be guaranteed a minimum of 45 minutes on the field for its pregame warm-up before the introduction of the players.

Institutions competing in the championship game will be given the opportunity to select shoot around times on Sunday after the completion of the semifinal games.

PRE-CHAMPIONSHIP CONFERENCE CALL

A conference call for competing institutions will be conducted on Monday, May 12 at 11 a.m. EST. The call should include: head coach, administrator, sports information director, host personnel, and national committee members. The call in number is 800/850-3676 and the pass code is 111292.

PRE-CHAMPIONSHIP MEETING

On Friday, May 16, a mandatory pre-championship meeting will be held in the Salem Civic Center (Parlor C. The meeting will be before the banquet at 6:15 p.m. It is mandatory that each institution's head coach, athletics director or senior woman administrator (or designated administrator other than the head or assistant coach or athletic trainer) must attend this meeting. A coach who also holds the position of athletics administrator of his or her institution cannot serve as the designated administrator at this meeting. Host personnel should include the tournament director and sports information director to cover pertinent items on the agenda.

The agenda for the meeting may be found in Attachment 7.

Administrators are asked to bring the following typewritten lists:

1. Official travel party form (Attachment 4)
2. Those individuals to be announced for awards (Attachment 8)
3. Contact numbers for emergency situations and hotel information (Attachment 3)

PUBLICITY/MEDIA INFORMATION

Seating in the press box is limited. Priority will be given to broadcast media providing live coverage of the event and print media committed to covering all three games. A working press room will be available in the Colket Center for writing and filing stories and/or sending photographs. Coaches will not be allowed in the press box.

Internet Access

The press box has (8) Ethernet connections as well as wireless coverage for internet access.

Media Credentials

All sports information directors and media outlets must apply for championship credentials using the online media request form on the championship website:

<http://www1.ncaa.org/eprise/main/Public/pa/pr/credentials.html>

Programs

Host Communications will develop championship programs. Thirty-three complimentary programs will be issued to each of the participating teams. Programs will be on sale at the Kerr Stadium.

Radio Broadcasting

Commercial stations, which plan to broadcast the games, must pay a rights fee to the NCAA. The rights fees are generally waived for student (noncommercial) stations. Please read the information in the general section of the NCAA Division III Women's Lacrosse Handbook regarding radio policies. Each station will be responsible for making its own arrangements for telephone lines for broadcasts. They may do so by calling John Saunders as per the tournament personnel directory. Radio Lines for commercial stations are \$125.00.

Results

The official website of NCAA Championships is www.ncaa.com and the host website is <http://www.odaonline.com/div3wlax/>. Game stories and box scores will be posted on both sites.

Rosters

In addition to the official travel party form submitted at the coaches meeting, we ask that participating teams send a team roster in Microsoft Word and stat crew format. The Word roster should also contain a pronunciation guide. Please email this information to James Nekoloff by Monday, May 12 by 5 p.m.

Videotaping

A representative from the City of Salem/Old Dominion Athletic Conference will videotape all games and provide a copy to each team immediately following each game. Please indicate your preference before each game as to whether you would like your copy on VHS or digital tape. CSTV will broadcast the Championship game live on Sunday, May 18.

SOUVENIER MERCHANDISE

NCAA Division III Women's Lacrosse Championship merchandise, provided by Event 1, will be on sale at Kerr Stadium throughout the tournament. It is our intent to also make the items available at the Championship Banquet. Also, there will again be the opportunity for the selected teams to preorder merchandise via the online order form, information and directions for ordering will be sent to selected head coaches following selections.

SPECTATORS

The City of Salem, Old Dominion Athletic Conference and the NCAA promote good sportsmanship by student-athletes, coaches, and spectators. Participants should be supported in a positive manner. Profanity, racial or sexual comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from Kerr Stadium. Also, the possession or consumption of alcoholic beverages or tobacco products is strictly prohibited. Noisemakers are not permitted, and dogs are not allowed in the venue.

TEAM HOSTS

Each team will be assigned a team host. Team hosts will be representatives from local organizations/businesses. Team hosts will contact the head coach prior to their arrival in the Roanoke Valley and will be a resource throughout your stay for site and local information.

TICKET INFORMATION

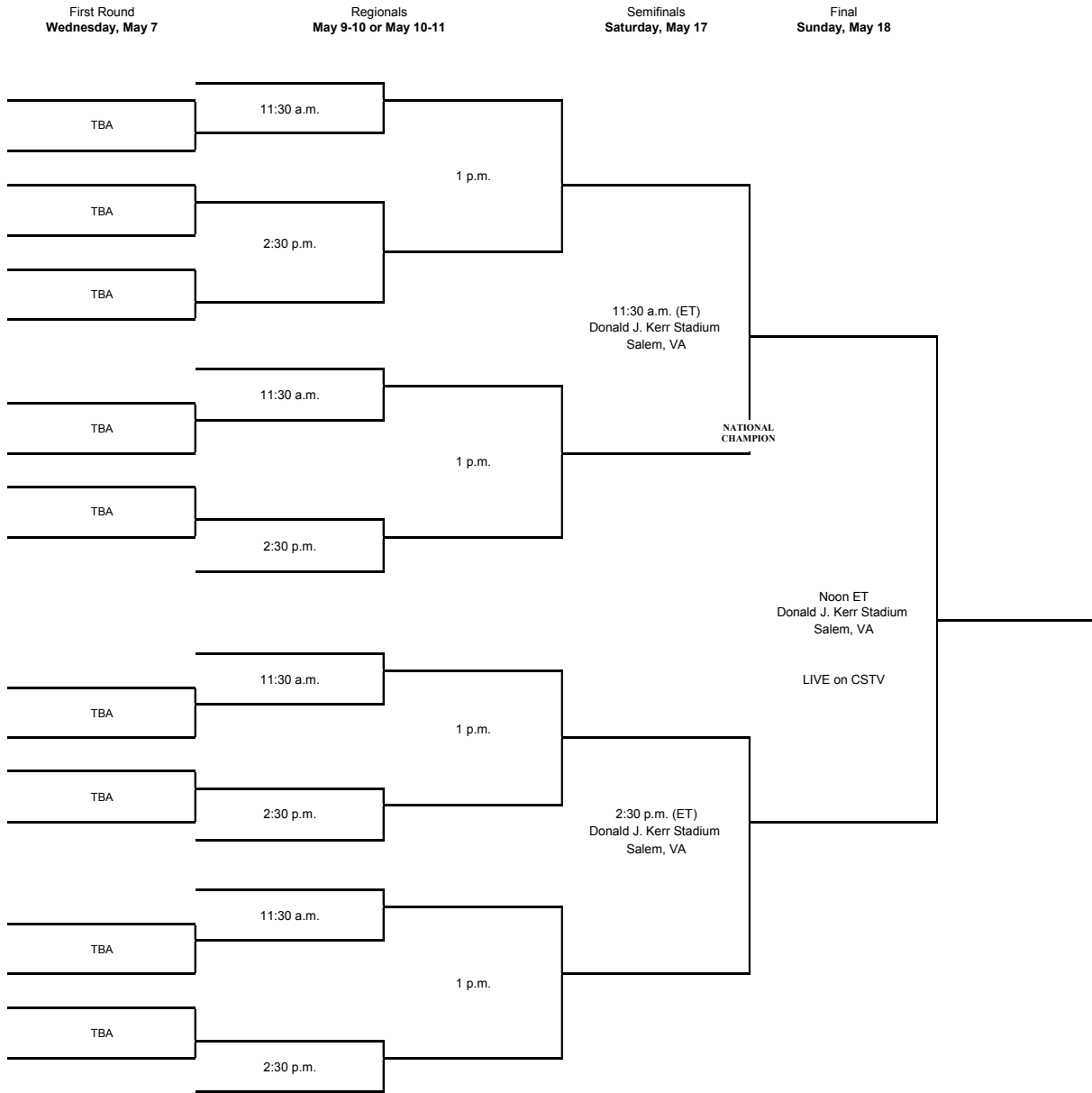
Participating teams will receive 33 credentials for the travel party for access into the venue, bench area, locker rooms and press conference area. Teams can also request a *maximum* of nine additional VIP credentials, which allow access in the bench area, locker room, hospitality tent, and press conference area. As per the NCAA, these nine VIP's must purchase a ticket to get into the venue. Tickets can be purchased at the Salem Civic Center Box Office (540) 375-3004 or at Donald Kerr Stadium on game days.

To purchase tickets please contact the Salem Civic Center Box Office. Questions concerning tickets can be directed to Marcia White, Box Office Supervisor, and the contact information is located in the tournament personnel directory. The ticket gate will open 75 minutes before game time. All tickets are single day tickets. Ticket prices are as follows:

All Session Ticket (Adult Only)	\$12.00
General Admission	\$8.00 per session
Students/Senior citizens	\$5.00 per session
Youth (age 12 and under)	\$5.00 per session

WARM-UP MUSIC

The NCAA will provide all music for the championship weekend for warm up and competition.



In the first round, the home team is the host institution. After the first round the home team will be the team at the top of the respective bracket
 * Host Institution

DIRECTIONS

ENTERING THE ROANOKE VALLEY FROM THE NORTH AND SOUTH TO THE HOLIDAY INN-VALLEY VIEW

From Interstate 81 north and south, take Exit 143 to Interstate 581

Follow Interstate 581 to Exit 3W (Hershberger Road)

Merge on to Hershberger Road and at 1st stoplight take a right on Ordway Drive

Continue down Ordway Drive and turn right into Holiday Inn-Valley View parking area on right.

ENTERING THE ROANOKE VALLEY FROM THE EAST ON U.S. ROUTE 460 TO THE HOLIDAY INN-VALLEY VIEW

Follow Route 460 toward Roanoke

Merge onto Interstate 581 north toward Interstate 81

Take Exit 3W and merge onto Hershberger Road and at 1st stoplight take a right on Ordway Drive

Continue down Ordway Drive and turn right into Holiday Inn-Valley View parking area on right.

ENTERING THE ROANOKE VALLEY FROM THE NORTH AND SOUTH TO DONALD J. KERR STADIUM, ROANOKE COLLEGE, SALEM, VIRGINIA

From Interstate 81 take Exit 140 (Roanoke College exit)

Turn right on Route 311 (Thompson Memorial Drive)

Turn right onto East Main Street

At the 2nd stoplight turn right onto Market Street

Parking for Donald J. Kerr Stadium is in the Bast Center parking lot.

Bast Center is approximately 150 yards on right.

Parking is located directly in front of Bast Center.

FROM THE HOLIDAY INN-VALLEY VIEW TO DONALD J. KERR STADIUM, ROANOKE COLLEGE, SALEM, VIRGINIA

From the front doors of the Holiday Inn-Valley View facing the parking area, exit to the right and turn left on Ordway Drive.

Go straight at 1st stoplight.

Immediately you are at a second stoplight.

Turn right on Hershberger Road.

Follow Hershberger Road until it intersects with Peters Creek Road.

Turn left on Peters Creek Road (U. S. Route 117)

Proceed on Peters Creek Road until it intersects with Melrose Avenue (Rt. 460W)

Turn right on Melrose Avenue. Melrose Ave. becomes East Main Street upon entering the Salem City limits.

Follow East Main Street until the 5th stoplight and turn right on Market Street.

Parking for Donald J. Kerr Stadium is in the Bast Center parking lot.

Bast Center is approximately 150 yards on right.

Parking is located directly in front of Bast Center.

FROM THE DOUBLETREE HOTEL ROANOKE TO DONALD J. KERR STADIUM, ROANOKE COLLEGE, SALEM, VIRGINIA

Exit Hotel Roanoke and Conference Center by turning right on Shenandoah Ave.

Follow Shenandoah Avenue through Roanoke and into Salem.

Shenandoah Avenue is renamed at City limits to Roanoke Boulevard.

Stay on Boulevard through eastern Salem.

Boulevard runs directly in front of Salem Civic Center.

Follow the Boulevard through the intersection with Texas Street proceeding until the Boulevard intersects with Lynchburg Turnpike.

Turn left on the Lynchburg Turnpike.

At the next intersection, turn left on East Main Street.

Follow East Main Street to 3RD stoplight and turn right on Market Street.

Parking for Donald J. Kerr Stadium is in the Bast Center parking lot.

Bast Center is approximately 150 yards on right.

Parking is located directly in front of Bast Center.

FROM THE HOLIDAY INN-VALLEY VIEW TO THE SALEM CIVIC CENTER

(Coaches' Meeting and Banquet)

From the front doors of the Holiday Inn-Valley View facing the parking area, exit to the right and turn left on Ordway Drive.

Go straight at 1st stoplight.

Immediately you are at a second stoplight.

Turn right on Hershberger Road.

Follow Hershberger Road until it intersects with Peters Creek Road.

Turn left on Peters Creek Road (U. S. Route 117)

Proceed on Peters Creek Road until it intersects with Melrose Avenue (Rt. 460W)

Turn right on Melrose Avenue. Melrose Ave. becomes East Main Street upon entering the Salem City limits. Signs are posted to Civic Center from this area.

Follow East Main Street. Turn left at 1st stoplight at intersection with U.S. Route 419 South (Electric Road)

Follow Rt. 419 through one (1) stoplight. Just past stoplight bear right on Texas Street. Turn left on Boulevard at next stoplight. Civic Center is at top of hill on left.

FROM THE DOUBLETREE HOTEL ROANOKE TO THE SALEM CIVIC CENTER

(Coaches' Meeting and Banquet)

Exit Hotel Roanoke and Conference Center by turning right on Shenandoah Avenue. Follow Shenandoah Avenue through Roanoke and into Salem.

Shenandoah Avenue is renamed at City limits to Roanoke Boulevard.

Stay on Boulevard through eastern Salem.

Boulevard runs directly in front of Salem Civic Center.

FROM THE AIRPORT TO THE HOLIDAY INN-VALLEY VIEW

Exit Roanoke Regional Airport

Turn right on Valley View Boulevard

Exit Valley View Boulevard on Hershberger Road toward Interstate 581

Proceed on Hershberger to first stoplight

Turn right on Ordway Drive

Continue down Ordway Drive and turn right into Holiday Inn-Valley View parking area on right.

FROM THE AIRPORT TO THE DOUBLETREE HOTEL ROANOKE

Exit Roanoke Regional Airport

Turn right on Valley View Boulevard

Exit Valley View Boulevard on Hershberger Road toward Interstate 581

Merge onto Interstate 581 south

Take Exit 5. Cross Wells Avenue and continue to the main entrance of the hotel.

FROM HOLIDAY INN-VALLEY VIEW TO MOYER PARK

(Barbecue Location)

From the Holiday Inn-Valley View parking area, turn left on to Ordway Drive and proceed to 1st stoplight. Immediately you are at a second stoplight.

At 2nd stoplight, turn right on Hershberger Road.

Follow Hershberger Road to intersection with Peters Creek Road.

Turn left on Peters Creek Road (U. S. Route 117).

Proceed on Peters Creek Road until it intersects (1st stoplight) with Melrose Avenue (Rt. 460W)

Turn right on Melrose Avenue. Melrose Ave. becomes East Main Street upon entering the Salem City limits.

Turn left onto U.S. Route 460 (Electric Road)

Turn right onto Roanoke Boulevard

After passing the Salem Civic Center on the right proceed to the next stoplight and turn left on to Texas Street (U.S. Route 460 W).

Follow US Route 460 West bypass until it intersects with Union Street.

Turn left on Union Street. Proceed over first set of railroad tracks.

At second set of railroad tracks, bear to the left and enter Moyer Sports Complex. Complex parking is ahead on right.

FROM DOUBLETREE HOTEL ROANOKE TO MOYER PARK

(Barbecue Location)

Exit Hotel Roanoke and Conference Center by turning right on Shenandoah Avenue.

Follow Shenandoah Avenue through Roanoke and into Salem.

Shenandoah Avenue is renamed at city limits to Roanoke Boulevard.

Stay on Boulevard through eastern Salem.

Boulevard runs directly in front of Salem Civic Center.

After passing the Salem Civic Center on the right proceed to the next stoplight and turn left on to Texas Street (U.S. Route 460 W).

Follow US Route 460 West bypass until it intersects with Union Street.

Turn left on Union Street. Proceed over first set of railroad tracks.

At second set of railroad tracks, bear to the left and enter Moyer Sports Complex. Complex parking is ahead on right.

FROM DONALD J. KERR STADIUM TO MOYER PARK

Exit Bast Center parking lot and turn left on Market Street

Turn right at 1st stoplight on Main Street

Turn left on Union Street

Follow Union Street through stoplight

At second set of railroad tracks, bear to the left and enter Moyer Sports Complex. Complex parking is ahead on right.

Attachments

1. Hotel Request Form
2. Rooming List Form
3. Travel and Hotel Information
4. Official Travel Party Form
5. Site Evaluation Form
6. Officials Evaluation
7. Sample Agenda Head Coaches/Administration
8. Official Awards List
9. Coaches Checklist
10. All Tournament Nomination Form

ATTACHMENT 1
Hotel Request Form
Immediate Attention Requested!

Your team room reservations will be booked from the information on this sheet. Please return your master rooming list (Attachments 1 and 2) to Brenda Phillips at the Holiday Inn-Valley View (540) 362-4506 by 5 p.m. on Monday, May 12 (if using a purchase order, please attach a copy of the purchase order).

Team _____ **Coach** _____

Phone _____ **Fax** _____ **Cell/Home Phone** _____

Lodging Request Information

_____ of Single Rooms # _____ of Double Rooms

Would you like restrictions on the movies? _____ Yes _____ No

Would you like restrictions on the phones? _____ Yes _____ No

(Each team will be limited to 20 rooms)

Your team room reservations will be booked from the information on this sheet. Please return master rooming list (Attachment 2) to BRENDA PHILLIPS at the HOLIDAY INN-VALLEY VIEW (540) 362-4506 prior to MONDAY, MAY 12 AT 5 PM (If using a purchase order, please attach a copy of the purchase order).

Check-in time is 4:00 P.M. – If you are arriving earlier than 4:00 P.M., please make arrangements with BRENDA PHILPS for early check-in.

Official Travel Party Size: _____ (maximum 33)

Official Bench Party Size: _____ (maximum 42)

ATTACHMENT 3

Travel and Hotel Information

If your team qualifies for the 2008 NCAA Division III Women's Lacrosse Championship, please fax your flight and contact information to D'Ann Keller at 317-917-6237 by Noon, (local host time) on Tuesday, May 13.

Institution _____	Coach _____	
Phone _____	Fax _____	Home Phone _____
ARRIVAL		
Day _____	Date _____	Time _____
Flight # _____	Airline _____	
Hotel _____	Phone _____	
DEPARTURE		
Day _____	Date _____	Time _____
Emergency Contact _____	Phone _____	
Coach's Cell Phone _____		

**Teams must make air travel arrangements through
Short's Travel Management at
www.shortstravel.com/ncaachamps
or 1-866-655-9215**

Ground Transportation

All transportation needs will be the responsibility of the participating teams

ATTACHMENT 4
OFFICIAL TRAVEL PARTY FORM
2008 NCAA Division III Women's Lacrosse Championship
Official Travel Party Form
(33 members)

Institution: _____

Head Coach: _____

	<u>Name</u>	<u>Uniform Number</u>		<u>Name</u>	<u>Uniform Number</u>
1.	_____	_____	15.	_____	_____
2.	_____	_____	16.	_____	_____
3.	_____	_____	17.	_____	_____
4.	_____	_____	18.	_____	_____
5.	_____	_____	19.	_____	_____
6.	_____	_____	20.	_____	_____
7.	_____	_____	21.	_____	_____
8.	_____	_____	22.	_____	_____
9.	_____	_____	23.	_____	_____
10.	_____	_____	24.	_____	_____
11.	_____	_____	25.	_____	_____
12.	_____	_____	26.	_____	_____
13.	_____	_____	27.	_____	_____
14.	_____	_____	28.	_____	_____

- 29. _____ **Head Coach**
- 30. _____ **Administrator**
- 31. _____
- 32. _____
- 33. _____

Please hand carry a completed copy to all coaches' meetings and hand to the NCAA site representative.

ATTACHMENT 5

2008 NCAA Division III Women's Lacrosse Championship Site Evaluation Form

This form is to be completed by the tournament director, officials and participating head coaches.
Please return the evaluation to an NCAA representative prior to leaving the site.

Name: _____ **Institution:** _____

Title: _____ **Site:** _____

Evaluation

Please rate the following aspects of the tournament as excellent (5), good (5), average (3), poor (2), below average (1), (N/A). **If you rate 3 or higher please provide comments.**

Tournament Management

Pre-championship communication with host institution.	5	4	3	2	1	N/A
Information Packets	5	4	3	2	1	N/A
Schedule of Activities	5	4	3	2	1	N/A
Head Coach/Administrators Meeting	5	4	3	2	1	N/A
Makeup/Function of Games Committee	5	4	3	2	1	N/A
Hospitality for teams and coaches	5	4	3	2	1	N/A
Housing Accommodations	5	4	3	2	1	N/A
Suggestions/Comments:						

Facility/Game Personnel

Announcer	5	4	3	2	1	N/A
Security/Crowd Control	5	4	3	2	1	N/A
Practice Arrangements	5	4	3	2	1	N/A
Facility Setup	5	4	3	2	1	N/A
Concessions	5	4	3	2	1	N/A
Ticket Operations	5	4	3	2	1	N/A
Training Facilities	5	4	3	2	1	N/A
Press Area	5	4	3	2	1	N/A
Warm-up Area	5	4	3	2	1	N/A
Media/Interview Area	5	4	3	2	1	N/A
Drug Testing	5	4	3	2	1	N/A
Field Conditions	5	4	3	2	1	N/A
Grounds Crew	5	4	3	2	1	N/A

Suggestions/Comments:

NCAA Merchandise

Quality	1	2	3	4	5	N/A
Availability	1	2	3	4	5	N/A
Suggestions/Comments:						

Overall

Would you recommend this site for future championships? _____ Yes _____ No

If no, please explain:

Suggestions/Comments:

ATTACHMENT 6

Officials Evaluation

Game: _____ vs. _____ Score: _____ - _____

Rankings: Excellent (1), Good (2), Average (3), Below Average (4), Poor (5) or Not Applicable (N/A). **If you rate poor or unacceptable (3 or below) please provide comments.**

Official A (Name: _____)

Control and flow of game	1	2	3	4	5
Use of cards	1	2	3	4	5
Off-the-ball calls	1	2	3	4	5
Blocking of shooting space	1	2	3	4	5
Conduct under pressure	1	2	3	4	5
Rough stick checks	1	2	3	4	5
Application of advantage rule	1	2	3	4	5
Critical area calls	1	2	3	4	5
Midfield calls	1	2	3	4	5
Use of signals	1	2	3	4	5
Effectiveness as a member of the officiating team	1	2	3	4	5

Comments:

Official B (Name: _____)

Control and flow of game	1	2	3	4	5
Use of cards	1	2	3	4	5
Off-the-ball calls	1	2	3	4	5
Blocking of shooting space	1	2	3	4	5
Conduct under pressure	1	2	3	4	5
Rough stick checks	1	2	3	4	5
Application of advantage rule	1	2	3	4	5
Critical area calls	1	2	3	4	5
Midfield calls	1	2	3	4	5
Use of signals	1	2	3	4	5
Effectiveness as a member of the officiating team	1	2	3	4	5

Comments:

Official C (Name: _____)

Control and flow of game	1	2	3	4	5
Use of cards	1	2	3	4	5
Off-the-ball calls	1	2	3	4	5
Blocking of shooting space	1	2	3	4	5
Conduct under pressure	1	2	3	4	5
Rough stick checks	1	2	3	4	5
Application of advantage rule	1	2	3	4	5
Critical area calls	1	2	3	4	5
Midfield calls	1	2	3	4	5
Use of signals	1	2	3	4	5
Effectiveness as a member of the officiating team	1	2	3	4	5

Comments:

Table Official (Name: _____)

Control and flow of game	1	2	3	4	5
Use of cards	1	2	3	4	5
Management of sideline	1	2	3	4	5
Control of substitution area	1	2	3	4	5
Conduct under pressure	1	2	3	4	5
Management of sideline conduct	1	2	3	4	5
Clock management	1	2	3	4	5
Administration of protest procedure	1	2	3	4	5
Effectiveness as a member of the officiating team	1	2	3	4	5

Comments:

Submitted by: _____ **Institution:** _____

ATTACHMENT 7

2008 NCAA DIVISION III WOMEN'S LACROSSE CHAMPIONSHIP

Sample Agenda Head Coaches and Administrators Meeting

Chair, NCAA Division III Women's Lacrosse Committee

- a. Welcome
- b. Introduction of National Committee
- c. Schedule of Events
- d. Squad Size/Travel Party/Bench Area
- e. Uniform/Bench Assignments
- f. Shoot-arounds
- g. Forms – Officials and Site Evals,
Awards List, Official Roster
- h. All Tournament Nominations
- i. Awards Ceremony

Local SID

- a. Interview Policy (cooling off period)
/Press Conference
- b. Photographer
- c. Team Introductions
(clarifications/pronunciations)
- d. Publicity and Statistical Information

Head Official

- a. Assignments
- b. Field markings
- c. Table officials' duties
- d. Carding/Misconduct
- e. Protest procedure
- f. Tie breaking procedure
- g. Rules modifications
- h. Stick measurements
- g. Stick bins

Tournament Director(s)

- a. Facility
- b. Parking
- c. Tickets
- d. Medical Coverage
- e. Hospitality
- f. YES Clinic (if necessary)
- g. Merchandise
- h. Laundry
- i. Videotaping/Scouting – policy and
seats

D'Ann Keller, NCAA

Assistant Director of Championships

- a. Misconduct Statement
- b. Logo Rule
- c. Alcohol Beverage Policy
- d. Artificial Noise Maker Policy
- e. Drug Testing
- f. Television (Timing sheet, timeout
procedure)

ATTACHMENT 8

Awards Presentation

**2008 NCAA Division III Women's Lacrosse Championship
Official Awards List**

Institution: _____

<u>Name</u>	<u>Uniform Number</u>	<u>Name</u>	<u>Uniform Number</u>
1. _____	_____	15. _____	_____
2. _____	_____	16. _____	_____
3. _____	_____	17. _____	_____
4. _____	_____	18. _____	_____
5. _____	_____	19. _____	_____
6. _____	_____	20. _____	_____
7. _____	_____	21. _____	_____
8. _____	_____	22. _____	_____
9. _____	_____	23. _____	_____
10. _____	_____	24. _____	_____
11. _____	_____	25. _____	_____
12. _____	_____	26. _____	_____
13. _____	_____	27. _____	_____
14. _____	_____	28. _____	_____

Others:

Name	Title
29. _____	_____
30. _____	_____
31. _____	_____
32. _____	_____
33. _____	_____

****Please hand carry form to the coaches' meeting and give to the NCAA liaison, D'Ann Keller.**

ATTACHMENT 9

ALL TOURNAMENT TEAM NOMINATION FORM

2008 Division III Women's Lacrosse Championship

Twelve players will be selected; eleven field players and a goalkeeper. The announcement of the outstanding players will be made after the presentation of awards following the championship game. The two semifinal teams name two players each. The second-place team names three players and the championship team names five players (including the most outstanding player). The nomination form will be collected after each team's final game by the national committee.

	<u>Student-Athlete</u>	<u>Uniform #</u>	<u>Institution</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

CHECKLIST

(All times EST)

Monday, May 12

- 11 a.m. Conference Call
- By 5 p.m. Contact Holiday Inn – Valley View for lodging needs. (Fax attachments 1 and 2)
- By 5 p.m. Make transportation arrangements
- By 5 p.m. Email Word roster with pronunciation guide to James Nekoloff.

Tuesday, May 13

- By Noon Fax flight and contact information to Kristin Steckmesser (Attachment 3)

Wednesday, May 14

- By 9 a.m. Email 15-20 photos to James Nekoloff for banquet slide show
- By 4 p.m. Contact Marcia White regarding extra (maximum of 9) luncheon, banquet, and/or game tickets. Also address any special dietary needs for luncheon and banquet.
- Before Leaving Campus Complete the following forms and bring with you:
- Official Travel Party Form (Attachment 4)
 - Official Awards List (Attachment 8)
 - Travel and Hotel Form (Attachment 3)