WELCOME

Congratulations on advancing to the final round of the 2017 NCAA Division II Softball Championship!

The Mountain East Conference and the City of Salem are proud to host this NCAA event at the James I. Moyer Sports Complex (a city-owned facility). The information in this manual has been compiled for your convenience. It is intended for the participating teams, administrators, championship officials, accompanying media and fans in preparation for the 2017 NCAA Division II Softball Championship.

This participant manual is intended to serve as a supplement to, not a substitute for, the 2016-17 NCAA Division II Softball Pre-Championship Manual. That publication remains the primary source for policy information regarding the championship and is located online at:

http://www.ncaa.org/championships/division-ii-softball

Once the championship participants arrive on-site, they will receive a packet of materials that will include updated information for the banquet and barbeque, information sheets and participant credentials.

If any questions arise in the meantime, please do not hesitate to contact anyone listed in the personnel section of this manual.

Welcome and may your time spent in Salem be unforgettable!
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<td>Name</td>
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</tr>
<tr>
<td>Molly Simons</td>
<td>NCAA Championship Manager</td>
</tr>
<tr>
<td>Jen Starek</td>
<td>NCAA Division II National Softball Committee Chair</td>
</tr>
<tr>
<td>Carey Harveycutter</td>
<td>Tournament Director</td>
</tr>
<tr>
<td>John Shaner</td>
<td>Assistant Tournament Director</td>
</tr>
<tr>
<td>Eric O’Brien</td>
<td>Manager of Moyer Sports Complex</td>
</tr>
<tr>
<td>Reid Amos</td>
<td>Commissioner, Mountain East Conference</td>
</tr>
<tr>
<td>Adam Zundell</td>
<td>Associate Commissioner, Mountain East Conference</td>
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<tr>
<td>Hank Luton</td>
<td>Box Office Supervisor</td>
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<td>Scott Scharnus</td>
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<td>CENTRAL REGION</td>
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<tr>
<td>John Wilson Jr.</td>
<td>Kristy Bayer</td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>Associate Athletic Director/SWA</td>
</tr>
<tr>
<td>Virginia State University</td>
<td>Arkansas Tech University</td>
</tr>
<tr>
<td>Cell: 804-920-8001</td>
<td>Cell: 479-223-0046</td>
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<tr>
<td>Jen Starek, chair</td>
<td>Melissa Frost</td>
</tr>
<tr>
<td>Head Softball Coach</td>
<td>Head Softball Coach</td>
</tr>
<tr>
<td>University of New Haven</td>
<td>University of Indianapolis</td>
</tr>
<tr>
<td>Cell: 203-589-3754</td>
<td>Cell: 317-697-9647</td>
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<tr>
<th>SOUTH REGION</th>
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<td>Les Stuedeman</td>
<td>Daven Bond</td>
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<tr>
<td>Head Softball Coach</td>
<td>Head Softball Coach</td>
</tr>
<tr>
<td>University of Alabama in Huntsville</td>
<td>Regis University (Colorado)</td>
</tr>
<tr>
<td>Cell: 256-679-4314</td>
<td>Cell: 303-669-4807</td>
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<td>Stacey Vallee</td>
<td>Brandon Davis</td>
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<tr>
<td>Head Softball Coach/SWA</td>
<td>Associate Director of Athletics</td>
</tr>
<tr>
<td>Francis Marion University</td>
<td>San Francisco State University</td>
</tr>
<tr>
<td>Cell: 843-230-4076</td>
<td>Cell: 510-541-6682</td>
</tr>
</tbody>
</table>

**NCAA Staff**

Molly Simons, Assistant Director of Championships and Alliances, NCAA Championship Manager

**NCAA Secretary-Rules Editor**

Vickie Van Kleeck, NCAA Secretary-Rules Editor
Checklist

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the national championships.

- 11 a.m. Eastern time, Monday, May 22: Mandatory conference call for coaches of all participating teams. Conference call information is listed below:
  Number: 888-557-8511
  Passcode: 8048319#


- By noon Eastern time, Monday, May 22. Hotel rooming lists due to Tyler Dolinger (tyler.dolinger@sheratonroanoke.com).

- 5 p.m. Eastern time, Monday, May 22: Media credential requests due online at www.ncaa.com/media.

- 5 p.m. Eastern time, Monday, May 22: Travel Party/Lineup form due to Alex Stanley at astanley@ncaa.org.

- 5 p.m. Eastern time, Monday, May 22: Code of Conduct Form due to Alex Stanley at astanley@ncaa.org.
  **NOTE: this step is not necessary if your travel party has not changed from the preliminary round.**

- 5 p.m. Eastern time, Monday, May 22: Additional administrative credential requests due to Molly Simons at msimons@ncaa.org.

Awards

The national champion trophy, twenty-six (26) individual gold mini-trophies and 20 watches (6 watches will be ordered and sent following the championship) will be presented to the championship team immediately following the game. Twenty-six (26) bronze mini-trophies will be given to the runner-up and non-advancing teams.

Following elimination games and the championship game an awards ceremony will be held on the infield. Teams will line up in front of their dugout during this presentation. Each team must complete the awards presentation form (Appendix B) with those individuals they wish to be recognized during the presentation (limited to 26). Please bring this form to the administrative meeting Wednesday night.

To order additional participant medallions, please go to http://www.mtmrecognition.com/ncaa/.

For championship participation awards, all student-athletes who advanced to the finals site will receive this award after the conclusion of the championship. The NCAA, in conjunction with its licensing partner, will communicate directly to participating institutions’ head coaches regarding the ordering and delivery process of these participation awards (see Appendix C).
The all-tournament team will be recognized after the championship game. The all-tournament awards will be shipped to the recipients after the championship.

**Banquet**

There will be a banquet for the official travel party of 26 individuals per team, NCAA Division II Softball Committee members and local honored guests.

Teams may purchase up to four tickets to the banquet for additional team or institutional personnel at a cost of $41.50 per person. Tickets may be picked up at the banquet. Please fill out the guest banquet registration form (Appendix A) and email by **noon Monday, May 22** to Hank Luton FAX (540-375-4011).

**Date:** Wednesday, May 24  
**Time:** Dinner served at 6 p.m.  
**Location:** Sheraton Ballroom

**Banquet Information Request**

The Mountain East Conference (MEC) will create a photo montage for the Division II Softball Championship banquet consisting of action and celebration photos from each of the Super Regional sites and of the participating teams. The MEC would also request high resolution JPEG or EPS files of each participating institution’s athletic team logo for use in the banquet montage. Content must be uploaded **not later than noon (Eastern time Monday, May 22)** from each institution and/or Super Region host to:


**Barbecue**

There will be a barbecue for the official travel party of 26 individuals per team, the NCAA Division II Softball Committee members and local honored guests.

**Date:** Wednesday, May 24  
**Time:** 11:30 a.m. to 1:30 p.m.  
**Location:** Park at Moyer Sports Complex  
**Rain Location:** Salem Civic Center

**Bat-Testing**

Bat testing will be conducted daily during the 2017 NCAA Division II Softball Championship.

Coaches are required to take advantage of barrel compression testing (BCT) to ensure their team’s bats are compliant with the standard. All that is needed from the team are the bats and a waiver signed by an institutional representative. The waiver will be provided on-site. Bat-testing will be administered before each team’s first practice Wednesday, May 23 outside the main entrance gate to the Moyer Sports Complex. Bat testing for competition days will occur at the participant entrance at the rear gate at Moyer.

In addition to barrel compression testing, the NCAA will continue to identify and collect bats for postseason, post-competition testing at Washington State University’s lab. Bats will be secured from all teams at the softball national championship site for Divisions I, II and III, as well as at several
regional and super regional sites. This will extend testing to more institutions and further diversify the library of tested bats.

Refer to Appendix D for more information regarding BCT during the 2017 NCAA Division II Softball Championship.

**Championship Format**

**Format/Order of Games**
The procedures outline below shall be used in the conduct of the Division II Softball Championship.

If the regular game schedule is altered because of weather or unforeseen circumstances, the following guidelines may be used and teams will be informed by the NCAA softball committee: (1) no more than three games by any one team will be scheduled in one day; and (2) if possible, games will not be scheduled to begin before 9 a.m. or after midnight.

**Determination Home/Away Teams**
The higher seeded team will be the home team for games 1-4. For the remaining games 5-14, home team will be decided by coin toss and the higher seed shall call the coin toss. The winner of the coin toss shall have the option of choosing either home or away OR uniform color.

*Championship finals series.* The home team for the first game will be the higher-seeded team. For the second game, the home team will switch. For game three (if necessary), the home team will be decided by coin toss and the higher seed shall call the coin toss.

The home team will bat last and shall occupy the third base dugout. Each competing team selected for the NCAA championship must bring two sets of uniforms of contrasting colors. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary. The home team may not wear the same color as the visiting team. Determination of uniform colors must be approved by the NCAA committee. For all sessions of the tournament, teams must bring light and dark uniforms. Non-compliance with this policy may result in “failure to follow procedures” as outlined in the NCAA Division II Manual.

On the field, including the practice areas and the bench and dugout, each team is limited to eligible players in uniform and coaches, trainers and managers, all of whom shall be in appropriate team colors. The committee will resolve any conflict in the selection of uniforms. As a reminder, when teams play back-to-back games, they must be prepared to change uniforms, if necessary.

**Championship Information**

**Banners and Artificial Noise Makers**
No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

**Bands, Spirits Squads and Mascots**
Bands shall be limited to 25 members, including one director, all of whom shall be admitted free of charge. Also, yell leaders are allowed and must be within the team fan seating area. Seating will be provided as part of each team’s allotted seats. The administrator should coordinate
with his/her band for seating during the game. Bands must sit in assigned areas. Bands may not use electronic amplification equipment. Bands, or any component thereof, are allowed to play only during the half inning prior to them at-bats (concluding with the fifth warm-up pitch), during their teams’ five-minute warm-ups and for 10 seconds after a score (once the ball has been called dead).

**Patches**

Shoulder patches will be provided to each team denoting their participation in the 2017 Division II Softball Championship at the Wednesday administrative/coaches meeting. Patches should be placed on the upper left chest or left arm and should be worn in the same location for the entire team. If there is any conflict with the placement, please notify the team’s committee representative to determine an agreeable alternate location.

**Championship Packets**

Championship packets will be available for pickup when teams check-in at your hotel.

**Championship packets will include:**

1. Banquet Tickets.
2. Maps of Salem and the Community.
3. Updated Practice Schedules.
4. Official Travel Party Form.
5. Local Area Guide.

Please refer to the host operations manual for these items:

1. Crowd Control Statement.
2. Tobacco Statement.
3. Protest Form.
4. Awards Recipient Form.
5. Pregame format.

**Championship Results**

Championship results will be made available after each game and will be distributed to media and attendants, coaches, sports information directors and NCAA committee members. Additional copies will be available from the 2nd floor press area in the tower at Moyer Sports Complex.

Game by game updates will also be provided on the NCAA website located at: [www.ncaa.com](http://www.ncaa.com).
**Required Coaches and Administrators Meeting**

A **required pre-championship meeting** for all head coaches, team administrators, team sports information directors, the tournament director, the umpire-in-chief, the host sports information director, the site director, NCAA Secretary of Rules Editor, NCAA Softball Committee members and the NCAA championship manager, will be held at the Sheraton (Conference Theater) **immediately following the banquet.**

**Community Engagement**

All Division II championships provide community engagement experiences for participating student-athletes and coaches. A key part of Division II’s strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II’s unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division’s championship experience.

Division II is committed to developing students-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

We sincerely appreciate your assistance with the NCAA Division II Community Engagement Event. These visits will take place on Wednesday, May 24. Please plan your schedules so that you will arrive at the venue at least 15 minutes prior to the scheduled start time and plan to stay for a photo opportunity, which will occur at the conclusion of the event. Once we have all of your information we will let you know the location you will visit. We will ask that you provide your own transportation to these locations. Please let Jill Willson, NCAA Division II contractor, know if you have any additional questions, you can contact her with this information jwillson@ncaa.org or call 717-360-3556.

**Courtesy Cars**

A courtesy car will be made available for each team during their stay in Salem. A key to each car will be made available to the head coach upon check-in at the Sheraton. It is the responsibility of each head coach to fill out the required insurance form to be distributed on-site. When departing Salem, please return the vehicle to the Sheraton with the gas tank filled to the same level it was when picked up.

**Credentials**

The following credentials will be distributed at the head coaches and administrators meeting:

Each participating institution will receive a maximum of 26 participant credentials. In addition, one media credential for the sports information director and two VIP credentials for institutional administrators (upon request) will also be provided (total of 29 credentials). Only the 29 credentialed personnel will be permitted in credentialed required areas (e.g. team warm-up areas, locker/team rooms, etc.). The squad size and official travel party will remain at 20 and 26, respectively.
Drug-Testing
Drug-testing will be administered off-site from Moyer Sports Complex should drug-testing be required.

Dugouts
All teams are limited to 26 people in the dugout, plus a bat handler, if supplied by the host. If your institution has its own bat handler, they will be counted as one of the (26). The home team will occupy the third base dugout.

Electronic Communication
The policies and procedures are outlined in the Softball 2016 and 2017 Rules and Interpretations book.

Emergency/Evacuation Plan
Teams will receive specific detailed information regarding the evacuation plan at the administrative meeting. If there is any type of emergency while in the stadium/facility, the NCAA and stadium officials will provide immediate instructions and will expect the full cooperation of everyone in your travel party. Team administrators will be the first line of communication provided time allows.

Please provide the emergency contact number for the head coach, on-site administrator and non-traveling administrator to the committee member assigned your team.

Please review the plan with members of your travel parties.

Lightning Policy
The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. Absence of rain or clouds does not guarantee that a lightning strike will not occur; therefore, these conditions will not come into effect when making the decision to suspend activity. Once lightning occurs within an eight (8) mile radius the NCAA staff liaison, games committee chair and tournament manager will notify the appropriate authority at the practice or event. The practice or event will be stopped and the athletes, support staff, and spectators will be instructed to find a safe shelter.

Return to Play
Once an activity has been suspended, the activity will not start again until after 30 minutes from the last strike. Therefore, with each strike of lightning the timer will begin counting until another 30 minutes has lapsed without a strike.

Hospitality
Players. Student-athlete/player hospitality will be in the cool down area beyond the outfield fence under the tents. Fruit, snacks, water, and juices will be available.
Inclement Weather Practice Locations

In the event of storms and/or lightning or other unsafe conditions, an inclement weather practice site has been confirmed. This site is only available after a decision by the NCAA Division II Softball Committee determines that conditions are unacceptable and directs the teams to utilize the alternate site. The site is not available unless determined to be necessary by the national committee.

Inclement weather practice locations are the following:

**Andrew Lewis Middle School Gymnasium**
616 South College Avenue
Salem, Virginia

**Roanoke College Bast Center Gymnasium**
Market Street
Salem, Virginia

Andrew Lewis for practice purposes will be “Game Field-Field 1”. Roanoke College will be “Practice Field-Field 3”. **It should be noted by all teams that no equipment, (i.e., whiffle balls, bases, etc.), is provided at the practice sites for inclement weather.** The team must bring the equipment with them. Any such equipment is subject to the approval of venue management and the Division II softball committee.

*Note: There is no “switch” in the schedule if practices are regulated to the inclement weather sites. Teams will remain for the duration of their practice time.*

If the weather and field conditions become safe, practices will resume at the Moyer Sports Complex. Teams paired in the bracket will have the same practice conditions (i.e., both will practice at inclement weather sites or both will practice at the Moyer Sports Complex).

**Lodging for Participants**

The team headquarters hotel will be the Sheraton Roanoke Hotel & Conference Center. The NCAA has reserved fourteen (14) non-smoking double rooms and two (2) king rooms for the official travel party (26) of each competing team. Each team is responsible for confirming its reservations no later than **noon Eastern Monday, May 22** with Tyler Dolinger 540-561-7904 (direct), or tyler.dolinger@sheratonroanoke.com. If an institution prefers to stay in a hotel other than the designated team headquarters hotel, an institutional representative must (1) obtain a written release of the rooms from the hotel’s general manager, or (2) use the rooms for persons accompanying the official traveling party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, the institution will be financially responsible for those room charges.

The Sheraton will provide a complimentary full breakfast for up to two guests from each room each morning. Additionally, for your convenience, free wireless internet will be accessible in each of the hotel rooms.

Teams needing laundry services should contact Brian Spellane (spellane@roanoke.edu) or 508-577-3328.
Sheraton Roanoke Hotel & Conference Center location and contact information:

**Sheraton Roanoke Hotel & Conference Center**  
Tyler Dolinger  
2801 Hershberger Road NW  
Roanoke, Virginia 24017  
Phone: 540-561-7904  
tyler.dolinger@sheratonroanoke.com

### Lodging for Spectators

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<tbody>
<tr>
<td>Baymont Inn &amp; Suites Salem ($74)</td>
<td>Heather Speas</td>
<td>540-562-1912</td>
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<tr>
<td>Comfort Suites at Ridgewood Farms ($82)</td>
<td>Kim O’Conner</td>
<td>540-375-4800</td>
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<td>540-375-4800</td>
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<td>Hampton Inn Salem ($114)</td>
<td>Donna Ramsey</td>
<td>540-389-2424</td>
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<td>Hyatt Place Roanoke Airport/Valley View Mall</td>
<td>Robin Sampson</td>
<td>540-366-4700</td>
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<tr>
<td>La Quinta Inn ($99-$119)</td>
<td>Bhanu Patel</td>
<td>540-560-2717</td>
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<tr>
<td>Sheraton Roanoke Hotel &amp; Conference Center ($159)</td>
<td>Tyler Dolinger</td>
<td>540-561-7904</td>
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### Logo Policy

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

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

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

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

**Scoring/Results**
Championship results will be made available at the conclusion of each game and will be distributed to media, coaches, sports information directors and NCAA committee members. Additional copies will be available from the media work room in the press box of the main field. Game by game updates will also be provided on the NCAA website located at: www.NCAA.com.

**Championship Website**
For more information about the Division II Softball Championship please visit the following link: [http://www.ncaa.com/sports/softball/d2](http://www.ncaa.com/sports/softball/d2).

**Working Media Facilities**
Working media will have space allocated to them on the second floor of the Moyer Sports Complex tower.

**Media Parking**
Parking for working media will be in the front parking lot. No passes required.

**Broadcast/Webcast**
All games will be webcast live on [www.NCAA.com](http://www.NCAA.com).

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**Misconduct/Failure to Adhere to Policies**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

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**NCAA Division II Softball Championship Medical Information**

**Athletic Training/Sports Medicine Information**

The Roanoke College Athletic Training Services and Medical staff would like to welcome you and your team to the 2017 NCAA Division II Softball Championship. The following information pertains to athletic training and medical coverage that will be provided throughout the tournament. If you have any special needs or requests, please contact Mike Buurman at 540-525-0713.

**Medical Coverage**

A certified athletic trainer will be on-site for all practices and games. During the tournament, a certified athletic trainer will also be in the athletic training room/treatment area. A team physician and local emergency management services (EMS) will be on-call during the tournament games.
**Athletic Training Service**

The athletic training facility housed in the Moyer Sports Complex will serve as the primary location for services and game preparation. It will be available for teams two (2) hours prior to all games and 30 minutes prior to all scheduled practices. This facility will include the following modalities that will be available for use during the tournament:

- Heat;
- Ice;
- Ultrasound;
- Electrical stim; and,
- Taping (Teams must provide their own tape, etc.).

To serve your student-athletes better, please bring a written order and description of any electrical modalities with the settings and parameters for application with your traveling party. This facility will be monitored and supervised by a certified athletic trainer during the competition.

The following will be provided to you on the team bench during the game:

- Water with cups;
- Ice chest with bags & wrap;
- Blood bags; and,
- Emergency first aid equipment.

On-site athletic training staff and students will also be available with splints, an AED, and emergency equipment to assist with any emergency situations.

**Local Hospital Information:**

**Lewis Gale Medical Center**
1900 Electric Road
Salem, Virginia 24153
General Number 540-776-4000
Emergency Dept. 540-776-4060

**Carilion Roanoke Memorial Hospital**
Bellview Avenue & Jefferson St.
Roanoke, Virginia 24014
General Number 540-981-7000

**Local Pharmacy Information:**

**CVS Pharmacy**
1875 Electric Road
Salem, Virginia 24153
(540) 387-1696

**CVS Pharmacy**
2712 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-2206

**Athletic Training Staff Contacts:**

Mike Buurman (540) 525-0713
Roanoke College
Criteria for Evacuation

When an appropriate weather warning is received and lightning/severe weather is detected, a member of the NCAA, national softball committee will notify the following persons of lightning/severe weather approaching the area:

A. Head Coaches;
B. Umpires; and,
C. Team Certified Athletic Trainers.

Where to Evacuate

All participating softball players are to clear the field immediately and go to their respective dugout or team buses/vans.

Fans in attendance will be directed by the PA announcer to vacate the facility and go to their vehicles during severe weather.

NCAA Academic Recognition Program

The ELITE 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s 90 championships.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to the NCAA website at:

http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program

Post-Game Interviews

The NCAA enforces a 10-minute cooling off period after each game is over. The 10 minutes begin once the field has been cleared. This is the time when the coaches can talk to their team. During this time, no media may interview coaches or student-athletes. Media may request that coaches or student-athletes be brought to the media interview area which will be set up in the media interview tent located behind the Moyer Sports Complex tower. Once a coach makes himself or herself available to the media, the coach is then available to all media.

Per NCAA policy, the winning head coach and student-athletes will be interviewed first, followed by the non-advancing head coach and student-athletes. For the championship game only, the runner-up head coach and student-athletes will be interviewed first followed by the national champion head coach and student-athletes. Direct all requests for coach and student-athlete interviews to Adam Zundell.
## Practice Arrangements

**Wednesday, May 24 – Moyer Sports Complex**  
**Game Field 1/Practice Field 3**

<table>
<thead>
<tr>
<th>Time</th>
<th>Team</th>
<th>Game Field/Practice Field</th>
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</thead>
<tbody>
<tr>
<td>9 - 9:45 a.m.</td>
<td>Team A</td>
<td>Game Field</td>
</tr>
<tr>
<td>9 - 9:45 a.m.</td>
<td>Team B</td>
<td>Field 3</td>
</tr>
<tr>
<td>9:45 – 9:50 a.m.</td>
<td><strong>Switch</strong></td>
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<tr>
<td>9:50 – 10:35 a.m.</td>
<td>Team B</td>
<td>Game Field</td>
</tr>
<tr>
<td>9:50 – 10:35 a.m.</td>
<td>Team A</td>
<td>Field 3</td>
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<tr>
<td>10:35 – 10:45 a.m.</td>
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<td><strong>Field Maintenance</strong></td>
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<tr>
<td>10:45 – 11:30 a.m.</td>
<td>Team C</td>
<td>Game Field</td>
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<tr>
<td>10:45 – 11:30 a.m.</td>
<td>Team D</td>
<td>Field 3</td>
</tr>
<tr>
<td>11:30 – 11:35 a.m.</td>
<td><strong>Switch</strong></td>
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<tr>
<td>11:35 a.m. – 12:20 p.m.</td>
<td>Team D</td>
<td>Game Field</td>
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<tr>
<td>11:35 a.m. – 12:20 p.m.</td>
<td>Team C</td>
<td>Field 3</td>
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<tr>
<td>12:20 – 12:30 p.m.</td>
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<td><strong>Field Maintenance</strong></td>
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<tr>
<td>11:30 – 1 p.m.</td>
<td><strong>Team BBQ</strong></td>
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<tr>
<td>12:30 – 1:15 p.m.</td>
<td>Team E</td>
<td>Game Field</td>
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<tr>
<td>12:30 – 1:15 p.m.</td>
<td>Team F</td>
<td>Field 3</td>
</tr>
<tr>
<td>1:15 – 1:20 p.m.</td>
<td><strong>Switch</strong></td>
<td></td>
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<tr>
<td>1:20 – 2:05 p.m.</td>
<td>Team F</td>
<td>Game Field</td>
</tr>
<tr>
<td>1:20 – 2:05 p.m.</td>
<td>Team E</td>
<td>Field 3</td>
</tr>
<tr>
<td>2:05 – 2:15</td>
<td></td>
<td><strong>Field Maintenance</strong></td>
</tr>
<tr>
<td>2:15 – 3 p.m.</td>
<td>Team G</td>
<td>Game Field</td>
</tr>
<tr>
<td>2:15 – 3 p.m.</td>
<td>Team H</td>
<td>Field 3</td>
</tr>
<tr>
<td>3 – 3:05 p.m.</td>
<td><strong>Switch</strong></td>
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<tr>
<td>3:05 – 3:50 p.m.</td>
<td>Team H</td>
<td>Game Field</td>
</tr>
<tr>
<td>3:05 – 3:50 p.m.</td>
<td>Team G</td>
<td>Field 3</td>
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</table>

### Team Assignments

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<thead>
<tr>
<th>Team</th>
<th>Seed</th>
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<tbody>
<tr>
<td>Team A</td>
<td>1</td>
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<tr>
<td>Team B</td>
<td>8</td>
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<tr>
<td>Team C</td>
<td>4</td>
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<tr>
<td>Team D</td>
<td>5</td>
</tr>
<tr>
<td>Team E</td>
<td>2</td>
</tr>
<tr>
<td>Team F</td>
<td>7</td>
</tr>
<tr>
<td>Team G</td>
<td>3</td>
</tr>
<tr>
<td>Team H</td>
<td>6</td>
</tr>
</tbody>
</table>
Pregame Protocol

The practice fields will be available for teams to warm up prior to the main field being available. Home team is assigned to Field 4; visitors are assigned to Field 2. No batting cages are available.

After both teams have completed use of the batting cages and warm-up areas (use of those facilities is established by the tournament director), it is permissible to move onto the game field area for warm-up under the following conditions:

1. The preceding game has ended and both participating teams have cleared the field and dugout area.
2. Team equipment is stored in the dugout or along the outfield fence so the grounds crew may water the entire infield area (including foul territory).
3. Warm-up prior to the designated infield time is limited to the outfield area nearest the team’s dugout until the infield crew has left the field.
4. If time remains after the grounds crew has completed its work, and prior to the start of the designated infield time, a team may field groundballs on the dirt in foul territory or fair territory behind first or third base.
5. Once either team begins an official infield time (see infield protocol), the opposing team is limited to the bullpens and dugout areas.

Pitchers
Pitchers for the upcoming game may use the bullpen area while a game is in progress only when the bullpen area is not in use by either of the participating teams (i.e., both bullpens must be open for this opportunity to be used and the opportunity ends if either participating team desires to use a bullpen).

Warm-Up Tapes

No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. If a team does not have a band present, it may provide a tape of the institution’s fight song to be played.

Publicity

MEC Associate Commissioner, Adam Zundell, will be in contact with teams following super regional competition and will notify each team as to the materials and information he will need.

Schedule of Events

**TUESDAY, MAY 23**

Teams Arrive in Salem

Committee Walk Through 4 p.m. / Moyer Park

**WEDNESDAY, MAY 24**

Team Practices 9 a.m. – 3:50 p.m.
Team BBQ 11:30 a.m. – 1 p.m. / Moyer Park
Banquet 6 p.m. / Sheraton
Admin./Coaches Meeting 8 p.m. / Sheraton

**THURSDAY, MAY 25**

Umpires meeting 9 a.m. / Moyer Park

Game 1 – Seed 1 vs. Seed 8 11 a.m.
Game 2 – Seed 4 vs. Seed 5 1:30 p.m.
Game 3 – Seed 2 vs. Seed 7 4 p.m.
Game 4 – Seed 3 vs. Seed 6 6:30 p.m.

**FRIDAY, MAY 26**

Game 5 11 a.m.
Game 6 1:30 p.m.
Game 7 4 p.m.
Game 8 6:30 p.m.

**SATURDAY, MAY 27**

Game 9 11 a.m.
Game 10 1:30 p.m.
Game 11 4 p.m.
Game 12 6:30 p.m.

**SUNDAY, MAY 28**

Game 13 Noon (if necessary)
Game 14 2:30 p.m. (if necessary)
Game F1 5 p.m.

**MONDAY, MAY 29**

Game F2 Noon
Game F3 2:30 p.m. (if necessary)

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**Scouting**

No scouting seats have been reserved.

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**Security**

Off-duty Salem police will patrol the facility on a continuous basis. Event security will control access to the tower. Personal bags will be checked at the main entrance gate. Credentials will be checked at the rear team entrance.
Special Events and Opportunities

Autograph Sessions

The NCAA will sponsor autograph sessions for the Division II softball championship fans. Sessions will be held following each team’s first game on Thursday, May 25 for 15 minutes. We ask that you inform your players of these autograph sessions. The autograph area will be held in the walkway between the stadium field/field one and field three following your 10-minute cooling off period. Tournament officials and the regional committee member assigned to your team will assist your team in the mechanics of these sessions, and will provide markers for autograph signing. Your cooperation with this promotion is appreciated and will enhance the interest and excitement among the young people in the community.

In-game Activities

National Anthem
The "Star-Spangled Banner" will be played before the first game each day.

Ceremonial First Pitch
The ceremonial first pitch will occur prior to the start of the first game of each day, where applicable.

All-Tournament Team

The all-tournament team selection committee will select 12 players, including a most outstanding player. The All-Tournament team will be presented at the conclusion of the championship game, followed by the championship team and individual student-athlete trophies presentation.

Super Regional Results

The host sports information director at each super regional site must, after their super regional championship game, e-mail Adam Zundell at azundell@mountaineast.org to provide updated information on all super regional results. If there is any competition on Saturday, May 20, the winning team should immediately forward the statistical information to Adam Zundell following the conclusion of that game.

In addition, the SID of each regional tournament must immediately contact Adam Zundell to arrange for sending of updated statistics. We must have these statistics by Friday night, May 19 or immediately upon completion of your super regional tournament, so please plan to have them updated at that time.

Softballs

The Rawlings NC12L softball will be used for championship play. Rawlings will supply balls for all championship rounds; no other softball shall be used.

Each team should scuff one dozen balls during practice.

Game balls should be available two hours prior to each game for each team. Each team is asked to scuff game balls during practice. The balls being scuffed should not be used for hitting practice. Scuffed balls should be returned to the NCAA representative prior to the teams’ leaving the field.
One new game ball should be given to each team prior to the start of each game. The game ball should be returned to the umpire.

**Souvenir Merchandise**

A variety of NCAA Division II Softball Championship merchandise will be on sale at Moyer Sports Complex throughout the championship. For participating student-athletes, the merchandise will be available at the banquet on Wednesday evening.

**Team Hosts**

Each team will be assigned a host from the local community. The host will assist with travel questions and transportation to and from the championship functions, as well as general arrangements while teams are in Salem. The host will contact you soon after your arrival at the hotel or may call or email you in advance to arrange a time to meet. For laundry questions, please contact Brian Spillane.

**Team Meeting Areas**

Once on-site teams will be able to meet post-game beyond the fence under the tent.

**Team Photos**

Each team will be required to take a team photo at the championship prior to your game on Thursday. Meet in front of scoreboard two hours before game. The home team will be photographed first while the visiting team will be second.

**Ticket Prices**

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<thead>
<tr>
<th>Tickets</th>
<th>Individual Day</th>
<th>All-Session</th>
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<tbody>
<tr>
<td>Adult</td>
<td>$10</td>
<td>$35</td>
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<tr>
<td>Senior / Student / Youth</td>
<td>$6</td>
<td>$20</td>
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</table>

**Transportation**

**Airport**

- Roanoke Regional Airport, Roanoke, Virginia
- Piedmont Triad International Airport, Greensboro, North Carolina  
  *(located approximately two hours south of Salem)*

**Local Ground**

It is the responsibility of each participating school to secure through Go Ground and pay for its local ground transportation.

Abbott Trailways 540-343-1133
Umpires

The NCAA Division II Softball Committee is responsible for the assignment of umpires to the championship. Umpire assignments for Thursday’s games will be announced at the administrative meeting on Wednesday.

Each coach will be asked to complete an umpire evaluation after each game. This information will be used by the committee and Umpire in Chief (UIC).

Videotaping

Teams may videotape their own games only. Teams may videotape above their own dugouts. No electric outlets will be available. There will be no videotaping from inside the dugout. The host institution can provide copies of video/web stream film upon request. The request should be directed to the media coordinator prior to the start of the game. If teams plan to film on their own they should notify the media coordinator of this information; he will then provide the information on designated videotaping areas.

Participating teams may videotape only games in which they are a participant from centerfield. (See Rule 13, Section 4 of the NCAA Softball Rules Book.)

Recording from the dugout is PROHIBITED during NCAA postseason play. (See Rule 3.7.4 of the NCAA Softball Rules Book)
Sheraton Ballroom, Wednesday May 24 at 6 p.m.
Official Banquet Request Form (Teams Only)

Please fill out completely & email to Hank Luton at hluton@salemva.gov. You will receive banquet tickets for your official travel party (maximum of 26) in your welcome packet. If you need more (up to four), specify the number below.

Team: __________________________ Coach: _______________________

If you need more tickets for your team personnel, fill in the information below.

Number of extra tickets needed: ________ x $41.50 = $_________ (Total due at the banquet)

Please make checks payable to the City of Salem.
AWARDS RECIPIENT FORM

INSTITUTION

Please list the 26 individual award winners who will receive awards at the awards ceremony.
LIST THE INDIVIDUALS IN THE ORDER YOU WISH THEM TO BE CALLED.

Please return to the NCAA Division II Women’s Softball Committee at the coaches meeting.

<table>
<thead>
<tr>
<th>Position</th>
<th>Year</th>
<th>Name</th>
<th>Phonetic (Name)</th>
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<td>25.</td>
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<tr>
<td>26. Head Coach</td>
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Designate person(s) to accept the team award __________________________
Student-Athlete Participation Awards

This year, a jacket and pair of socks will serve at the participation awards provided to student-athletes and their travel party who advance to the Championship final sites.

**Examples of Jacket Styles Available:**

VILLA FLEECE  
SYNAPSE  
HOODED TEPHRA

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

If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the Championship, please contact Erin Hannoy ([ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com)), Customer Service (866-945-7267), or your NCAA Championship Manager.
BAT TESTING INFORMATION FOR DIVISION II COACHES

Pre-Competition Barrel Compression Testing (BCT)

General Information
1. Pre-competition BCT will be conducted daily (competition days only) at all rounds and at all sites during the NCAA DII Softball Championship using the Washington State/LV Sports fixture.
2. Each team must have every bat that will be in a team area or on the field in the round tested during the pre-competition testing.
3. Coaches must bring a current NCAA Approved Softball Bat List with their bat models highlighted to the testing site and have it available at testing and in their dugout during each game.
4. There is no limit to the number of bats a team may have tested and bats may be added between testing days.
5. Each bat that passes BCT will be marked with an appropriate sticker.
6. Bats that have not undergone BCT, and thus do not have the appropriate sticker, will not be permitted on the competition field or in team areas.

Testing Protocol
1. At each postseason site, two individuals designated by the Division II Softball Committee will conduct the BCT; most likely the NCAA representative and the Umpire-in-Chief.
2. The bat testing appointments and location will be determined by the site representative/tournament director.
3. Bats will be tested and logged in each day of each round before competition.
4. Each team must send a representative with its bats and its annotated bat list to witness the testing. This representative shall assemble the bats in order as they appear on the NCAA Approved Softball Bat List, complete the log sheet with bat models and daily test results.
5. BCT details:
   - The bat is tested (test 1), removed from the machine, rotated 90 degrees and then tested again (test 2). If after the first two tests:
     (1) The bat has two pass results; the bat receives the appropriate sticker and is ready to be used in competition.
     (2) The bat has one pass results and one fail result; the bat is removed from the machine and inspected for cracks. If none are found, the bat will be inserted into the machine and tested the third and final time. If a crack is found, the bat will be returned to the team as noted below.
     (3) The bat has two fails; the bat is surrendered to the testing team and sent to Dee at the end of the round.
6. All bats surrendered to the testing team will not be returned to the teams while on-site. Please note an exception exists for damaged (e.g., cracked, dented) bats which will be marked and returned to the team upon request following the team’s final game of the round.
7. Following the championships, additional testing will be conducted on the bats that failed BCT.
Post-competition Compliance Testing

General Information

1. As in the past, a sample of bats from the final two teams of the Championship will be collected and additional bats from regionals and/or super regionals may be collected for bat compliance testing in the lab at Washington State University.

2. For these purposes, no more than two bats will be identified and secured from any one team at any one site for post-competition compliance testing.

3. Bats will not be collected until the season has ended for the selected team(s).

4. Bats to be tested in the lab will be selected randomly, based on performance and/or based on what is currently in the NCAA bat library.

5. Results on bats sent to the lab, whether taken post-competition or for failing BCT, will take approximately eight weeks to obtain.

6. Bats that pass lab testing will be returned; however, bats that fail in the lab will remain surrendered and will not be returned.

7. Institutions, the bat manufacturers, the NCAA Softball Rules Committee and Division II Softball Committee will receive notification of a bat model that fails in the lab.
Important Addresses

Sheraton Roanoke Hotel & Conference Center
2801 Hershberger Rd., NW
Roanoke, Virginia 24017

Salem Civic Center
1001 Roanoke Blvd.,
Salem, Virginia 24153

The Hotel Roanoke and Conference Center
110 Shenandoah Ave., NW
Roanoke, Virginia 24016

The Moyer Sports Complex
1000 Union Street
Salem, Virginia 24153

Roanoke-Blacksburg Regional Airport
5201 Aviation Dr., NW
Roanoke, Virginia 24012

Andrew Lewis Middle School
616 S. College Avenue
Salem, Virginia 24153

C. Homer Bast Center at Roanoke College
221 College Ln.
Salem, Virginia 24153