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**2019 DIVISION I FIELD HOCKEY CHAMPIONSHIP**

**PRELIMINARY ROUND PARTICIPANT MANUAL**

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***SECTION 1 – Host Personnel***

|  |  |
| --- | --- |
| **Athletic Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* | **Sports Medicine**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* |
| **Co-Tournament Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* | **Co-Tournament Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* |
| **Marketing Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* | **Travel and Lodging**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* |
| **Facility Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* | **Security Director**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* |
| **Ticket Manager**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* | **Media/PR Contact**  *Position*  *Name*  Office – XXX-XXX-XXXX  Cell – XXX-XXX-XXXX  *Email address* |

***SECTION 2 – Schedule of Events***

**2019 NCAA Division I Field Hockey Championship**

### **Opening-Round game** (ALL TIMES LOCAL)

**Tuesday, November 12**

Field Watering 10 a.m. – Noon Venue Name

***(Insert Team)* Warmup & Practice** Noon – 1:30 p.m. Venue Name (closed practice)

Field Watering 1:30 – 2:30 p.m. Venue Name

***(Insert Team)* Warmup & Practice** 2:30 – 4 p.m. Venue Name (closed practice)

**Mandatory Administrative Meeting** 4:30 p.m. Location

\*Teams are allowed a maximum of 15 minutes of warmup without sticks/balls plus 75 minutes of practice on the game field. Sample times are listed above.

**Wednesday, November 13**

Field watering 7 – 8:15 a.m. Venue Name

***(Insert Team)* Walk-Through** 8:30 – 9 a.m. Venue Name (closed practice)

***(Insert Team)* Walk-Through** 9:15 – 9:45 a.m. Venue Name (closed practice)

Field watering 11 a.m. – 1 p.m. Venue Name

**Officials Meeting** 12:30 p.m. Location

Field available for warmup 1:07 p.m. Venue Name

***(Insert Team)* vs. *(Insert Team)***  2 p.m. Venue Name

\*Teams are allowed 30 minutes of practice on the game field.

\*Officials meeting must occur 90 minutes prior to game time.

\*Game time is 2 p.m. local time.

**2019 NCAA Division I Field Hockey Championship**

### **First and Second round** (ALL TIMES LOCAL)

**Thursday, November 14 - Practice Times**

Field watering 9:30 – 10 a.m. Game Field

**Practice #1** (*Team A or Team B*) 10 – 11:30 a.m. Game Field (closed practice)

Field watering 11:30 – 11:40 a.m. Game Field

**Practice #2** (*Team A or Team B*) 11:45 a.m. – 1:15 p.m. Game Field (closed practice)

Field watering 1:15 – 1:25 p.m. Game Field

**Practice #3** (*Team C or Team D*) 1:30 – 3 p.m. Game Field (closed practice)

Field watering 3 – 3:10 p.m. Game Field

**Practice #4** (*Team C or Team D*) 3:15 – 4:45 p.m. Game Field (closed practice)

**Mandatory Administrative Meeting** 5 p.m. Location

**Friday, November 15** *(Please note: no walk-throughs)*

**Officials meeting** 9:30 a.m. Game Field

Field watering 10:10 – 10:40 a.m. Game Field

Field available for warmup 11:07 a.m. Game Field

**Game No. 1** (*Team A vs. Team B*) Noon Game Field

Field watering TBA Game Field

**Game No. 2** (*Team C vs. Team D*) 2:30 p.m. Game Field

**Saturday, November 16 – Practice Times**

Field watering 9 – 11 a.m. Venue Name

***(Game No. 1 Winner)* Warmup & Practice** 11 a.m. – 12:30 p.m. Venue Name (closed practice)

Field watering 12:30 – 1:30 p.m. Venue Name

***(Game No. 2 Winner)* Warmup & Practice** 1:30 – 3 p.m. Venue Name (closed practice)

**Sunday, November 17**

Field watering 7:20 – 7:50 a.m. Game Field

**Game No. 1** winner walk-through 8 – 8:30 a.m. Game Field (closed practice)

Field watering 8:30 – 8:40 a.m. Game Field

**Game No. 2** winner walk-through 8:45 – 9:15 a.m. Game Field (closed practice)

Field watering 11:20 – 11:40 a.m. Game Field

Field available for warmup 12:07 p.m. Game Field

**Game No. 3** 1 p.m. Game Field

**Administrative Meeting**

The administrative meeting will be conducted at 5 p.m. on (day) in (name of room) located at the (name of building). The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach and athletics administrator of each team must be present; the assistant coach(es) may attend. Coaches must turn in the gate list to the NCAA site representative at this meeting.

**Directions to Administrative Meeting:**

**Practices**

Teams will not be allowed to practice on the competition field earlier than the day before the competition. Arrangements may be made to practice at an alternate facility two days before the competition, but the host institution is not obligated to assist with these arrangements.

Each team is allotted one hour and 15 minutes for practice and 30 minutes for walk-throughs.Each team will be provided with a maximum of 15 minutes for warmup without sticks and balls before the one hour and 15 minutes of practice begins. Practices will be closed and supervised by the games committee. The game clock will be used to time all practice sessions.

**Pregame**

All teams are guaranteed 45 minutes of warmup on the game field with all pregame warmup activities confined to the half of the field that is assigned by the team’s game bench. The music will begin when the clock is started for warmup. The host institution will provide all music for the championship. Interaction with the umpires can only occur at the scorer’s table with an NCAA site representative and both coaches present.

***SECTION 3 – Championship Format***

**Bracket Format**

The championship provides for an 18-team, single elimination tournament. Opening-round games will be conducted on the Wednesday prior to the first- and second-round games at two campus sites. First- and second-round competition will be conducted on the campus of one of the competing institutions at four sites. The four advancing teams will compete at a pre-determined final site.

The semifinal games will take place Friday, November 22, and the championship game will be Sunday, November 24.

**Determination of Home/Away Teams**

For all rounds of competition, teams will be designated as home or visitor by the field hockey committee. Each team must have two sets of shirts and socks; one light set and one dark set.

Teams are required to submit colors of uniform jersey, kilt, socks and goalie jersey to the games committee for each round of the championship. In turn, umpires will review the selected colors to ensure adequate contrast between the two competing teams.

**Lineups**

Game rosters will be submitted and exchanged with 30 minutes on the game clock prior to the start of play.

***SECTION 4 – Championship Operations***

**Emergency/Evacuation Plan**

INCLUDE SITE SPECIFIC SAFETY/SECURITY/EVACUATION INFORMATION

**Hospitality**

IF APPLICABLE

**National Anthem**

The National Anthem will be played before the first game of each day.

**Officials**

Selection/Assignments. All umpires for all tournament games will be selected and assigned by the field hockey committee in coordination with the NCAA national assignor of officials. The umpires must be certified.

Two umpires shall be assigned to each game; in addition, a table umpire will be assigned to each game and shall have supervision over the timer, scorer’s table and ball persons. A minimum of four, adult ball persons will be assigned to all games.

**Player Introductions**

It is required that the following format be used in NCAA tournament games: The teams are led onto the field in two lines by the three officials. The officials are the first to be introduced. The captain of each team heads the line of players (both starters and nonstarters). The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the competition site. The announcer then introduces the “visiting” team’s nonstarters, followed by the starters, assistant coach(es), and head coach. The announcer then introduces the “home” team using the same format. After both teams have been introduced and the national anthem has been played (prior to the first game of the day), the players should return to their respective benches to prepare for the start of the game.

**Post-Championship Evaluations**

The NCAA will send evaluations to head coaches and athletics directors via email after competition. It is important that we get your help in providing feedback. We would appreciate if you could also share the survey link with your team. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete.

**Scouting**

Scouting seats will be reserved only for the official members of the coaching staff of the teams participating in the tournament. Identify where seats are located.

**Video Referral**

Video referral may be used during preliminary-round games. The NCAA site representative will confirm use of video review, if applicable, during the administrative meeting.

Complete information regarding video referral protocol is in Appendix A of the [2019-20 NCAA Field Hockey Rules Modifications](http://www.ncaa.org/playing-rules/field-hockey-rules-game).

**Videotaping**

Each participating team is automatically authorized to videotape all games if space allows at the host site. To guarantee all competing teams access to quality game film from a preferred camera location, the committee requires that host schools for all rounds of the championship film, code (for game analysis), and share all games contested at its site. Host schools will also manage the game film upload to the film exchange server (TeamXStream). Participating teams may film on their own as space is available and as designated by the host school.

Institutions that bring along a videographer for institutional highlight show purposes may receive a credential. Cage cameras for institutional highlight shows must be approved by the field hockey committee. These cameras must have NO AUDIO and must be removed after the institution’s game.

Institutions are permitted to duplicate championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera.

The videotapes may not be used for any commercial purposes.

***SECTION 5 – Competition Site***

**Competition Site Maps**

Please see **APPENDIX A.**

**Locker Rooms**

Locker rooms will be available at the (name of building). Locker rooms will be assigned based on seeding and the team host will direct teams to their appropriate locker room upon arrival to the facility.

Each locker room will be available to the teams during the entirety of game day. Teams should feel free to keep their items in the locker rooms before and during the games. Locker rooms will be locked by staff and no one will be allowed into the locker rooms other than team personnel.

Each locker room will include water coolers, towels and a white board with pens.

**Parking**

Buses will drop the teams off at the (name of location). As soon as the team has unloaded, buses will park (name of location).

**Participant Entrance**

Team personnel will be admitted to the complex through the team entrance, located (name of location). Team personnel must have a credential in order to have access through the complex and designated team entrance during each day of practice and competition.

***SECTION 6 – Directions***

**Directions to the Facility**

***SECTION 7 – Drug Testing***

Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaw 18.4.1.4 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

***SECTION 8 – Expenses/Reimbursement***

**Per Diem**

Only the allowable travel party will receive per diem. The per diem rate and allowable days are located in the NCAA travel policies at the [NCAA website](http://www.ncaa.org/championships/travel/championships-travel-information).

**TES System**

Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short’s travel portal. The system is located on the [NCAA website](http://www.ncaa.org/championships/travel/championships-travel-information).

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.

***SECTION 9 – General Public***

**Banners and Artificial Noisemakers**

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.

**Championship Merchandise**

Merchandise will be available at (name of location) one (1) hour prior to the first game. Participating teams will have the opportunity to pre-order championship merchandise. The NCAA communicated pre-order information to all participating institutions prior to the championship.

**Concessions**

Concessions will be available (name of location). No outside food or drink will be allowed into the stadium.

**First Aid**

If a spectator is having a medical issue they should contact an usher or game management staff. As soon as game staff has been alerted, a medical professional will be available to assist.

**Parking**

Fans can park (name of location).

**Seating Areas**

All seating is located (name of location). Standing room/berm seating is available (include if applicable). Unless specifically noted, all seating is general admission.

**Security**

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

***SECTION 10 – Lodging***

**Team Hotels**

Twenty (20) non-smoking, double-double rooms have been reserved for the teams at the hotels listed below. A complimentary suite for the head coach and complimentary meeting space for the team is provided. The hotel will make every effort to ensure team rooms are on the same floor and not more than two (2) floors.

There are 20 rooms held on contingency (insert dates). You must notify the hotel by (insert date and time) of your intent to use the rooms Wednesday (opening round games). You must notify the hotel by Thursday evening of your intent to use the rooms Friday (1st/2nd round games). Please let the hotel know by (insert date and time), of your intent to use any of these rooms above the 20 which are guaranteed.

By **(insert date and time)**, the institution is responsible for contacting the hotel to which it has been assigned to confirm the reservations and provide the hotel a rooming list. Teams are obligated to stay at the assigned property. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the team rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, full charges for 20 rooms will be billed to the institution for payment.

|  |  |
| --- | --- |
| **TEAM A**  *Property Name*  *Address*  *City, State Zip*  *Phone: XXX-XXX-XXXX*  *Fax: XXX-XXX-XXXX*  *Contact: First/Last Name*  *Direct Line: XXX-XXX-XXXX*  *Link to hotel property* | **TEAm B**  *Property Name*  *Address*  *City, State Zip*  *Phone: XXX-XXX-XXXX*  *Fax: XXX-XXX-XXXX*  *Contact: First/Last Name*  *Direct Line: XXX-XXX-XXXX*  *Link to hotel property* |
| **TEAM C**  *Property Name*  *Address*  *City, State Zip*  *Phone: XXX-XXX-XXXX*  *Fax: XXX-XXX-XXXX*  *Contact: First/Last Name*  *Direct Line: XXX-XXX-XXXX*  *Link to hotel property* | **TEAM D**  *Property Name*  *Address*  *City, State Zip*  *Phone: XXX-XXX-XXXX*  *Fax: XXX-XXX-XXXX*  *Contact: First/Last Name*  *Direct Line: XXX-XXX-XXXX*  *Link to hotel property* |

***SECTION 11 –Media Services***

**Media Materials Requested**

Media relations contacts may send media guides and weekly press releases in advance to the following:

*Name*

*Title*

*Institution*

*Address1*

*Address2*

*Email address*

Weekly notes can also be emailed in advance and copies will be made.

**Media Services**

**BLOGGING**

Please be aware of the NCAA policy regarding blogging. This is located at the following link: <http://www.ncaa.com/media>.

**credentials**

To apply for a media credential please contact (insert name). Media credentials may be picked up at the ticket will call on either day of the event.

**Photography**

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity.

**POSTGAME INTERVIEWS**

Postgame interviews will be conducted immediately after the 10-minute cooling off period in the interview room. Access to the room is from the playing field near the entrance to the locker rooms and will be marked by signage. Only credentialed media will have access to this space. The non-advancing team will attend the press conference immediately followed by the advancing team.

**Hospitality**

Hospitality will be located inside the (insert location). Entrance to the area will be clearly marked. This area will be restricted to credentialed personnel only. The hospitality room will be available during the following times:

Wednesday, November 13: (insert time)

Friday, November 15: (insert time)

Sunday, November 17: (insert time)

**Internet**

Wireless Internet access will be provided in the press box. You can obtain a wireless password and login from (insert name).

**media Facility**

The press box is located (insert location).

**Parking**

Parking is available (insert location).

**Results**

Results will be available after each game in the press box. Live stats will be available online at (insert website) and [www.ncaa.com](http://www.ncaa.com). Results will also be emailed at the end of each day. Please email (insert name of contact) if you would like to be added to the results distribution list.

**Webcast**

All of the games will be shown live on the web at [www.ncaa.com](http://www.ncaa.com).

***SECTION 12 – Medical***

**Ambulance**

An ambulance will be on-site during all games, and on-call during practice times. The response time is (insert number of minutes).

**Athletic Training**

A certified athletic trainer from the host institution will be available in the (insert location) athletic training facility and will assist participating institutions’ sports medicine staff. A certified athletic trainer will be on-site for each scheduled practice and game. Physicians will be on-call for all practices and on-site for all games. If needed, the host institution’s athletic trainer will provide specialty physicians; e.g., dermatologists, ophthalmologist, dentist, x-ray technicians, or EMTs.

**Championship Medical Contacts**

(Insert name), Head Athletic Trainer, XXX-XXX-XXXX (office); XXX-XXX-XXXX (cell)

* Athletic trainers will be available 60 minutes before the game and 60 minutes after the game.
* An ambulance, medical doctor and certified athletic trainer will be available at all games.
* The athletic training room at the (insert location) will be available one hour before and after practices, and one hour before and after the game.
* Water, ice and bags, cups, and biohazard materials will be available on both benches.
* An AED unit will be available at all practices and games.

(Insert name of local hospital or urgent care center) will service any emergency needs encountered during the events.

**Concussion Management**

The NCAA has adopted legislation that requires all active member institutions to have a concussion-management plan for their student-athletes. Participating institutions shall follow their concussion-management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion-management plan, the host championship concussion-management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

For further details, please refer to the NCAA Sports Medicine Handbook on the [NCAA website](http://www.ncaa.org/health-and-safety/ncaa-sport-science-institute).

**Hospitals and Emergency Services**

University Health Center is located on-campus.

* XXX-XXX-XXXX
* XXX-XXX-XXXX

Local Urgent Care Center is located at (insert address)

* XXX-XXX-XXXX

**Physicians**

(Insert name of physician) will be the physician on-site for each game of the championship.

**X-Rays**

If X-rays are needed, the participant will be taken to (insert site and location) where x-rays can be done on-site; the participant can also be transported to local urgent care centers.

***SECTION 13 – Participant Expectations and Guidelines***

**Ethical Behavior by Coaches**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

**Misconduct/Failure to Adhere to Policies and Procedures**

*[Reference: Bylaw 31.02.4 in the NCAA Division I Manual.]*

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

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

**Red Cards**

Please refer to the [2019-20 NCAA Field Hockey Rules Modifications](http://www.ncaa.org/playing-rules/field-hockey-rules-game), especially Section 6 – “Conduct of Play: Players, Goalkeepers, Coaches.”

**Sportsmanship**

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials’ proper enforcement of the rules governing related actions.

**Sports Wagering**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

**Tobacco Ban**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

***SECTION 14 – Team Travel/Transportation***

**Travel Policies**

The 2019-20 NCAA Division I Championships Travel Policies can be found online at this [link](http://www.ncaa.org/championships/travel/championships-travel-information). Please review prior to making travel arrangements. All transportation arrangements must follow these policies. Any travel booked outside of these policies will not be reimbursed. Participating institutions are completely responsible for making their own travel reservations in accordance with the travel policies.

**Transportation Portals**

**Championships Air Travel Portal**: [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps)

Phone: 866-655-9215; email: [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com)

**Championships Ground Travel Portal**: [www.gochampionships.com](http://www.gochampionships.com)

Phone: 866-386-4951; email: [ncaa@goground.com](mailto:ncaa@goground.com)

The username and password are the same as that used for the Short’s Travel portal.

***SECTION 15 – Tickets***

**Non-Playing Participant Seating**

Non-participating teams will have a reserved area in the main grand stand.

**Ticket Policies**

Every person except children under the age of two must have a ticket to be admitted to the championship. No exit and reentry to the facility will be permitted.

Tickets may not be returned, refunded or exchanged.

Unless specifically authorized in advance by the NCAA, tickets may not be offered as a prize in a sweepstakes, contest, auction or fundraising activity.

Tickets may not be sold or resold above face value.

The NCAA reminds fans that purchasing tickets from secondary unauthorized vendors may result in fraudulent purchases. Fans are encouraged to purchase tickets from the NCAA member institutions and programs authorized by the NCAA to sell or resell championship tickets.

**Ticket Prices**

Single Session Adult $X

Single Session Student/Youth/Senior $X

Single Session Groups $X

All Session Student/Youth/Senior $X

All Session Adult $X

All Session Groups $X

**Player/Guest Tickets**

**NCAA Manual, Article 16.2 Complimentary Admissions and Ticket Benefits**

16.2.1.2 ***General Regulations.*** *Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall NOT be issued. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1.1 and 16.2.2.1.*

16.2.1.1.1 ***Exception – Postseason Events.*** *An institution may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA championship, National Invitational Tournament, bowl game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates.*

16.2.2.1 ***Sale of Complimentary Admissions.*** *A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.*

**Will Call Tickets**

Will call will be available at the ticket will-call window, which is located next to the spectator entrance gate of the (insert facility name). If you wish to leave tickets at will call, please contact the following:

(Insert name of contact)

XXX-XXX-XXXX (office)

XXX-XXX-XXXX (cell)

*Email address*

Team player/guest pass lists must be turned in at the administrative meeting.

***SECTION 16 – Travel Party***

**Band/Spirit Squad/Mascots**

Spirit squads, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list. A maximum of 25 band members, who are in uniform and performing at the championship, will not be charged admission. Information as to whether spirit squad or band members will need admission to the competition should be provided at the coaches meeting.

**Bench Passes/Assignments**

The home team will use the bench to the right when facing the scorer’s table.

**Bench Size**

During the championship, 30 people (per team) are allowed in the bench area. The official travel party will remain at 28 and the 29th and 30th individuals on the bench will pay for their tickets. If an institution has 30 individuals on the bench, one must be an administrator and one must be medical personnel. The institution’s mascot may not be counted nor included in the bench party. In addition, the tournament doctor and a security representative designated by the event manager may be in the bench area.

**Squad Size**

*[Reference: Bylaw 31.1.5 in the NCAA Manual.]*

Teams participating in the championship are limited to a maximum of 24 players in uniform. Players must be designated at the coaches meeting through the official travel party list. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

**Travel Party Size**

The official travel party is 28.

***SECTION 17 – Trophies and Awards***

**Additional Award Ordering**

Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. You may submit the additional award(s) order at the following link: <http://www.mtmrecognition.com/ncaa/>.

**Team Awards**

Each non-advancing team will receive participant medallions for the official squad size (24).

***SECTION 18 – Uniforms***

**Laundry**

A team needing laundry services will need to contact (insert name) to make arrangements. Laundry services will be provided free of charge, but only for team uniforms.

* XXX-XXX-XXXX (office)
* *Email address*

**Logo Policy**

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

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.

**Competition Site Map**

**INSERT HERE**

****

NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP

Travel Party Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Opening Round |  |  | 1st Round |  |  | 2nd Round |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution: |  |  |  |  |

Please list each individual from your institution’s travel party (limit of 28, plus two individuals (medical and administrator) with access who may be in the bench area during the game.) **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk. Student-athletes should be listed in alphabetical order using lines 1-24.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | 16. |  |
|  |  |  | 17. |  |
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|  |  |  | 27. |  |
|  |  |  | 28. |  |
|  |  |  | 29. | (ADMIN) |
|  |  |  | 30. | (MEDICAL) |

Please list up to five (5) VIP’s who may have access to the team pre- and postgame. These VIP’s must have a ticket for admission to the competition site, but will be provided with a credential to give them the necessary access, except to the bench area during the game. The credential will be left at will call.

|  |  |  |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Please scan and email this form to (insert name and email address) by (insert day), November XX at Noon Eastern**