2026 DI FIELD HOCKEY CHAMPIONSHIP

SITE REPRESENTATIVE 2026-27 MANUAL

Division I Field Hockey

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative for a preliminary-round site of the NCAA Division I Field Hockey Championship.

During the preliminary rounds of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division I Field Hockey Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: A teleconference will be conducted at 11 a.m. Eastern time, Monday, Nov. 9, for all site representatives, tournament directors and NCAA staff and committee members to review duties and responsibilities.

In preparation for your role, please review and have on hand the following documents, which are located on ncaa.org at the following link: **ncaa.org/championship/division-i/field-hockey**.

- Prechampionship manual
- Host operations manual

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or Amy Densevich, national committee chair.

On behalf of the NCAA and the field hockey committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during championship preliminary rounds;
- To conduct championship competition according to the polices and procedure outlined in the prechampionship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a prechampionship teleconference with teams, administrators and host (if applicable);
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Will Hopkins
Associate Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6779
Cell: 317-363-0843
Email: **whopkins@ncaa.org**

Mariah Martin
Coordinator, Championship and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6223
Cell: 317-287-9078
Email: **msmartin@ncaa.org**

FIELD HOCKEY COMMITTEE

Current members of the committee can be found at the following link: web1.ncaa.org/committees/#/reports/roster?committeeCode=1FHOC

For additional information about the Division I Field Hockey Championship, contact:

Will Hopkins
Associate Director, Championships and Alliances
317-917-6779 / **whopkins@ncaa.org**

Amy Densevich, chair
Associate Athletic Director
Kent State University
330-472-8175 / **adensevi@kent.edu**

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when being considered. (See Conflict of Interest below.)

Site representatives will be notified after selections that they are needed to serve.

Section 3•2 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluation

TOURNAMENT SITE EVALUATION

We ask that each site representative provide feedback on the championship site at which they served. NCAA staff will send a link to an online evaluation after the championship.

Section 4 • Important Dates

DIVISION I FIELD HOCKEY IMPORTANT DATES

Notification of Selection of Site Representative	Nov. 8
Teleconference for Site Reps with NCAA Staff	Nov. 9 (11 a.m. Eastern time)
Site Representative Arrival Date at Site	Nov. 10 – Opening round Nov. 12 – First- and second-round sites

Section 5 • Responsibilities

Section 5•1 Team Championships

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Contact tournament director:
  - Confirm information has been sent to competing institutions (i.e., participant manual).
  - Confirm hotel accommodations for team(s) and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm game and practice times.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided.
  - Confirm date, time and location of administrative and officials meeting.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Remind host to contact teams assigned to its site regarding the following information by the end of the day:
    - Practice, games and schedules.
    - Time and site for coaches meeting.
    - Hotel accommodations.
    - Time of arrival and mode of transportation.
    - Rosters and statistical information.
    - Uniform colors.
  - Discuss locations of the following:
    - Media/interview areas.
    - Athletic training room area.
    - Videotaping and photography areas.
- Send names and phone numbers/emails of the officials assigned to the games to the host. The host should contact the officials immediately to inform them of the competition site, game times, meeting times and hotel information.

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls (Kookaburra Standard Dimple — sent overnight from Penn Monto). First- and second-round sites will receive three (3) dozen practice balls and two (2) dozen game balls. Sites also hosting opening-round games will receive 12 additional game balls.
  - Merchandise from Event1.
  - Officials patches (sent overnight from the NCAA office). First- and second-round sites will receive 10 patches. Sites also hosting opening-round games will receive four additional patches.
  - Programs (if applicable).
  - Participant medallions (first-/second-round sites: 72 per site – 24 per nonadvancing team at each site). Sites also hosting opening-round games will receive 24 additional participant medallions for the nonadvancing ream.
  - Student-athlete patches will be sent overnight from the NCAA office (first-/second-round sites: 96 patches for first round - 24 per team and 48 patches for second round. Sites also hosting opening round games will receive an additional 48 patches).

- Review drug-testing policies and procedures if your site is chosen.
- Check with tournament director to see if he or she has questions.

DAY OF PRACTICE

- Attend all practices and monitor clock.
- Meet with tournament director and key personnel (athletic trainer, media relations, etc.) to discuss the following:
  - Entrances — public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players — pass list.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review pregame schedule.
  - Check to be sure equipment is ready, including video review set-up, if applicable.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.
  - Personnel are in place.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Check field for proper markings.
  - Press box.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signage — all commercial signage must be removed or covered.
  - Scoreboard — advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats.
  - Athletic training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.

- Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
- Monitor clock during practices.
- If there is video review, show teams where cameras are located.
- Confirm method for distribution of participant medallions in locker room.
- Confirm SID is prepared to report results at conclusion of competition.
- Review script with communications representative/PA announcer.

- Lead administrative meeting.
  - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site 2½ hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review the following:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches' booth are set and ready, if applicable.
  - Check visiting locker room(s) for cleanliness and that it is properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Attend officials meeting (affirm use of video review, if applicable).
- Check squad sizes and bench limits (squad size - 24; bench size - 8 non-athletes and all rostered student-athletes not in the 24 squad size may be in uniform).

During Game

- Sit near scorer's table.
- Chair the games committee, if action is necessary.
- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.
- Observe coaches' and players' behavior.

Halftime

- Be sure that officials and teams are securely ushered on and off the field.
- Check at scorer's table (if applicable) and press box to be sure everything is running smoothly.
- Be near when both teams come back out from halftime to ensure that there are no issues.
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

END OF GAME

- At end of game, make sure officials are safely off of the field.
- Observe players and coaches shaking hands and leaving the field.
- If a misconduct occurs, please contact the NCAA championship administrator.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind them to complete surveys.
- Call/email Will Hopkins (317-363-0843; **whopkins@ncaa.org**) with quick report.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Complete misconduct/red card forms, if applicable.
- Submit expense reimbursement via the Travel Expense System once prompted by an automatic notification (see **Appendix E**).

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage at 70 cents per mile for up to 400 miles to the host site.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 6•3 Expense Reimbursement

All site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, you will receive an email notification that you have been authorized to file an expense report. Please follow the instructions in **Appendix E** to file your report via the Travel Expense System for reimbursement.

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaaalo@shortstravel.com**

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	**travel@ncaa.org**
Website	**ncaa.org/championships/travel**

Section 7 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

Section 7•1 Logo Policy

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

Section 7•2 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

Section 7•3 Use of Tobacco Products

[Reference: Bylaw 11.1.4 and Bylaw 17.1.10 in the NCAA Division I Manual]

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 7•4 Drug-Testing Statement

NOTE: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a 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 before 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. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

A. Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

Q. How long does drug testing take?

A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

A. An institutional representative is an individual from the participating institution designated by his/her institution to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

A. An institutional representative from each team will be notified not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

Q. When are student-athletes notified of their selection for drug testing?

A. Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing. At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

A. Within one hour after the student-athlete has been notified.

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

A. The NCAA's late-night drug-testing policy only pertains to team championships.

- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game, and the deferred test must start before 10 a.m., local time, the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

A. **For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Section 7•5 Inclement Weather

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include their email and/or phone via text to the WeatherSentry system so they can receive the weather updates.

For detailed lightning and weather guidelines, please contact the NCAA championship administrator.

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Appendix A • FAQ

Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?

A. All officials are paid directly by the NCAA through RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.

Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?

A. You should first notify the tournament director that they needs to obtain security in the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him/her of what has occurred.

Q. A team has arrived late for its practice due to its bus breaking down. What should I do?

A. Work with the host to try to get the team its full allotment of practice time, if at all possible.

Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?

A. Immediately find the tournament director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.

Q. Where can I find the video referral protocol?

A. The video referral protocol can be found in Appendix A of the 2026-27 NCAA Field Hockey Rules Modifications.

Appendix B • Administrative Meeting Agenda

AGENDA

NCAA Division I Field Hockey Championship
Preliminary Round Coaches Meeting

A pregame meeting involving the coaches, the NCAA site representative and tournament director will be held prior to the competition. The NCAA site representative will conduct this meeting.

1. Welcome and congratulations.

2. Introductions (name, title, affiliation).

3. Review schedule including game schedule and pregame itinerary.

4. Questions regarding NCAA Rules Modifications and/or FIH rules, including video review (if applicable) as needed.

5. Review uniform policy including logos.

6. Determine uniform colors (Based on uniform jersey, kilt/shorts, socks and goalie jersey submitted by teams to the games committee).

7. Review misconduct policies (see statement below).

   Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

   Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.10.

8. Review squad size (maximum 27 student-athletes), travel party (28), and bench size (30 + rostered student-athletes) policies. Collect the travel party form and team roster. Review pregame protocol. Review pass gate procedures.

9. Review locker room and bench assignments.

10. Review interaction with umpires pregame.

11. Review game balls, watering of field and ball runners.

12. Obtain hotel information and cell phone numbers from each team (coaches and athletics administrators' hotel information).

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13. Game film (note filming location; teams can videotape all games).

14. Review policy on postgame interviews/cooling off period.

15. Review policy on alcoholic beverages and products.

16. Review medical arrangements.

17. Drug testing statement.

18. Announce umpire assignments.

19. Review parking procedures, cost for fans.

20. Review process for collecting evaluation forms.

21. Merchandise and programs.

22. Advancing team teleconference – 11 a.m. Eastern time, Nov. 16.

    - Microsoft Teams Meeting invitation will be sent to advancing teams.

23. Reminder that the host team must upload to Spiideo all contests from their site to all teams competing at the final site. The upload is to be received no later than noon Eastern time, Monday, Nov. 16, prior to the semifinals.

24. Questions.

Appendix C • Administrative Meeting Agenda Speaking Points

A G E N D A

NCAA Division I Field Hockey Championship
Preliminary Round Coaches Meeting

A pregame meeting involving the coaches, the NCAA site representative and tournament director will be held prior to the competition. The NCAA site representative will conduct this meeting.

1. Welcome and congratulations.
   Congratulations to participants.
   Thank host.

2. Introductions (name, title, affiliation).
   Go around the room and have everyone introduce themselves.

3. Review schedule including game schedule and pregame itinerary.
   Review practice schedule, game times, water schedule, and pregame schedule.

4. Questions regarding NCAA Rules Modifications and/or FIH rules, including video review (if applicable) as needed.
   Ask the teams if there are any rules questions. Officials coordinator should field questions.

5. Review uniform policy including logos.
   Uniform policy
   All applicable rules regarding uniforms are in the 2024-25 NCAA Field Hockey Rules Modifications in section 3 – Players' Clothing and Equipment. Reference that document for any questions.

   Logos
   An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

6. Determine uniform colors (Based on uniform jersey, kilt/shorts, socks and goalie jersey submitted by teams to the games committee).
   Ask teams to give uniform colors.

7. Review misconduct policies (see statement below).
   Read misconduct statement and criticism of officials statement.
   Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

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Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.10.

8. Review squad size 27 student-athletes, travel party (28), and bench size (36) policies. Collect the travel party form and team roster. Review pregame protocol. Review pass gate procedures.
   Squad Size – 27 student-athletes eligible to participate in the game.
   Travel Party – Designated 28 individuals who get reimbursement.
   Bench Size – limit of 28, plus one administrator, one athletic trainer, six non-competing team personnel and all eligible rostered student-athletes in uniform not in the 27 person squad size may be in the bench area.

9. Review locker room and bench assignments.
   Provide locker room locations and assignments.
   Host team can pick its bench. Otherwise, home team bench is to the right when facing the scorers' table from the field.

10. Review interaction with umpires pregame.
    Both coaches must be present for conversations with umpires.

11. Review game balls, watering of field and ball runners.
    The Kookaburra Standard Dimple (white) field hockey ball is the official ball on "non-filled" watered artificial surfaces for the NCAA Division I Field Hockey Championship.
    Share watering schedule and number of ball runners with the teams.

12. Obtain hotel information and cell phone numbers from each team (coaches and athletics administrators' hotel information).
    Ask for head coach and admin cell phone numbers if you don't already have them.

13. Game film (note filming location; teams can videotape all games).
    Teams can film all games.
    Let teams know the filming locations.
    The host is responsible for uploading all games to TeamXStream by Monday at noon following competition for preliminary round sites.

14. Review policy on postgame interviews/cooling off period.
    There is a 10-minute cooling-off period before postgame interviews. The cooling-off period begins when the student-athletes have reached the locker room. Non-advancing team will go first in postgame interviews.

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Preliminary Round Coaches Meeting
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15. Review policy on alcoholic beverages and products.
    No tobacco sales or use on site.
    There [will/won't] be alcohol sales on site for spectators. Consumption/use by team participants may result in the application of misconduct.

16. Review medical arrangements.
    Head athletic trainer or tournament director should review medical arrangements (i.e. athletic training room hours, emergency procedures, EMS on-site or not, doctors on-site or on-call)

17. Drug testing statement.
    Drug Testing
    NCAA championships committees, following a 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 before 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. The administrative contact for each team will be notified in the event of drug testing.

18. Announce umpire assignments.
    Provide umpire assignments.

19. Review parking procedures, cost for fans.
    Tournament director to provide this information.

20. Review process for collecting evaluation forms.
    NCAA staff will provide a survey link to all head coaches after tournament concludes. Please forward the link to your student-athletes to complete the survey. The committee does review all feedback in an effort to continue to improve the championship.

21. Merchandise and programs.
    Provide location of merchandise sales. All programs will be digital and can be found online at ncaa.com/gameprograms

    All teams received a memo from the NCAA staff at selection with pre-order information. Any pre-orders will be sent directly to the institution.

22. Advancing team teleconference – 11 a.m. Eastern time, Nov. 16.

    - Microsoft Teams Meeting invitation will be sent to advancing teams.

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23. Reminder that the host team must upload to Spiideo all contests from their site to all teams competing at the final site. The upload is to be received no later than noon Eastern time, Monday, November 16, prior to the semifinals.

24. Questions.
    Take questions from the group.
    Wish everyone good luck.

Appendix D • Officials Meeting Agenda

A G E N D A

NCAA Division I Field Hockey Championship
Preliminary Round Officials' Meeting

A pregame meeting involving the umpires, NCAA site representative and tournament director will be held prior the championship. After introductions, the tournament director may have remarks. Either the NCAA site representative or the national committee chair will conduct this meeting.

1. Review bracket, game times, and postgame ceremonies, if applicable.

2. Review umpire assignments.

3. Review uniform requirements for umpires. (NCAA patches worn over left chest on the uniform shirt. No other patches will be worn.)

4. Review substitution, overtime, and video review procedures.

5. Determination of home team and confirmation of team uniform colors.

6. Review pregame schedule for each day of competition (warm-up, coin toss, introduction of players, national anthem).

7. Review interaction with coaches.

8. Reserve umpire: (1) meet with the ball runners before the game; (2) monitor bench decorum; and (3) respond to coaches questions.

9. Player behavior/bench decorum.

The tournament director will perform the following duties:

1. Explain security escort plan.

2. Distribute credentials and explain parking and access to facility (hand out same facility diagram that was in coaches packets).

3. Identify umpires' locker room and refreshment arrangements.

4. Distribute NCAA patches.

5. Explain that the NCAA will email evaluations to the officials after competition.

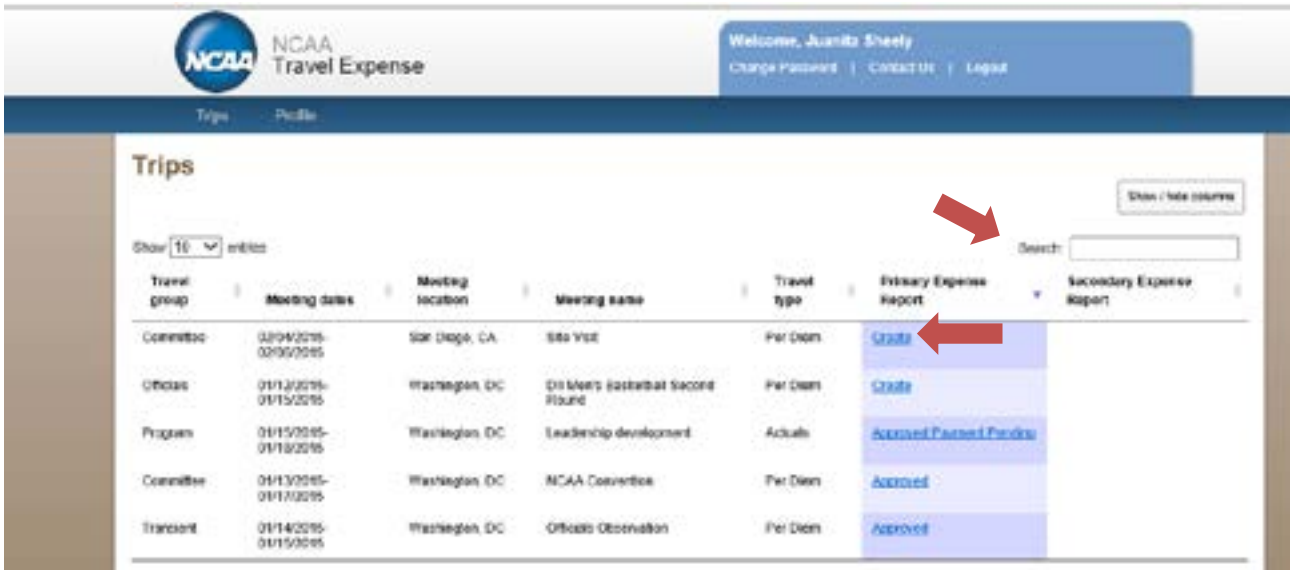
Appendix E • Travel Expense System - Traveler User Guide

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

2. The new system has been redesigned to offer the following conveniences:
   a. One username and password for all trips.
   b. View the status of all expense reports, as well as payment information, in one place.
   c. Simplify the system and improve usability.

3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.

4. To begin a new expense report, click on the Create link.

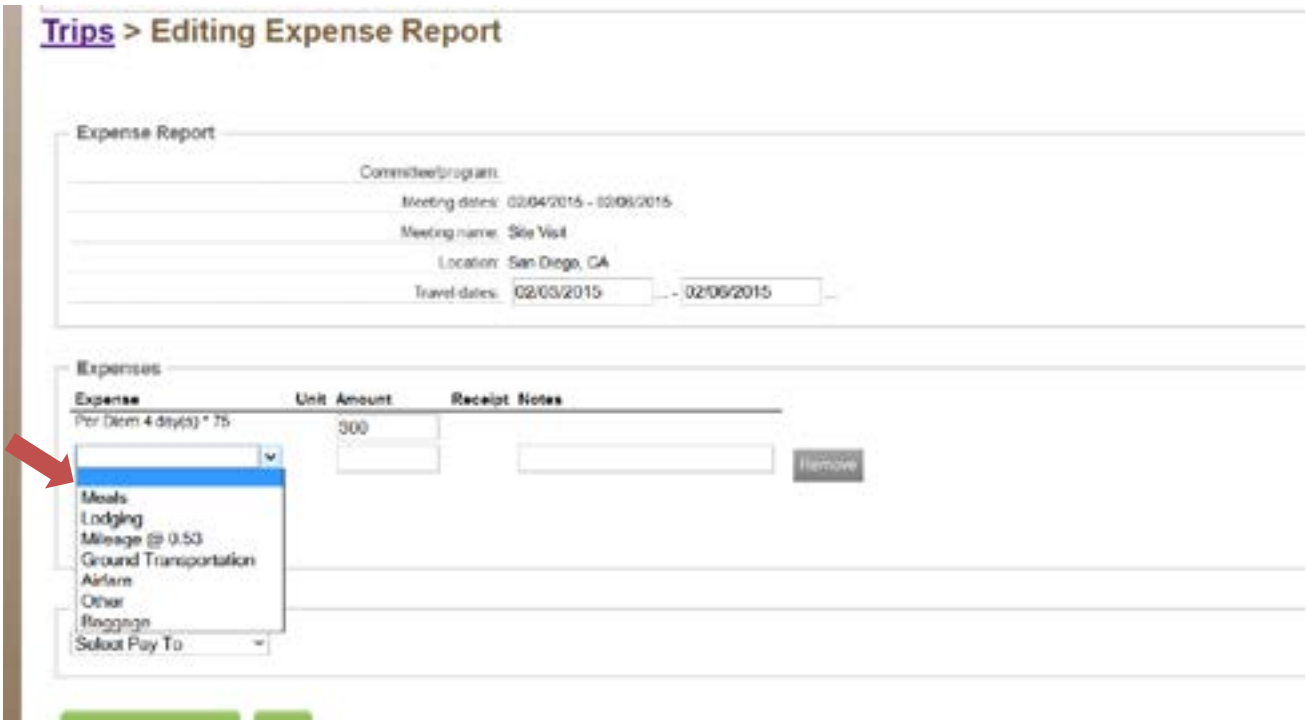


5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

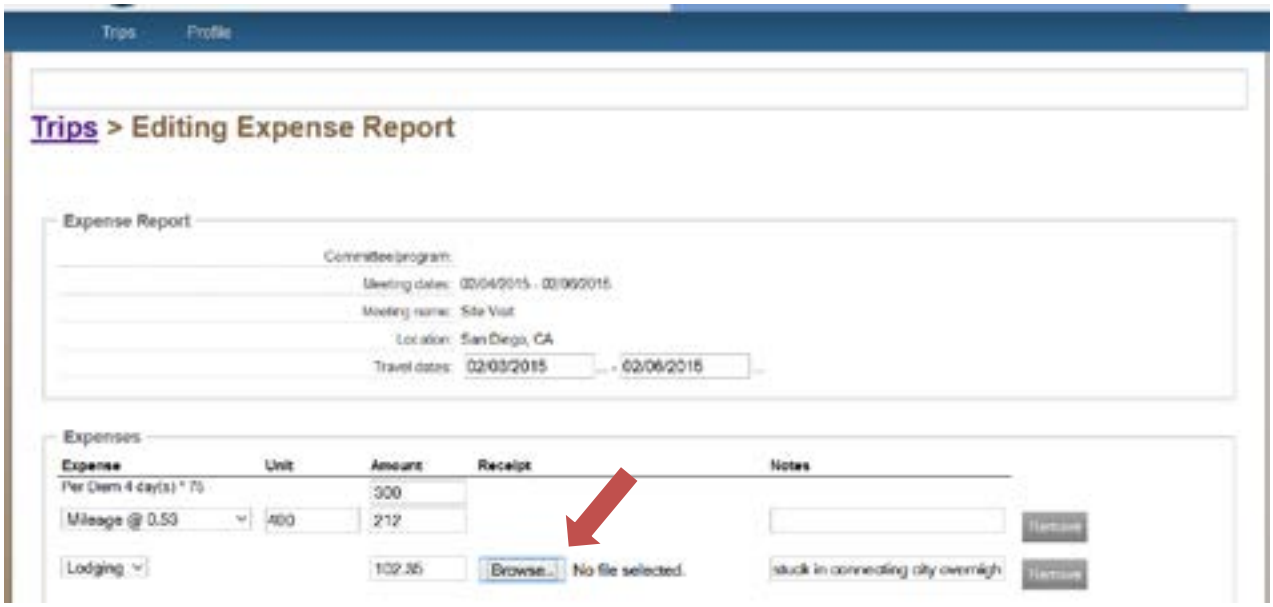
6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

   For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.



8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.



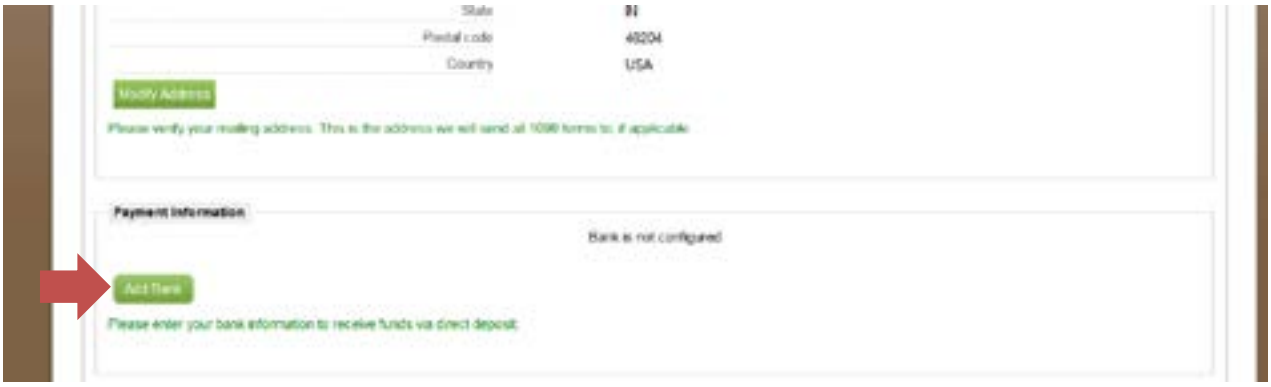
9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.

10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.



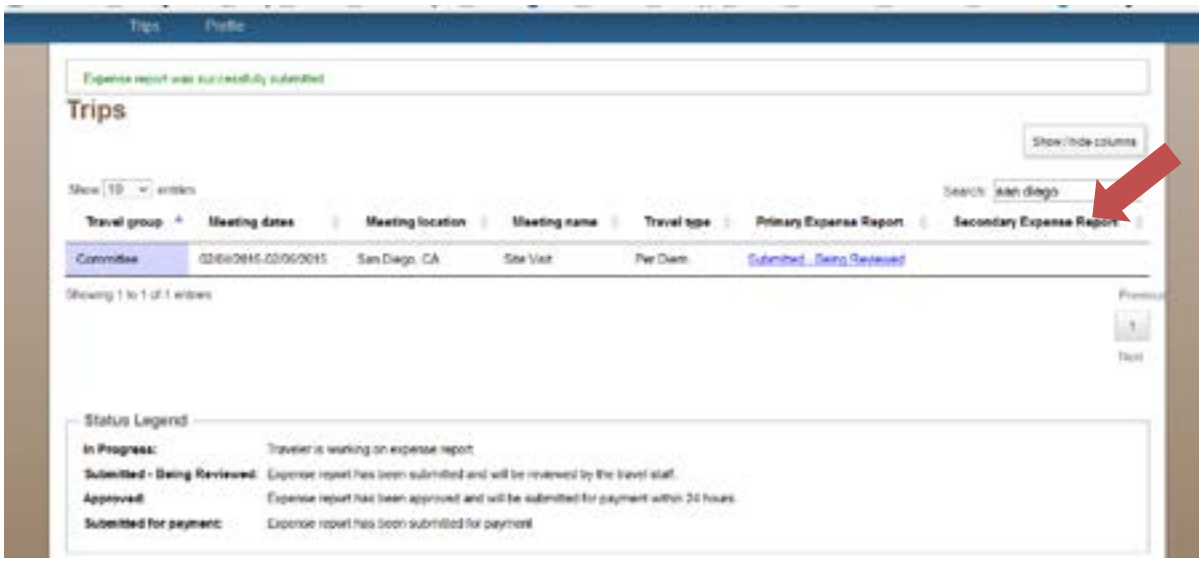
If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.

14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

    If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.