



2019 DIVISION II
FIELD HOCKEY
CHAMPIONSHIP

PRE-CHAMPIONSHIP
2019-20 MANUAL

NCAA General Administrative Guidelines

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THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222
Indianapolis, Indiana 46206-6222
317-917-6222
ncaa.org
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Section 1 • Introduction

During the 2019-20 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

Section 1•1 Definitions

Pre-championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and/or administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Manager. The NCAA staff member(s) responsible for the operational oversight of the championship.

Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Non-predetermined Sites. Those sites that are selected to host at the time of the participant/team selections announcement.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

Selection Criteria. Policies and procedures in place to guide the team selection process.

Site Selection Criteria. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.20 in the NCAA Division I Manual, Constitution 3.3.4.17 in the NCAA Division II Manual, and Constitution 3.2.4.17 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling 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. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

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 more severe and/or 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 Sport Science Institute website](#) for additional guidance.

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

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the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.2 in the NCAA Division I Manual and Bylaws 18.4.1.4 and 31.2.3 in the NCAA Divisions II and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and 31.2.2 (Division I); 31.2.3 (Divisions II and III), 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 4•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4•4 Misconduct/Failure to Adhere to Policies

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. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

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. [Click here](#) to see the full misconduct/failure to adhere to policies and procedures outline.

Section 4•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

POSTSEASON

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.

HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

Section 5 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

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 ncaa.org.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations

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on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division II

Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and

Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; *(Adopted: 1/14/12 effective 8/1/12)*
- h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- i. Recognizing the need to "Balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- j. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(Revised: 1/14/97, 1/14/02 effective 8/1/02)*
- k. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)*
- l. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/14/97)*

Section 9•2 Division II Code of Conduct

CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the

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Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... **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.**”

EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition. 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 actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;

- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

Section 9•3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

Section 9•4 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (*Revised: 1/12/99, 1/8/01, 1/9/01*)

Individual Championships. In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).

Division II Field Hockey

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

Roberta Page

Director, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6493 / rpage@ncaa.org

Leslie Havens

Assistant Coordinator, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6483 / lhavens@ncaa.org

Section 1•2 National Committee

[Reference: Administration and Management in the Division II General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manuals.]

The NCAA Division II Field Hockey Championship is under the control, direction and supervision of the NCAA Division II Field Hockey Committee. Current members of the committee are:

EAST REGION**Matthew Janik**

Director of Athletic Communication
Franklin Pierce University

Kayte Kinsley

Associate Director of Athletics Operations/
Head Field Hockey Coach
Pace University

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

Roberta Page

Director, Championships and Alliances
317-917-6493 / rpage@ncaa.org

ATLANTIC REGION**Michael McFarland, chair**

Director of Athletics/Associate Professor
Bloomsburg University of Pennsylvania

Julie Swiney

Head Field Hockey Coach
Slippery Rock University of Pennsylvania

Michael McFarland, chair

Director of Athletics/Associate Professor
Bloomsburg University of Pennsylvania
570-389-4050 / mcfarland@bloomu.edu

Section 1•3 Regional Advisory Committees

[Reference: Regional Advisory Committees in the Division II General Section and Bylaws 21.4.1.4 and 21.5.1.5 in the NCAA Manual.]

The regional advisory committees have been appointed in each of their respective regions to assist in the evaluation and ranking of teams throughout the season.

NAME	INSTITUTION	CONFERENCE
ATLANTIC REGION		
Brandi Kist	Queens (NC)	SAC
Paul Lyon	Belmont Abbey	Conference Carolinas
Michael McFarland	Bloomsburg	PSAC
Julie Swiney	Slippery Rock	PSAC

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NAME	INSTITUTION	CONFERENCE
EAST REGION		
Matthew Janik	Franklin Pierce	NE10
Carolyn King-Robitaille	Saint Anselm	NE10
Kayte Kinsley	Pace	NE10

2019-20 Division II Regionalization information can be found on the Division II Championships page at <http://www.ncaa.org/championships?division=d2>.

Section 1•4 Division II Code of Conduct

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the championships committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and misconduct incident to the competition. Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Section 1•5 Important Dates

Monday, Oct. 7	Preseason national conference call. (11 a.m. Eastern time) (No ranking)
Wednesday, Oct. 9	<ul style="list-style-type: none">• Regional advisory committee chairs should review the guidelines and procedures with the committee members and should have each committee member take responsibility for a group of teams. Each member should keep in contact with the assigned teams to ensure that a current schedule is updated online.• Regional advisory committee members should update the sponsorship list for their region.
Tuesday, Oct. 22	First regional ranking call. (Time TBD)
Wednesday, Oct. 23	First national committee ranking call. (10 a.m. Eastern time) <ul style="list-style-type: none">• Review available umpire list.• Send mailing to those teams identified by the committee to receive first-round bid materials.
Tuesday, Oct. 29	Second regional ranking call. (Time TBD)
Wednesday, Oct. 30	Second national committee ranking call. (10 a.m. Eastern time) <ul style="list-style-type: none">• The committee shall discuss championship preparations.• Identify potential site reps.• Review list of umpire recommendations.
Tuesday, Nov. 5	Third and final regional ranking call. (Time TBD)
Wednesday, Nov. 6	Third and final national committee ranking call. (10 a.m. Eastern time) Deadline for first-round site bid materials. <ul style="list-style-type: none">• The committee will decide which teams shall host first-round games after reviewing regional rankings and which teams have submitted bids.

Sunday, Nov. 10	Final regional advisory committee call. (Time TBD)
Monday, Nov. 11	National committee championship selection and seeding call. (9 a.m. Eastern time) <ul style="list-style-type: none"> • Championship materials sent to first-round teams and sites. • Announcement of teams and tournament pairings. (3 p.m. Eastern time via webcast)
Tuesday, Nov. 12	Site representatives teleconference call. (9 a.m. Eastern time) Site representatives call with respective regional participants. (1 and 2 p.m. Eastern time)
Fri., Nov. 15/Sat., Nov. 16	Site representatives arrive at designated campus sites.
Saturday, Nov. 16	First-round competition at campus sites.
Monday, Nov. 18	Championship participants call. (11 a.m. Eastern time)
Friday, Nov. 22	Semifinals. (2 and 5 p.m. Eastern time)
Sunday, Nov. 24	Final. (1 p.m. Eastern time)
Mon.-Tue., Feb. 3-4, 2020	Annual meeting. (Indianapolis)

REPORTING DATES

All scores will be reported by submitting Single-Game XMLs through the statistics-reporting system.

CHAMPIONSHIP DATES

[Reference: Site Selection in the Division II General Section and Bylaw 31.1.3 in the NCAA Manual.]

2019 Dates

First Round	Saturday, Nov. 16 at campus sites TBD.
Semifinals and Final	Friday, Nov. 22 and Sunday, Nov. 24 at Millersville.

2020 Dates

First Round	Saturday, Nov. 14 at campus sites TBD.
Semifinals and Final	Friday, Nov. 20 and Sunday, Nov. 22 at Bloomsburg.

Section 1•6 Equipment

Penn Monto is the official ball for the NCAA Division II Field Hockey Championship. Game balls should be white unless there are special circumstances and both coaches agree to use a different-colored ball. If an agreement cannot be reached, the color of the game ball shall be white. First-round sites will be provided with 48 white practice balls and 18 white game balls. The final site will be provided with four dozen white practice balls and one dozen white game balls. The Penn Monto smooth ball will be used on filled surfaces and the Penn Monto dimpled ball will be used on water-based fields. For all rounds, the host will provide balls and 50 cones per team for practices and pregame warmups (no other equipment allowed).

Section 1•7 Rules

[Reference: Appendix F and Bylaw 31.1.6 in the NCAA Manual]

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules books, or those rules adopted by an outside organization. Field hockey rules can be found at <http://www.ncaa.org/championships/playing-rules/field-hockey-rules-game>.

Section 1•8 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

Participants in the championship shall wear exclusively the official uniform of their institution in competition and during related ceremonies.

1. Each team must have two sets of shirts and socks, one light set and one dark set.
2. Game shirts must have a minimum of 3-inch numbers on the front and 6-inch numbers on the back.
3. The numbers must be of a color clearly contrasting with the uniform top.
4. Goalkeepers shall have their own uniform number.
5. Game shirts worn by designated home teams must be predominantly dark, and game shirts worn by the designated away teams must be of a contrasting color from the home team.
6. Turtlenecks and/or tights worn by team members must be identical in color.
7. Turtlenecks worn by designated home teams must be predominantly dark (e.g., black turtlenecks with navy game shirts) and turtlenecks worn by designated away teams must be predominantly light (e.g., white turtlenecks with yellow game shirts.)
8. Headgear worn by team members must be identical in color. The color of the socks and/or shin guards must be consistent with team uniform colors and a contrasting color of the opposing team. It is the responsibility of the home team to wear socks and/or shin guards in clear contrast to those worn by the visiting team. In the event that the colors are not contrasting, the home team will be required to change.
9. A team whose game shirts do not meet the above requirements will be given the opportunity to change game shirts.
 - a. A team that is unable to or chooses not to change will be assessed a yellow card.
 - b. During NCAA championship play, a yellow card will automatically be assessed and the team captain will serve the penalty.

LOGOS

Refer to [General Administrative Guidelines, Section 7](#).

Section 2 • Determination of Championship Participation

Section 2•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division II General Section and Bylaws 31.2.1.7 and 3.2.2.4 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

The penalties for using an ineligible student-athlete during the 2019-20 season are as follows:

FALL SPORT	DII W/L	DII AVG OPP W/L	DII AVG OPP/OPP W/L	IN REGION W/L	IN REGION AVG OPP W/L	IN REGION AVG OPP/OPP W/L
Field Hockey	0.047	0.01	0.004	0.047	0.009	0.003

CHAMPIONSHIP FORMAT

The Division II Field Hockey Championship provides for a six-team, single-elimination tournament. The Division II Field Hockey Committee will select the top three teams in each region and seed them one through six. First-round games will be Saturday, Nov. 16, semifinals will be Friday, Nov. 22, and the championship final will be Sunday, Nov. 24. The championship bracket is detailed in [Appendix A](#).

INCLEMENT WEATHER

Every effort will be made to complete championship play, including holding competition on a subsequent day. The procedure to be followed in the event that a game is delayed due to weather should be outlined before the start of the game. If a game is suspended or postponed, it will be the decision of the games committee and the umpires to determine if the game can be continued that day. If conditions dictate the game cannot be completed or the game must be moved to an alternate site, the NCAA representative and tournament manager shall contact Roberta Page (office: 317-917-6493; cell: 317-966-6489). Only after contacting Ms. Page may a game be suspended until the following day or moved to an alternate site.

REGIONAL BREAKDOWN

A listing of Division II institutions and regions appears in [Appendix B](#).

SCHEDULE OF EVENTS

A complete championship schedule of events will be available in the participant manual.

START TIMES

The starting times for all championship competition will be determined by the national committee in conjunction with recommendations of the host institutions. Whenever possible, teams will be given 24 hours of recovery time between games.

The following pregame time schedule shall be followed:

ACTUAL TIME	CLOCK TIME	
60 minutes	52:00	Warm-up begins
8 minutes	00:00	Clear the field; officials and captains meet at center field
6 minutes	00:00	Introductions International Walk-Out
2 minutes	00:00	National anthem
0 minutes	00:00	Game begins

DIVISION II FIELD HOCKEY

At the finals, the field will be cleared after the first semifinal trophies and awards ceremony. The clock will be set to 52:00 and the field will be available to the second-game participants. The national anthem is played at the beginning of the first game.

Interaction with the umpires before the game can only occur at the scorer's table with an NCAA representative and both coaches present.

PRACTICES

For preliminary rounds, each team should be allowed to practice on the field on which its game will be played for a maximum of 75 minutes on the day before the game. If this is not possible for all teams, a practice field will be available to all teams. Practice times will be assigned by the NCAA representative. Teams are limited to the time that they are scheduled. Teams will not be allowed to practice on the competitive field earlier than the day before the first day of competition. They may make arrangements to practice at an alternate competition site two days before the competition, but the host institution is not obligated to assist with these arrangements. Practices will be closed and supervised by a member of the games committee.

Teams will have the opportunity to practice on the game field for 75 minutes the day before the semifinal and final games.

TRAVEL PARTY AND INFORMATION

[Reference: Per Diem and Transportation in the Division II General Section.]

Transportation expenses and per diem will be provided for the travel party of 30. Championships travel policies and reimbursement forms can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

BAND/SPIRIT/MASCOTS

Cheerleaders and/or dance team members, not to exceed 12 in number, plus the mascot, shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics. All other institutional representatives will be admitted only on presentation of a ticket. A maximum of 12 cheerleaders and/or dance team members shall be allowed on the field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament director.

All spirit squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of a spirit squad, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament directors must inform participating institutions if the host competition site has more stringent requirements. If so, the director of athletics at each institution must apprise his or her spirit squad of such requirements and ensure compliance. The spirit squad is allowed to carry an institutional flag, but it may be displayed only during the respective team's timeout or between games. It cannot be used to taunt competitors or block general public/spectators' view.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts, halftime, after goals, during their team's allotted music time and immediately after competition.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA Division II championship events.

Live animal mascots are not permissible.

BENCH AND 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 for any one contest, including warmup. Six additional student-athletes not in uniform may sit in the bench area. The travel party roster may change between rounds; however, the institution should submit copies of new travel party/lineup forms at the administrative meeting for that round. Players must be designated before the game. 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.

Benches will be set for 30 people (per team) in the championship. The games committee may issue a maximum of three temporary field-access credentials to each of the participating teams. This temporary field-access credential is for purposes of fulfilling responsibilities at news conferences as well as pre- and postgame activities only (non-transferable). A temporary field pass does not provide access to the venue. A ticket will need to be purchased. These individuals may not be added to the bench party. The institution's mascot may not be counted or included in the bench party. Up to a maximum of two credentials outside of the travel party will be provided to the team doctor or other medical professionals. The event manager may provide additional chairs for security representatives.

For first-round competition, the host team will wear a dark-colored uniform and will sit on the bench it uses during the regular season. For games in which the host is not participating, the field hockey committee will designate the home team, which will wear a dark-colored uniform and be seated on the right when facing the scorers' table from the field. Game uniforms must be contrasting.

LINEUP

A starting lineup for each team must be submitted to the NCAA representative 30 minutes before the start of each game. The Official Lineup/Travel Party form can be found in the tournament manual.

ADMINISTRATIVE TELECONFERENCES

Administrative teleconferences with head coaches and administrators of teams selected to the championship will be held. A representative of the host institution, site representatives, the committee chair and the NCAA championship manager also will participate on the call(s).

The calls have been scheduled for:

First-round call – Tuesday, Nov. 12 (1 and 2 p.m. Eastern time)

Finals site call – Monday, Nov. 18 (11 a.m. Eastern time)

Section 2•2 Score Reporting/Stats

SCORE REPORTING

Schools will submit all schedule and results information to the NCAA statistics site (<http://web1.ncaa.org/stats/StatsSrv/login>), and this information is transferred into the score-reporting system for use by the sports committees. Specific instructions and reporting deadlines are communicated to SIDs in a preseason memo distributed by the media coordination and statistics staff. Please contact Sahar Abdur-Rashid at srashid@ncaa.org if you have any questions.

STAT CREW

All host sites should use Stat Crew programs to submit statistics for postseason contests. At the end of each game or day of competition, a packed file from each regional/championship contest must be sent to ncaastats@ncaa.org at the NCAA national office. These files should be sent immediately following each contest or day of competition. Please contact Sahar Abdur-Rashid at srashid@ncaa.org if you have any questions.

Section 2•3 Selection Information

ALLOCATION OF BERTHS

The national committee will select three teams from each of the two regions.

AUTOMATIC QUALIFICATION

[Reference: Bylaws 31.3.4 and 31.3.5 in the NCAA Manual.]

No automatic berths are awarded for the championship.

Section 2•4 Selection Criteria

[Reference: Selection of Participants in the Division II General Section and Bylaws 31.01.2, 31.01.3, 31.02.4 and 31.3 in the NCAA Manual.]

SELECTION REQUIREMENTS

To be considered for rankings and the selection process, a team must have an overall won-lost record of .500 or better versus Division II opponents.

Bylaw 31.3.3.1 – Countable Competition. For NCAA team championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.5) of United States four-year, degree-granting institutions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

Teams must play a minimum of six in-region games in order to be selected to the championship.

Required Selection Criteria. The following required criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition [Bylaw 31.3.3; Criteria for Selection of Participants]:

- Availability of student-athletes.
- Application of nullification.
- Division II in-region winning percentage.
- Division II winning percentage.
- Division II strength of schedule (opponents' average winning percentage and opponents' opponents' average winning percentage).
- Division II head-to-head competition.
- Results versus Division II common opponents.

Sport-specific Criteria.

- Late-season performance (for instance, the last 15 games before the selection call).
- Performance indicator (PI).
- Rating percentage index (RPI).

Additionally, input is provided by regional advisory committees for consideration by the NCAA Division II Field Hockey Committee. A Division II governing sports committee must contact a regional advisory committee before making its final selection of teams or individuals if the committee selection differs from the regional advisory committee's. Coaches' polls and/or any other outside polls or rankings are not used by the field hockey committee for selection purposes.

Countable games. For selection and/or ranking purposes, the field hockey committee only will consider games that include four quarters of 15 minutes each, with ties played off using the entire championship tiebreaker procedure, including shoot-outs. Games terminated because of rules modification 6.3 also are countable games (see rules modifications online at <https://www.ncaa.org/playing-rules/field-hockey-rules-game>). Games played against mixed teams and club teams will not be counted for rankings and selection purposes. Non-Division I games will not be counted.

Section 2•5 Site Selection

Any institution interested in hosting preliminary-round competition of the 2019 championship must submit a proposed budget, respond to sport-specific questions (if applicable) and ensure that the institution's key contacts and facility information are complete and current in the Championships Bid and Profile System. Please note that in order to submit a bid, you must first locate the desired championship in the "Championships Available for Bidding" section and select "Start Bid."

CHAMPIONSHIPS BID AND HOST PROFILE PORTAL

The Championships Bid and Host Profile portal can be accessed at championships.ncaa.org. The deadline to submit all bid materials for this championship is Wednesday, Nov. 6.

In addition to projected ticket sales (if applicable) and game expenses, prospective hosts should include the following when completing a proposed budget:

- Committee/site representative lodging.
- Game officials lodging.
- State and city taxes/fees.
- Ticket and facility fees.

Committee's/site representative's per diem, mileage and luggage fees will be paid by the NCAA, not the host institution.

Game officials fees will be paid through the Arbiter System.

FACILITY PROFILE

Institutions interested in hosting preliminary-round competition of the Division II Field Hockey Championship must add facility information for the applicable competition venue. This information is located at championships.ncaa.org. Any supporting information — e.g., facility diagram, pictures — may be uploaded and attached to that facility's profile. This information will be made available to the sport committee to aid in its deliberations on prospective host sites.

KEY CONTACTS

Each institution should list and then maintain its key contacts associated with each sport and the institution. Individuals can be added via the Championships Bid and Host Profile portal at championships.ncaa.org.

SAFETY AND SECURITY PLAN

Each facility profile should include the safety and security plan for that facility. This information can be uploaded and attached to the profile by visiting championships.ncaa.org.

FINAL FINANCIAL REPORT

A final financial report from each championship site must be submitted via the Championships Bid and Host Profile portal under the "budget" tab not later than 60 days after the event.

CONTACT INFORMATION

If you have any questions regarding the bid process, please contact the championship manager at 317-917-6493 or email us at championshipbid@ncaa.org.

PREFERRED FIELD SPECIFICATIONS AND EVENT MANAGEMENT GUIDELINES

Field Specifications

The committee has developed the following guidelines (not in preferential order) regarding field surfaces for the NCAA Division II Field Hockey Championship:

1. Filled Surfaces. The field size must be 100 yards x 60 yards. It may be a multi-use field with various line colors. Drainage should be properly installed around the entire field. "Grass" height is not to exceed $\frac{3}{4}$ of an inch.

2. Artificial Non-Filled Surfaces. Field size must be 100 yards x 60 yards as stated in the NCAA Championships Manual. Lines on multi-use fields must be of a prominent color and easily distinguishable. Surface must be cleared of debris before all practices and games, and as needed during the course of competition. Surface should be a water-based turf or sand-based turf.

Event Management

- Ability to secure site, charge admission and separate spectators from the field of play.
- A minimum of four locker rooms for participants and an additional two rooms (one male/one female) for umpires for a total of six locker rooms.
- A meeting room for umpires.
- Seating for 1,000 spectators preferred.
- Two team bench areas for 30.

DIVISION II FIELD HOCKEY

- Elevated scorer's area staffed by a minimum of two experienced field hockey statisticians (covered area preferred).
- A minimum of two public/campus safety officers to assist with crowd control.
- Athletic training coverage as outlined in section "Athletic Training Guidelines."
- Sports information coverage as outlined in section "Sports Information Guidelines."
- Sports marketing/concession coordination.
- Restroom facilities in close proximity to the fields.
- Ability for the sale of food and merchandise at field.
- Press room for postgame interviews and working media.
- Parking for team vehicles and spectators in close proximity to the field.
- Banquet facility for 175 people held on the evening before the semifinals.
- Team liaison for each of the visiting teams to greet each team and provide any assistance with negotiation of the site (i.e., locate locker rooms and athletic training facilities, assist with meals, directions, off-day activities).

EVENT MANAGEMENT PERSONNEL

Tournament Director

The tournament director is responsible for the coordination of an event management team to include:

- Athletic Training Coordinator (see "Athletic Training Guidelines" below).
- Sports Information Coordinator.
- Event Support Team.
 - Equipment management.
 - Practice coordination.
 - Bench preparation and cleanup.
- Gate/Ticket Manager.
- Marketing/Concessions/Merchandise Coordinator.
- Physical Plant/Field Maintenance Coordinator (follow-up after practices and all games).
- Game Operations Director.
 - Visible clock (with experienced clock operator).
 - Public address system (with experienced public address announcer; nonstudent preferred).
 - Six ball runners per contest (minimum, with previous game experience).
- Umpire Liaison (assigned to a member of the NCAA Division II Field Hockey Committee).
- Public/Campus Safety Liaison (assigned to the Tournament Director).

Athletic Training Guidelines

1. A certified athletic trainer shall be assigned as a member of the event management team.
2. Athletic training liaison is responsible to ensure the following:
 - Certified athletic trainer shall be present at all practice sessions and games, regardless of teams participating.
 - Coordinate with the athletic trainer of participating teams, before arrival at the site, any specific athletic training needs.
 - Communicate with athletic training staffs of teams not traveling with a certified athletic trainer for treatments, modalities and/or specific student-athlete issues.
 - Distribute to all participating teams (upon selection) a copy of the Emergency Action Plan and athletic training information, including:
 - Name of hospital, directions from hotel and venue, phone number.
 - Names of all ATCs who will be working the tournament.

- Details for transportation of injured student-athletes.
 - Training room hours of operation and training room phone number.
 - List of modalities available.
 - Name of team physician and information as to availability.
- Ensure an EMT and ambulance are on site for all semifinal and championship games.
 - Ensure the availability (on site or on call) of team doctor for semifinal and championship games.
 - Water/ice set-ups at practice facility 20 minutes before the start of practice and before the beginning of pregame warmup.
 - Postgame availability of a certified athletic trainer and treatments for 30 minutes after the “cooling-off period” of each contest.

Sports Information Guidelines

A sports information staff member shall serve as the designated contact for the NCAA championship. That liaison is responsible for the following:

- Maintain a professional and neutral atmosphere in the areas he or she supervises, including statisticians and public address announcer.
- Coordinate with participating teams’ sports information offices on hometown media listing for release of information.
- Require attendance at the championship banquet and the championship coaches’ meeting.
- Maintain visibility throughout tournament and encourage accessibility of all SID personnel.
- Ensure adequate sports information staff available to assist the teams and the media with any requests.
- Coordinate a hospitality area for media that is separate from administrators, NCAA committee members and tournament volunteers.
- Coordinate the issuance of all media credentials. Media credentials must have specific field access printed directly on the credential limitations (i.e., no bench access; 5 yards from the playing surface; limited end-line access, including nothing within the circle area); the cooling-off period; and the postgame order of teams/coach availability. The sports information liaison is responsible for the enforcement of these guidelines and removal of credentials for those members of the media unable to comply with the requirements of the credentials.
- Provide detailed information to all participants regarding possible media coverage.
- Coordinate pregame and postgame media interviews.
- First-round hosts are responsible for providing video of their game to all teams in the championship field. Semifinals and finals host is responsible for uploading video of the semifinal and final games to Team XStream.
- Provide access to copy machines at the site of the championship.
- Provide internet access.
- Complete and distribute game statistics at halftime and postgame to competing coaches in a timely manner.
- Complete and distribute game statistics following each contest to the NCAA, all competing institutions and the media in a timely manner.
- Work with the NCAA championship manager to provide information for the NCAA championship website. Information should include, but not be limited to, weather updates, directions, local information, scores, statistics, pictures, highlights and related links.
- Coordinate with the NCAA championship manager for the postgame presentations of team awards.
- Serve as the supervisor for the public address announcer and review with that announcer proper championship protocol as outlined in the championship manual.

Miscellaneous Items

The tournament director shall appoint a staff member to supervise the event support team. Responsibilities shall include:

- **Visitors Guide.** Provide phone numbers, contact names and website addresses for local chamber of commerce, visitors’ bureau and local points of interest.

DIVISION II FIELD HOCKEY

- **Team Liaison.** Provide each team with a visitor's liaison for the duration of its stay. The host/hostess shall be responsible for assisting teams and logistics of meals, getting to/from their hotel, planning free time, etc.
- **Phone Contacts.** Coordinate and provide master list of all pertinent phone numbers (office/home/cell) to participants and staff. Include contact information for coaches, administrators, NCAA committee and championship manager, host/event staff, medical personnel/facilities, and local and campus police.
- **Maps and Directions.** Provide DETAILED maps and written directions to/from campus venue and hotel, and to/from surrounding airports and hotel/campus venue. If possible, list traffic patterns and/or detours that could possibly affect timely travel. Give estimated miles and drive times. Provide traffic updates as needed.

Appendixes

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Appendix A • Bracket

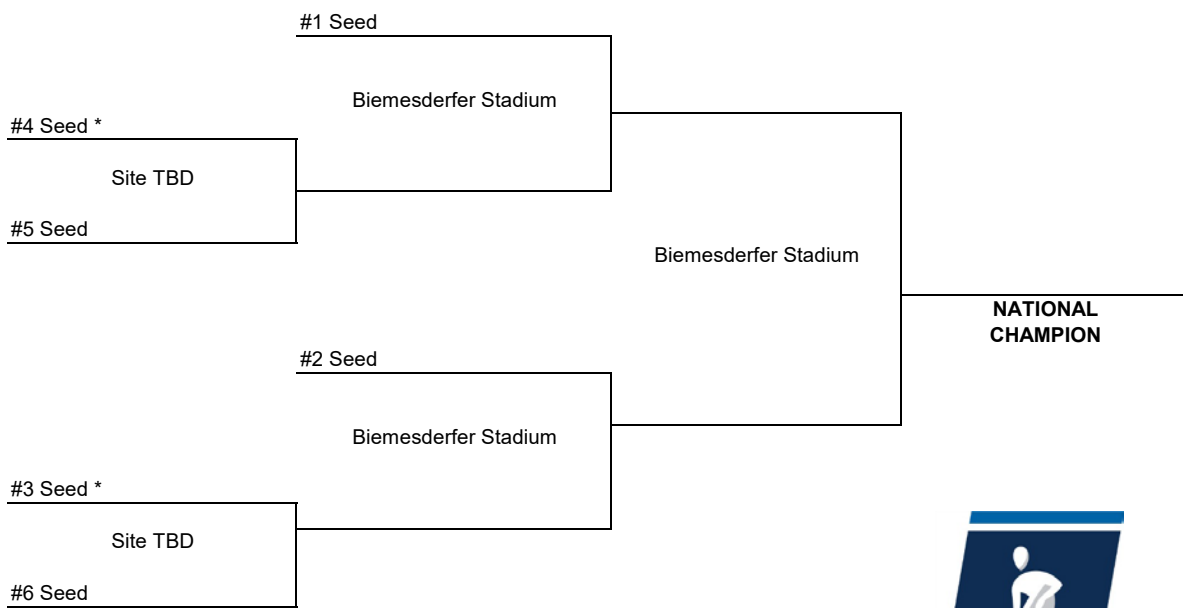


2019 NCAA Division II Field Hockey Championship

First Round
November 16

Semifinals
November 22

Championship
November 24



Time TBD

Time TBD

Semifinals: 2 and 5 p.m. Eastern time.

Championship: 1 p.m. Eastern time.

* Host Designated Sites

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The NCAA opposes all forms of sports wagering.

Appendix B • Sport Sponsorship

ATLANTIC REGION (21)

Bellarmine University
 Belmont Abbey College
 Bloomsburg University of Pennsylvania
 Coker University
 Converse College
 East Stroudsburg University of Pennsylvania
 Frostburg State University*
 Indiana University of Pennsylvania
 Kutztown University of Pennsylvania
 Limestone College
 Lindenwood University

Mansfield University of Pennsylvania
 Mercyhurst University
 Millersville University of Pennsylvania
 Newberry College
 Queens University of Charlotte
 Seton Hill University
 Shippensburg University of Pennsylvania
 Slippery Rock University of Pennsylvania
 University of Mount Olive
 West Chester University of Pennsylvania

EAST REGION (15)

Adelphi University
 American International College
 Assumption College
 Bentley University
 Franklin Pierce University
 Mercy College
 Molloy College
 Pace University

Saint Anselm College
 Saint Michael's College
 Southern Connecticut State University
 Southern New Hampshire University
 St. Thomas Aquinas College
 Stonehill College
 University of New Haven

*Provisional Institution.

Appendix C • Officials

SELECTION AND ASSIGNMENTS

A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the NCAA Field Hockey Officials' Assigner, who shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Officials shall not engage in pregame interaction with the participating coaches. Failure to comply may result in termination of the officiating assignment.

All officials for all tournament games will be selected and assigned by the NCAA Field Hockey Officials' Assigner. The officials must be certified.

Two officials and an alternate official will be assigned to each game. The alternate official shall supervise the scorers/timers table, ball runners and the team bench areas. The alternate official also shall count down the final time in each half or overtime period to the field official. A minimum of six ball persons shall be assigned to all championship games.

The NCAA championship manager will provide each host personnel (tournament director) with the names, addresses and telephone numbers of the assigned officials. The tournament director of each host institution shall contact the officials to confirm travel and lodging arrangements.

GAME FEES

Field officials will receive \$210 per game, the table official will receive \$160 per game and the evaluator will receive \$85 per game.

EXPENSE REIMBURSEMENT

Officials selected to officiate at NCAA championship competition shall receive ground transportation expenses, not to exceed 1,000 miles round-trip, based on the current mileage rate as determined by the NCAA. Two officials have been approved to fly, if deemed necessary by the field hockey committee. If an official must fly, travel arrangements must be made through the NCAA travel service, Short's Travel Management, 866-821-8547. Lodging expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA. Officials will receive a \$45 per diem for meals and incidentals on each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a \$45 per diem.

UNIFORMS

Officials shall wear identical colored shirts that are approved by the games committee. They are required to wear a black skirt, black shorts or black slacks for championship games. Officials shall wear an NCAA patch on their uniforms while officiating in NCAA tournament play. No other patches will be permitted.