2026 DII FIELD HOCKEY CHAMPIONSHIP

SITE REPRESENTATIVE 2026-27 MANUAL

Division II Field Hockey

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the NCAA Division II Field Hockey Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II 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. 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 video/teleconference will be conducted at 10 a.m. Eastern time Monday, Nov. 16, for site representatives and NCAA staff to review duties and responsibilities. Please refer to **Appendix B** for the teleconference agenda and call-in information. There also will be an organizational call with respective regional participants by end of day on Monday, Nov. 16.

In preparation for your role, please review and have on hand the following documents, which are located on **ncaa.org**:

- 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 field hockey chair.

On behalf of the NCAA and the Division II 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 playoffs;
- To conduct championship competition according to the polices and procedures 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.

Specific site responsibilities for field hockey are located in **Appendix I**.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

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NCAA DIVISION II FIELD HOCKEY COMMITTEE

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Adelphi University
Phone: 516-877-4235
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ATLANTIC REGION
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Shippensburg University of Pennsylvania
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Head Field Hockey Coach
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Renee Hellert
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Phone: 610-683-4094
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Section 3 • Selection and Overview

Section 3•1 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•2 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•3 Evaluations

For each round of the championship(s), links to electronic surveys will be sent out from the NCAA to the participating teams, tournament manager, officials and site representatives at the completion of competition.

Section 4 • Important Dates

IMPORTANT DIVISION II FIELD HOCKEY DATES

Site Representative/NCAA Videoconference	Monday, Nov. 16, at 10 a.m. Eastern time
Organizational Call with Regional Participants	Monday, Nov. 16, by end of day
Site Representative Arrival Date at Site	Friday/Saturday, Nov. 20/21

Section 5 • Responsibilities

Section 5•1 Team Championships

Please complete the following checklist for first-round competition.

NOT LATER THAN FOUR DAYS BEFORE COMPETITION

- Contact tournament director regarding the following:
  - Confirm time for call with teams and host (date and time).
  - 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.
  - Confirm date, time and location of administrative and officials meetings.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Discuss locations of:
    - Media/interview areas.
    - Training room area.
    - Videotaping and photography areas.
- Lead call with host and teams (see **Appendix B**).

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game balls.
  - Merchandise from Event 1.
  - Participant medallions.
- Review drug-testing policies and procedures if your site is chosen.
- Check with tournament director to see if he or she has questions.
- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the administrative meeting.
- Teams should have video of their last game available to the tournament field. This can be done using open video exchange if necessary.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director 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.
  - 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 the following:
  - 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.
  - 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, if applicable.
  - Training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous as follows:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Game balls should be used during practice to scuff them up, if applicable.
  - Merchandise available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting to review administrative policies.

DAY OF COMPETITION

- Arrive at site two 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.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before start of game and provide it to PA, if applicable.

During Game

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security handle any conflicts.

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 field.
- Observe players and coaches shaking hands and leaving 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.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship.

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 NCAA national office with quick report.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Complete misconduct/red card forms, if applicable.

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 the current rate) for up to 500 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 a link from the Travel Expense System to file your expenses (see **Appendix F**).

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 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III 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 prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. 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 prior to 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. 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 administrator 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 his or her email and/or phone via text to the WeatherSentry system so he or she can receive the weather updates.

For detailed lightning and weather guidelines, refer to **Appendix H**.

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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 he or she 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 or 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.

Appendix B • Teleconference Agenda with Teams and Host

CHECKLIST FOR CONFERENCE CALL

This is a checklist for conference calls between the coaches and administrators of teams selected to the championship, the games committee chair, host institution representative and NCAA championship manager.

1. Welcome and introductions.
2. Establish games committee.
3. Date and time of games.
4. Official travel party (30).
5. Rosters.
6. Uploading video.
7. Ticket pricing and parking.
8. Lodging.
9. Travel plans.
10. Practice date, times and site.
11. Special activities for teams (hospitality, programs and merchandise).
12. Site, day and time of prechampionship meeting.
13. Locker rooms.
14. Logos/uniforms.
15. Music.
16. Squad size (24), travel party (30 reimbursed), bench size (all student-athletes on roster) and bench assignments.
17. Radio/webcasting.
18. Filming/videotaping.
19. Medical services/ambulance.
20. Awards (participant medallions - 24 per nonadvancing team).
21. Misconduct/drug testing.
22. Provisions for laundering uniforms.
23. Practice balls - confirm if host is providing or participants should bring.

Appendix C • Administrative Meeting Agenda

NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP ADMINISTRATIVE MEETING WITH COACHES — FIRST ROUND

A pregame meeting involving the coaches, NCAA site representative and tournament director will be held before the championship. After introductions of persons present, the tournament director may have remarks. The NCAA site representative will conduct this meeting.

1. Welcome and congratulations.
2. Introductions (name, title, affiliation).
3. Review schedule of activities, including game schedule and pregame itinerary.
4. Questions regarding NCAA rules modifications, as needed.

Uniforms: Game shirts must have a minimum of three-inch numbers on the front and six-inch numbers on the back. **The numbers must be of a color clearly contrasting with the uniform top.** Goalkeepers shall have their own uniform number. The color of the jersey must be different in color from field players of both teams; goalkeepers on opposing teams may wear the same-colored jersey.

Game shirts worn by designated home teams must be predominately dark, and game shirts worn by designated away teams must be light in color.

A team whose game shirts do not meet the above requirements will be given the opportunity to change game shirts. A team that is unable or chooses not to change will be assessed a yellow card. During NCAA championship play, a yellow card will automatically be assessed. The penalty shall be served by the team captain.

Turtlenecks and/or tights worn by team members must be identical in color. Turtlenecks worn by designated away teams must be light (e.g., white turtlenecks with yellow game shirts) and turtlenecks worn by designated home teams must be dark (e.g., black turtlenecks with navy game shirts). Headgear (i.e., hats, headbands) worn by team members must be identical in color.

Team members must wear like-colored socks and/or shin guards that cover the back and front of the **lower leg (ankle to knee).**

The color of the socks and/or shin guards must be consistent with team uniform colors and of 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.

Red Card

A player, bench personnel or coach receiving a red card shall be ejected from the game, shall leave the premises of the field of play and shall sit out the next regularly-scheduled game, including postseason games. Should a player, bench personnel or coach receive a red card in the last game of the season (including postseason games), the suspension would carry over to the first game of the following season (exhibitions and/or scrimmages do not satisfy the suspension). A coach serving a game suspension shall be restricted to the designated spectator area and is prohibited from any communication or contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel from the start of the contest to its completion.

Visible Clocks

The visible clock will be the official game clock. The on-field umpires or alternate umpire shall keep a back-up clock. The time kept by the on-field umpires or alternate umpire will become the official time in the event of a clock malfunction.

Game Ball

The game ball 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.

1. Review uniform policy, including logos.

12.5.4 Use of Logos on Equipment, Uniforms and Apparel. 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 on the court, pre- or postgame press conferences), provided the following criteria are met. (Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, they shall not affect the student-athlete's eligibility): *(Revised: 1/11/94, 1/10/95, 1/9/96 effective 8/1/96, 6/22/11)*

a. 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 (Revised: 1/10/95)

b. 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 (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. (Revised: 1/11/94, 1/10/95)

2. Determine uniform colors and bench assignments.

3. Review misconduct policies.

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 Bylaw 31.1.8.

4. Review squad size (24), bench size (all student-athletes on roster) and traveling party (30) policies. Collect the travel party form and team roster.

5. Review locker room assignments.

6. Warmup music. Notify coaches that music deemed to be inappropriate will result in assessment of a misconduct sanction.

7. Review interaction with umpires pregame.

8. Review information regarding game balls and ball runners.

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

10. Explain awards, trophies and individual.

11. Review policy on filming and videotaping.

12. Review policy on postgame interviews/cooling-off period.

13. Review policy on alcoholic beverages and products.

14. Review medical arrangements.

15. Drug testing.

16. Announce umpire assignments.

17. Review parking procedures, cost for fans.
18. Merchandise/programs. DASANI on sidelines (finals).
19. End-of-game bench decorum.
20. Members assigned to a team during the semifinals and final must monitor the bench area and will have a presence with one minute remaining in the game to prevent student-athletes and staff from entering the field of play before the clock expires.
21. Questions and answers.

Appendix D • Administrative Meeting Notes for Site Representative

Appendix E • Officials Meeting Agenda

NCAA DIVISION II FIELD HOCKEY CHAMPIONSHIP MEETING WITH GAME OFFICIALS

A pregame meeting involving the officials, NCAA committee representatives and staff liaison, and tournament director will be held before the championship. After introductions, the tournament director may have remarks. Either the NCAA staff liaison or the national committee chair will conduct this meeting.

1. Review bracket, game times and postgame ceremonies.
2. Review official assignments. Designate head official.
3. Review uniform requirements for officials. (NCAA patches worn over left chest on the uniform shirt. No other patches will be worn.)
4. Review NCAA rules modifications and international rules as necessary.

Uniforms

Game shirts must have a minimum of three-inch numbers on the front and six-inch numbers on the back. **The numbers must be of a color clearly contrasting with the uniform top.** Goalkeepers shall have their own uniform number. The color of the jersey must be different in color from field players of both teams; goalkeepers on opposing teams may wear the same-colored jersey.

Game shirts worn by designated home teams must be predominately dark, and game shirts worn by designated away teams must be light in color.

A team whose game shirts do not meet the above requirements will be given the opportunity to change game shirts. A team that is unable or chooses not to change will be assessed a yellow card. During NCAA championship play, a yellow card will automatically be assessed. The penalty shall be served by the team captain.

Turtlenecks and/or tights worn by team members must be identical in color. Turtlenecks worn by designated away teams must be light (e.g., white turtlenecks with yellow game shirts) and turtlenecks worn by designated home teams must be dark (e.g., black turtlenecks with navy game shirts). Headgear (i.e., hats, headbands) worn by team members must be identical in color.

Team members must wear like-colored socks and/or shin guards that cover the back and front of the **lower leg (ankle to knee).**

The color of the socks and/or shin guards must be consistent with team uniform colors and of a contrasting color to 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.

Red Card

A player, bench personnel or coach receiving a red card shall be ejected from the game, shall leave the premises of the field of play and shall sit out the next regularly scheduled game, including postseason games. Should a player, bench personnel or coach receive a red card in the last game of the season (including postseason games), the suspension would carry over to the first game of the following season (exhibitions and/or scrimmages do not satisfy the suspension). A coach serving a game suspension shall be restricted to the designated spectator area and is prohibited from any communication or contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel from the start of the contest to its completion.

Visible Clocks

The visible clock will be the official game clock. The on-field officials or alternate official shall keep a back-up clock. The time kept by the on-field officials or alternate official will become the official time in the event of a clock malfunction.

Game Ball

The game ball 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.

1. Review substitution and overtime procedures.
2. Determination of home team.
3. Review pregame schedule for each day of competition (warmup, stick check, coin toss, introduction of players, national anthem). [Timing sheet.]
4. Review interaction with coaches (pregame, it can only occur at the scorer's table with a NCAA representative present).
5. Alternate official: (1) meet with the ball runners before the game; (2) review other duties.
6. The alternate official shall supervise the scorers' and timers' table, ball runners and the team bench area.
7. Report to the field one hour and 15 minutes before the game.
8. Player behavior/bench decorum.

Tournament Director Duties

The tournament director will perform the following duties:

1. Explain security escort plan.
2. Distribute credentials and explain parking and access to competition site.
3. Identify officials' locker room and refreshment arrangements.
4. Distribute NCAA patches and evaluation forms.

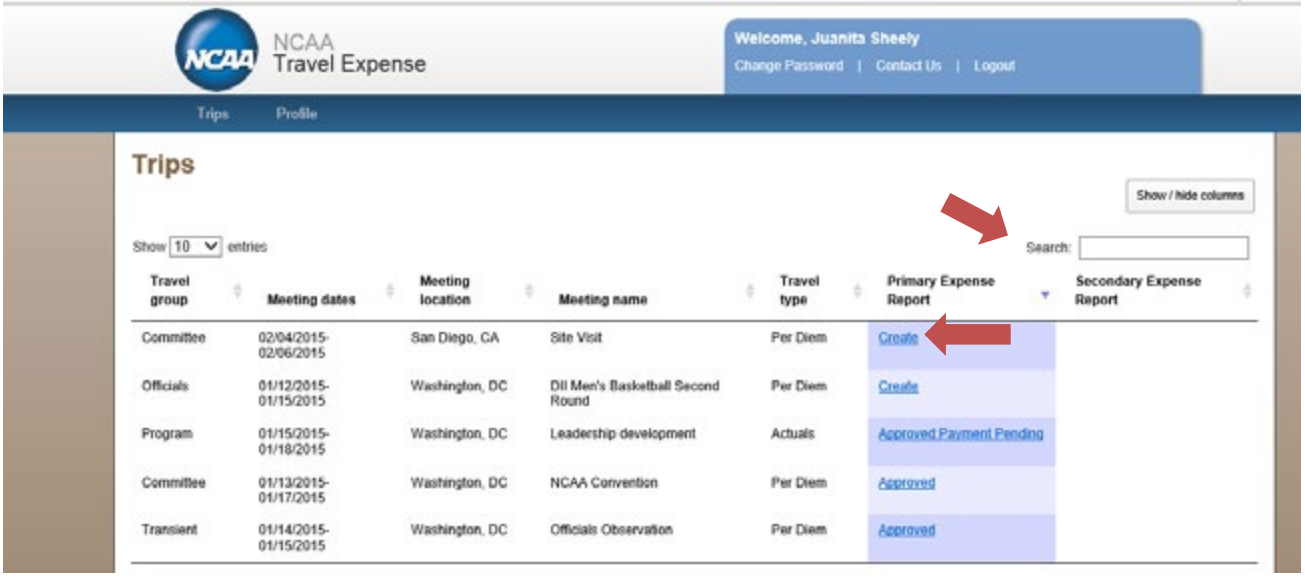
Appendix F • Travel Expense System – Traveler User Guide

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.

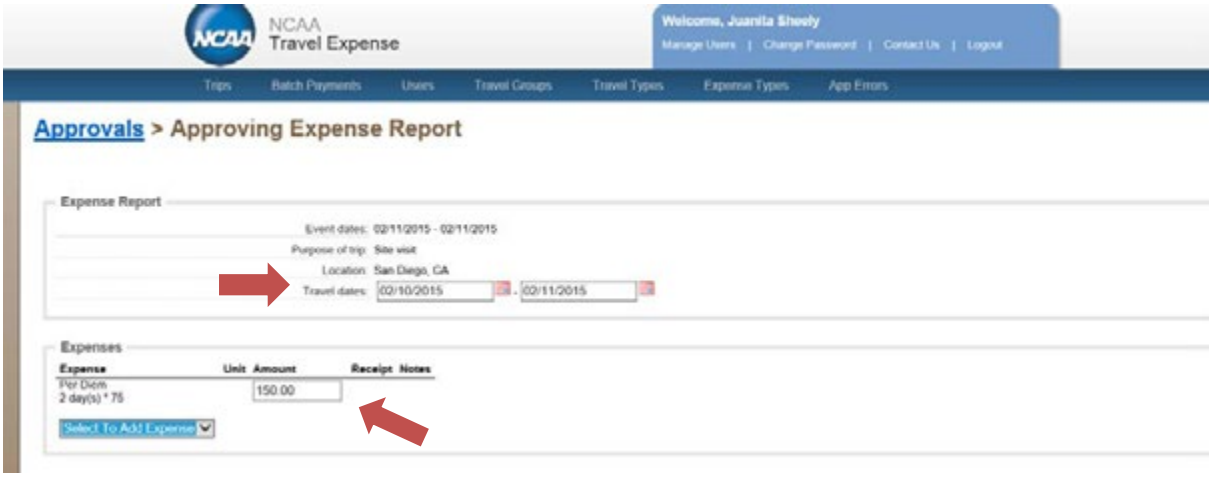
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate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

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



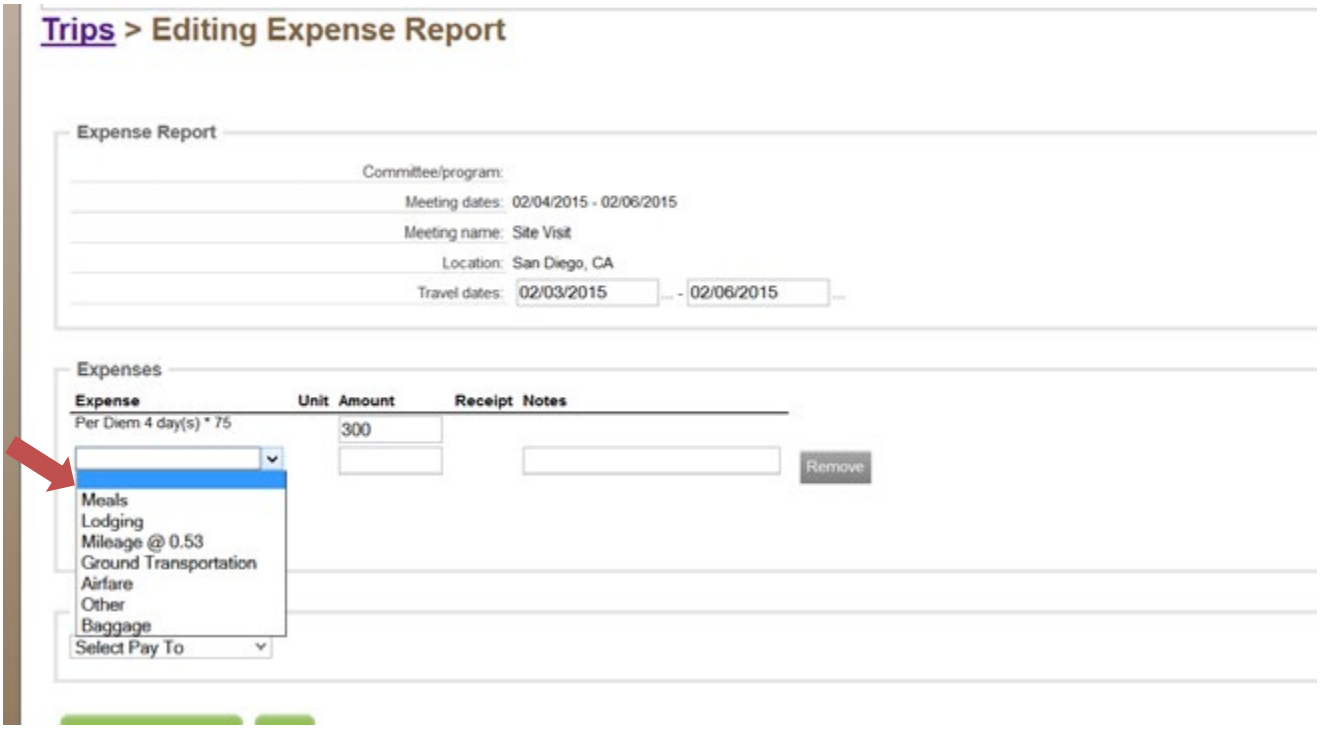
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

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.

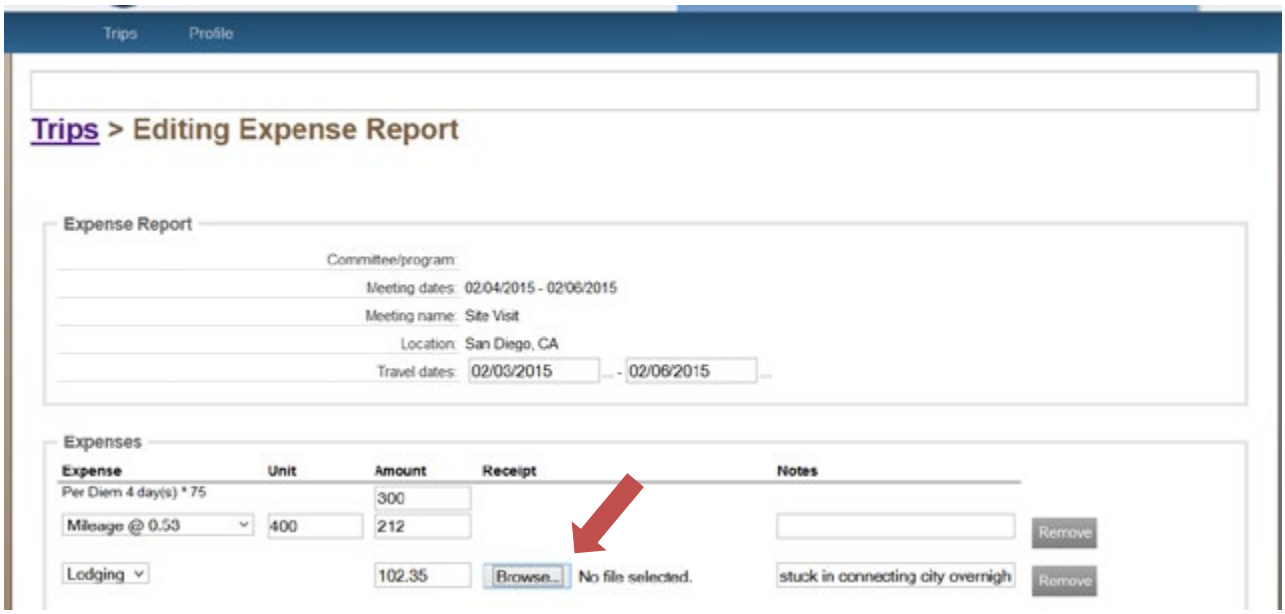


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances.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

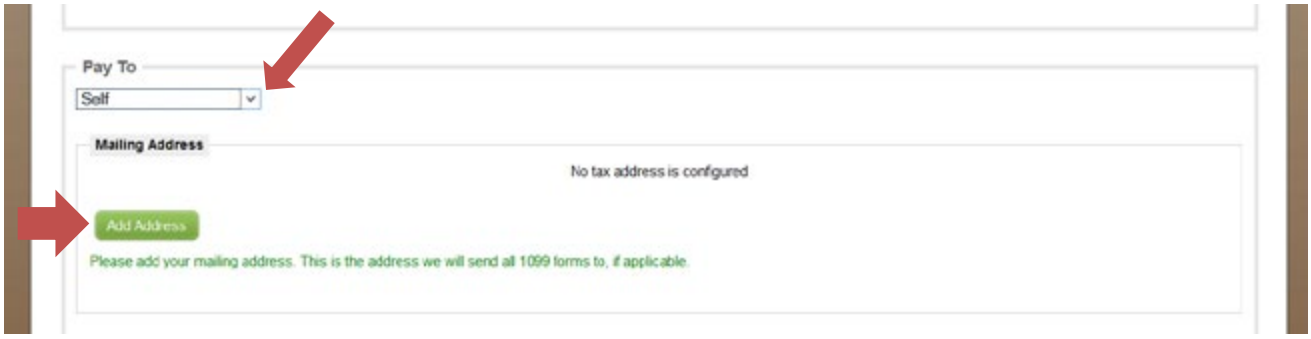


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

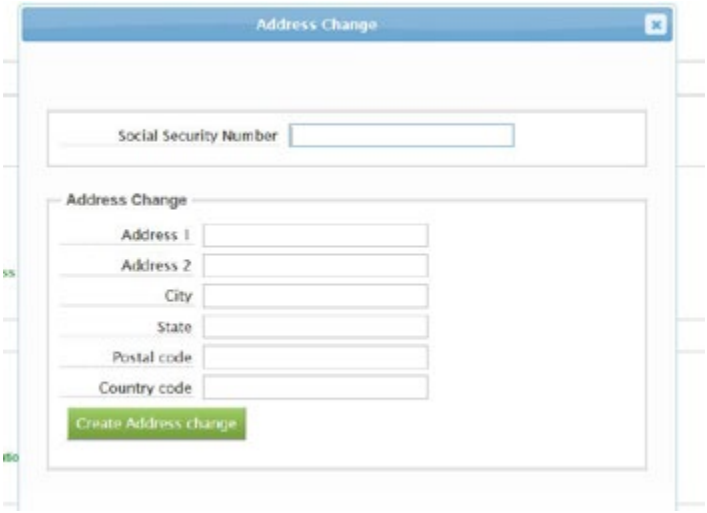


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

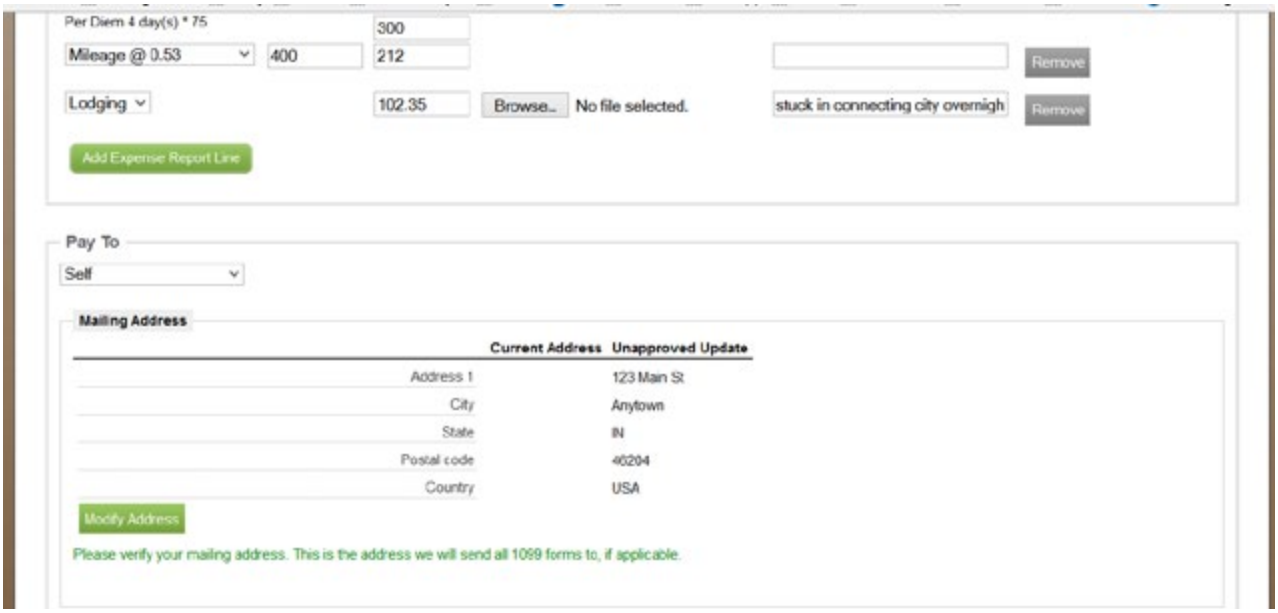
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



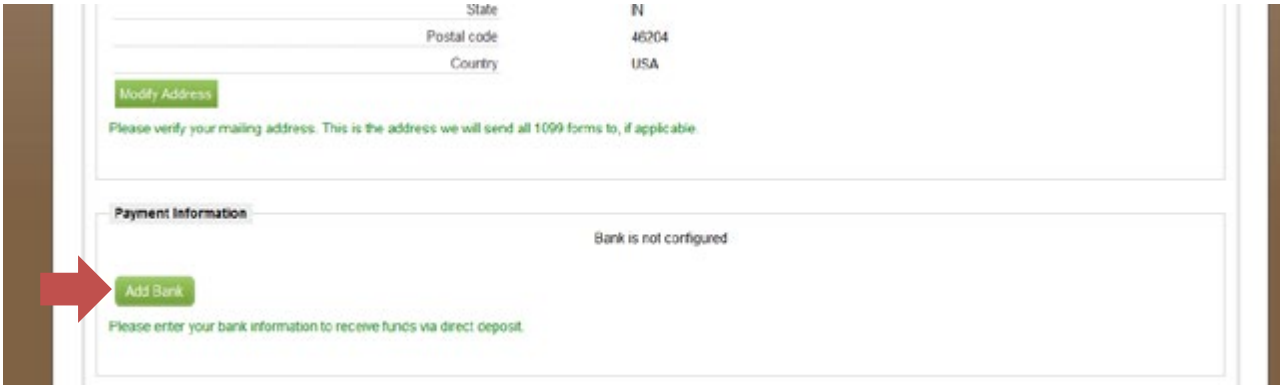
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

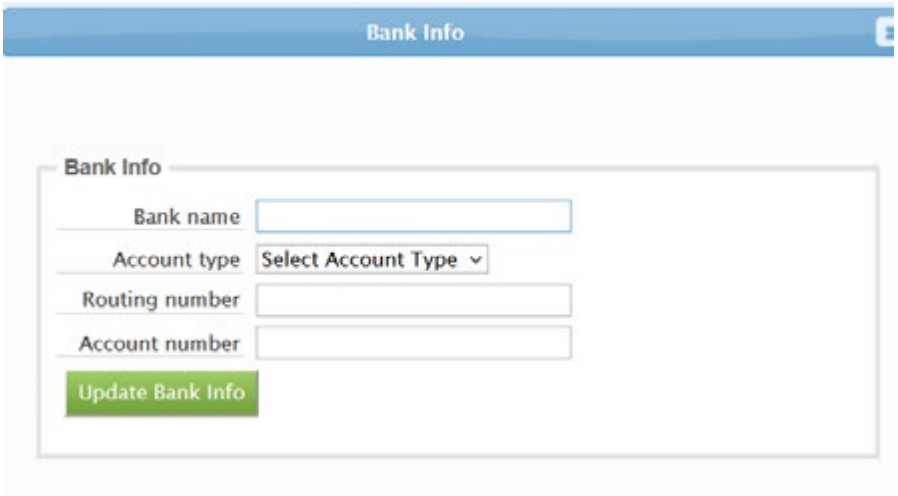


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

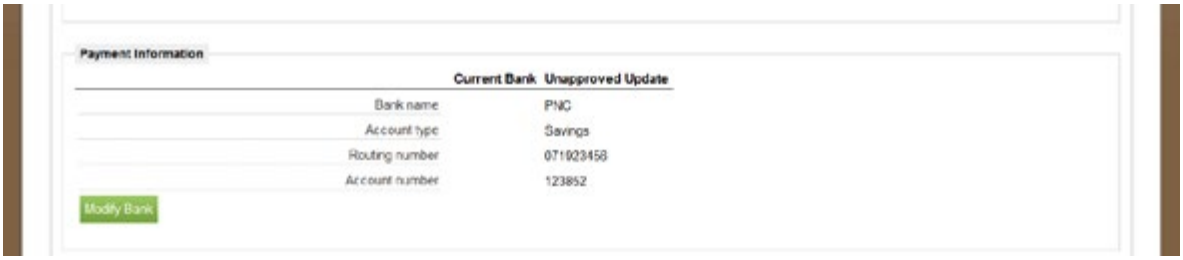


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once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

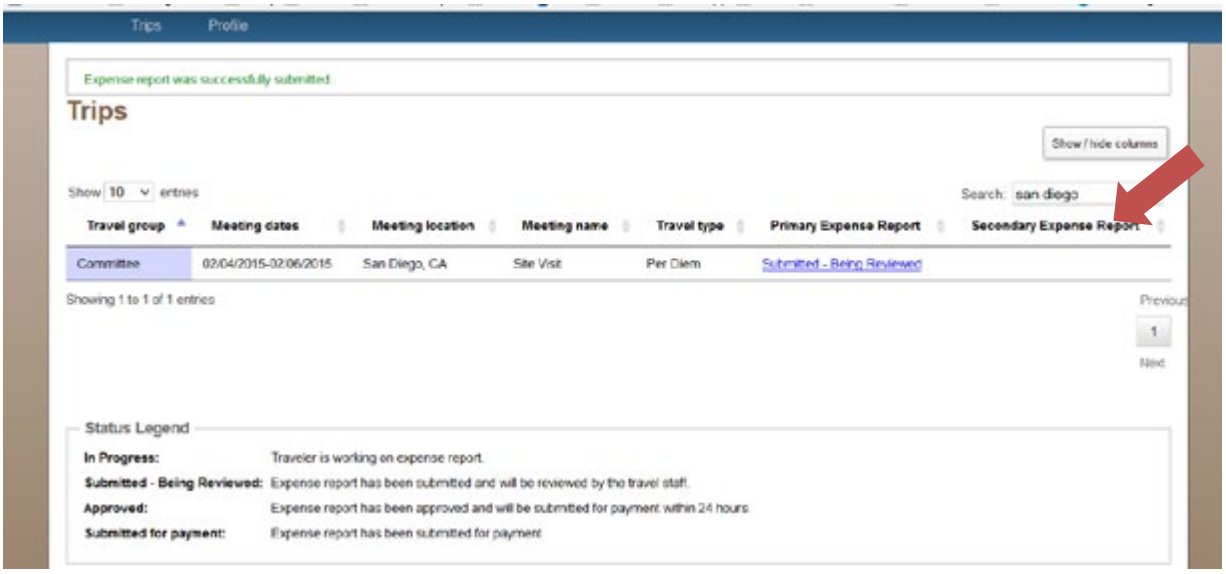


12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

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.

Appendix G • Misconduct/Red Card

RED CARD

A player, bench personnel or coach receiving a red card shall be ejected from the game, shall leave the premises of the field of play and shall sit out the next regularly scheduled game, including postseason games. Should a player, bench personnel or coach receive a red card in the last game of the season (including postseason games), the suspension would carry over to the first game of the following season (exhibitions and/or scrimmages do not satisfy the suspension).

A coach serving a game suspension shall be restricted to the designated spectator area and is prohibited from any communication or contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel from the start of the contest to its completion.

Appendix H • Lightning and Weather Guidelines

Safety and Security Handbook

BEST PRACTICES – WEATHER: LIGHTNING RESUMPTION

- The Emergency/Event Action Plan should identify potential weather risks, establish precautions and identify procedures for response. This includes evacuation, sheltering in place, reentry, and cancelation or postponement.
    - Develop trigger points and pre-planned responses for sport and venue, allowing for appropriate and timely action.
    - Identify decision authority based on event.

- ***UPDATE: Resuming play related specific to Lightning Only***
- Source/Endorsement: NOAA/NWS Outdoor Venue Lightning Safety Lightning Tool Kit

If the venue is consulting with a professional meteorologist that is using real-time lightning cloud-to-cloud and cloud-to-ground data, the event may resume only if all the following conditions are met: o Lightning has moved beyond eight (8) miles of the venue. o The storm motion is taking the lightning activity away from the venue. o The threat of new lightning strikes within eight (8) miles of the venue has ended.
If the venue is not consulting with a professional meteorologist that is using real-time lightning data, the venue will wait 30 minutes after no observed thunder or lightning strikes.

- This provides an OPTION to resume competition in a shorter time span than currently practiced via the 30 minutes after last lightning strike guideline.
    - SAFETY remains paramount; there are no requirements to resume play before 30 minutes after the last strike. If there is any concern, choose time and distance to allow for a safe environment for athletes, coaches, officials, fans and staff.
    - This update shall NOT supersede any existing venue related policies for weather return to play.
    - Play resumption is a two-prong test:
        - > Venue/host MUST consult with a professional meteorologist. The communication may be in person or via phone, but it MUST be with a pre-identified direct contact **AND**
        - > Lightning has moved beyond eight (8) miles of the venue, the storm is taking the lightning activity away, and the threat of new lightning has ended.
    - The timing of return to competition is associated with field access, and discussions should include timelines associated with any groundskeeping, warmup, or other actions needed before actual competition resumes.

WEATHER: LIGHTNING RESUMPTION FAQ

- Is this update a required return to competition approach?
  - No, if the host venue policies prevent this from being implemented, then defer to the host position. This is not a requirement, only an option. Safe return to play is the most important part of the decision-making process.
- What constitutes a professional meteorologist?
  - Examples of people meeting this title would be employees of the National Weather Service, a local media market weather specialist, or a member of the faculty/staff of an Atmospheric or Metrological Studies program at a member institution. It is expected this contact has received appropriate and relevant training and certification. (Note: The chat/question function on DTN would NOT qualify in meeting this standard.)
- Is this applicable to regular-season contests?
  - No, this language is not meant to supersede any specific conference or venue language about lightning return to play and is meant to guide champ managers and the national office in our championship events. However, it is possible this language may be adopted at a later time by other entities to become consistent.
- Is this applicable to preliminary rounds?
  - Yes, as long as the professional meteorologist point of contact is in place and all people facilitating that event have been in communication and are on the same page to use this approach.
- Is this position impacted by broadcast restrictions/rules/policies?
  - Yes, game operations and broadcast operations need to align. Champ managers must speak with appropriate broadcast partners to ensure this approach does not conflict with any broadcast restrictions. ESPN has reviewed the language and is in alignment with this position.
- Will this language be replicated in other NCAA communication documents?
  - Yes, we will work to update all appropriate references including those from the Sports Science Institute, pre-championship manuals, host operations manuals, and Safety and Security Best Practices. In the meantime, you may use the first page of this document as a reference for documentation.
- *SUMMARY: It is essential the NCAA, the venue, and broadcast all communicate and align with lightning resumption procedures and* ***only*** *when using a meteorologist resource can play resume prior to 30'.*

Appendix I • Field Hockey Specific Duties (First Round)

NCAA Field Hockey
Site Representative Specific Duties
First Round

All NCAA championship games shall be staffed by a committee member or, if necessary, a representative appointed by the NCAA Division II Field Hockey Committee.

The committee member/representative shall serve as chair of the games committee, which comprises a representative of each of the participating institutions and the host administrator.

The committee member/representative is responsible for conducting the following important pregame meetings:

- Pregame videoconference. A pregame videoconference shall be conducted at the beginning of the week prior to pregame meetings to discuss basic game information and participating team travel plans.
- Pregame meeting. A pregame meeting shall be conducted at least two hours before game time to review game-management issues.

Duties Before and After Competition

1. Call host institution's tournament director.
2. Chair videoconference with participating institutions, as needed.
3. Communicate any game-related issues to NCAA Championship manager.
4. Visit host site and walk game field before the pregame meeting.
5. Chair the pregame meeting, when scheduled.
6. Confirm both head coaches have received the umpire evaluation form.
7. Chair the games committee at the host site and be available at the scorer's table (monitor bench decorum).
8. Attend postgame press conference.
9. Answer questions from the teams advancing to the next round.
10. Thank the host institution. Email the evaluation the NCAA Championship manager.
11. Complete the online expense form. As a reminder the has included your lodging in their budget. Do not include lodging on the expense form.

Questions/Answers

1. Where do I sit during the game?
   - The committee member/representative may sit at the scorer's table or in the press box as long as he/she is accessible to representatives of the participating institutions.

2. What is my rule with the game officials?
   - During the pregame meeting, check with both coaches to see if there are any issues that need to be addressed by the officials. Otherwise, ensure the host has prepared proper locker room accommodations for officials and that the officials have safe access in/out of the field area upon arrival and until hey depart the venue after the game. If any situation arises that would require an officials interpretation, the committee member/representative shall contact the NCAA championship manager.

3. What is my rule with postgame interviews?
   - Be attentive to comments made by coaches/student-athletes in the case negative statements are made about officials or a specific call. These incidents should be reported to the NCAA championship manager.

4. What do I do if a misconduct situation arises during the game or pre/post-game?
   - Note the situation via email as best as you can recall, and meet with the games committee to handle the situation immediately, if possible. Notify a coach, respective administrator and/or tournament director that a report will be submitted to the field hockey committee.

5. What is my rule after the game concludes?
   - Communicate the score of the game to the NCAA championship manager. Secure reports from the officials or institutions of situations that the field hockey committee should review.

Other Responsibilities

1. Merchandise sales. NCAA policies state that only officially licensed NCAA merchandise may be sold during NCAA contests. Please be sure to walk over to the sales location to confirm the host is in compliance.

2. Ticket sales/Control. There are no complimentary tickets for NCAA competitions. All spectators must have a ticket for admission.

3. Alcohol/Tobacco. No alcohol or tobacco is permitted in the venue area or in the locker rooms.

4. Weather situations. Once the contest begins, only the officials can stop the game. If inclement weather is forecasted, the subject should be discussed by the NCAA representative, game officials, and the tournament director before the pregame meeting. Any plans should be communicated to the coaches during the pregame meeting. If weather dictates concern before the game, the NCAA committee, not the participating institutions, shall make the final decision as to the playability of a game. If necessary, and only after approval of the NCAA staff, a game may be postponed to a later date or moved to a different venue.

5. Logos. Bylaw 12.5.4 (b) indicates that an institution's official uniform and all other items of apparel (e.g., socks, headbands, t-shirts, visors or hats, swim caps and towels) that are worn by student-athletes in competition may bear a single manufacture's or distributor's normal trademark, not to exceed 2 ½ 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. Drug Testing Statement. (Must be read aloud) 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 opens 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.

7. Misconduct. (must be read aloud) 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.