



**2023 DIVISION III  
FIELD HOCKEY  
CHAMPIONSHIP**

**NEWPORT NEWS, VA**

*Christopher Newport University, Host*

***PARTICIPANT  
2023-24 MANUAL***

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**2023 NCAA DIVISION III FIELD HOCKEY CHAMPIONSHIP**  
**PARTICIPANT MANUAL**

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**Important Deadlines (Eastern Standard Time):**

**Monday, November 13:** Participant call at 11 a.m.  
Team hotel rooming list due to hotel by 5 p.m.  
Championship Credential Roster Form by 5 p.m.

**Tuesday, November 14:** Requested photos due at noon  
Elite 90 submission due at noon  
[Dietary restrictions form via link due by noon](#)

**Thursday, November 16:** Administrative Meeting, 6:00 p.m.- Awards Form Due.  
Banquet- 6:30 p.m.

**Saturday, November 18:** Coaches Meeting in-between practices~11:30 a.m. on the field.

**[Important forms located here.](#)**

- Credential Form (due by 5 p.m. Monday, November 13)
- Rooming List Template (not required to use, rooming list due 5 p.m. Monday, November 13)
- Semifinal Award Form (due by Administrative meeting, 6 p.m., Thursday, November 16)
- Official Roter Form (due by beginning of warm-ups, starting line-up 30 minutes before game.)
- Championship Award Form (due by administrative meeting OR by Coaches Meeting Saturday, November 18 at 11:30 a.m.)

2023-24 NCAA DIVISION III FIELD HOCKEY COMMITTEE

<b>Region I</b> <b>Jodi Cipolla, Chair</b> Head Field Hockey Coach Endicott College Phone: 610-451-4239 Email: <a href="mailto:jcipolla@endicott.edu">jcipolla@endicott.edu</a>	<b>Region II</b> <b>Krystyanna Ramsdell</b> Sports Information Director Worcester State University Phone: 508-277-3177 Email: <a href="mailto:kramsdell@worchester.edu">kramsdell@worchester.edu</a>
<b>Region III</b> <b>Wendy Andreatta</b> Head Field Hockey Coach University of Rochester Phone: 917-974-8996 Email: <a href="mailto:wandreatta@sports.rochester.edu">wandreatta@sports.rochester.edu</a>	<b>Region IV</b> <b>Penny Kempf</b> Associate Athletic Director/SWA Rowan University Phone: 856-297-5975 Email: <a href="mailto:kempf@rowan.edu">kempf@rowan.edu</a>
<b>Region V</b> <b>Victor Brady</b> Head Field Hockey Coach Bryn Mawr College Phone: 610-526-7308 Email: <a href="mailto:vbrady01@brynmawr.edu">vbrady01@brynmawr.edu</a>	<b>Region VI</b> <b>Enza Steele</b> Head Field Hockey Coach University of Lynchburg Phone : 434-610-5336 Email: <a href="mailto:steele@lynchburg.edu">steele@lynchburg.edu</a>

NCAA STAFF

<b>Caleb Kolby</b> Assistant Director, Championships and Alliances NCAA Cell: 317-697-4743 Email: <a href="mailto:ckolby@ncaa.org">ckolby@ncaa.org</a>	<b>Markell Staton</b> Assistant Coordinator, Championships and Alliances NCAA Email: <a href="mailto:Mstaton@ncaa.org">Mstaton@ncaa.org</a>
<b>Cheryl Bruttomesso</b> Rules Interpreter Email: <a href="mailto:NCAAFHrules@gmail.com">NCAAFHrules@gmail.com</a>	<b>Tim Vaughan</b> National Coordinator of Officials Email: <a href="mailto:ncaa.fh.coordinator@gmail.com">ncaa.fh.coordinator@gmail.com</a>

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*SECTION 2 – Host Personnel*

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<b><u>Tournament Manager</u></b> Matt Kelchner Associate Athletic Director Office: 757-594-7584 Cell: 757-286-2395 Email: <a href="mailto:kelchner@cnu.edu">kelchner@cnu.edu</a>	<b><u>Assistant Tournament Manager</u></b> Bobby Woollum Director of Compliance Office: 757-594-8749 Cell: 757-790-9188 Email: <a href="mailto:bobby.woollum@cnu.edu">bobby.woollum@cnu.edu</a>
<b><u>Facility Manager</u></b> Danny Garay Athletics Facilities & Operations Office: 757-594-8878 Cell: 757-327-1600 Email: <a href="mailto:daniel.garay@cnu.edu">daniel.garay@cnu.edu</a>	<b><u>Athletic Training</u></b> Rob Kearn Head Athletic Trainer Office: 757-594-7784 Cell: 609-532-7246 Email: <a href="mailto:robert.kearn@cnu.edu">robert.kearn@cnu.edu</a>
<b><u>Marketing Coordinator</u></b> Kenny Kline Assistant Sports Information Director Office: 757-594-7886 Cell: 484-464-5729	<b><u>Media Coordinator</u></b> Kenny Kline Assistant Sports Information Director Office: 757-594-7886 Cell: 484-464-5729
<b><u>Ticket Manager</u></b> Abby Waclo Cell: 804-832-5805 Email: <a href="mailto:abigale.waclo@cnu.edu">abigale.waclo@cnu.edu</a>	<b><u>Drug Testing Coordinator</u></b> Robert Kearn Head Athletic Trainer Office: 757-594-7784 Cell: 757-609-7246
<b><u>Director of Athletics</u></b> Kyle McMullin Director of Athletics Email: <a href="mailto:kyle.mcmullin@cnu.edu">kyle.mcmullin@cnu.edu</a> Cell: 757-286-6612	

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### SECTION 3 – Schedule of Events

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Please see the schedule of events folder located in the link [here](#).

#### Meeting Schedule

A conference call will be conducted on Monday, November 13 at 11 a.m. eastern for all directors of athletics (or their designee), head coaches, and sports information directors. **The Microsoft Teams Link will be sent to advancing teams on Sunday, November 12.**

There will be an on-site administrative meeting conducted Thursday evening immediately before the banquet at approximately 6:00 p.m. in the Board Room of the David Student Union, right outside the banquet space. The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach and athletics administrator of each team must be present; the assistant coach(es) may attend. The entire Field Hockey committee, lead umpire, and tournament director plus their designees will also attend.

The David Student Center is located on the campus of Christopher Newport, please reference the campus map on the file sharing website. Please park in Lot M off Shoe Lane or in Lot P off Moores Lane North. The meeting is on the 2<sup>nd</sup> level of the David Student Union adjacent to the Ballroom which is the site of the Banquet. Maps can be found in the [shared drive](#) or EventDirect App. Teams may also utilize their committee liaison for additional instructions.

#### Practices/Warm-Up/Registration

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

Each team is allotted 75 minutes on Thursday and 90 minutes on Saturday per practice slot. Practices will be closed and supervised by the games committee. The game clock will be used to time all practice sessions.

Practice times will be determined by the farthest traveling team per game in their specific practice slot. For example, the farthest traveling team in semifinal one will practice in the second practice slot of the morning, and their opponent will practice in the first practice slot of the morning practice options. The same formula will be applied for the second game practice slots. For any questions about practice time assignments or the opportunity to switch times, please reach out to your committee liaison or the NCAA Administrator for answers/approval.

Teams may access their bench prior to their practice clock starting but may not access the field until the clock starts. Teams can utilize the green space on either side of the field to stretch prior to the clock starting for their practice or the game.

Should a team want music played during their practice time, please let your committee liaison know prior to your practice. Practice music will be provided by the hosts if requested.

Should a team want to stretch prior to accessing the field, Christopher Newport University is providing access to two different grassy areas on either side of the stadium prior to practice time.

Upon a team's first time arriving to the competition field. Teams will receive their credentials, pertinent information about the event and additional mementos in their team locker room.

### **Pregame**

All teams are guaranteed 45 minutes of warmup on the game field for semifinal games, with all pregame warmup activities confined to the half of the field that is assigned by the team's game bench. The music will begin when the clock is started for warmup. The host institution will provide all music for the championship. Interaction with the umpires can only occur at the scorer's table with an NCAA representative and both coaches present. Please see the pregame timing schedule in file sharing folder [here](#). Teams can utilize the green space on either side of the field to stretch prior to the clock starting for their game.

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## ***SECTION 4 – Championship Format***

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### **Bracket Format**

The championship provides for a 26-team, single elimination tournament. First round games will be conducted Wednesday prior to the second and third-round games at (10) campus sites. Second and third round competition will be conducted on the campus of one of the competing institutions at four sites. The four advancing teams will compete in the finals at the Jennings Family Stadium on the campus Christoher Newport University. The semifinal games will be Friday, November 17, and the championship game will be Sunday, November 19.

### **Determination of Home/Away Teams**

For all rounds of competition, the home team will be designated as the team on the top of the bracket, with the exception of the two bye teams on the bottom of the match-up in the second round. The home team will wear a predominantly dark uniform, and the away team a predominantly light uniform. Each team must have two sets of shirts and socks; one light set and one dark set.

Teams are required to submit colors of uniform and goalie jersey to the games committee for each round of the championship. In turn, umpires will review the selected colors to ensure adequate contrast between the two competing teams. Head coaches will be prepared to share their uniform colors on the Participant Call on Monday.

### **Lineups**

Game rosters will be submitted and exchanged no later than 30 minutes on the game clock prior to the start of play if a team does not turn it in prior to their warm-up beginning.

### **Game Ball/Rules**

*Championship Ball:* The Penn Monto Elite smooth ball will be the official game ball for the championship. Practice balls will be available to teams for practice and warmups. Twelve new balls will be available for each game. For practices there are ample practice balls provided for all four teams to utilize during practice and 95 per team to utilize for warm-ups.

*Tie Game Procedures:* In the event of a tie game after regulation play, overtime procedures will be implemented as per the FIH Rules Book with NCAA modifications.

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## **SECTION 5 – Championship Operations**

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### **Committee Liaisons**

Each Participating Institution will receive a member from the National Sport Committee to serve as their liaison. Liaisons will be determined once teams are determined and provided at the participating team call on Monday, November 13.

### **Emergency/Evacuation Plan**

#### **Evacuation/Severe Weather Plan**

During any storm with lightning, stadium patrons will be instructed to leave the stadium and seek refuge in their personal vehicles. Teams will be instructed to take shelter in their locker rooms or team bus. In the event of a Tornado Warning, game personnel and athletes from both teams, in an orderly manner, should take refuge in areas located inside locker rooms.

Spectators will be advised through PA announcement of inclement weather or delays. If inclement or severe weather occurs, fans should exit the stadium through the main entrance and seek refuge in their vehicles. There will not be indoor space for fans.

If injuries or building damage occurs, notify campus police by calling 757-594-7777.

Once the all clear is given, the event management staff will give the word for employees and/or fans to return to the stadium.

#### **Severe Weather Policy for NCAA Field Hockey Championship**

For the safety of all spectators, student-athletes, officials and coaches, the following will be used in case of severe weather (e.g., cold temperatures, heavy snow, and lightning):

1. The tournament director and NCAA Field Hockey Committee will monitor the weather during the week and days of the championship games.
2. A central information Twitter account for information on delays and/or postponement has been established. The twitter handle is @cnuathletics. The host will leave a message at this Twitter handle alerting coaches of different start times or a delay due to inclement weather.
3. The NCAA Field Hockey Committee, in consultation with the host and head umpire, will determine whether the start of the game(s) should be delayed or if the game(s) should be postponed until the following day. Should a game be delayed due to lightning, at least (30) minutes shall pass prior to the teams returning to the field for warm-up.
4. If necessary, competition may be postponed until the next day, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.



### **Hazardous Materials, Unattended Item or Suspicious Object Found**

Hazardous materials are not to be brought into the facility. If suspected hazardous materials are found notify event staff immediately. Unattended or suspicious items are to be reported immediately to the event staff.

### **Fire Safety**

Anyone that becomes aware of a fire shall immediately notify event staff or activate the building fire alarm system. Newport News Fire Department will be notified.

### **EMERGENCY ACTION PLAN**

#### **Emergency Phone Numbers:**

Emergency Medical Services (EMS): 911

Police non-emergency: 757-594-7777

Athletic Training Room: 757-594-7784

Name	Position	Cell Phone	Office Phone
Rob Kearns	Athletic Trainer	609-532-7246	757-594-7784
Dr. J.R. Barley	Tournament Physician	724-544-2179	

Venue: Jennings Family Stadium

- Located on the campus of the CNU (see campus map/Appendix E)

Sports Utilizing Venue: Field Hockey/M/W Lacrosse

Emergency Personnel Present: Certified athletic trainer on site for all competitions.

Emergency Communication: Certified athletic trainers carry walkie talkies for emergency use. In the case of an emergency, the athletic trainer will contact EMS.

Emergency Equipment: Athletic training kit, splint bag, biohazard/first aid kit, crutches, oxygen tank, and AED available.

#### Responsibilities of First Responder:

- Assess the scene and provide immediate care of injured/ill student athlete.
  - Activation of emergency medical system as needed.
    - Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual, first aid treatment given, directions to venue, other information as requested).
      - Direct EMS to the field entrance at Jennings Family Stadium near Ratcliffe Hall.
    - Emergency equipment retrieval.
    - Once EMS arrives...
      - Athletic department personnel/athletic training staff will meet and direct EMS at the entrance.
      - Athletic department personnel/athletic training staff will provide scene control and allow only first aid personnel at the scene.
      - Assist with care as needed. **Go with athlete only if there is adequate remaining athletic training coverage;** otherwise send a coach or manager.
- Ambulance will be on-site during competition days

### **Team Photo**

A team photo will be taken and provided to the teams by the host photographer prior to your practice starting on Thursday. Institutions may bring their game uniforms on Thursday to take the photo and change prior to their practice beginning. Practices will start at the designated time on the schedule. If a team prefers to take their photo prior to their semifinal game, please coordinate with your committee liaison to plan logistics. The photo will be distributed to teams digitally.

### **Hospitality**

Media/Coach: Media and coach hospitality will be located in Ratcliffe Hall. Drinks and light refreshments will be provided throughout the competition.

Officials: Officials' hospitality is in the designated space in the officials' locker room. Snacks and drinks will be provided throughout competition. Lunches will be delivered to the locker room.

Student-athletes: PowerAde, Dasani water, nutrition bars, and fruit will be provided on practice and game days in the locker room.

### **National Anthem**

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

### **Officials**

Selection/Assignments. All umpires for all tournament games will be selected and assigned by the Field Hockey Committee in coordination with the NCAA national coordinator of officials.

Two umpires shall be assigned to each game; in addition, a reserve umpire will be assigned to each game and shall have supervision over the timer's and scorer's table and ball persons. A video review umpire will be assigned to each game at the final site. A preferred amount of six, adult ball persons should be assigned to all games.

Coaches will have the opportunity to evaluate officials on-site via RQ.

Two locker rooms will be made available to the umpires.

### **Player Introductions**

It is required that the following format be used for the semifinals and championship: The teams are led onto the field in two lines by the three officials. The captain of each team heads the line of starters. The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the same direction as determined by the venue and committee. Face the flag for the national anthem. The national anthem will be played during the first game of each day. The officials are the first to be introduced. The announcer then introduces the "visiting" team's reserves (any student-athlete rostered in uniform on the bench area) followed by the starters, assistant coach(es), and head coach. The announcer then introduces the "home" team using the same format. After both teams have been introduced, the national anthem shall be played. After the anthem, the players should return to their respective benches to prepare for the start of the game.

### **Post-Championship Evaluations**

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

### **Scouting**

Scouting seats will be reserved only for the official members of the coaching staff of the teams participating in the tournament in a designated area of the bleachers. Committee liaison will designate teams to those areas.

### **Video Referral**

Video referral will be used during the semifinals and championship game. Complete information regarding video referral protocol is in Appendix A of the [2023-24 NCAA Field Hockey Rules Modifications](#). There will also be a handout for coaches.

### **Filming**

The host will film all games and upload to the TeamXStream for all teams.

Each participating team is automatically authorized to film all games. The filming location will be in a designated area over the press box. Teams will be assigned areas by event staff before competition day. All teams should follow the NCAA's videographer policies located at <http://www.ncaa.com/content/team-videographer-policy>.

Institutions that bring along a videographer for institutional highlight show purposes may receive a credential through the media portal. Videotaping is not allowed in the team bench area once the game begins, unless the SID has a participant credential.

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

The game film may not be used for any commercial purposes.

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## ***SECTION 6 – Competition Site***

### **Competition Site Maps**

Please see the maps located in the file sharing link [here](#).

### **Locker Rooms**

Locker rooms will be available in the Ratcliffe Hall.

Locker room designations will be assigned once the competing teams make the final site. Committee liaisons and Christopher Newport University staff will direct teams to their locker rooms each time they enter Ratcliffe Hall.

Teams can also take advantage of the training room located in the Ratcliffe Hall.

### **Parking**

Bus Drop off/Pick Up and Parking: Bus drop off will be at Ratcliffe Hall. Buses will enter from Moores Lane North and hosts will direct Buses to Parking adjacent to Ratcliffe Hall.

Spectator/Team Car & Van Parking: Parking is located in Lot I or Lot H, both accessed from Moores Lane.

Parking for guests with a disability is available in lot I located next to Jennings Family Stadium. Please see the file sharing link for parking maps [here](#).

### **Participant Entrance**

Team personnel will be admitted to the complex through Ratcliffe Hall. Team personnel must have a credential to have access through the complex and designated team entrance during each day of practice and competition.

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## ***SECTION 7 – Directions***

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For directions to Jennings Family Stadium, use this link: [Christopher Newport University](#).

## ***SECTION 8 – Drug Testing***

Student-athletes competing in the championship may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for the championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative. NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events. Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition. Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

## ***SECTION 9 – Expenses/Reimbursement***

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### **Per Diem**

Only the allowable travel party will receive per diem. The per diem rate and allowable days are in the NCAA travel policies at this [link](#).

### **TES System**

Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system is located on the [NCAA website](#).

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

## ***SECTION 10 – General Public***

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### **Banners and Artificial Noisemakers**

No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery. The Field Hockey committee reserves the right to remove any banner or artificial noisemaker at any time during the championship.

### **Championship Merchandise/Programs**

Merchandise will be available at the located at the stadium. Participating teams will have the opportunity to pre-order championship merchandise [online](#). The NCAA emailed pre-order information to all participating institutions before the championship.

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

All digital programs available can be found at [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

### **Concessions**

A full-service concession stand will be is available in the adjacent football stadium.

### **First Aid**

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

### **Seating Areas**

Unless specifically noted, all seating is general admission.

### **Security**

Security will be provided throughout the championship.

### **Spectator Guidelines**

#### **NCAA Championships Fan Code of Conduct.**

The National Collegiate Athletic Association (NCAA), the host institution and the host venue are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience. Fans have a right to expect an environment where:

- Student-athletes respect and appreciate each and every fan.
- Guests will be treated in a consistent, professional and courteous manner by all venue and NCAA personnel.
- Guests will enjoy the sporting experience free from disruptive behavior and will be treated with dignity and respect by other spectators attending the game. Obscene or indecent messages including foul, sexist, racial, obscene or abusive language or gesture on signs or clothing will not be permitted.
- Guests will sit only in their ticketed seats and show their tickets when requested.
- Guests who engage in behavior that is reckless, dangerous, disruptive, or illegal in nature, including but not limited to fighting, throwing objects or attempting to enter the court will be immediately ejected from the arena.
- Guests will comply with requests from the facility staff regarding venue operations and emergency response procedures.

The venue staff has been trained to intervene when necessary to help ensure that the above expectations are met, and guests are encouraged to report any inappropriate behavior to the

nearest usher, security guard, or guest services staff member. Guests who choose not to adhere to these provisions will be subject to ejection without refund and may also be in violation of local ordinances resulting in possible arrest and prosecution.

The NCAA, the host institution and the host venue thank you for adhering to the provisions of the Championships Fan Code of Conduct.

**Prohibited Items.**

- Aerosol and spray cans.
- Alcoholic beverages.
- Baby seats.
- Balloons.
- Beach Balls.
- Cameras with a lens longer than six (6) inches.
- Coolers or containers.
- Duffle bags.
- Explosives.
- Fireworks.
- Folding chairs.
- Illegal drugs.
- Laser pointers.
- Noisemakers.
- Outside food or beverage.
- Pets (except service animals assisting those with disabilities).
- Strollers (non-collapsible).
- Weapons of any kind, including those carried with a permit.
- Any other item that in the judgment of game management staff poses a safety hazard or detracts from the ability of others to enjoy the event. Prohibited items must be returned to the owner's car or discarded. Any unlawful items are subject to confiscation, and the person in possession of such items is subject to arrest.

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

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## SECTION 11 – Lodging

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### Team Hotels

Twenty non-smoking, double-double rooms and one king room have been reserved for each team at the team hotel listed below beginning Wednesday, November 15 through Sunday, November 19 (checkout on 19.) Additional rooms are available upon request but limited to what is available at the hotel.

By **Monday, November 13 at 5 p.m. eastern**, the institution is responsible for contacting the hotel to which it has been assigned to confirm the reservations and provide the hotel a rooming list. It is recommended to contact the team hotel on Monday, but no later than Tuesday. Teams are obligated to stay at the assigned hotel. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the team rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, full charges for the rooms will be billed to the institution for payment for one night.

#### **Holiday Inn Newport News- Hampton**

Hotel Address: 980 Omni Boulevard, Newport News, VA 23606 United States

Contact(s): Amy Walker Gilliam, Amy.Gilliam@ltdhospitality.com, 757-223-2110

[Website.](#)

A hot, complimentary breakfast will be provided at the team hotel as well as a meeting room for the duration of the stay. Please see the one-sheeter located in the file sharing site. The hotel does offer lunch and dinner options at an expense if teams want to cater through the hotel, but teams are allowed to bring outside food into the hotel meeting room to eat. The breakfast menu is below:

- Fresh sliced seasonal fruit
- Fresh baked Danish pastries and muffins with whipped butter and preserves
- Assorted individual yogurts
- Light and fluffy scrambled eggs
- Pork sausage links and smoked applewood bacon
- Golden fried potatoes with peppers and onions
- Cinnamon French toast and warm maple syrup
- A selection of juice, fresh brewed coffee, and assorted hot teas

This information can be found in the shared [file here.](#)

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## SECTION 12 – Media Services

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### Media Materials Requested

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

Kenny Kline

Assistant Sports Information Director

Office: 757-594-7886



Cell: 484-464-5729

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

### Media Services

**Blogging.** Please be aware of the NCAA policy regarding blogging. This is located at the following link: <http://www.ncaa.com/media> within the Media Coordination Manual / Staff Directory.

**Credentials.** To apply for a media credential, please apply at [ncaa.com/media](http://ncaa.com/media). Media credentials may be picked up at the ticket will call on either day of the event.

**Photography.** NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. Photographer can apply for a media credential and are allowed to be in specific areas. These areas include the opposite endline of the team benches, and the four corners of the field. Photographers are not allowed behind the team goals, or in the bench area. The head SID will ensure the photographer areas are well marked.

### *Radio Broadcasting*

Please contact **Kenny Kline** if your team will have a radio station attending the Championship. Due to the restricted press box space, and the NCAA's webcasting of all games, positions will NOT be reserved for anyone other than required personnel. Teams that insist on doing either should contact Kenny Kline for details.

**Postgame Interviews.** Postgame interviews will be conducted immediately after the 10-minute cooling off period in the interview room located in Ratcliffe Hall. Only credentialed media will have access to this space. Typically, the head coach and two to three student-athletes will be asked to participate. In the event of drug-testing, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference *prior* to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled. The advancing team will attend the press conference immediately followed by the non-advancing team. For the championship game, the runners up will attend the press conference first followed by the champions.

**Internet.** Wireless Internet access will be provided in the press box.

**Media Facility.** There will be a designated media work room in the John Green Team House Building. Your credential will provide access to this location. Wi-Fi will be available in this area.

**Parking.** Parking is available on campus at no cost.

**Results.** Results will be available after each game in the press box. Live stats will be available online at [www.cnusports.com](http://www.cnusports.com) and [www.ncaa.com](http://www.ncaa.com). Results will also be emailed at the end of each day.

### Webcast/Broadcast

The semifinal and championship games will be streamed live on NCAA.com **All television stations are prohibited from airing footage of any part of the games in progress.** During postgame awards ceremonies, photographers will be allowed into a designated shooting area on the playing field. All members of the media are subject to the policies found at [www.NCAA.com/media](http://www.NCAA.com/media).

*Television and News Crews:*

*For the semifinals and championship game, local TV outlets must abide by the NCAA Footage Usage and Licensing Policy:*

<https://www.ncaa.com/flysystem/public-s3/files/2021-01/2020-21%20Footage%20Usage%20Licensing.pdf>

### SECTION 13 – Medical

### Athletic Training

The following will be available to you and your staff during your visit:

- Certified Athletic Trainer present at all practices and competitions.
- Physician on-call for the entire event.
- Therapeutic modalities available in the athletic training room.

The following equipment will be located on the team benches and in locker rooms: water, PowerAde, ice, cups, towels, OSHA kits.

The Athletic Training Room is in Ratcliffe Hall. Please refer to the Schedule of Events for Athletic Training Room operating hours. The Athletic Training Room will be open for one hour after the completion of each session.

**IF YOU ARE TRAVELING WITHOUT A CERTIFIED ATHLETIC TRAINER, A PRESCRIPTION FOR THE USE OF MODALITIES WITH SPECIFIED PARAMETERS WILL BE NECESSARY FOR TREATMENT.**

### TELEPHONE NUMBERS

Athletic Trainer (Primary Contact)	Rob Kearn	609-532-7246
Assistant Athletic Trainer	Megan Cattles	978-944-3172

### Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion-management plan for their student-athletes. Participating institutions shall follow their concussion-management plan while participating in NCAA championships. If a participating team

lacks appropriate medical staff to activate its concussion-management plan, the host championship concussion-management plan will be activated.

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

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

For further details please refer to the NCAA Sports Medicine Handbook on the NCAA Website.

#### **Emergency Facilities**

Ambulance: 911

Hospital: Riverside Regional  
757-594-2000  
500 J. Clyde Morris Blvd.  
Newport News, VA. 23606

Campus Police: 757-594-7777 (non-emergency)

**Pharmacies:** Walgreens  
Newport News: 757-599-6264

CVS Pharmacy  
Newport News: 757-594-1374

#### **Physicians**

There will be at least one physician on-call for each game of the championship. Please ask the athletic trainer on duty for direction regarding physician access.

#### **X-Rays**

If non-traumatic X-Rays are needed, the student athlete will be taken to Riverside Regional Medical Center. For traumatic X-Rays, the student athlete will be transported to the same location.

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## SECTION 14 – Participant Expectations and Guidelines

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### Ethical Behavior by Coaches

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

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

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

*[Reference: Bylaw 31.1.10.3, the governing sports committee (or the games committee authorized to act for it)]*

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

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

**Misconduct Incident to Competition.** 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 may be dealt with at the governing sports committee's convenience.

**Penalty for Misconduct.** In accordance with Bylaw 31.1.10.3, the governing sports 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:

1. Public or private reprimand of the individual.
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation

- and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
  6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
  7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
  8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
  9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the Division III Championships Committee.

**Ban From Subsequent Championship.** When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

**Review of Action.** Any action related to misconduct may be reviewed by the governing sports committee on request of any institution participating in the championship.

Misconduct is defined 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.**”

Public criticism of officials may subject the individual, institution, or conference to the misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

**Hearing Opportunity.** An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee, or the games committee authorized to act for it.

### **Red Cards**

Please refer to the [2023-24 NCAA Field Hockey Rules Modifications](#).

### **Sportsmanship**

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

### **Sports Wagering**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal

sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

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

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

#### **Tobacco Ban**

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

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

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### ***SECTION 15 – Team Travel/Transportation***

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#### **Travel Policies**

The 2023-24 NCAA Division III Championships Travel Policies can be found online at this [link](#). Please review prior to making travel arrangements. All transportation arrangements must follow these policies. Any travel booked outside of these policies will not be reimbursed. Participating institutions are completely responsible for making their own travel reservations in accordance with the travel policies.

#### **Transportation Portals**

##### **Championships Travel Portal**

[www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps)

Phone: 866-655-9215

Email: [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com)

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## SECTION 16 – Tickets

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### Non-Playing Participant Seating

Non-participating teams on Friday can watch from the seating area at a designated spot. The committee liaison can guide that team to the designated spot.

### Ticket Policies

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

Tickets may not be returned, refunded or exchanged.

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

Tickets may not be sold or resold above face value.

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

### Ticket Prices

Single Session Adult ..... \$10  
Single Session Senior/Youth/Student ..... \$5

One ticket will provide access to both semifinal games on Friday.

Tickets will be available on-site at the door of the facility. Please refer to the facility map for the specific entrance as needed.

If teams would like to purchase tickets on behalf of their institutions, they may do so at the ticket link and then email their passlist to Abby Waclo at [abigale.waclo@cnu.edu](mailto:abigale.waclo@cnu.edu) or calling (757) 594-9194.

[Ticket purchase link.](#)

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## SECTION 17 – Travel Party

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### Band/Spirit Squad/Mascots

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

### Bench Assignments

The home team will be seated on the host institution's regular season designated home bench. The away team will sit on the opposite bench.

### **Bench Size**

Seating in the bench area will be provided for 40 individuals (per team) in the championship inclusive of the official travel party of 29, one team administrator, and two medical personnel. Any non-competing, rostered student-athletes are permitted in the bench area and can be in uniform. In addition, the tournament doctor and a security representative designated by the event manager may be in the bench area.

### **Squad Size**

Teams participating in the championship are limited to a maximum of 24 players eligible to compete. Players must be designated no later than the beginning of warm-ups through the official squad size/starting line-up designation form. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

### **Travel Party Size/Bench Allotment**

The official travel party is 29, which is the amount reimbursed by the NCAA.

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## ***SECTION 18 – Trophies and Awards***

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### **Additional Award Ordering**

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

### **All-Tournament**

The all-tournament team will be selected by the Field Hockey committee for Division III; the committee may request input from head coaches. The team will include two student-athletes from each semifinalist team, three student-athletes from the second-place team and four student-athletes which include the most outstanding player from the national championship team. The all-tournament team will be announced following the presentation of the runners-up, and prior to the national champion presentation. Each member of the All-Tournament team will receive a plaque following the championship.

### **Elite 90 Award**

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All documents, including deadlines and nomination forms, are available on the [NCAA website](#).

The submission deadline for nomination for the NCAA Division III Field Hockey Championship is **noon, Eastern Standard Time, on Tuesday, November 15.**



If you have any questions concerning this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or [elite90@ncaa.org](mailto:elite90@ncaa.org).

The Elite 90 winner will be announced at the team banquet and provided with an Elite 90 patch to wear in addition to the blue disk patch.

### **Team Awards**

Each team will receive a team trophy. Each member of the travel party will receive a mini-trophy. The national champion team will receive watches and a mini-trophy. There will be an on-field awards recognition ceremony after semifinal games. After the championship game, the on-field ceremony will recognize the runner-up and the national champion by announcing all rostered student-athletes and coaches and awarding the second place and national championship trophy. Additional watches will be ordered after the championship. The ceremony will include the announcement of the all-tournament team. Each team will be required to submit an Awards Ceremony List. This list will be read in its order during the presentation of awards

### **Student-Athlete Participation Award**

Each student-athlete within the travel party of twenty-nine will receive their gift on-site at the championship. The gift includes a gift box, a yeti tumbler, portable speaker, and lightning charger. All items have the championship logo on it. An information sheet is located in the NCAA File sharing site located [here](#). There is an opportunity to purchase additional gift boxes after the championship for anyone above the allotted travel party that did not receive.

### **SECTION 19 – Uniforms**

### **Laundry**

CNU will provide laundry service to all teams competing in the championship. Teams should plan to leave their uniforms in the bin in their locker rooms post-game and the uniforms will be waiting in the locker room upon their return the following day. It is the responsibility of each institution to remove NCAA patches prior to leaving their uniform with the hosts for laundering.

### **Logo Policy**

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

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

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

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

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

### **Patches**

At the championship site, each team will receive 48 NCAA patches for their student-athletes. Each student-athlete that is part of the official squad size and should receive two patches. The preferred location for the patch is on the upper left corner of the jersey; however, the left sleeve is an acceptable alternative.

It is recommended that you remove the patch before washing and drying your uniforms. The patches are pressure-sensitive, and heat will activate the pressure-sensitive backing possibly causing a residue to form on your uniforms. Patches can be reapplied after you wash and dry your uniforms. The NCAA disclaims, and will otherwise not be responsible or liable for, any damages or injuries of any kind caused by or arising out of the patches or the use thereof.

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## ***SECTION 20 – Ancillary Events***

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### **Banquet**

There will be a championship banquet on Thursday night that will begin promptly at 6:30 p.m. in the Campus Ballroom located in David Student Union. Teams are encouraged to arrive earlier for photo opportunities. Photo opportunities will be available at 6 p.m. at the banquet. Additional photo opportunities will be available at the conclusion of the banquet as well.

**Please have your SID's upload photos from the season/tournament play to Box Link that was provided. This will be utilized for the banquet PowerPoint. Head SID's should also include a head shot of each senior to be included in the presentation. Please include first name, last name, position and hometown in the headshot photos. All photos for the banquet are due by noon. Tuesday, November 15.**

Teams may be dropped off for the banquet in the front of the David Student Center on Campus . Anyone not on the team bus may park their vehicle in Lot M, which is located adjacent to the Student Center. You can access Lot M from Shoe Lane. Once you get to the campus inform them you are there for the Division III NCAA Field Hockey Banquet.

The menu being served includes a gluten-free and vegetarian option. The full menu is below.

- Tossed Green Salad with various dressings
- Roasted Red Potatoes
- Green Beans
- Various Pastas with marina sauce
- Grilled Chicken Breast

- Various Cakes, pastries, and pie.
- Iced water and tea
- Coffee service and lemonade

The banquet shall end no later than 8:00 p.m., and will include the Elite 90 presentation, a recognition of seniors, and a banquet speaker.