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**Introduction**

Congratulations! Your team has been selected for the 2020 NCAA Division III Men’s Ice Hockey Championship. The first rounds will be held Saturday, March 14, 2020 at the (insert facility name) hosted by (Insert institution name). Quarterfinals will be Saturday, March 21, 2020.

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championship’s events. This manual will also provide a schedule of events for your host site.

We look forward to an excellent championship, and we wish your team the best of luck!

**NCAA Division III Men’s Ice Hockey Champions**

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| --- | --- | --- | --- |
| **2019** | Wis.-Stevens Point (29-0-2) | **2001** | Plattsburgh State (29-5) |
| **2018** | St. Norbert (27-4-1) | **2000** | Norwich (29-2-1) |
| **2017** | Norwich (27-1-3) | **1999** | Middlebury (21-5-1) |
| **2016** | Wis.-Stevens Point (24-5-2) | **1998** | Middlebury (24-2-2) |
| **2015** | Trinity (CT) (25-3-1) | **1997** | Middlebury (22-3-2) |
| **2014** | St. Norbert (28-3-1) | **1996** | Middlebury (26-2-0) |
| **2013** | Wisconsin-Eau Claire (24-5-2) | **1995** | Middlebury (23-2-2)) |
| **2012** | St. Norbert (21-5-5) | **1994** | Wisconsin-River Falls (21-8-4) |
| **2011** | St. Norbert (25-4-1) | **1993** | Wisconsin-Stevens Point (25-5-2) |
| **2010** | Norwich (26-1-4) | **1992** | Plattsburgh State (32-2-2) |
| **2009** | Neumann (21-9-2) | **1991** | Wisconsin-Stevens Point (27-9) |
| **2008** | St. Norbert (27-1-4) | **1990** | Wisconsin-Stevens Point (28-4-6) |
| **2007** | Oswego State (23-3-3) | **1989** | Wisconsin-Stevens Point (34-5-2) |
| **2006** | Middlebury (26-2-2) | **1988** | Wisconsin-River Falls (31-6-1) |
| **2005** | Middlebury (23-4-3) | **1987** | #Plattsburgh State (34-6) |
| **2004** | Middlebury (27-3) | **1986** | Bemidji State (25-9-1) |
| **2003** | Norwich (29-2-1) | **1985** | Rochester Institute (26-6) |
| **2002** | Wisconsin-Superior (24-5-5) | **1984** | Babson (27-5-1) |

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| NCAA Committee and Staff |

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| **EAST**  **Tom Di Camillo, Chair**  Commissioner  State University of New York Athletic Conference | **EAST**  **Craig Russell**  Head Men’s Ice Hockey Coach  Plymouth State University |
| **WEST**  **Jared Phillips, chair**  Assistant Athletic Director  Gustavus Adolphus College | **WEST**  **Mike Szkodzinski**  Head Men’s Ice Hockey Coach  Lawrence University |
| **NCAA STAFF** | |
| **Liz Turner Suscha**  Managing Director, Championships and Alliances  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206  317-917-6189 (office)  317-270-3318 (cell)  **Email**: [lsuscha@ncaa.org](mailto:lsuscha@ncaa.org) | **Laura Klee**  Asst. Coordinator, Championships and Alliances  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206  317-917-6535 (office)  **Email**: [lklee@ncaa.org](mailto:lklee@ncaa.org) |

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| Host Personnel |

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Phone Number** |
| **Tournament Director** |  | O:  C:  F: |
| **NCAA Division III Men’s Ice Hockey Committee Representative** |  | O:  C: |
| **NCAA Championship Manager** | Liz Turner Suscha | O: 317-917-6189  C: 317-270-3318 |
| **Local Media Coordinator** |  | O:  C: |
| **On-Site Athletic Trainer** |  | O:  C: |
| **Ticket Manager** |  | O:  C: |
| **Promotions/Marketing** |  | O:  C: |
| **Facilities Coordinator** |  | O:  C: |
| **Transportation** |  | O:  C: |
| **Security** |  | O:  C: |
| **Volunteer Coordinator** |  | O:  C: |
| **Hospitality Coordinator** |  | O:  C: |
| **Press Box** |  | P: |

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| Schedule of Events |

*\*\*All times are Eastern, except where otherwise noted\*\**

**MONDAY, MARCH 9**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| 10:30 a.m. | Selection show | NCAA.com |

**TUESDAY, MARCH 10**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| 10 a.m. | Participating Team calls (tournament directors, site representatives and participating teams. | See selections information for call-in numbers. |

**THURSDAY, MARCH 12**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| 12 p.m. | Official travel party form emailed to host tournament director. | NCAA.org |

**FRIDAY, MARCH 13**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| ALL DAY | Arrival of visiting team and NCAA Site Representative | Assigned Hotels |
| TIME | Training room opens | FACILITY |
| TIME | Practice – Team A (closed) | FACILITY |
| TIME | Practice – Team B (closed) | FACILITY |

**SATURDAY, MARCH 14**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| TIME | Training room opens | FACILITY |
| TIME | Practice – Team A (closed) | FACILITY |
| TIME | Practice – Team B (closed) | FACILITY |
| TIME | Facility cleared for game preparations | FACILITY |
| 5 p.m. local time | Pretournament meeting | FACILITY |
| TIME | Officials meeting | FACILITY |
| 7 p.m. local time | Preliminary round competition | FACILITY |

**MONDAY, MARCH 16**

|  |  |  |
| --- | --- | --- |
| **TIME** | **EVENT** | **VENUE** |
| 12 p.m. | Conference calls for advancing teams. | See selections information for call-in numbers. |

NOTE: This is a sample schedule. Practice times should be added to this manual after they are confirmed by the NCAA site representative.

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| Championship Format |

**FORMAT**

The Division III championship shall comprise 12 teams. The championship playoff format involves four single first-round games and four quarterfinal games all played on the campuses of the participating institutions. All rounds of the championship are single-elimination. The four quarterfinal winners will advance to the final site for the semifinals and championship game, which will be played March 27 and 28.

**DETERMINATION OF HOME/AWAY TEAMS**

The host institution will be the home team (unless otherwise noted) and wear light-colored jerseys. The visiting team will be the away team (unless otherwise noted) and will wear dark-colored jerseys which are in contrast to the jerseys of the home team.

**OVERTIME**

For the Division III men’s ice hockey championship, ties will be broken by 20-minute, sudden-death overtime periods. The ice shall be resurfaced upon completion of regulation play. Teams will change ends at the end of each period. Refer to pages 81-82 (Rule 91 – Tied Games) in the NCAA 2018-19 and 2019-20 Men’s and Women’s Ice Hockey Rules and Interpretations.

**RULES**

*[Reference: Bylaw 18.6, 31.1.6]*

NCAA men’s and women’s ice hockey rules shall be followed. Per NCAA Bylaw 17.30, member institutions will conduct all intercollegiate competitions in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules will be used. The governing sports committee will not consider any rules for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

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| Championship Operations |

**COACHES AND ADMINISTRATORS MEETING**

*[Reference: Misconduct in the Division III General Section and Bylaw 31.1.8 in the NCAA Division III Manual.]*

The NCAA site representative will conduct a mandatory coaches and administrators meeting (also referred to as the pretournament meeting) before the start of competition to review policies and procedures governing the conduct of the championship and to introduce the games committee. It is mandatory that each institution’s head coach attend the meeting, and it is strongly recommended that the director of athletics, senior woman administrator or designee (other than a member of the ice hockey coaching staff) of each participating institution, as well as the sports information director and athletic trainer, attend the meeting.

The meeting will be held two hours before the game, unless otherwise planned by the NCAA site representative.

Administrators are asked to bring the following typewritten documents to the meeting:

1. Official travel party form – email to tournament director by noon the Thursday before competition.
2. List of band members (if applicable).

For all games, an officials’ meeting with on-ice and off-ice officials will be held 80 minutes before the opening face-off. A captains’ meeting with the officials will be held 24 minutes before the opening face-off.

**INTRODUCTIONS**

The introduction will be as follows: (1) upon returning to the ice, both teams must proceed directly to and remain in their designated half of the ice. The home team will enter the ice first, followed by the visiting team; (2) the visiting team starters will be introduced first, then the home team starters; (3) after being introduced, each starter will skate to the blue line; (4) after the introduction of each respective team’s starting lineup, the remaining players will skate to the blue line; (5) the U.S. national anthem only will be played; and (6) after the anthem, the teams may have a short huddle at their respective goals before the face-off.

**MERCHANDISE**

Teams selected to participate in NCAA championships will have the opportunity to preorder merchandise for preliminary rounds through the official NCAA souvenir merchandiser, Event 1, Inc. Information in the selections memorandum outlines how to pre-order championship apparel. Orders will be shipped directly to the institution the week after first rounds. In addition, teams advancing to the finals site will receive a second notification regarding the opportunity to purchase merchandise for the finals. All orders will be shipped directly to the institution the week after the finals.

**OFFICIALS**

A 2-2 officiating system will be used for preliminary rounds and the finals. No back-up official will be assigned for preliminary rounds. If an official is unable to complete a game, a 2-1 officiating system will be used for the remainder of that game.

**PRACTICE**

Teams will be allowed on hour of practice ice before 9 p.m. local time the day before competition and one hour of practice ice the day of competition. The NCAA site representative will confirm practice times during the pre-championship calls. The site representative is authorized to reschedule or reassign practice times and/or order of practice.

All practices will be closed. For closed practices, the expectation is that all reasonable accommodations will be made to ensure that practices remain closed to all individuals, including host institution personnel.

The NCAA will provide pucks for all practice and competition sessions.

**SAFETY/SECURITY PLAN**

[insert safety/security information relevant to your facility]

**TEAM HOSTS**

The tournament director has assigned a team host to welcome the visiting team and assist the team as needed during preliminary round competition.

Your host is:

[Name]

[Phone]

[Email]

**VIDEOTAPING**

The host institution is required to videotape each game. The two participating teams and the supervisor of officials will be provided a copy of its game within three hours of the conclusion of the game. The game will be filmed in its entirety from warm-up through the conclusion of the game. The host institution will determine appropriate placement for videotaping.

Each participating institution is also permitted to use one camera to video the game. The video must not be used for any commercial purposes. Institutional representatives should contact the host tournament director to arrange for camera space.

**VIDEO EXCHANGE POLICY.** Each team will send a quality video of its most recent game to its opponent by **5 p.m. local time, Tuesday** **before the competition**. Priority overnight shipping may be necessary to ensure that the video is received by the deadline. Each team will also email the head coach of the opposing team the tracking number for the shipment. Failure to comply with this policy may result in a charge of failure to adhere to championship policies and procedures.

All videos will adhere to the following guidelines:

1. Include the complete game, filmed from an elevated, mid-ice location;
2. Of sufficient visual quality; and
3. Of sufficient natural sound quality (i.e., no play-by-play).

If the game is not transferred in a digital format:

1. Recorded on a new, unused DVD;

2. Viewable in DVD format.

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| Competition Site |

**BANNERS AND ARTIFICIAL NOISEMAKERS**

Signs supporting the participating teams and student-athletes may be displayed. However, these signs may not be attached to any part of the facility or interfere with the sight line of other spectators, and the games committee reserves the right to remove any signs that are determined to be inappropriate or in poor taste. No advertising or promotional signs may be displayed. The NCAA site representative and games committee will remove any artificial noisemakers.

**FACILITY DIAGRAM**

[insert diagram(s) relevant to your facility]

**LOCKER ROOMS**

[insert locker room information relevant to your facility and assigned locker room]

**HOSPITALITY**

[insert hospitality information relevant to your facility]

**MAP/DIRECTIONS TO COMPETITION FACILITY**

[insert map/directional information relevant to your facility]

**PARKING**

Each team will receive parking passes for team busses or vans. No additional parking passes will be provided. Bus and van parking is located at (INSERT PARKING LOCATION). All vehicles with parking passes should enter through the parking pass game. (LIST DIRECTIONS TO TEAM PARKING)

**SKATE SHARPENING**

[insert skate sharpening information relevant to your facility]

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| Drug Testing |

The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

**STUDENT-ATHLETE NOTIFICATION**

Immediately after the established postgame cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. An institutional representative must be present in the drug testing venue.

**MEDIA OBLIGATIONS**

Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, 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.

**NEXT DAY TESTING**

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

**PARTICIPATING INSTITUTION’S NOTIFICATION**

The institutional representative will be notified of drug testing no sooner than two (2) hours before the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.

**PROLONGED TEST**

If the student-athlete’s team must depart the venue before a student-athlete completes drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

**DRUG TESTING PROCESS**

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

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| Equipment |

The NCAA will provide logo pucks from STX for practice and competition for all preliminary-round sites.

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| Expense Reimbursement |

**PER DIEM**

Per diem will be paid for the official travel party of 28. The per diem rate and allowable days are outlined in the NCAA travel policies posted on the Division III championships landing page under [Championships Travel Information](http://www.ncaa.org/championships/travel/championships-travel-information?division=d3).

**REIMBURSEMENT**

Team expense reports should be filed online through the NCAA Travel Expense System (TES). The login information for the system is the same as that used for the Short’s travel portal. The system can be accessed at:

<https://web1.ncaa.org/TES/exec/login?js=true>

All participating institutions must complete the online reimbursement process in order to receive the appropriate reimbursement.

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| Forms |

**Ticket Order Form**

[insert ticket order form or information relevant to purchasing institutional tickets]

**EVALUATIONS**

The NCAA will send an electronic link to participating institutions after the championship. The link will provide an opportunity for participants to give feedback on their championship experience and ways in which the championship can be improved.

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| Lodging |

**CHAMPIONSHIP TEAM HOTEL**

The (insert hotel name) is the championship team hotel. Sixteen rooms have been reserved for the visiting team. The institution is responsible for contacting the individual listed below and providing the team rooming list by (insert date and time).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hotel contact:** | | *Insert contact* | | **Phone number:** | | *insert phone number* |
| **Email address:** | | | *Insert email address* | | | |
| **Hotel address:** | | | *Insert hotel address* | | | |
| **City:** | *Insert city* | | | **State/Zip:** | *Insert city and zip code* | |
| **Room rate:** | | *Insert room rate* | |  | |  |

*Additional hotel accommodations may be reserved upon the request of the participating team. If an institution does not wish to stay at the designated hotel, it must (1) obtain a written release of the reserved rooms from the hotel management; or (2) utilize the rooms for persons accompanying the official travel party. Institutions that fail to make satisfactory arrangements will be financially responsible for the room charges.*

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| Media Services |

**INTERVIEW AREA**

*[Insert location of interview area.]*

**POSTGAME INTERVIEW POLICIES**

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its locker room), an interview area will open to all certified members of the news media. Any coach and student-athletes requested by the media must be made available for interviews. The non-winning coach and players will be scheduled in the interview area first.

**COACHES OBLIGATION**

Regardless of regular-season radio or television contract(s), participating head coaches are obligated to the entire covering media during the championship and must report to the interview room immediately after their respective 10-minute cooling-off period. A coach cannot delay a postgame interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted rights to broadcast the championship. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media covering the championship, the coach and student-athletes may participate in special interviews.

**COOLING-OFF PERIOD**

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the locker room before the 10-minute cooling-off period has ended, the locker room shall be opened to all other media representatives desiring access to the area.

**ORDER OF APPEARANCE**

The coach and student-athletes of the non-advancing team will be scheduled in the interview room at the conclusion of the 10-minute cooling-off period, followed by the coach and student-athletes of the advancing team.

**SPORTS INFORMATION AND MEDIA**

Sports information and media credentials will be handled by (insert name, title), who will send a credential request to the visiting team’s sports information director (SID) before preliminary-round competition. The visiting team’s SID is responsible for collecting this information from his or her local media members and returning it to (insert fax number and/or email address) by (insert time and date).

**WEBCAST**

*[insert webcast information]*

**WEBSITE**

Game scores and additional championship information will be available online at [www.NCAA.com](http://www.NCAA.com) and on the (insert name of host institution) website at (insert link for website).

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| Medical |

**ATHLETIC TRAINING**

Athletic trainers will be on site a minimum of two hours before games and for all practices. The training room is located (insert location). The training room is fully equipped. If you have any special needs, please contact (insert name and phone number).

**CONCUSSION MANAGEMENT**

The NCAA has adopted legislation (NCAA Bylaw 3.2.4.16) that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions will 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’s 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 will 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. Medical clearance for return to athletics activity will 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 information, please refer to the *NCAA Sports Medicine Handbook Guideline on Concussions* online at <http://www.NCAA.org/health-and-safety>.

**HOSPITALS AND EMERGENCY SERVICES**

*[insert hospital and emergency services information]*

**MEDICAL EXAMS**

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host institution, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete’s on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified.

In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify the student-athlete if the injury, illness or medical condition poses a potentially life threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) will be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

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| Official Travel Party |

**CREDENTIALS**

Credentials will be distributed to participating teams at the (insert hotel name, competition facility or coaches and administrators meeting). The following persons will be admitted to the facility free of charge: 28 members of each institution’s travel party; 20 band members; eight cheerleaders; and one mascot. The 28 members of the official travel party will receive participant credentials for access to the facility. The band members, cheerleaders and mascot will be admitted via a gate list.

Each participating institution may request up to three additional credentials for team personnel. Two of the three additional credentials **must** be used for medical (i.e., athletic trainer). The team personnel credentials allow access to the championship venue, locker room and interview area. **Individuals not included in the official travel party of 28, the three team personnel or on the gate list must purchase a ticket for admission to the venue.** Each institution will receive one media credential for its sports information director. This individual does not count in the 28 members of the official travel party.

The official travel party form (see Appendix) should be emailed to the tournament director by noon the Thursday before competition. Each coach or institutional administrator should submit a gate list (if applicable) at the coaches and administrators meeting.

**CHEERLEADERS**

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see <http://cheerrules.com/aacca-college/>). Neither the NCAA nor the host institution will be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution’s responsibility. The participating institution will ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.

Tournament directors must inform participating institutions if the host facility has more stringent requirements and ensure compliance. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The use of trampolines, stunts more than two persons high, “basketball tosses” and cheerleader flips are not permitted. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed between periods. It cannot be used to taunt competitors or block spectators’ view.

**PLAYERS’ BENCH – PERMISSIBLE NUMBER**

Current playing rules permit only players in uniform and eight (8) additional team personnel (maximum of 29 total) to occupy the bench area during games. The number of participants eligible for pre-game warm-up is 23 (not more than 20 players and three goalkeepers). For practices, teams are not limited in the number of student-athletes who may participate.

The number of student-athletes in competitive uniform will not exceed the prescribed number at the start of the contest (19 skaters plus not more than three, nor fewer than two, goalies). Replacements are permitted up to the starting time of the game, but after the game begins, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically will forfeit the competition. There will be no inordinate delay of the competition to allow the institution to conform to the rule.

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| Participant Expectations and Guidelines |

**ETHICAL BEHAVIOR BY COACHES**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. 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 imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

**MISCONDUCT**

Misconduct means any act of dishonesty, unsportsmanlike conduct in practice or competition, or breach of law that discredits the championship.

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

The committee or 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 determined to have committed an act of misconduct at any time during the championship.

**SPORTSMANSHIP**

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

**SPORTS WAGERING**

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

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

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

**TOBACCO BAN**

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

|  |
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| Team Travel |

**TRANSPORTATION**

The participating institutions are responsible for making their own travel reservations in accordance with the established travel policies.

The NCAA’s official travel agency for the tournament is Short’s Travel Management. Please reference the selections memo and NCAA.org for [travel information](http://www.ncaa.org/championships/travel/championships-travel-information?division=d3) regarding air travel and ground travel.

**TRAVEL EXCEPTIONS**

Be advised that if extraordinary circumstances warrant an exception to the travel policies, you must contact the NCAA travel department for approval BEFORE making any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317-917-6757 or [travel@ncaa.org](mailto:travel@ncaa.org).

|  |
| --- |
| Tickets |

**PRICES**

|  |  |
| --- | --- |
| **Type** | **Ticket Price** |
| **Student** | $[insert price] |
| **Adult** | $[insert price] |
| **Senior Citizen** | $[insert price] |
| **Child (<12 years)** | $[insert price] |
| **Child (<2 years)** | Free |

**TICKET OFFICE INFORMATION**

Tickets must be purchased at [insert ticket office location or championship website]. The ticket manager is [insert ticket manager’s name] and may be reached at [insert ticket office phone number].

**WILL CALL**

*[Insert Will Call information and location]*

|  |
| --- |
| Trophies and Awards |

**AWARDS**

Immediately following the game, teams are expected to shake hands with the opposing team at center ice. Each non-advancing team will receive 23 participant medallions (squad size) set aside in the team locker room. Teams advancing to the next round or the championship finals will receive their awards at that time.

**ADDITIONAL AWARDS**

Institutions may order additional awards based on the level to which their team advanced (i.e., the national champion may order additional watches; teams participating at the finals site may order additional mini-trophies; and non-advancing teams from the preliminary rounds may order additional participant medallions.). Additional awards may be ordered at: <http://www.mtmrecognition.com/ncaa/>.

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| Uniforms |

**LOGO POLICY**

*[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]*

Per NCAA Bylaw 12.5.3, an institution’s official uniform and all other items of apparel (i.e., 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 in area, including any additional material (i.e., patch) surrounding the normal trademark or logo.

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 2¼ 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 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 will 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.

# APPENDIX A • NCAA TOURNAMENT SUPPLEMENTAL DISCIPLINE



NCAA Ice Hockey Rules and championship policies allow for the use of supplemental discipline during championship competition. This document details the procedures the Division III Men’s Ice Hockey Committee will follow when the use of supplemental discipline is needed.

1. **NCAA Division III Men’s Ice Hockey Committee Review.**

The Division III Men’s Ice Hockey Committee at its discretion, may investigate any incident that occurs in connection with any tournament game and may assess additional suspensions for any offense committed during the course of a game or any aftermath thereof by a player, goalkeeper, trainer, equipment manager, coach or non-playing personnel whether or not such offense has been penalized by the on-ice officials.

1. **Incident Involving a Non-Advancing Team.**

If the committee, NCAA liaison or officiating liaison determines further review is needed and the team is not advancing, all pertinent details should be collected on site (e.g., referee statements, committee/liaison reports, etc.) and discussed on-site. A preliminary recommendation should be reached, if possible, to discuss with the full committee at the next opportunity (Championship site).

1. **Incident Involving an Advancing Team.**

If the committee, NCAA liaison or officiating liaison determines further review of an incident involving an advancing team is needed, it should be conducted as soon as possible. A decision on the availability of any student-athletes and/or coaches involved should take place before that team’s next practice opportunity.

1. **Team Request for Review.**

If an investigation is requested by a team the procedures below must be followed:

1. Team representative must contact the applicable on-site NCAA staff representative to notify him/her that a request for review will be submitted.
2. Complete and submit the Supplementary Discipline Form **within two hours** of the end of the game in question, signed by the Director of Athletics (or administrator on-site) of the requesting team.
3. Submit completed form and game video queued to the incident(s) noting period and time to the applicable NCAA staff representative. The form may be emailed.
4. The committee will notify the teams involved that a request for review has been submitted.
5. The NCAA committee member, staff representative and officiating liaison will investigate, review and document findings with the committee and issue results.
6. Every effort will be made to make a decision on the availability of any student-athletes and/or coaches involved before that team’s next practice opportunity.
7. The decision of the committee will be final. Appeals and protests are not recognized or permitted.
8. The committee may not decrease any penalties assessed before, during or after the game by the on-ice officials.

# APPENDIX B • SUPPLEMENTAL DISCIPLINE FORM



**NCAA Division III Men’s Ice Hockey Championship**

**SUPPLEMENTAL DISCIPLINE POLICY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GAME:** |  | | | | | **vs.** |  |
| **OUTCOME OF GAME:** | |  | | | | | |
| **REVIEW INITIATED BY (CHECK ONE):** | | | |  | **Committee Member/NCAA Staff** | | |
|  | | | |  | **Officiating liaison/on-ice officials** | | |
|  | | | |  | **Team** | | |
| **PERSON REQUESTING REVIEW (team only):** | | | | |  | | |
| **CONTACT PHONE NUMBER:** | | |  | | | | |

**INCIDENT REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERIOD:** |  | | **TIME OF GAME:** |  |
| **GAME OFFICIALS:** | |  | | |

|  |  |
| --- | --- |
| **DESCRIPTION OF INCIDENT (use additional sheets if needed):** |  |
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******2020 Division III Men’s Ice Hockey**

**Travel Party Roster/Credential List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution:** |  | **Date:** |  |

Please list each individual from your institution’s travel party (limit of 28).

Please indicate student-athletes with an asterisk (\*).

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** |  | **15.** |  |
| **2.** |  | **16.** |  |
| **3.** |  | **17.** |  |
| **4.** |  | **18.** |  |
| **5.** |  | **19.** |  |
| **6.** |  | **20.** |  |
| **7.** |  | **21.** |  |
| **8.** |  | **22.** |  |
| **9.** |  | **23.** |  |
| **10.** |  | **24.** |  |
| **11.** |  | **25.** |  |
| **12.** |  | **26.** |  |
| **13.** |  | **27.** |  |
| **14.** |  | **28.** |  |

**Each institution will be permitted up to three additional credentials for team personnel, two of which must be for medical personnel. Please list those individuals in the spaces below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |