



# ***SITE REPRESENTATIVE 2024-25 MANUAL***

# Division III Men's Ice Hockey

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# Section 1 • Introduction

## Section 1•1 Overview

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Thank you for serving as an NCAA site representative for preliminary-round competition of the Division III Men's Ice Hockey Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Men's Ice Hockey Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting (with the on-site officials evaluator) before the start of preliminary-round competition.

Please note: A teleconference will be conducted Monday, March 10 at 11:30 a.m. Eastern time for all site representatives and NCAA staff to review duties and responsibilities.

In preparation for your role, please review and have on hand the following documents, which may be found on [ncaa.org](http://ncaa.org):

- [Prechampionship manual](#)
- [Host operations manual](#)

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

If you have any questions or concerns, please contact the NCAA staff or the Division III Men's Ice Hockey Committee chair.

On behalf of the NCAA and the Division III Men's Ice Hockey Committee, thank you for your time and efforts.

## Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship competition, including oversight of the competition in close proximity to the ice from the start of warmup until both teams leave the ice at the end of the game.
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual.
- To conduct a prechampionship teleconference with teams, administrators and host.
- To conduct the administrative meeting in conjunction with the championship.
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

# Section 2 • Contact Information

## Section 2•1 NCAA Staff and National Committee

### NCAA STAFF

**Will Hopkins**

Associate Director, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6779  
Cell: 317-363-0843  
Email: [whopkins@ncaa.org](mailto:whopkins@ncaa.org)

**Mariah Martin**

Coordinator, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6223  
Cell: 317-287-9078  
Email: [msmartin@ncaa.org](mailto:msmartin@ncaa.org)

### DIVISION III MEN'S ICE HOCKEY COMMITTEE

**EAST REGION****Tyler Hynes, chair**

Head Men's Ice Hockey Coach  
Wilkes University

Cell: 518-369-9300  
Email: [tyler.hynes@wilkes.edu](mailto:tyler.hynes@wilkes.edu)

**Tristan Durgin**

Director of Sports Information  
University of New England

Cell: 207-350-1671  
Email: [tdurgin@une.edu](mailto:tdurgin@une.edu)

**WEST REGION****Danielle Harris**

Commissioner  
Wisconsin Intercollegiate Athletic Conference

Cell: 313-516-7812  
Email: [dharris@uwsa.edu](mailto:dharris@uwsa.edu)

**Graham Johnson**

Head Men's Ice Hockey Coach  
Milwaukee School of Engineering

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Email: [johnsong@msoe.edu](mailto:johnsong@msoe.edu)

# Section 3 • Selection and Overview

## Section 3•1 Selection Process and Notification

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All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when being contacted by the NCAA or a member of the NCAA or the Men's Ice Hockey Committee.

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

## Section 3•2 Conflict of Interest

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

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

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

## Section 3•3 Neutrality

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Site representatives represent the NCAA and should be neutral in this role. Site representatives should dress professionally when performing their duties while avoiding any clothing that denotes institutional and/or conference affiliation.

## Section 3•4 Evaluations

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### TOURNAMENT SITE EVALUATION

Each site representative is asked to provide feedback on the championship site at which they served. The evaluation will be sent to site representatives as an electronic link after the championship round.

### CHAMPIONSHIP SITE EVALUATION

In an effort to continually improve our training of site representatives, we also will have the tournament directors complete an evaluation. It will be sent to the tournament directors as an electronic link after the championship game.

### OFFICIALS EVALUATION

In order to obtain feedback from the officials, an evaluation will be sent to the officials as an electronic link after the game.

## Section 4 • Important Dates

### DIVISION III MEN'S ICE HOCKEY IMPORTANT DATES

<b>Prospective Site Representatives and Host Teleconference</b>	Monday, Feb. 24, at 1 p.m. Eastern time
<b>Notification of Selection of Site Representative</b>	Monday, March 10, at 10 a.m. Eastern time
<b>Site Representative Teleconference</b>	Monday, March 10, at 11:30 a.m. Eastern time (if necessary)
<b>Administrative Teleconference with Teams and Host</b>	Tuesday, March 11, at 10 a.m. Eastern time (first round) Monday, March 17, at noon Eastern time (quarterfinals)
<b>Site Representative Arrival Date at Site</b>	One day before competition

# Section 5 • Responsibilities

## Section 5•1 Team Championships

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### IMMEDIATELY FOLLOWING SELECTIONS ANNOUNCEMENT

- Contact tournament director:
  - Confirm time for call with teams and host (Tuesday, March 11, at 10 a.m. Eastern time). [Call for quarterfinals will take place Monday, March 17, at noon Eastern time.]
  - Confirm hotel accommodations for team(s) and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm game and practice times.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided (i.e., pucks).
  - Confirm date, time and location of administrative and officials meeting.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and game(s).
  - Discuss ticket allocation for visiting team (refer to host operations manual).
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room area.
    - Videotaping and photography areas.
  - Review agenda for call with teams.
- Lead call with host and teams (see [Appendix B](#)).

### ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
  - NCAA signage.
  - Game pucks.
  - Merchandise from Event1.
  - Participant medallions.
- Review drug-testing policies and procedures if your site is selected (notice of drug testing will be communicated immediately after selections, if applicable).
- Check with tournament director to see if there are outstanding questions.
- Check with visiting team's administrators to be sure there are no outstanding questions or issues with travel. Remind them of the administrative meeting.

### DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Credentials/players – pass list.
  - Communication (radios), if necessary.
  - Crowd control.



## DIVISION III MEN'S ICE HOCKEY

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- Review pregame schedule.
- Check that equipment is ready.
- Expected media.
- Band/spirit squad/mascot procedures, if applicable.
- Personnel are in place.
- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Check ice for proper markings.
  - Press box.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered. (Refer to Host Operations Manual.)
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Training room.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.
  - Nonparticipant seating, if applicable.
- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Game pucks should be available for team practice.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure tournament director provides clean copies for the meeting.
  - Determine method for distribution of participant medallions (i.e., in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

## DAY OF COMPETITION

Arrive at site 2 hours and 30 minutes before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches booth are set and ready, if applicable.
  - Check visiting locker room(s) for cleanliness and is properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- With the officials evaluator, lead officials meeting (on- and off-ice officials) at 80 minutes prior to face-off.
- Check squad sizes and bench limits.
- Ensure any changes to starting lineup forms submitted to official scorer 15 minutes before start of game and provide it to PA, if applicable.

### During Game

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

### Between Periods

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

## BEFORE THE END OF GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.
- If the game goes into overtime make sure proper overtime procedures are adhered to (i.e., ice cut, goalies switch ends, ice is shoveled after first whistle after 10 minutes of game play).

## END OF GAME

- At end of game, make sure officials are safely off the ice.
- Observe players and coaches shaking hands and leaving the ice.
- Attend media interviews and be sure cooling-off period occurs.
- If a misconduct or circumstances requiring supplemental discipline occurs, please contact the NCAA championship administrator and submit the appropriate form (see [Appendix D](#)).
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship.

## BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind them to complete surveys.

## WITHIN 48 HOURS AFTER GAME

- Complete requested evaluation.
- Complete misconduct forms, if applicable.
- Complete expense form in the online TES system.

# Section 6 • Travel, Lodging and Expense Reimbursement

## Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

## Section 6•2 Lodging

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

## Section 6•3 Expense Reimbursement

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

Once competition has been completed, please complete the expense reimbursement link that will be emailed to you and is to be completed electronically.

## Section 6•4 Team Transportation Contact Numbers

### SHORT’S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaachampstvl@shortstravel.com">ncaachampstvl@shortstravel.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="https://ncaa.org/championships/travel/championships-travel-information?division=d3">ncaa.org/championships/travel/championships-travel-information?division=d3</a>

# Section 7 • NCAA Administrative Guidelines

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

## Section 7•1 Logo Policy

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

## Section 7•2 Misconduct Statement

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

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a hockey 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 will be dealt with in a timely manner by the governing sports committee.

## Section 7•3 Use of Tobacco Products

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*[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the Division II Manual and Bylaw 17.6.3 in the Division III Manual.]*

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

## Section 7•4 Drug-Testing Statement

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

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

## FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

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

**Q. How long does drug testing take?**

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

**Q. What is an institutional representative?**

- A. For Team Championships (e.g., baseball, field hockey, lacrosse):** An institutional representative is an individual from the participating institution (designated by the institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.
- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that they will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

**Q. When is the institution notified of drug testing?**

- A. For Team Championships:** An institutional representative from each team will be notified not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.
- A. For Individual/Team Championships:** Only the student-athlete is notified of their selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of their selection.

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

- A. For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from their institution before proceeding to the drug-testing site.
- A. For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

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

- A. For Team Championships:** Within one hour after the student-athlete has been notified.
- A. For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- A. For All Cases:**
  - Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
  - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
  - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

- Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
  - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
  - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
- Q. What if we play a late-night game (10 p.m. or later start, local time)?**
- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
  - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
  - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

## Section 7.5 Inclement Weather

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

# Appendixes

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## Appendix A • FAQ

- Q. Officials have asked how they will receive payment and when to expect it since the host no longer pays officials directly?**
- A.** All officials are paid directly by the NCAA through RefQuest. Officials should expect payment within three weeks of competition, but inquiries should be directed to the championship manager.
- Q. A fight (or similar disturbance) occurred in the stands between the fans of the home and visiting teams. What responsibility do I have to address this?**
- A.** You should first notify the tournament director that they need to obtain security in the section where the fight has occurred. After the fight, gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship manager to inform him/her of what has occurred.
- Q. The visiting team has arrived late for its practice due to a circumstance out of its control (e.g., bus breakdown). What should I do?**
- A.** Work with the host to get the team its full allotment of practice time, if at all possible.
- Q. I received notice of extreme weather or other circumstances that may affect the start time of the game. What steps should I take with the participating teams?**
- A.** Discuss the situation with the tournament director to assess the circumstances and determine a proposed course of action, taking into consideration the venue's emergency and safety/security plans. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, notify the NCAA championship manager of the situation. You should be prepared to give the championship manager the games committee's recommendations as to further delays or moving the contest.



## Appendix B • Preliminary-Round Participating Team Agenda with Notes

### A G E N D A

2025 Division III Men's Ice Hockey Championship  
Preliminary Round Participating Teams Teleconference  
**SITE REP VERSION**

Please add appropriate call-in information	March 11 or 14, 2025
Access code if needed	2 p.m. Eastern time/1 p.m. Central time

1. Introductions. (NCAA committee member/representative)
  - a. Welcome and congratulations to participants.  
*Congratulations to participants.*  
*Thank host.*
  - b. Introductions/roll call.
  - c. Contact information.  
*Note: Tournament director should provide all contact info below to teams via email.*
    - (1) Host – tournament director, sports information director, athletic trainer.  
*Tournament director should provide*
    - (2) NCAA – staff liaison, committee chair, site representative.  
*NCAA: Will Hopkins, [whopkins@ncaa.org](mailto:whopkins@ncaa.org), 317-363-0843(cell).*  
*Committee Chair: Tyler Hynes, [tyler.hynes@wilkes.edu](mailto:tyler.hynes@wilkes.edu), 518-369-9300(cell) Site Rep: Provide your contact information here.*
2. Logistics. (Tournament director/NCAA site representative)
  - a. Film exchange requirement.  
*Teams participating in first-round games should exchange film no later than noon local time on Monday and teams participating in quarterfinal games should exchange film no later than noon local time on Thursday.*
  - b. Game date and time.  
*See bracket, confirm date and time*
  - c. Games committee.  
*The site representative will serve as chair of the games committee, which for preliminary rounds will be comprised of the host institutions tournament director, an administrator from each participating team, and the head official.*

Preliminary-Round Conference Call  
 Division III Men's Ice Hockey  
 Site Representative Notes  
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d. Meeting location and times – officials/coaches.

*Tournament director to provide both.*

*Head coach must attend, institutional admin (other than the coach) must also attend, SID and trainer are encouraged to attend.*

e. Practice schedule.

*Confirm practice times. Teams allowed one hour of practice ice before 9 p.m. local time the day before competition and 45 min of practice ice the day of competition. All practices held the day before games are closed to all but credentialed participants. Participating teams are limited to 23 for pre-game warm-up and 22 for competition. For team practices, there is no limit to the number of student-athletes who can participate.*

f. Credentials

- Up to 23 student- athletes
- Two coaches
- Up to four team personnel
- Up to two medical personnel

g. Facility specifics.

*Tournament director to provide.*

h. Schedule of events.

*Please review the pregame schedule. Outline in the Administrative Meeting Agenda.*

i. Officials

*In addition to normal NCAA rules, there were memos sent out to the coaching and officials group during the season. They can be found at <http://www.ncaa.org/playing-rules/ice-hockey-rules-game>. Please review these memos prior to the coaches/AD meeting and the head official will answer any question you may have at that time.*

*Referees and linesmen assigned by NCAA – 2-2 system.*

- Coaches will have the opportunity to evaluate post-game (to come from NCAA).
- Host will identify goal judges and penalty box attendants.
- On-ice meeting with captains at 24:00 before face-off.

3. Teams. (Tournament director/NCAA site representative)

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- a. Transportation arrangements/arrival.  
*Confirm travel arrangements with visiting team(s) and estimated time of arrival*
- b. Team parking.  
*Tournament director to provide.*
- c. Lodging arrangements – location, contact at hotel, confirmation numbers.  
*Confirm lodging arrangements and hotel contact.*
- d. Bench/squad size/official travel party.  
*Bench size: Up to 30. (Total number of individuals who can be in the bench area. All bench personnel must be either a student-athlete or institutional personnel. Up to two of the bench personnel must be medical personnel. If institution does not have medical personnel, it should only have 28 in the bench area.)*  
  
*Squad size: 22. (23 for pre-game skate. The total number of student-athletes who can be in uniform. No other members of the bench size are allowed to be in uniform.)*  
  
*Travel party size: 28 (The total number of individuals who will receive travel and per diem reimbursement from the NCAA.)*
- e. Uniforms (color) and logo policy.
  - *Ask the home teams (top team on the bracket) what color their light jersey is as well as socks.*
  - *Ask the other teams what color their dark-color jersey is as well as socks.*
  - *If dark uniforms are of a similar color( e.g. Light gray) the lower seed must wear the darkest color instead*
  - *Logo policy: An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).*
  - *No third jersey permitted.*
- f. Laundry.  
*Ask tournament director about laundry services.*
- g. Skate sharpening.  
*Ask tournament director about skate sharpening. (Skate sharpening should be made available to the visiting team.)*

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h. Locker room assignments.

*Tournament director to provide.*

i. Bench Assignments

*Tournament director to provide.*

j. Athletic training/medical services.

*Tournament director or host athletic trainer to provide.*

k. Tickets.

No complimentary tickets

Tickets available to visiting teams. *(Visiting team guaranteed a minimum of one-third of facility capacity) and method Of payment*

Team pass list. *Determine if visiting team will be providing a team pass list to the hosts ticket staff. If the visiting team wishes to purchase additional tickets, ask the host to provide details. How many are available, and method of payments*

*Tournament director to provide.*

l. Filming/videotaping of competing institutions.

*Host institutions are responsible for filming and providing film of each game to all participating teams at the site of competition for all rounds of the championship. Film must be delivered within an hour of game completion of the last game of the day.*

*On request and if available, each host should arrange for an elevated area for each team to film its own game. Each institution is permitted to use one camera and may film only that portion of the competition in which it participates. The film may not be used for any commercial purposes. An institutional representative shall contact the tournament director at the host institution to arrange for camera space at that site. Information also available in Participant Manual*

m. Pucks. *All practice and game pucks provided by the NCAA*

n. Helmet use

*Required for all practices and pre-game on – ice warm-up.*

o. Post-Game Protocol (NCAA site representative)

- *Evaluations- Following the tournament, you will receive a link to a survey regarding your preliminary round experience. Please take the time to fill it out and also send to your student-athletes to complete. The national committee*

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- *reviews the survey results closely in an effort to continue to improve the championship,*
- *Event 1 merchandise – team order information.*
  - *Deadline for team preorder for preliminary rounds is Saturday, March 16 at 10 p.m. Central time. Merchandise will also be available on-site.*
- *Participant medallions.*
  - *Each non-advancing team will receive 23 participant medallions which are to be placed in the locker room following the game.*
- *Ordering additional medallions.*
  - <http://www.mtmrecognition.com/ncaa/>

#### 4. Game Management (NCAA site representative)

- a. **Team introductions.** *Teams to indicate on travel party roster ( Appendix E in Site Rep Manual all student athletes who are eligible to participate. Also provide a list of student athletes who have received game disqualifications and lists of dates of each disqualification to site rep . The travel party roster form was sent to teams by the NCAA liaison*
- b. **Starting lineup procedures.** *Refer to Host Ops Manual*
- c. **Goal scoring music.** *Offer teams the opportunity to supply specific goal scoring music. Host to recommend file type and staff member to send it to*

#### 5. Digital game programs. (Tournament director)

*The game program is digital for first round and quarterfinal. The host will have the link to the game program posted in the facility.*

#### 6. Media. (Tournament director)

- a. **Coverage/live stats.**  
*Check to see if host is planning to stream the game and/or provide live stats. It is the committee's expectation for the host to provide live stats if possible.*
- b. **Media access/credentials.**  
*Tournament director to provide location of media room.  
Cooling off period is 10 min. Non advancing teams will be interviewed first*

#### 7. Sportsmanship

- d. **Misconduct.**

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- e. Drug Testing.
- f. Crowd control.
- g. Signage and banners/artificial noise makers.

8. Questions.

*Any other questions at this time?*

9. Adjournment. (NCAA site representative)

*Thank teams and host; wish everyone good luck*

## Appendix C • Administrative Meeting Agenda with Notes



### A G E N D A

#### 2025 NCAA Division III Men's Ice Hockey Championship Preliminary Round Administrative Meeting Agenda **SITE REP VERSION**

Attendees for the onsite administrative meeting include: the head coach from each team (required); directors of athletics or designated institutional administrator (strongly encouraged), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

#### NCAA Committee Member/Representative

1. Introductions. **Congratulate teams and thank host institution.**
2. Identify games committee (NCAA site representative and an administrator from each participating institution).
  - **The games committee will actively supervise the conduct of each championship session.**
  - **Identify one administrator from each participating institution.**
  - **Site rep will also be on the games committee.**
3. Game management.
  - a. Participant credentials (maximum of 28).
  - b. Team personnel credentials
  - c. SID credential will be issued separately per formal request to host SID.
  - d. Confirm submission of the credential list (due the day before competition).
  - e. Squad size – 23 (no limit on student-athletes permitted to practice; up to 23 in uniform for pre-game warm-up, including 20 players and two or three goalkeepers; and up to 22 in uniform for competition, including 19 players and two or three goalkeepers); Bench size – 30.  
**Credentials will be distributed based on the credential list. Any additional individuals (beyond these 30) must purchase a ticket for entrance to the venue.**
  - f. Band/cheerleaders/mascot (submit gate list if applicable).
  - g. Team introductions and starting lineup procedures.
  - h. Pucks. (The NCAA will provide all practice and game pucks). **100 practice pucks and 50 game pucks will be sent to each first-round host. For the site that includes the opening-round game, 200 practice pucks and 100 game pucks will be sent. Practice pucks should be provided to the teams before the team practices.**
4. Pregame protocol.

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Activity	Time of Day	Clock Time
a. On- and off-ice officials meeting with NCAA representative.	_____	80:00
b. Officials on ice.	_____	39:00
c. Home team on ice.	_____	38:00
d. Visiting team on ice.	_____	37:50
e. Captains meeting with officials.	_____	24:00
f. Teams leave ice. (the team closest to the ice entrance will leave first)	_____	23:00
g. Starting lineups submitted.	_____	15:00
i. Officials notify teams to return to ice (three-minute warning).	_____	10:00
i. Officials take ice	_____	8:00
j. Youth Skater in team jersey/ flag skates on ice (If applicable)	_____	7:30
k. Home team returns to ice.	_____	7:00
l. Visiting team returns to ice.	_____	6:50
m. Introduction of teams at respective blue lines and U.S. national anthem.	_____	6:00
n. Face-off.	_____	0:00

[Note: Higher-seeded team is home team.]

5 Intermission.



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- a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
  - b. Notification of teams three minutes before face-off (home team followed by visiting team).
  - c. Officials on ice followed by home team and visiting team.
6. Overtime procedures. Refer to pages 81-82 (Rule 91 – Tied Games) in the 2024-25 and 2025-26 NCAA Ice Hockey Rules and Interpretations.
  - a. Ties will be broken by 20-minute, sudden-death overtime periods.
  - b. The ice will be resurfaced upon completion of regulation play.
  - c. Teams shall change ends at the end of each period.
7. Introductions/national anthem procedures.
  - a. Upon returning to the ice, both teams must proceed directly to and remain on their designated half of the ice. The home team shall enter the ice surface first, followed by the visiting team.
  - b. The designated visiting team starters will be introduced first followed by coaches. Then the designated home team starters followed by coaches.
  - c. After being introduced, each starter shall skate to the blue line.
  - d. After the introduction of each respective team's starting lineup, the remaining players shall skate to the blue line and face center ice.
  - e. The U.S. national anthem shall be played.
  - f. After the anthem, the teams may have a short huddle at their respective goals before the face-off.
8. Awards. Participant medallions (23) will be placed in the non-advancing team's locker room after the game.

23 medallions (squad size) will be provided to the non-advancing team. The advancing team will receive its awards at the finals site. Teams may order additional awards (the same award that they received) after the championship. The link to order additional awards is included in the memo that was sent to the selected teams.

Fans are not permitted on the ice after the game.

9. Championship policies.

a. Drug testing statement.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

b. Misconduct statement (NCAA Bylaws 31.02.3 and 31.1.8).

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

**Criticism of Officials.** Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

c. Logo policy (NCAA Bylaw 12.5.3)

Direct participants to Section 7 of the Prechampionship Manual. Stated below for reference:

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturers or distributor in athletics competition and pre-and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

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1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to general public; and
  2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors of hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 ¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is an addition to another trademark/logo that is contrary to the size restriction.
- d. Hydration product/water bottles. Only Dasani product is allowed on championship sidelines/team benches. Generic water bottles (no branding) are permitted. Teams may not use water bottles with the logo taped over (e.g., Gatorade). If teams use Powerade, it must be poured into generic water bottles or Dasani/generic cups.
  - e. Alcohol and tobacco policy.
  - f. Banners, signs and noisemakers. Artificial noisemakers of any kind are not permissible. Team administrators will be asked to help with fans as needed. Banners and signs are permissible as long as they are in good taste and not irritants to other spectators.
  - g. Championship signage to be provided to teams after the championship. Host will distribute signage after the game; ask coaches to address team/fans about not stealing signage.

#### Tournament Director

##### 10. Facility information.

- a. Skate sharpening.
- b. Bench and warm-up areas.
- c. Ice entrances.
- d. Emergency procedures.
- e. Tickets/team seating.
- f. Hospitality.

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- g. Security.
- h. Cheerleaders, Bands, Mascots  
 Confirm if either team will have cheerleaders, a band or a mascot.  
 If so, confirm where each will be permitted to sit. Collect  
 cheerleader/band/mascot pass list if applicable.

Athletic Trainer

- 11. Athletic training room location and hours of operation.
  - a. Allow both teams to ask any specific questions regarding medical procedures.  
 The host administration should help answer any questions.
  - b. Confirm location of training room(s) and the hours of availability pre-and  
 postgame.

Sports Information Director

- 12. Sports information.
  - a. Webcasting.
  - b. Statistics.
- 13. Media.
  - a. Ten-minute cooling-off period after game before press conference.
  - b. Interview area/procedures. Respective participating team's SID or institutional  
 representative is responsible for bringing coaches and student-athletes to the  
 interview area. Advancing team will be interviewed first.
  - c. Institutional representatives are reminded that public comments regarding the  
 officials that are deemed inappropriate will be reviewed under NCAA Bylaw  
 31.1.8.3 (misconduct).
  - d. All team members and institutional personnel must wear institutional apparel to  
 all press conferences.
  - e. Questions of the officials by the media regarding clarification of call(s) will be  
 directed to the chair of the games committee, who will meet with the officials  
 and respond to the question.  
 Confirm the location for the visiting team to videotape if they would like to the  
 game.

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 tape  
 within three hours of the conclusion of the game. The game will be taped 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 videotape

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only those games in which the institution competes. The videotapes must not be used for any commercial purposes.

### Supervisor of Officials

14. Assignment of officials.

15. Evaluations.

- a. Reminder to coaches to complete officials' evaluation postgame.
- b. Reminder to complete the site evaluation survey that will be sent from the NCAA.

### NCAA Committee Member/Representative

16. Collect travel Party Rosters

17. Questions.

## Appendix D • Misconduct and Supplemental Discipline Forms

### NCAA Division III Men's Ice Hockey Championship Misconduct Reporting Form

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Individual(s) involved in alleged act of misconduct:

_____	Institution: _____
_____	Institution: _____
_____	Institution: _____
_____	Institution: _____
_____	Institution: _____

Date of alleged act of misconduct: \_\_\_\_\_

Description of alleged act of misconduct. [Note: include location, individuals involved, witnesses to act, alleged misconduct act.]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Individual submitting report: \_\_\_\_\_ Date: \_\_\_\_\_

Send form to:  
**Will Hopkins**  
 NCAA  
 P.O. Box 6222 Indianapolis, Indiana 46206-6222  
 E: [whopkins@ncaa.org](mailto:whopkins@ncaa.org)

Appendix E • Travel Party Roster



2025 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. _____

Email this form to the tournament director and site representative (all rounds) and NCAA championship manager Will Hopkins (final site only) ([whopkins@ncaa.org](mailto:whopkins@ncaa.org)) as soon as possible and no later than 24 hours prior to your first practice.