



**2019 WOMEN'S
NATIONAL COLLEGIATE
ICE HOCKEY
CHAMPIONSHIP**

***SITE REPRESENTATIVE
2018-19 MANUAL***

National Collegiate Women's Ice Hockey

Contents

Section 1 • Introduction	2
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
Section 2 • Contact Information	3
Section 2•1 NCAA Staff and National Committee	3
Section 3 • Selection and Overview	4
Section 3•1 Conflict of Interest	4
Section 3•2 Neutrality	4
Section 3•3 Evaluations	4
Section 4 • Responsibilities	5
Section 4•1 Team Championships	5
Section 5 • Travel, Lodging and Expense Reimbursement	9
Section 5•1 Travel	9
Section 5•2 Lodging	9
Section 5•3 Expense Reimbursement	9
Section 5•4 Team Transportation Contact Numbers	9
Section 6 • NCAA Administrative Guidelines	10
Section 6•1 Logo Policy	10
Section 6•2 Misconduct Statement	10
Section 6•3 Use of Tobacco Products	10
Section 6•4 Drug-Testing Statement	10
Section 6•5 Inclement Weather	12
Appendix A • FAQ	14
Appendix B • Participant Call Checklist	15
Appendix C • Administrative Meeting Checklist	18
Appendix D • Administrative Meeting Notes for Site Representative	20
Appendix E • Officials Pregame Meeting Checklist	21
Appendix F • Travel Expense System – Traveler User Guide	23
Appendix G • Bracket	29
Appendix H • Supplemental Discipline Policy	30
Appendix I • Supplemental Discipline Form	32
Appendix J • Game Misconduct Disclosure Form	33

Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the quarterfinal-round sites of the National Collegiate Women's Ice Hockey Championship.

During the quarterfinal round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Women's Ice Hockey Committee. As such, NCAA site representatives are expected to conduct quarterfinal-round championship competition according to the policies and procedures outlined in this manual, the pre-championship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials' meeting before the start of quarterfinal-round competition.

Please note: A teleconference will be conducted at 2 p.m. Eastern time, Thursday, March 7, for all site representatives and NCAA staff to review duties and responsibilities. Please refer to the appendixes for the teleconference agenda and call-in information.

In preparation for your role, please review and have on hand the following documents, which may be found on ncaa.org:

- [Pre-championship manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are valuable 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 NCAA Women's Ice Hockey Committee chair.

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

Section 1•2 Responsibilities of Site Representatives

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

- To serve as a representative of the NCAA during championship playoffs;
- To conduct championship competition according to the policies and procedures outlined in the pre-championship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a pre-championship teleconference with teams, administrators and host (if applicable);
- To serve as a resource for visiting teams and the tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Jan Gentry

Associate Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6626
Email: jgentry@ncaa.org

Paige Newman

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NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY COMMITTEE

EAST REGION**Anita Brenner**

Deputy Director of Athletics/SWA
Cornell University

WEST REGION**Mike Sisti**

Head Women's Ice Hockey Coach
Mercyhurst University

EAST REGION**Katie Crowley**

Head Women's Ice Hockey Coach
Boston College

WEST REGION**Abbey Strong, chair**

Assistant Athletics Director-Compliance and Camps
University of Minnesota Duluth

EAST REGION**Kate McAfee**

Associate Athletics Director for Event Management
University of New Hampshire

Section 3 • Selection and Overview

Section 3•1 Conflict of Interest

[Reference the August 2008 Executive Committee minutes]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and 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.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. 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 that he/she may have hereunder, and should recuse himself/herself 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. When 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.

Section 3•2 Neutrality

Site representatives represent the NCAA and should be neutral in this role. Site representatives should dress professionally and avoid wearing any clothing that denotes institutional and/or conference affiliation.

Section 3•3 Evaluations

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

Section 4 • Responsibilities

Section 4.1 Team Championships

AFTER SELECTION SHOW

- Contact tournament director:
 - Confirm date and time for call with teams and host.
 - 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 signage/equipment to be received.
 - NCAA signage:
 - NCAA blue disk logo banners (2)
 - National Collegiate Women's Ice Hockey sport icon banner (2)
 - National Collegiate Women's Ice Hockey table banner (1)
 - NCAA.com banner (2)
 - Ice Hockey wordmark banner (2)
 - Dashers:
 - 2019 National Collegiate Women's Ice Hockey Quarterfinal (2 - 30" x 456")
 - Team A (2 - 30" x 336")
 - Team B (2 - 30" x 336")
 - 2019 Ice Hockey Championship (2 - 30" x 174")
 - NCAA.com (2 - 30" x 84")
 - Pucks - 200 practice (no logo); 100 game (NCAA disk/generic championship logo).
 - Merchandise from Event1.
 - Digital programs - Refer to host operations manual for FAQ.
 - Participant medallions - 24 for non-advancing team.
 - Confirm date, time and location of administrative meeting and officials' meeting.
 - Review security/safety plan.
 - Ensure host medical staff is prepared to be at practices and game.
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas.

DAY AFTER SELECTIONS

- Confirm that visiting team has made contact with the host institution.
- Lead call with host and teams (see [appendixes](#)).
- Confirm that host has made contact with officials and hotel accommodations are being provided, if needed.

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Check with visiting teams' administrators to be sure they are set and have no issues with travel. Remind them of the day, time and location of the administrative meeting.

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the signage/equipment shipments (see inventory above).
- Review drug-testing policies and procedures if your site is selected for drug testing.
- Check with tournament director to see if he/she has any questions.
- Review administrative meeting agenda with tournament director. Make sure copies are available for the 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.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Band/spirit squad/mascot procedures, if applicable.
 - All event personnel have been confirmed.
 - Security plan.
 - Inclement weather, if applicable.
- Perform a facility walk-through and review:
 - Check rink 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.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Athletic 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.
 - Equipment for both teams checked.
 - Merchandise and programs (if applicable) available.
 - Review parking.
 - 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 (Head coach and AD or designated administrator).
 - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site 2 1/2 hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
 - 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 to ensure it is clean and 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.
- Conduct meeting with on- and off-ice officials two hours before start of game.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before start of game and provide them to PA announcer, 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.

Intermissions

- 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.
- Be near when both teams come back out from intermission to ensure that there are no issues.
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

END OF GAME

- At end of game, make sure officials are safely off of the ice.
- Observe players and coaches shaking hands and leaving the ice.
- Email or text scores to Jan Gentry (jgentry@ncaa.org; 317-966-6490) immediately after the game. Also report any incidents of misconduct at this time.

NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY

- After reporting scores, provide a brief summary of the performance of the officials.
- Attend media interviews and be sure cooling-off period occurs.
- Distribute Frozen Four patches/memo and participant call agenda to the advancing team.
- Check in with drug testing staff (if applicable) to see that there are any issues.
- Stop by the locker room of the non-advancing team and thank head coach and team for being part of the championship.

Note: If problems arise during competition, the NCAA site representative, along with the tournament director, should immediately contact Jan Gentry (cell: 317-966-6490; or office: 317-917-6626 office).

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Check with the tournament director to see if he/she has any questions and remind him/her to complete the surveys.
- Ensure the host knows to complete the financial report form within 60 days.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Submit expenses to NCAA for reimbursement (see instructions in [appendixes](#)).

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•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 up to 400 miles (800 miles round trip) to the host site.

Section 5•2 Lodging

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

Section 5•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses (e.g. parking, tolls, etc.) are covered by the per diem.

Once competition has been completed and you have received an email authorization, please file your expenses via the online Travel Expense System ([Appendix F](#)).

Section 5•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaalo@shortstravel.com

GO GROUND OPTIONS

Phone Number	866-386-4951
Website	https://www.gochampionships.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	http://www.ncaa.org/championships/travel/championships-travel-information

Section 6 • NCAA Administrative Guidelines

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

Section 6•1 Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals]

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

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

Section 6•2 Misconduct Statement

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

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

Section 6•3 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual and Bylaw 17.1.9 in the NCAA Division II 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 6•4 Drug-Testing Statement

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

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

Although knowing 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 director, drug-testing site coordinator or the NCAA championship staff member for the 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, etc.):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

- A. **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.

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 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 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 noon 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.

Section 6•5 Inclement Weather

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship manager 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

Contents

Appendix A • FAQ	14
Appendix B • Participant Call Checklist	15
Appendix C • Administrative Meeting Checklist	18
Appendix D • Administrative Meeting Notes for Site Representative	20
Appendix E • Officials Pregame Meeting Checklist	21
Appendix F • Travel Expense System – Traveler User Guide	23
Appendix G • Bracket	29
Appendix H • Supplemental Discipline Policy	30
Appendix I • Supplemental Discipline Form	32
Appendix J • Game Misconduct Disclosure Form	33

Appendix A • FAQ

- Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them?**
- A.** All officials are paid directly by the NCAA through a program called ArbiterPay. There is not a set timetable for payment, but all payments will be processed promptly after each round of the competition. All inquiries should be directed to the championship manager.
- Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament director that he/she needs to direct security to the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site and resolution of the issue. All of these facts should be summarized in writing and sent to the NCAA championship manager via email. If the situation is severe, please immediately call the championship manager to inform him/her of what has occurred.
- Q. A team has arrived late for its practice due to its bus breaking down. What should I do?**
- A.** Work with the host to try to get the team its full allotment of practice time, if at all possible.
- Q. I received an alert on my phone that lightning is within 30 miles and we are going to begin the game in 10 minutes. What steps should I be taking?**
- A.** Immediately find the tournament director and begin to discuss the distance of the lightning. Remember to consult the lightning guidelines. Altering a game time should involve the games committee (consult the host operations manual to confirm who serves on this committee). If it is determined that the game should be delayed, you should 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 • Participant Call Checklist

C H E C K L I S T

National Collegiate Women's Ice Hockey Championship
Women's Frozen Four – Participant Teleconference

Dial-in Number: XXX-XX-XXXX

Passcode: XXXXXXX

March 11, 2019

XX a.m./p.m. Eastern time

1. Introductions. (CHAIR)

- a. Congratulate participating institutions.
- b. Reference pre-championship and participants' manual.
- c. Have each institution introduce the following:

Team #1: _____	
Head Coach: _____	Cell Phone: _____
Administrator: _____	Cell Phone: _____
Sports Info: _____	Cell Phone: _____
Ticket Office: _____	Cell Phone: _____
Team #2: _____	
Head Coach: _____	Cell Phone: _____
Administrator: _____	Cell Phone: _____
Sports Info: _____	Cell Phone: _____
Ticket Office: _____	Cell Phone: _____

- d. Thank host institution and allow (TOURNAMENT DIRECTOR) to welcome teams.

2. Team information.

- a. Pretournament meeting. (HOST)
- b. DVD exchange – most recent game prior to noon on Tuesday. (NCAA SITE REP)
- c. DQ/game misconduct disclosure form – turn in at pretournament meeting. (NCAA SITE REP)

3. Game/practice schedule and information.

- a. Team entrance/parking. (HOST)
- b. Practice times – refer to participant manual. (NCAA SITE REP)
- c. Date and time of games/uniform colors. (NCAA SITE REP)

NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY

NCAA Women's Ice Hockey Championship
Participant Call Checklist
Page No. 2

Quarterfinal: _____ (Home) (_____) vs. _____ (Away) (_____)
(Light) (Dark)

Time: _____ Date: _____

4. Travel.

- a. Transportation arrangements/time of arrival. (NCAA SITE REP)

Team #1 _____ (Institution) _____ (Day) _____ (Time)

- b. Lodging arrangements. (HOST)
c. Local transportation. (HOST)
d. Equipment drop-off. (HOST)

5. Travel party (34). (NCAA SITE REP)

- a. Per diem (\$150)
b. Squad size – 24 student-athletes.
c. Bench limit – 28 (19 skaters plus not more than three nor less than two goalies; 6 non-playing personnel)
d. Credentials – travel party.
e. Credentials – for others with tickets.

6. Uniforms and Equipment. (HOST)

- a. Laundry.
b. Skate sharpening.
c. Locker room assignments.

7. Tickets. (HOST)

- a. Team ticket allotment (200)/policies.

Team #1 _____ (Institution) _____ (No. of Tickets)

Team #2 _____ (Institution) _____ (No. of Tickets)

NCAA Women's Ice Hockey Championship
 Participant Call Checklist
 Page No. 3

- b. Team credentials/pass list.
- c. Under two (2)/re-entry policy.
- d. Time that doors will open.
- e. Team will call.

8. Bands (25 including director)/cheerleaders (12)/mascot (1). (NCAA SITE REP)

Team	Band	Cheerleaders	Mascot
_____	_____	_____	_____
_____	_____	_____	_____

9. Media. (HOST)

- a. Videotaping.
- b. Team videographer.
- c. Credentials.
- d. Requested items from institutions.
- e. Radio rights policy.
- f. Webstreaming policy.
- g. Media room and accommodations.

10. Athletic training and medical emergency procedures. (HOST)

11. Security and emergency procedures. (HOST)

- a. Individual in charge of security.
- b. Benches.
- c. Officials.
- d. Penalty box.
- e. Contact person if needed.

12. Logo policy statement. (NCAA SITE REP)

13. Sportsmanship and misconduct statement. (NCAA SITE REP)

14. Drug testing statement. (NCAA SITE REP)

15. Questions.

16. Adjournment.

Appendix C • Administrative Meeting Checklist



CHECKLIST

National Collegiate Women's Ice Hockey Championship
Quarterfinal – Administrative Meeting

1. Introductions. (NCAA SITE REP)

- Have individuals introduce themselves, their institution and their responsibilities.
- Congratulate participating institutions.
- Identify games committee.

NCAA Site Representative: _____

Tournament Director: _____

- Thank host institution and allow (TOURNAMENT DIRECTOR) to welcome teams.

2. Game/practice schedule and information. (NCAA SITE REP)

- Date and time of games/uniform colors.

Quarterfinal: _____ (Home) (_____) (Light) vs. _____ (Away) (_____) (Dark)

Time: _____ Date: _____

- Team arrival time prior to practices/game.

TEAM	PRACTICES	GAME
_____	_____	_____
_____	_____	_____

3. Game information.

- Identify bench and warm-up areas. (HOST)
- Videotaping. (HOST)
- Squad size – 24 student-athletes. (NCAA SITE REP)
- Bench limit – 28. (19 skaters plus not more than three nor less than two goalies; 6 non-playing personnel). (NCAA SITE REP)
- Pregame schedule – timing sheets posted in locker rooms. (NCAA SITE REP)
 - Starting lineups – assemble on goal line; starters come to blue line as named.
 - National anthem – teams remain at the blue line; face the flag until the anthem is finished.
- Intermissions (15 minutes). (NCAA SITE REP)
 - Teams notified at 3 minutes before taking ice (home team; then visitor).

NCAA Women's Ice Hockey Championship
 Quarterfinal Administrative Meeting
 Page No. 2

- g. Overtime procedures. (NCAA SITE REP)
 - Teams will go to the locker rooms.
 - Teams will change ends.
 - Sudden victory, 20-minute periods.
- h. Video replay. (NCAA SITE REP)
- 4. Postgame schedule. (NCAA SITE REP)
 - a. On-ice handshake (coaching staff included).
 - b. Cooling off period.
 - Emphasize importance of being on time.
 - c. Press conference – winning team then losing team.
 - SID – bring coach and student-athletes to interview area.
 - Public comments on the officials – will be reviewed by committee if inappropriate.
 - Comments by/questions for the officials – will be gathered by a “pool reporter”
- 5. Mascots/cheerleaders – permitted on ice during warm-ups/between periods, must be on their half of the ice. (NCAA SITE REP)
- 6. Tickets. (HOST)
 - a. Sales.
 - b. Passes/gate lists/will call.
 - c. No re-entry.
 - d. Seats for non-competing teams.
 - e. Band locations.
- 7. Security. (HOST)
 - a. Benches.
 - b. Officials.
 - c. Penalty box.
 - d. Contact person if needed.
- 8. No alcohol policy. (NCAA SITE REP)
- 9. Logo policy statement. (NCAA SITE REP)
- 10. Misconduct statement. (NCAA SITE REP)
- 11. Drug testing statement. (NCAA SITE REP)
- 12. Questions.
- 13. Adjournment.

Appendix D • Administrative Meeting Notes for Site Representative

Appendix E • Officials Pregame Meeting Checklist

Officials Pregame Meeting Checklist

Time. Two hours (120 minutes) before opening faceoff.

Place. The officials dressing room, unless otherwise specified by the tournament director.

Materials. Current NCAA rules book, stick-measuring device, tape measure, hockey stick, goalie stick, blackboard, official tournament program.

In Attendance. Referees, linesmen, game timekeeper, penalty timekeeper, official scorer, goal judges, announcer, alternate official, tournament director and NCAA site representative/ NCAA committee members.

The following items should be discussed and/or reviewed with the various game officials:

1. On-Ice Officials—Referees, Assistant Referees or Linesman

- a. Personal appearance.
- b. Player list (official lineup for warm-ups) of each team, including captains and alternates.
- c. Warm-up duties.
- d. NCAA rules and interpretations.
- e. Signals.
- f. On-ice discussions with captains, players and coaches.
- g. Disallowed goals (report to scorer).
- h. Video replay.
- i. Debris procedures (stop play, clear ice of players).
- j. High-sticking/fighting incidents (duties of each official).
- k. Body checking/contact.
- l. Condition of nets before start of each period.
- m. Officials teamwork.
- n. Faceoffs.
- o. Offsides.
- p. Relationship to news media (explanation of rulings).

2. **Off-Ice Officials.** Minor officials are appointed to act as game officials and must cooperate at all times with the referees. Minor officials are part of a team assigned to officiate a game and must know all the rules of the game. When requested, minor officials should give their version of a situation only to the proper authority.

3. Official Scorer

- a. Official game program review (three copies of player lists, starting lineups, captains).
- b. Crediting goals and assists.
- c. Penalty report and recording.
- d. Definition of shot on goal.
- e. Postgame procedures (required signatures, copies to coaches).

4. Game and Penalty Timekeeper

- a. Fifteen-minute pregame warm-up.
- b. Required materials (NCAA rules book, stick-measuring device, tape measure, alternate timing device, penalty work sheet, note pad).

Officials Pregame Meeting Checklist

Page No. 2

- c. Clock-malfunction procedures.
- d. Penalty situations.
- e. Overtime procedures.
- f. Fifteen minutes between periods.
- g. Three-minute notification before expiration of intermission period to officials/teams.

5. Goal Judges

- a. Signaling a goal.
- b. Providing advice (on request).
- c. Communication with players (disputed goals).
- d. Checking working order of red and green lights.

6. Announcer

- a. Pregame-introduction procedures.
- b. Announcement (play in progress, end of period).
- c. Announcement of roster changes.
- d. Procedures for goal/penalty announcements.

Appendix F • Travel Expense System – Traveler User Guide

TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.
2. The new system has been redesigned to offer the following conveniences:
 - a. One username and password for all trips.
 - b. View the status of all expense reports, as well as payment information, in one place.
 - c. Simplify the system and improve usability.
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.
4. To begin a new expense report, click on the Create link.

The screenshot displays the NCAA Travel Expense system interface. At the top, there is a navigation bar with the NCAA logo and the text 'NCAA Travel Expense'. A user profile section on the right says 'Welcome, Juanita Sheely' with links for 'Change Password', 'Contact Us', and 'Logout'. Below this, there are tabs for 'Trips' and 'Profile'. The main content area is titled 'Trips' and includes a search box and a 'Show / hide columns' button. A table lists several trips with columns for 'Travel group', 'Meeting dates', 'Meeting location', 'Meeting name', 'Travel type', 'Primary Expense Report', and 'Secondary Expense Report'. A red arrow points to the 'Create' link in the 'Primary Expense Report' column for the first trip.

Travel group	Meeting dates	Meeting location	Meeting name	Travel type	Primary Expense Report	Secondary Expense Report
Committee	02/04/2015-02/06/2015	San Diego, CA	Site Visit	Per Diem	Create	
Officials	01/12/2015-01/15/2015	Washington, DC	DII Men's Basketball Second Round	Per Diem	Create	
Program	01/15/2015-01/18/2015	Washington, DC	Leadership development	Actuals	Approved Payment Pending	
Committee	01/13/2015-01/17/2015	Washington, DC	NCAA Convention	Per Diem	Approved	
Transient	01/14/2015-01/15/2015	Washington, DC	Officials Observation	Per Diem	Approved	

5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.
6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

Approvals > Approving Expense Report

Expense Report

Event dates: 02/11/2015 - 02/11/2015
 Purpose of trip: Site visit
 Location: San Diego, CA
 Travel dates: 02/10/2015 - 02/11/2015

Expenses

Expense	Unit	Amount	Receipt	Notes
Per Diem 2 day(s) * 75		150.00		

Select To Add Expense

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

For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

Trips > Editing Expense Report

Expense Report

Committee/program:
 Meeting dates: 02/04/2015 - 02/06/2015
 Meeting name: Site Visit
 Location: San Diego, CA
 Travel dates: 02/03/2015 - 02/06/2015

Expenses

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		
Meals				
Lodging				
Mileage @ 0.53				
Ground Transportation				
Airfare				
Other				
Baggage				
Select Pay To				

Remove

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

Trips > Editing Expense Report

Expense Report

Committee/program: _____
 Meeting dates: 02/04/2015 - 02/06/2015
 Meeting name: Site Visit
 Location: San Diego, CA
 Travel dates: 02/03/2015 - 02/06/2015

Expenses

Expense	Unit	Amount	Receipt	Notes
Per Diem 4 day(s) * 75		300		
Mileage @ 0.53	400	212		
Lodging		102.35	Browse... No file selected.	stuck in connecting city overnight

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

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

Pay To

Self

Mailing Address

No tax address is configured

Add Address

Please add your mailing address. This is the address we will send all 1099 forms to, if applicable.

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

The screenshot shows a web form titled "Address Change". At the top, there is a blue header bar with the title and a close button. Below the header is a "Social Security Number" input field. Underneath is a section titled "Address Change" which contains several input fields: "Address 1", "Address 2", "City", "State", "Postal code", and "Country code". At the bottom of this section is a green button labeled "Create Address change".

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

The screenshot displays an expense report form. The top section contains several input fields: "Per Diem 4 day(s) * 75" with the value 300, "Mileage @ 0.53" with values 400 and 212, and "Lodging" with the value 102.35. There are also buttons for "Add Expense Report Line", "Browse...", and "Remove". Below this is a "Pay To" dropdown menu set to "Self". The main part of the form is a table titled "Mailing Address" with two columns: "Current Address" and "Unapproved Update". The table contains the following data:

	Current Address	Unapproved Update
Address 1		123 Main St
City		Anytown
State		IN
Postal code		46204
Country		USA

Below the table is a green "Modify Address" button and a note: "Please verify your mailing address. This is the address we will send all 1099 forms to, if applicable."

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

State	IN
Postal code	46204
Country	USA

[Modify Address](#)

Please verify your mailing address. This is the address we will send all 1099 forms to, if applicable.

Payment Information

Bank is not configured

[Add Bank](#)

Please enter your bank information to receive funds via direct deposit.

Bank Info

Bank Info

Bank name

Account type Select Account Type ▾

Routing number

Account number

[Update Bank Info](#)

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

Payment Information

	Current Bank	Unapproved Update
Bank name	PNC	
Account type	Savings	
Routing number	071923456	
Account number	123852	

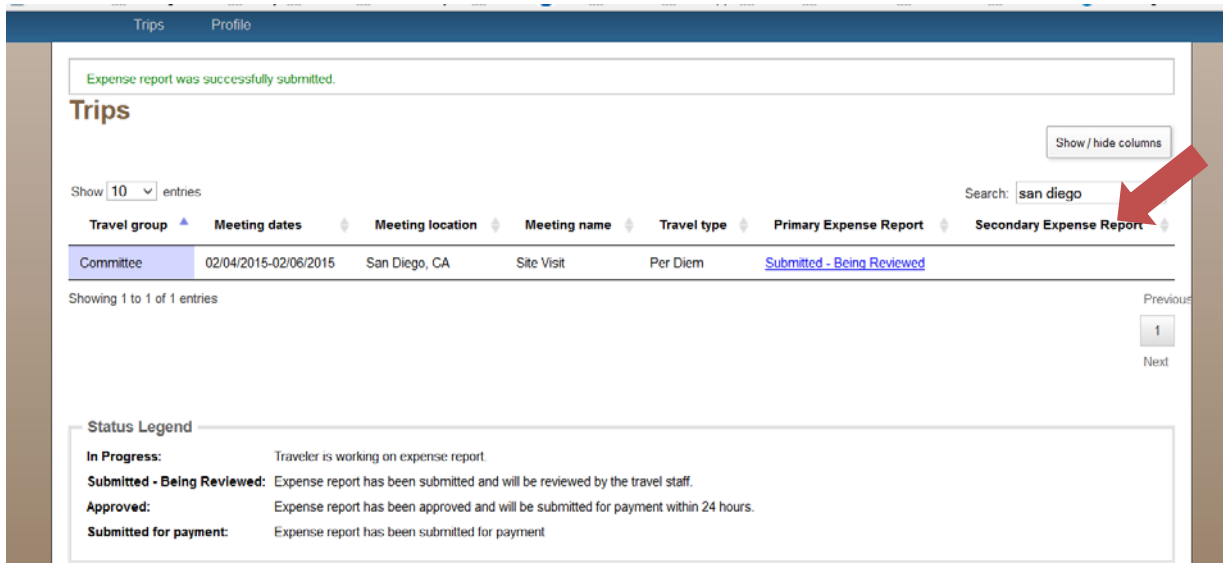
[Modify Bank](#)

- Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.
- If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.



14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.

Appendix G • Bracket



2019 National Collegiate Women's Ice Hockey Championship



* Host Institution
All times are Eastern time.
Information subject to change.

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Appendix H • Supplemental Discipline Policy



NCAA Tournament Supplemental Discipline Policy

NCAA ice hockey rules and championship policies allow for the use of supplemental discipline during championship competition. The National Collegiate Women's Ice Hockey Committee (Committee) has developed and will strictly adhere to the following procedures for implementation of supplemental discipline.

1. NCAA National Collegiate Women's Ice Hockey Committee Review.

The National Collegiate Women'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, athletic trainer, equipment manager, coach or non-playing personnel whether or not such offense has been penalized by the on-ice officials.

2. Incident Involving a Non-Advancing Team.

If the committee, NCAA representative 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 (Frozen Four).

3. Incident Involving an Advancing Team.

If the committee, NCAA representative 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.

4. Team Request for Review Procedure

If an investigation is requested by a team, the following procedure must be followed:

- a) Team representative must contact the on-site NCAA representative to notify him/her that a request for review will be submitted.
- b) Complete and submit the Supplementary Discipline Form **within 2 hours** of the end of the game in question, signed by the Athletic Director (or administrator on site) of the requesting team.
- c) Submit completed form and game video queued to the incident(s) noting period and time to the NCAA representative. The form may be emailed.
- d) The committee will notify the teams involved that a request for review has been submitted.

NCAA Tournament Supplement Discipline Policy
Page No. 2

- e) The NCAA committee member, representative and officiating liaison will investigate, review and document findings with the committee and issue decision.
- f) 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.
- g) The decision of the committee will be final. Appeals and/or protests are not recognized or permitted.
- h) The committee may not decrease any penalties assessed before, during or after the game by the on-ice officials.

Appendix J • Game Misconduct Disclosure Form

NCAA National Collegiate Women's Ice Hockey Disqualification/Game Misconduct Disclosure

Institution: _____

Note: When a student-athlete accumulates three (3) game misconducts in the same season, that student-athlete is suspended for the next contest (Rule 4-4-c). Full procedures for disqualifications are located in Rule 4-5.

Name of Student-Athlete	Date	Opponent	Disqualification (DQ)		Game Misconduct (GM)	
			No. of DQs	Type of Penalty	No. of GMs	Type of Penalty

Authorized Signatures:

Head Coach Date

Director of Athletics or Designee Date