



*2019 DIVISION II WOMEN'S*  
**LACROSSE**  
**CHAMPIONSHIP**

***PRE-CHAMPIONSHIP***  
***2018-19 MANUAL***

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2018-19 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

## Section 1.1 Definitions

**Pre-championship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Pre-championship meeting for coaches and/or administrators.

**Appendixes.** Any supplemental documents to be provided and distributed through the various resources.

**Championship Manager.** The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

**NCAA National Committee.** The sport committee with direct oversight responsibilities for the championship.

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**Playing Rules.** The rules under which the competition will be conducted.

**Predetermined Sites.** Those sites that are selected to host before the participant/team selections announcement.

**Preliminary Rounds.** The rounds of the championship before the final or championship round.

**Regional Alignment.** The geographic location of institutions or regional advisory committees.

**Schedule of Events.** Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

**Selection Criteria.** Policies and procedures in place to guide the team selection process.

**Site Selection Criteria.** Policies and procedures in place to guide the site selection process.

**Squad Size.** Number of student-athletes per team allowed to dress in uniform and participate at the championship.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

## Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

**Ensuring** student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

**Assuring** effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

## Section 3 • Concussion Management

*[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]*

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

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

For further details, please refer to the [NCAA Sports Sport Science Institute website](#) for additional guidance.

## Section 4 • Conduct

### Section 4•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

### Section 4•2 Drug Testing

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*[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Divisions I and II Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]*

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Divisions I and II), 18.4.1.5 (Division III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### Section 4•3 Honesty and Sportsmanship

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Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### Section 4•4 Misconduct/Failure to Adhere to Policies

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#### MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, which discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. [Click here](#) to see the full misconduct/failure to adhere to policies and procedures outline.

### Section 4•5 Sports Wagering Policy

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Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

## STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

## POSTSEASON

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

## HOSTING OPPORTUNITIES

On May 16, 2018, the Board of Governors voted to suspend the NCAA championships policy related to sports wagering and to allow for championships to be hosted in locations regardless of whether a state is considering, or has legalized, sports wagering. The board's decision provides championship location continuity as states contemplate whether to allow legalized sports betting.

## Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

## Section 5 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to [ncaa.org](http://ncaa.org).

## Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to [NCAA.com/travel](http://NCAA.com/travel) to search and book online hotel, car and air travel, all in one easy transaction.

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]*

## GENERAL ADMINISTRATIVE GUIDELINES

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:

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 the 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 or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (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 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

## Section 9 • Division II

### Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. (*Revised: 1/14/08 effective 8/1/08*)

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.



Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; *(Adopted: 1/14/12 effective 8/1/12)*
- h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- i. Recognizing the need to "Balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- j. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(Revised: 1/14/97, 1/14/02 effective 8/1/02)*
- k. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)*
- l. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/14/97)*

## Section 9•2 Division II Code of Conduct

### CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere



## GENERAL ADMINISTRATIVE GUIDELINES

to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

### MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... **any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.**”

### EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

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 actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

### EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

### POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;

- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the
- i. Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

## Section 9•3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

## Section 9•4 Religious Conflicts

**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (*Revised: 1/12/99, 1/8/01, 1/9/01*)

**Individual Championships.** In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).

# Division II Women's Lacrosse

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# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

### Donisha Carter

Coordinator, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6652 / [dcarter@ncaa.org](mailto:dcarter@ncaa.org)

## Section 1•2 National Committee

Current members of the committee are:

### NORTH REGION

**Jesse Balcer, chair**  
Director of Athletics  
Chestnut Hill College

### EAST REGION

**Dean O'Keefe**  
Director of Athletics  
Stonehill College

### MIDWEST REGION

**Regan McAthie**  
Associate Athletic Director/Senior Woman Administrator  
Concordia University, St. Paul

### SOUTH REGION

**Laura Taube**  
Senior Woman Administrator  
University of Alabama at Huntsville

For additional information about the women's lacrosse championship, contact:

### Donisha Carter

Coordinator, Championships and Alliances  
NCAA  
317-917-6652 / [dcarter@ncaa.org](mailto:dcarter@ncaa.org)

### Jesse Balcer, chair

Director of Athletics  
Chestnut Hill College  
215-713-3790 / [balcerj@chc.edu](mailto:balcerj@chc.edu)

## Section 1•3 Regional Advisory Committees

NAME	INSTITUTION	CONFERENCE
<b>ATLANTIC REGION</b>		
<b>Jesse Balcer</b>	<b>Chestnut Hill</b>	<b>CACC</b>
Kayte Mills	Post	CACC
Larry Earnesty	Millersville	PSAC
Kevin Cooke	Mercyhurst	PSAC
<b>EAST REGION</b>		
<b>Dean O'Keefe</b>	<b>Stonehill</b>	<b>NE-10</b>
Abbey Capobianco	Assumption	NE-10
Dawn Anselmin	Mercy	ECC
Dan Hagenlocher	NYIT	ECC
<b>MIDWEST REGION</b>		
<b>Regan McAthie</b>	<b>Concordia-St. Paul</b>	<b>GLIAC</b>
Emilia Ward	Northern Michigan	GLIAC
Rudy Yovich	Wheeling Jesuit	MEC

## DIVISION II WOMEN'S LACROSSE

NAME	INSTITUTION	CONFERENCE
<b>MIDWEST REGION CONTINUED</b>		
Pam Jenkins	Notre Dame (Ohio)	MEC
Monica Potter	Colorado State-Pueblo	RMAC
David Spafford	Regis (Colorado)	RMAC
Mallory Ferrandiz	Lake Erie	G-MAC
Amanda Larkin	Davis & Elkins	G-MAC
<b>SOUTH REGION</b>		
<b>Laura Taube</b>	<b>Alabama-Huntsville</b>	<b>Independent</b>
Kara Reber	Florida Southern	Sunshine State
Jen Mercurio	Florida Tech	Sunshine State
Lynn Griffin	Coker	SAC
Kristina Llanes	Mars Hill	SAC
Grant Kelam	Mount Olive	Conference Carolinas
Sharod Williams	Conference Carolinas	Conference Carolinas

## Section 1•4 Important Dates

<b>Friday, Jan. 11</b>	Institutions must have complete schedule input in the online stats system.
<b>Tuesday, April 9</b>	Regional advisory committees mock ranking call.
<b>Wednesday, April 10</b>	National committee mock ranking call.
<b>Tuesday, April 16</b>	First regional advisory committees ranking call.
<b>Wednesday, April 17</b>	First national committee ranking call.
<b>Tuesday, April 23</b>	Second regional advisory committees ranking call.
<b>Wednesday, April 24</b>	Second national committee ranking call.
<b>Friday, April 26</b>	Proposed budget and facility evaluation forms due at the national office from institutions interested in hosting a preliminary round of competition. Deadline for individuals to submit site rep availability forms.
<b>Tuesday, April 30</b>	Third regional advisory committees ranking call.
<b>Wednesday, May 1</b>	Third national committee ranking call.
<b>Saturday-Sunday, May 4-5</b>	Regional advisory committees' recommendation calls to national committee/Final ranking call with regional advisory committees.
<b>Sunday, May 5</b>	National committee selection call.
<b>Monday, May 6</b>	Teleconference with preliminary-round site representatives, chair and liaison. (2 p.m. Eastern time)
<b>Tuesday, May 7</b>	Teleconference with first-round participating institutions and NCAA site representative or committee member. (3 p.m. Eastern time)
<b>Fri.-Sun., May 10-12</b>	First-round competition on campuses of teams participating in the championship. (Four on-campus sites)
<b>Monday, May 13</b>	Teleconference with semifinalists, NCAA, committee members and host championship tournament director. (11 a.m. Eastern time)
<b>Friday, May 17</b>	Semifinals.
<b>Sunday, May 19</b>	Championship game.

## CHAMPIONSHIP DATES

[Reference: Bylaw 31.1.3 in the NCAA Manual.]

<b>First Round</b>	Friday, May 10 and Sunday, May 12 – on campus.
<b>Semifinals and Final</b>	Friday, May 17, and Sunday, May 19. Grand Valley State University, and Western Michigan Sports Commission will serve as co-hosts.

## DATE FORMULA

Each year the championship semifinals and final are conducted the third full weekend in May (Friday-Sunday). First-round and second-round games are held the Friday and Sunday before the championship.

### Festival Years

For Festival years, the championship semifinals and final are conducted the third full weekend in May (Thursday and Saturday). First-round and second-round games are held the week before the championship.

*Note: When women's lacrosse is a part of the Division II Spring Festival, the date formula is subject to change.*

## FUTURE DATES

### 2020 Dates \*NOTE: Festival year

<b>First and Second Round</b>	Thursday, May 7, Saturday, May 9 – on campus.
<b>Semifinals and Final</b>	Thursday, May 14, and Saturday, May 16

### 2021 Dates

<b>First and Second Round</b>	Friday, May 14, and Sunday, May 16 – on campus.
<b>Semifinals and Final</b>	Friday, May 21, and Sunday, May 23

## Section 1•5 Equipment

The official supplier for NCAA lacrosse is STX.

### BALLS

The STX yellow lacrosse ball is the official ball of the NCAA women's lacrosse championships and will be used in all tournament games. All game balls will be NOCSAE-approved. Game balls will be sent by the manufacturer to the tournament manager at the host institution for each round of competition. Five dozen practice balls will be provided at the site of the semifinals and final.

## Section 1•6 Rules

The 2019 NCAA Division II Women's Lacrosse Championship will be conducted according to the 2018 and 2019 Women's Lacrosse Rules (<http://www.ncaapublications.com/DownloadPublication.aspx?download=WLC19.pdf>).

Questions regarding the interpretation of rules should be addressed to Stefanie Sparks Smith at 603-494-1865.

### Section 1•7 Uniforms

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The higher-seeded team (as determined by the NCAA Division II Women's Lacrosse Committee) will wear light-colored uniforms for first-round games and semifinal games. For the championship game, the home team will be the team in the top region of the bracket.

In competition and during related ceremonies (pregame/warmup, introductions, award ceremonies and postgame interviews), student-athletes in the Division II Women's Lacrosse Championship shall wear exclusively the official game uniforms of their institutions. This applies to warmup uniforms and competitive uniforms. Tights and undergarments worn must be of a matching solid color. It is also acceptable to wear your championship hat and T-shirt in postgame interviews.

#### LOGOS

[Refer to General Administrative Guidelines, Section 7.](#)



# Section 2 • Determination of Championship Participation

## Section 2•1 Championship Format

The Division II Women's Lacrosse Championship provides for a 16-team, single-elimination tournament.

### SCHEDULE OF EVENTS

A complete championship schedule of events will be available in the championship participant manual.

### START TIMES

#### First and Second Round Games

The national committee has determined starting times for the first and second round games. The first round games will start at 11 a.m. and 3 p.m. local time on Friday, May 10. The second round game will start at noon local time on Sunday, May 12.

**NOTE: Special exceptions to start time must be requested with the BID SUBMISSION. Any change requests made after selections will not be accepted, unless due to weather-related issues.**

First and second round clock times will mirror that of the championship clock. No shootarounds will be provided on game-day.

#### Championship Games

The national committee has determined starting times for the semifinal and championship games.

The semifinal games will start at 11 a.m. and 3 p.m. Eastern time. The championship game will start at noon Eastern time.

#### Semifinal Clock Time

The following information pertains to pregame clock time for the semifinal games.

CLOCK TIME	REAL TIME	EVENT
60:00	9:50 a.m.	Pregame warmups for Game 1
10:00	10:40 a.m.	Coaches/officials meeting
5:00	10:45 a.m.	Captains meeting
0:00	10:50 a.m.	Field cleared – stick check
	10:55 a.m.	Introduction of teams/National Anthem (only played prior to first game)
	11 a.m.	Game 1 begins

**For the second game, the following time schedule will be used:**

CLOCK TIME	ACTUAL TIME	EVENT
60:00	1:50 p.m.	Pregame warmups for Game 2
10:00	2:40 p.m.	Coaches/officials meeting
5:00	2:45 p.m.	Captains meeting
0:00	2:50 p.m.	Field cleared – stick check
	2:55 p.m.	Introduction of teams
	3 p.m.	Game 2 begins

## DIVISION II WOMEN'S LACROSSE

If games fall behind schedule, the following schedule will be used to guarantee the 45-minute warmup:

CLOCK TIME	EVENT
45:00	Pregame warmups for Game 2
10:00	Coaches/officials meeting
5:00	Captains meeting
0:00	Field cleared - stick check
	Introduction of teams
Approximately 3 p.m.	Game begins

*\*Note: Bench areas must be cleared 10 minutes before the start of warmups for the second game.*

### Championship Clock Time

The following information pertains to pregame clock time for the championship.

CLOCK TIME	ACTUAL TIME	EVENT
60:00	10:50 a.m.	Pregame warmups
5:00	11:45 a.m.	Captains meeting
0:00	11:50 a.m.	Field cleared - stick check
	11:55 a.m.	Introduction of teams
	noon	Championship game

## PRACTICES

Practice access to all designated host-site fields is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field will be available the day before the game.

All practices held the day before games will be closed to all but credentialed media and credentialed participants. Only the 24 playing members of the official party are permitted to participate in practices. Student-athletes outside the official party are permitted to stand on the sideline but cannot be dressed in uniform or practice.

All teams will receive a 90-minute practice on the day before the first-round game. The host institution, with approval from the NCAA, will determine the practice times, and the team traveling the farthest away will have the first choice on times, followed by the second visiting team. The host must use designated practice time that is still remaining. Teams are limited to the time that they are scheduled. The host institution is required to provide one set of goal cages for each team on the practice field and is urged to provide two (and creases, if possible).

No shootaround will be permitted, with the exception of championship game day.

## TRAVEL PARTY

The official travel party is 30 individuals. This includes a squad of 24 student-athletes in uniform. In addition, the bench size is 38. Medical credentialed staff must be included in the bench number.

## Section 2•2 Results

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [NCAA.com](http://NCAA.com).

For preliminary competition, please specify the division, sport, region, date of competition, round and official result(s) (including any overtimes, etc.). For championship finals competition sites, please specify division, sport, round, date, official results, photos and provide a brief game summary.

Host institutions and sponsoring agencies should use the following method to report:

- Email the information to: [ncaa-content@turner.com](mailto:ncaa-content@turner.com) and [dcarter@ncaa.org](mailto:dcarter@ncaa.org), immediately following competition.
- Specify the division, sport and region in the SUBJECT area.

- Paste the text (official results, including date of competition, round, etc.) directly into an email or
- Send email as an attachment in a MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to an email.

### Stat Crew

All host sites should use Stat Crew programs to submit statistics for the contests. At the end of each game or day of competition, a packed file from each regional/championship contest must be sent to [ncaastats@ncaa.org](mailto:ncaastats@ncaa.org) and Lauren McLaughlin ([lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org)) at the NCAA national office. These files should be sent immediately following each contest or day of competition. If you have any questions, please do not hesitate to contact Lauren McLaughlin ([lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org) or 317-917-6889). Please ensure stat pack used is specific to women's lacrosse.

## REGIONAL RANKINGS

The Division II women's lacrosse regional advisory committees will release regional rankings on the following dates:

- April 17
- April 24
- May 1

## SCORE REPORTING

The score-reporting and stats-reporting processes are now combined for Division II women's lacrosse. Schools will submit all schedule and results information to the NCAA statistics site (<http://web1.ncaa.org/stats/StatsSrv/login>), and this information will then be imported into the score-reporting system for use by the sports committees. Specific instructions and reporting deadlines will be communicated to SIDs in a memo from the media services staff. For questions regarding the reporting process, please contact Lauren McLaughlin at ([lmclaughlin@ncaa.org](mailto:lmclaughlin@ncaa.org) or 317-917-6889).

## Section 2•3 Selection Information

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To be considered for selection to the championship, regular-season games that are tied after regulation play must be decided with an overtime period. **Teams must play a minimum of 10 contests.**

The committee will select teams for the championship Sunday, May 5. All teams will be notified of their selection not later than Sunday evening. The brackets will be on the NCAA's official website, NCAA.com .

### TRAVEL INFORMATION

Transportation and per diem expenses will be provided for an official traveling party of a maximum of 30. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at <http://www.ncaa.org/championships/travel/championships-travel-information>.

## Section 2•4 Selection Criteria

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The following criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition [Bylaw 31.3.3; Criteria for Selection of Participants].

To be considered for championship selection, a team must satisfy all scheduling requirements as outlined by championships in that sport (e.g., minimum number of Division II or in-region contests). The following criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition:

- Availability of student-athletes for NCAA championships;
- Nullification.

### REQUIRED CRITERIA

Following confirmation of the availability of student-athletes for NCAA championships and the application of any nullification, the following required selection criteria shall be applied in no particular order.

## DIVISION II WOMEN'S LACROSSE

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- Overall Division II in-region winning percentage.
- Overall Division II winning percentage.
- Overall Division II strength of schedule (opponents' average winning percentage and opponents' opponents' average winning percentage).
- Division II head-to-head competition; and
- Results versus Division II common opponents.

The Division II Women's Lacrosse Committee has received approval from the Division II Championships Committee to consider the following criteria in the selection of at-large teams for the Division II Women's Lacrosse Championship (not necessarily in priority order):

- Division II results versus teams with .500 record or better;
- Performance Indicator (PI).
- Rating Percentage Index (RPI).

Teams must play a minimum of 10 games in-region and have a .500 record.

**An institution desiring to participate in the championship should complete all games before the final scheduled selection call of the Women's Lacrosse Committee on Sunday, May 5 at 3:30 p.m. Eastern time.**

### SEEDING

The top four teams in each region will be seeded, and teams will be paired by regions. Following the completion of the first-round and second-round games, the four advancing teams will be re-seeded based on the selection criteria.

## Section 2•5 Site Selection

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### PROSPECTIVE HOSTS

Any institution or conference interested in hosting a preliminary round of the 2019 NCAA Division II Women's Lacrosse Championship must submit a proposed budget, facility evaluation form, preliminary round form, key contacts form and video board questionnaire (if applicable) to be considered to host. A separate proposed budget and key contacts form must be submitted for each round that an institution or conference is interested in hosting.

Note: The proposed budget form has changed slightly to allow us to collect more detailed information when relevant. The form is now an expandable/collapsible tree format with the ability to upload supporting documents. Please note the unbudgeted expenditures section has been removed in the new budget form. As part of the bid, prospective hosts must enter a budgeted amount for the following items that previously were considered unbudgeted expenditures:

- Committee/site representative lodging
- Game officials lodging
- State and city taxes/fees
- Ticket and facility fees

Committee/site representative's per diem, mileage and luggage fees will now be paid by the NCAA instead of the host institution. **Game officials will be reimbursed via the RefPay system for their game fee, per diem, mileage and luggage fees. Hosts will no longer pay these fees.** Mileage is only for drivers and is not available for those who are carpooling.

For both the game officials and committee/site representatives, hosts will pay for their lodging expenses and be reimbursed by the NCAA.

All bid-related forms can be accessed via the following website: <https://web1.ncaa.org/champsBidV20/exec/login>. The deadline to submit all materials (including practice times and hotel room block information) for hosting preliminary rounds is April 26, 2019, at 5 p.m. Eastern time.

### CONTACT INFORMATION

If you have any questions regarding the bid process, please contact Donisha Carter ([dcarter@ncaa.org](mailto:dcarter@ncaa.org); 317-917-6652).

## HOST REPORTING SYSTEM

All forms may be accessed via the Host Reporting System and may be accessed at <https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit=LoginWithTabs>. Please note that the online form is password protected.

Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site and on each sport-specific website in the Documents and Forms section.

## FINANCIAL REPORT FORM

The host for each championship round must complete a financial report form, which is incorporated as part of the proposed budget form and located on the NCAA website. A separate financial report form must be submitted for each round of competition. Each form must be submitted to the NCAA not later than 60 days after the conclusion of the competition. Failure to submit the report within 60 days will result in financial penalties.

## FACILITY EVALUATION FORM

Institutions interested in hosting the first- and second- rounds of the 2019 NCAA Division II Women's Lacrosse Championship must submit a facility evaluation form, which asks for specific information regarding field dimensions, hotels and facility information.

### Facility Diagram

In addition, prospective hosts must upload a field diagram to the host reporting system, bid document upload tab.

### Hotel Contract

In addition, prospective hosts must upload a hotel block contract to the host reporting system, bid document upload tab.

## PRELIMINARY ROUND FORM

Institutions interested in hosting the first- and second- rounds of the 2019 NCAA Division II Women's Lacrosse Championship must submit a preliminary round form, which asks for specific start times of each round and designated practice times.

## KEY CONTACTS FORM

Institutions interested in hosting a first- and second- round of the 2019 NCAA Division II Women's Lacrosse Championship must submit a key contacts form. The website may be found at <https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit=LoginWithTabs>. The deadline for submitting the key contacts forms is **Friday, April 26, at 5 p.m. Eastern time.**

## SAFETY AND SECURITY PLAN

Based upon a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of Best Practices for NCAA Championships, which can be found in the "Help/Other Resources" tab in the championship host portal. We urge each competition venue to take these Best Practices into account when developing its safety and security program.

As part of your bid, please submit a safety and security plan for your venue, which would be inclusive of the NCAA Championships Safety and Security Team contact information form, located in Appendix A of the [Best Practices document](#). This information should be uploaded to the host reporting system.

# Appendixes

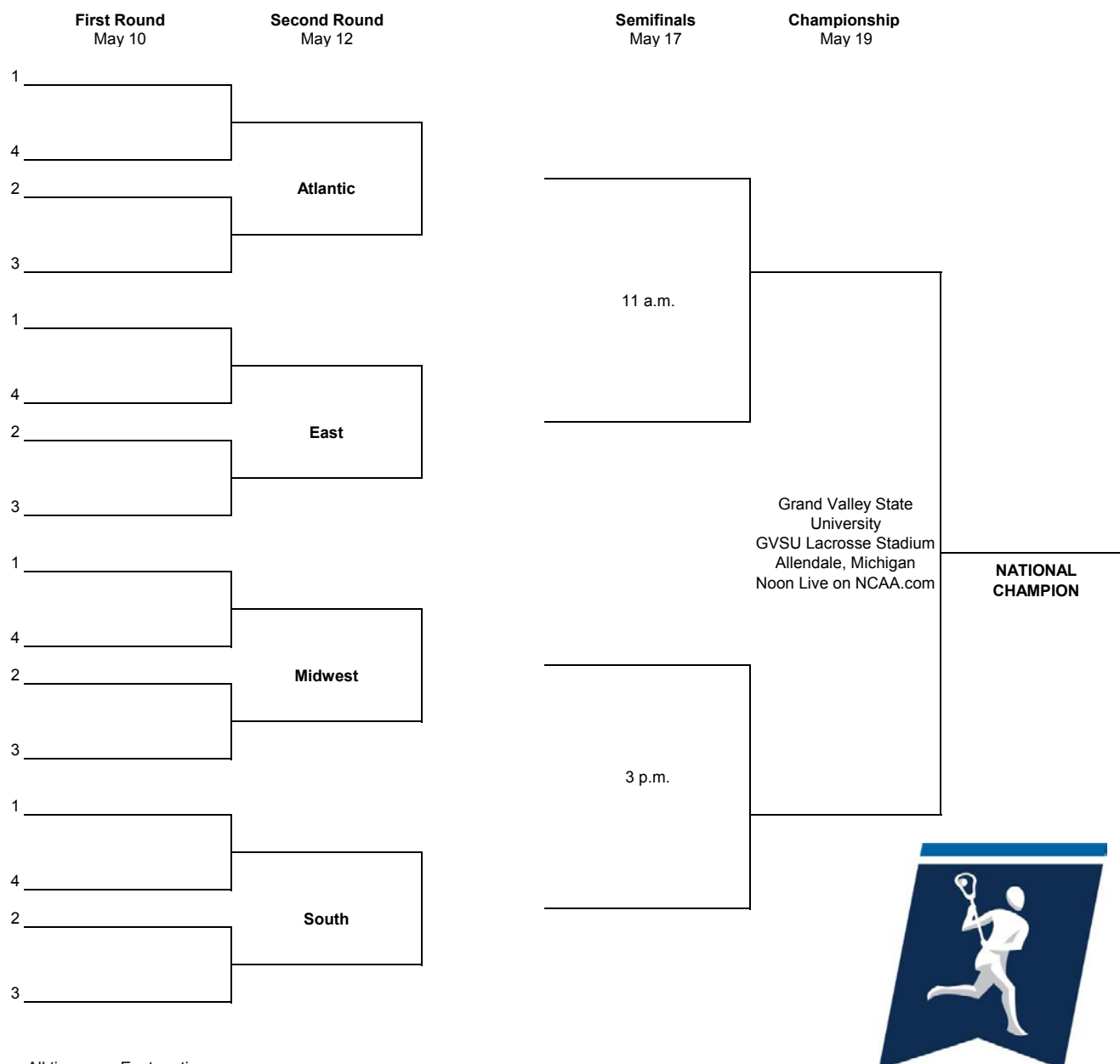
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# Appendix A • Bracket



## 2019 NCAA Division II Women's Lacrosse Championship



All times are Eastern time.

Information subject to change.

\*The Division II Women's Lacrosse Committee will seed the final four teams following completion of the second round games.

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The NCAA opposes all forms of sports wagering.



## Appendix B • Sport Sponsorship

### ATLANTIC REGION

#### The Central Atlantic Collegiate Conference (10)

Caldwell University  
Chestnut Hill College  
Dominican College (New York)  
Felician University  
Georgian Court University

Holy Family University  
Nyack College  
Post University  
Thomas Jefferson University  
Wilmington University (Delaware)

#### Pennsylvania State Athletic Conference (13)

Bloomsburg University of Pennsylvania  
East Stroudsburg University of Pennsylvania  
Edinboro University of Pennsylvania  
Gannon University  
Indiana University of Pennsylvania  
Kutztown University of Pennsylvania  
Lock Haven University of Pennsylvania

Mercyhurst University  
Millersville University of Pennsylvania  
Seton Hill University  
Shippensburg University of Pennsylvania  
Slippery Rock University of Pennsylvania  
West Chester University of Pennsylvania

### EAST REGION

#### East Coast Conference (9)

University of Bridgeport  
University of the District of Columbia  
Long Island/LIU Post  
Mercy College  
Molloy College

New York Institute of Technology  
Queens College (New York)  
Roberts Wesleyan University  
St. Thomas Aquinas College

#### Northeast-10 Conference (14)

Adelphi University  
American International College  
Assumption College  
Bentley University  
Franklin Pierce University  
Le Moyne College  
Merrimack University

University of New Haven  
Pace University  
Saint Anselm College  
Saint Michael's College  
Southern Connecticut State University  
Southern New Hampshire University  
Stonehill College

**MIDWEST REGION****Great Lakes Intercollegiate Athletic Conference (9)**

Ashland University  
 Concordia University, St. Paul  
 \*Davenport University  
 Grand Valley State University  
 University of Indianapolis

Lewis University  
 Maryville University of Saint Louis  
 McKendree University  
 Northern Michigan University

**Great Midwest Athletic Conference (8)**

Alderson Broaddus University  
 Davis & Elkins College  
 Lake Erie College  
 Ohio Valley University

University of Findlay  
 Tiffin University  
 Ursuline College  
 Walsh University

**Mountain East Conference (6)**

University of Charleston (West Virginia)  
 Notre Dame College (Ohio)  
 Shepherd University

The University of Virginia's College at Wise  
 West Virginia Wesleyan College  
 Wheeling Jesuit University

**Rocky Mountain Athletic Conference (10)**

Adams State University  
 University of Colorado, Colorado Springs  
 Colorado Mesa University  
 Colorado State University - Pueblo  
 Fort Lewis College

Lindenwood University  
 Oklahoma Baptist University  
 Regis University (Colorado)  
 Rockhurst University  
 Westminster College (Utah)

\*Not eligible for NCAA championship competition.

SOUTH REGION

Conference Carolinas (11)

Barton College	Lees-McRae College
Belmont Abbey College	Limestone College
Chowan University	University of Mount Olive
Converse College	North Greenville University
Emmanuel College (Georgia)	Southern Wesleyan University
Erskine College	

Gulf South Conference (5)

University of Alabama in Huntsville	Shorter University
Lee University	Young Harris College
University of Montevallo	

South Atlantic Conference (9)

Catawba College	Newberry College
Coker College	Queens University of Charlotte
Lenoir-Rhyne University	Tusculum College
Lincoln Memorial University	Wingate University
Mars Hill University	

Sunshine State Conference (7)

Embry-Riddle Aeronautical University (Florida)	Rollins College
Florida Institute of Technology	Saint Leo University
Florida Southern College	University of Tampa
Palm Beach Atlantic University	

\*Not eligible for NCAA championship competition.

## Appendix C • Officials

### POLICIES AND SELECTION OF OFFICIALS

All officials for NCAA Division II postseason games shall be appointed by the Division II Women's Lacrosse Committee in conjunction with the NCAA national coordinator for officials. Any committee member whose team is selected to the championship will be recused from the process.

A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall adhere to the Association's policies relating to gambling activities, drugs and alcohol and must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

### REQUIREMENTS

All officials assigned to an NCAA postseason tournament game:

1. Must register on the Arbiter Central Hub;
2. Must annually attend an NCAA rules interpretation session;
3. Score a 90 percent or higher on the annual rules test;
4. Must undergo evaluations through the NCAA national coordinator of officials and assignors; and
5. Referee a minimum of six NCAA contests during the current lacrosse season.

An official will not be assigned to a game if it involves an institution he or she attended, was or is an employee of, or if his or her spouse/partner or relatives have any of these affiliations.

### ASSIGNMENTS

Three field officials and one alternate official will be assigned to all games.