



2023 DIVISION II WOMEN'S
LACROSSE
CHAMPIONSHIP

SITE REPRESENTATIVE
2022-23 MANUAL

Division II Women's Lacrosse

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Section 1 • Introduction

Section 1.1 Overview

Thank you for serving as an NCAA site representative at one of the first-round sites of the 2023 NCAA Division II Women's Lacrosse Championship.

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

Please note: **A teleconference will be conducted at 2 p.m. Eastern time Monday, May 1, for all site representatives and NCAA staff to review duties and responsibilities.** Please refer to [Appendix B](#) for the teleconference agenda and call-in information. There will also be a presentation included.

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

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

In addition, please make sure you have access to the 2022 and 2023 NCAA Women's Lacrosse Rules Book during the preliminary-round competition. The rules book can be downloaded at [ncaapublications.com](https://www.ncaapublications.com). These documents, as well as the information found in this manual, are invaluable 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 women's lacrosse chair.

On behalf of the NCAA and the Division II Women's Lacrosse 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 the preliminary rounds of the championship.
- 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 and officials meeting in conjunction with the championship.
- To conduct a participant teleconference with teams, administrators and host.
- To serve as a resource for visiting teams and tournament director.
- To complete the site evaluations.
- To communicate in a timely fashion to NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Ryan Rea
Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Cell: 317-440-6532
Email: rrea@ncaa.org

DIVISION II WOMEN’S LACROSSE COMMITTEE

EAST REGION	ATLANTIC REGION
Dawn Sachs Head Women’s Lacrosse Coach/SWA/Associate AD Mercy College	Doug DeBiase, chair Associate Commissioner CACC
MIDWEST REGION	SOUTH REGION
Shannon McHale Head Women’s Lacrosse Coach Colorado Mesa University	Jennifer Rushton Director of Athletics Young Harris College

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when contacted by the championship manager. (See Conflict of Interest below.)

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

Section 3•2 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 also should 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•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluations

SITE REPRESENTATIVE EVALUATION

In order to obtain feedback on a preliminary-round site, we ask that each site representative complete the site representative evaluation. This evaluation will be sent to each site representative as an electronic link following the preliminary-round competition.

OFFICIALS EVALUATION

In order to obtain feedback on the officials, we ask that each site representative also provide feedback on the officials at the site they served. The evaluation will be sent to each site representative as an electronic link following the preliminary-round competition.

Section 4 • Important Dates

2023 DIVISION II WOMEN'S LACROSSE

Mandatory Site Representative Training	Monday, May 1 at 2 p.m. Eastern time
First/Second-Round Participant Call	Monday, May 8 at 3 p.m. Eastern time
Site Representative Arrival Date at Site	Wednesday, May 10 or Thursday, May 11
First-Round Games	Friday, May 12
Second-Round Games	Sunday, May 14

Section 5 • Responsibilities

NOT LATER THAN FOUR DAYS BEFORE COMPETITION

- Contact tournament director:
 - Confirm time for call with teams and host (date and time).
 - Confirm hotel accommodations for team and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date, time and location of administrative and officials meeting.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Training room area.
 - Videotaping and photography areas.
- Lead call with host and teams (see [Appendix C](#) for agenda).

NOT LATER THAN ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game balls.
 - Merchandise from Event1.
 - Participant medallions.
- Review drug-testing policies and procedures if your site is chosen.
- Check in with tournament director.
- Check in with visiting team to make sure there are no issues with travel. Remind them of the administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Credentials/players – pass list.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review pregame schedule.
 - Check to be sure equipment is ready.
 - Expected media.
 - Band/spirit squad/mascot procedures, if applicable.
 - Personnel placement.
 - Review of security plan and inclement weather plan (if needed).

DIVISION II WOMEN'S LACROSSE

- Perform a facility walk-through. Review the following:
 - Check field for proper markings.
 - Press box.
 - Team bench areas.
 - Scorer's table.
 - Media/interview area, if applicable.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Overall look and treatment of facility.
 - Signage – **all commercial signage must be removed, covered or have an approved exception.**
 - Scoreboard – **advertising covered or removed.**
 - Ensure that host has tested all electronic equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Training room.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Equipment for both teams checked.
 - Merchandise availability.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
 - Determine method for distribution of participant medallions (i.e., on field or in locker rooms).
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer.
- Lead administrative meeting:
 - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site three hours before the 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 and officials' locker rooms for cleanliness and are properly stocked with items.
 - Ensure that sales locations for merchandise are prepared.
 - Check for inappropriate noisemakers.
 - Test all electronic equipment.
- Greet officials and visiting team on arrival.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before the start of game and provide them to PA and table official.

DURING GAME

- Monitor crowd for inappropriate behavior, noisemakers and/or signage. Have security remove items, if necessary.
- Monitor coaches' and players' behavior.

HALFTIME

- Be sure that officials and teams are escorted on and off the field.
- Check in with scorer's table and press box.
- Monitor the teams' return to the field.
- Perform a recount of bench limit size (28.)

BEFORE THE END OF GAME

- Make sure host personnel is prepared for end-of-game security and media needs, if applicable.

END OF GAME

At end of game, make sure officials are safely off the field.

- Monitor end-of-game handshakes and make sure teams leave the field in a timely manner.
- If a misconduct occurred, please contact the NCAA championship administrator immediately.
- Attend media interviews (if applicable) and make sure the 10-minute cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the non-advancing team and thank head coach and team for being part of the championship.

BEFORE LEAVING SITE

- Remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of before departing.
- Call or email NCAA championship administrator and provide a quick report.

WITHIN 48 HOURS AFTER GAME

- Complete evaluations.
- Submit Statement of Expense Form to NCAA.

Section 6 • Game Management

Section 6•1 Bench Assignments

The home team (the team on the top portion of the bracket) will be assigned the bench to the right (if facing the scorer's table from the field).

Section 6•2 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 participants. Participating teams are limited to a maximum of 28 student-athletes for competition and game warmup. For practices, there is no limit to the number of student-athletes who can participate.

All teams will receive a 75-minute practice on the day before the first-round game. The host institution, with approval from the NCAA, will determine the practice times. It is preferred the teams playing in the first game on Friday are slotted into the first two practice times on Thursday. The higher seed should practice second, and the lower seed should practice first. The teams playing in the second game Friday should practice in the second two practice times. The higher seed in that pairing should practice second, and the lower seed should practice first. When travel schedules conflict with this process, please notify the NCAA Administrator for guidance on assigning practice times. Teams are limited to the time that they are scheduled. If hosting, provide as many options as possible to accommodate any schedule conflicts. For Saturday practices, please work directly with the teams and the host to decide practice times. The advancing team from Friday's first game should practice first, and the advancing team from Friday's second game should practice second depending on the availability of the field and the desire to practice.

No shootarounds will be permitted during the preliminary rounds.

Teams will not be allowed to practice on the competition field earlier than the day before the first day of competition. They may make arrangements to practice at an alternate competition site two days before the competition, but the host institution is not obligated to assist with these arrangements. 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).

On game days, each team will be guaranteed a minimum of 45 minutes on the field for its pregame warmup before the introduction of the players.

Section 6•3 Pregame

This pregame schedule must be followed for every game and will allow for a standard warmup procedure at every competition site. Note: It is important that each team remain on its side of the field for all pregame activities.

Once the pregame countdown clock has started, each team will conduct any pregame warmup on its half of the playing field only.

A noon game time is used in this example:

Clock Time	Actual Time	Activity
60:00	10:45 a.m.	Pregame warmup
10:00	11:35 a.m.	Coaches/officials meeting
5:00	11:40 a.m.	Captains meeting
0:00	11:45 a.m.	Field cleared
	11:55 a.m.	Introduction of teams/national anthem
	Noon	Game begins

NATIONAL ANTHEM

The national anthem will be played before the start of the first game of the day.

Section 7 • Travel, Lodging and Expenses Reimbursement

Section 7•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 (at the approved NCAA rate) for up to 500 miles to the host site.

Section 7•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 7•3 Expense Reimbursement

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

Once competition has been completed, the site representative will receive an email with instructions on submitting for expense reimbursement.

Section 7•4 Team Transportation Contact Numbers

NCAA TRAVEL GROUP

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

Section 8 • NCAA Administrative Guidelines

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

Section 8•1 Logo Policy

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

Section 8•2 Misconduct Statement

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

Section 8•3 Failure to Adhere to Policies

A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing 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.

Section 8•4 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, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

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

Section 8•5 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 prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

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

FREQUENTLY ASKED QUESTIONS FOR COACHES

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

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

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

Q. How long does drug testing take?

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

Q. What is an institutional representative?

- A. For Team Championships (e.g., baseball, field hockey, lacrosse, 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.
- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming, etc.):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

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

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

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

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

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

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g. hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

- A. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 8•6 Inclement Weather

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

If a game is delayed, the following warmup times will be allowed before restarting play:

- Up to 45-minute delay—10-minute warmup
- 46- to 60-minute delay—15-minute warmup
- More than one-hour delay—20-minute warmup.
- The warmup times may be waived if both coaches agree.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through Schneider Electric to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his or her email and/or phone via text to the MxVision WeatherSentry system so he or she can receive the weather updates.

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-D, Lightning Safety, which may also be found in [Appendix F](#).

Appendixes

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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 RefQuest. There is not a set timetable for payment, thus all inquiries should be directed to the championship administrator.
- 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 or she needs to obtain security in 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. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him or 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 on who serves on this committee). Once it is determined that the game should be delayed, you should notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.

Appendix B • Site Representative Teleconference Agenda



A G E N D A

National Collegiate Athletic Association
2023 Division II Women's Lacrosse Site Representative Teleconference

Microsoft Teams Meeting

May 1, 2023
2 p.m. Eastern time

1. Introduction.
 - a. Welcome.
 - b. Introductions/Roll Call.
 - c. Contact Information for committee chair and championship administrator.
2. Prior to arrival on site.
 - a. Contact with host institution.
 - b. Review information from the NCAA.
 - (1) Site Rep Manual.
 - (2) Agendas/meeting information.
 - (3) Host contact information.
 - c. Conference call with teams.
 - Review agenda.
 - d. Official's notification.
3. On-Site Responsibilities.
 - a. Work with hosts to confirm Team Practice Times
 - b. Supervise team practices.
 - c. *Change to Administrative Meeting*
 - d. Conduct officials meeting.

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- Review agenda.
4. Postgame Responsibilities.
 - a. Email or phone game results to NCAA championship administrator.
 - b. Complete expense form – send to NCAA.
 - c. Complete evaluations.
 - d. Contact NCAA staff with any misconduct and/or issues or problems on-site, during practice, during the game, and/or postgame.
 5. Review PowerPoint Presentation
 6. Questions.
 7. Adjournment.

Appendix C • Participating Team Teleconference Agenda



A g e n d a

National Collegiate Athletic Association
2023 Division II Women's Lacrosse Championship
First and Second Round Participating Teams Videoconference

Call-In Information Provided by Site Rep

May 8, 2023
3 p.m. Eastern time

Introduction. (Site Rep)

- a. Welcome.
- b. Contact information.
 - (1) Host – tournament director, SID, trainer.
 - (2) NCAA – administrator, committee chair, site rep.

Logistics.

- a. Travel Party Roster
- b. Game dates/times.
- c. Games committee/Inclement Weather Procedures
- d. On-Site Forms– Collected at Practice Thursday or Pre-Game Friday
 - a. Determination of Squad Size- Thursday
 - b. Starting Line-Up Forms - pregame Friday
 - c. Postgame Award Ceremonies - pregame Friday
- e. No scheduled Admin Meeting
- f. Schedule of events.
- g. Practice schedule.
 - 1. Practice Balls
 - 2. No Shootarounds

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First and Second Round Participating Team Teleconference Agenda
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Teams (Site Rep and Tournament Director)

- Transportation arrangements/arrival.
- Lodging arrangements – location, contact at hotel, confirmation numbers.
- Bench/squad size/official travel party.
- Bench Assignments
- Uniforms – color.
- Logo Policy
- Laundry Arrangements
- Locker room assignments.
- Training/medical services.
- Credentials
- Tickets.
- Additional Facility Information
- Filming/videotaping of competing institutions.
- Live Scouting
- Drug Testing
- Misconduct
- Failure to Adhere to policies and Procedures
- Event 1 merchandise – team order information and on-site location/hours
- Student-Athlete Experience

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- Awards Ceremony/Participant medallions.
 - Ordering additional medallions.

Media.

- a. Webcasts.
- b. Interview Policy
- c. Photographers
- d. Team Introductions (clarifications/pronunciations)

Questions.

1. Ryan Rea, rrea@ncaa.org, 317-440-6532

Adjournment.

Appendix D • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2023 Division II Women's Lacrosse Championship
Preliminary Round Administrative Meeting

May 11, 2023

1. Welcome.
2. NCAA site representative.
 - a. Games committee.
 - b. Schedule of events.
 - c. Squad size/travel party/bench area.
 - d. Uniforms.
 - e. NCAA logo policy.
 - f. Bench assignments.
 - g. Shoot-arounds.
 - h. Travel party roster.
 - i. Awards ceremony, if applicable.
 - j. Misconduct.
 - k. Failure to adhere to policies and procedures.
 - l. Drug testing.
 - m. Student-Athlete Experience
3. Local SID.
 - a. Interview policy (cooling off period)/press conference.
 - b. Photographer.
 - c. Team introductions (clarifications/pronunciations).
 - d. Publicity and statistical information.

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4. Head official
 - a. Assignments.
 - b. Field markings.
 - c. Alternate officials' duties.
 - d. Carding/misconduct.
 - e. Protest procedure.
 - f. Overtime/tie-breaking procedures.
 - g. Rule emphasis/modifications.
5. Host institution – tournament director.
 - a. Facility.
 - b. Tickets.
 - c. Medical coverage.
 - d. Hospitality.
 - e. Merchandise.
 - f. Laundry.
 - g. Videotaping/scouting – policy and seats.
6. Adjournment.

Appendix E • Officials Meeting Agenda



A G E N D A

National Collegiate Athletic Association
2023 Division II Women's Lacrosse Championship
Preliminary Round Officials Meeting

TBD

1. NCAA Site representative.
 - a. Welcome, congratulations and introductions.
 - b. Field Walk and Net Check
 - c. Review bench assignments and uniform assignments.
 - d. Review interaction between officials and coaches.
 - e. Duties of games committee.
 - f. Misconduct policy.
 - g. Professionalism should be maintained throughout the championship both on-site and off-site.
 - h. Patches placed on shirts.
2. Tournament Director.
 - a. Game timeline.
 - b. Responsibility of other officials (e.g. scorer, timer and PA announcer).
 - c. Review security arrangements.
 - d. Hospitality.
 - e. Locker room assignments.
3. Head official
 - a. Review assignments.
 - b. Review alternate official's responsibilities and duties.

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Preliminary Round Officials Meeting

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- c. Review policy regarding carded, suspended and ejected student-athletes and bench personnel.
 - d. Review overtime procedures.
 - e. Inclement weather procedures.
 - f. Maintain an accurate record for alternate possession.
4. Adjournment.

Appendix F • Lightning and Weather Guidelines

LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
 - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
 - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
 - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
 - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

DAANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.

- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
 - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
 - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
 - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
 - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
 - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
 - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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Appendix G • Prelim Weekend Schedule

Draft Schedule of Events- Prelim Weekend – All Times in EST

MONDAY, MAY 8

3:00PM Division II Participating Teams Call for each site

THURSDAY, MAY 11

PRACTICE

75 Minutes Division II Practice #1 – Lower Seed Game 1

75 Minutes Division II Practice #2- Higher Seed Game 1

75 Minutes Division II Practice #3- Lower Seed Game 2

75 Minutes Division II Practice #4- Higher Seed Game 2

TBD Coaches Meeting- Team Hotel or Virtual- Games Committee

TBD Officials Meeting- HQ Hotel or Virtual – Head Official, Host Tournament

Director, Site Rep

FRIDAY, MAY 12

First Round

9:45 a.m. Gates open/Warmups

11:00 a.m. Division II First Round Game #1

After Game #1 Postgame Media

3:00 p.m. Division II First Round Game #2

After Game #2 Postgame Media

SATURDAY, MAY 13

DIVISION II PRACTICE

75 Minutes Division II Practice #1-Winner Game 1

75 Minutes Division II Practice #2 Winner Game 2

SUNDAY, MAY 14

10:45 a.m. Gates open/Warm-ups

12:00 p.m. Division II Second Round Game

Postgame Media