



SITE REPRESENTATIVE 2024-25 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 2025 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 prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting the participant videoconference and the officials meeting before the start of preliminary-round competition.

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):

- [Prechampionship manual](#)
- [Host operations manual](#)
- In addition, please make sure you have access to the 2024 and 2025 NCAA Women's Lacrosse Rules Book during the preliminary-round competition. The rules book can be downloaded at [ncaapublications.com](https://www.ncaapublications.com).

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 prechampionship manual and host operations manual.
- To conduct the officials meeting in conjunction with the championship.
- To conduct a participant videoconference 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

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DIVISION II WOMEN’S LACROSSE COMMITTEE

ATLANTIC REGION	EAST REGION
Doug DeBiase Associate Commissioner Central Atlantic Collegiate Conference	Dawn Sachs Head Women’s Lacrosse Coach/SWA/Associate AD Mercy University
MIDWEST REGION	SOUTH REGION
Melissa Gyllenborg, chair Head Women’s Lacrosse Coach Maryville University of Saint Louis	Akasha Kasper Head Women’s Lacrosse Coach University of Alabama in Huntsville

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

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

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

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

Section 3•3 Neutrality

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 SURVEY

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

Section 4 • Important Dates

2025 DIVISION II WOMEN'S LACROSSE

First/Second-Round Participant Call	Monday, May 5 at noon local time
Site Representative Arrival Date at Site	Tuesday, May 6 or Wednesday, May 7
First-Round Games	Thursday, May 8
Second-Round Games	Saturday, May 10
Quarterfinal-Round Participant Call	Monday, May 12 at noon local time
Site Representative Arrival Date at Site	Thursday, May 15 or Friday, May 16
Quarterfinal-Round Games	Saturday, May 17

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 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 A](#) 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.
- Check in with tournament director.
- Check in with visiting team to make sure there are no issues with travel.

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.
 - 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.

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.
- Collect starting lineup forms 30 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.

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.
- Stop by the locker room of the nonadvancing 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.

Section 6 • Game Management

Section 6•1 Bench Assignments

For preliminary rounds, the higher seed will be assigned to the home bench area the host used during their regular season.

Neutral site games, the home team will be assigned to the right of the scorers' table (when facing the table from the field) and the away team will be to the left of the scorers' table (when facing the table from the field).

Section 6•2 Practices

Practice access to all designated host-site fields is limited to the day before 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 have no limit to the amount of student-athletes who can practice or warm up before games. There is however, a limit of 28 student-athletes available for competition.

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. It is preferred the teams playing in the game on Thursday are slotted into the first two practice times on Wednesday. The higher seed 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 Friday practices, please work directly with the teams and the host to decide practice times. The advancing team from Thursday's game should practice first, and the hosting team 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.

Clock Time	Actual Time	Activity
60:00	1:50 p.m.	Pregame warmup
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
	2:55 p.m.	Introduction of teams/national anthem
	3 p.m.	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 one-way 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.

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 MxVision WeatherSentry system 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.

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Appendix A • Participating Team Teleconference Agenda



A g e n d a
National Collegiate Athletic Association
Division II Women's Lacrosse Championship
Participating Teams Videoconference

Call-In Information Provided by Host Institution

- **Introduction.** (Host)
 - Welcome.
 - Contact information.
 - Host – tournament director, SID, trainer.
 - NCAA – administrator and site rep.
- **Logistics.** (Host)
 - Travel Party Roster.
 - Game dates/times.
 - Games committee/Inclement Weather Procedures.
 - On-Site Forms– Collected at Practice Wednesday or Pre-Game Thursday.
 - Determination of Squad Size- Wednesday.
 - Starting Line-Up Forms - pregame Thursday.
 - No scheduled Admin Meeting.
 - Schedule of events.
 - Practice schedule.
 - Practice Balls.
 - No Shootarounds.
- **Teams.** (Host)
 - 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.
 - Video Exchange.
 - Live Scouting.
 - NCAA Streaming of Games.

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Participating Team Teleconference Agenda
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- Drug Testing.
 - Misconduct.
 - Failure to Adhere to policies and Procedures.
 - Event 1 merchandise – team order information and on-site location/hours.
 - Student-Athlete Experience.
 - Participant medallions.
 - Ordering additional medallions.
- **Evaluations.** (Site Rep)
 - Coaches will be provided a link from the NCAA in the championship shared folder to provide an evaluation of their officials after the game. Once filled out, this will be sent to the NCAA's national coordinator of officials. Please complete at your convenience, if desired. If you cannot find the link, please let the site rep know.
- **Media.** (Host)
 - a. Webcasts.
 - b. Interview Policy.
 - c. Photographers.
 - d. Team Introductions (clarifications/pronunciations).
- **Questions.**
 - Ryan Rea, rrea@ncaa.org, 317-440-6532
- **Adjournment.**

NCAA Division II Women's Lacrosse National Championship
First and Second Round Participating Team Teleconference Agenda
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- Student-Athlete Experience
- 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 B • Officials Meeting Agenda



National Collegiate Athletic Association
NCAA Division II Women's Lacrosse Championship
Officials' Meeting - Preliminary Rounds

1. NCAA Site Representative.

- a. Welcome, congratulations and introductions.
- b. Review bench assignments, home and visiting teams and uniform assignments.
- c. Review interaction between officials and coaches (can only occur with both coaches or team designee) and NCAA site rep present.
- d. Review duties of the games committee.
- e. Review misconduct policy; inform officials that all rules regarding unsportsmanlike conduct or tactics and conduct of coaches and student-athletes are to be strictly enforced.
- f. Officials reminded that professionalism should be maintained throughout the championship both on-site and off-site.
- g. Patches placed on shirts.

2. Tournament Director.

- a. Review time schedule for each day (e.g. warm-up, introductions, etc.).
- b. Review responsibilities of other officials (e.g. scorer, timer, PA announcer).
- c. Review security arrangements.
- d. Review hospitality arrangements.
- e. Host distribution of credentials and parking passes.
- f. Review locker room assignments.
- g. Remind officials that all payments will be made via Ref Pay.

3. Head Official.

- a. Review assignments (head official will determine officials' positions on the field and ensure that the rotation procedure is in effect).
- b. Review alternate officials' responsibilities and duties (see next page).
- c. Reviewing timing functions, recall, shot clock, communication tools.
- d. Officials should report to the site one hour and 15 minutes prior to game time; on field and in charge of game 30 minutes before game time.
- e. Review policy regarding carded, suspended and ejected student-athletes and bench personnel. Confirm if there are any suspensions from the previous match-up that should be applied during the matchup.
- f. Review overtime procedures.
- g. Review severe weather procedures / warm-up times should there be a delay.
- h. Maintain an accurate record for alternate possession.

Alternate Official – Responsibilities and Duties (Rule 3 of Rules Book)

The alternate official is considered part of the team of game officials and should be on the field dressed in game attire. He/she shall take a position on the field in front of the official scorer's/timer's table and do the following:

- 1. Oversee the scorers and timers to determine that:**
 - a. Team rosters must be in the official scorebook at least 15 minutes before the start of the game. Starting lineups must be recorded in the official scorebook at least 10 minutes before the start of the game. No changes are permitted to starting lineups fewer than 10 minutes before the start of the game, except in case of injury. A separate roster form is acceptable. Confirm that jersey numbers in the book match those on the players on the field.
 - b. The clock is started and stopped correctly and appropriately. Ensure that any clock malfunctions and timing mistakes are corrected. Ensure that a radio is available if necessary (i.e., official time is being kept away from the table). Ensure that there is a separate clock at the scorer's/timer's table to administer timeouts, penalties, etc.
 - c. Records are kept of team and individual warnings and players who have received cards.
 - d. Proper substitution procedures are followed and substitution records are kept.
 - e. The correct score is maintained in the scorebook and on the scoreboard.
 - f. An accurate record for alternate possession is maintained.
 - g. The possession clock is started, stopped and reset as directed by the officials on the field.
- 2.** Replace any field official in the event of an injury to that official, unless an alternate official has been designated.
- 3.** Assume primary responsibility for maintaining bench personnel positioning and decorum (pursuant to Rule 3-12).
- 4.** Review protocol with ball retrievers.
- 5.** Serve in any other capacity that would contribute to maintaining control of the game and efficiency of the scorer's / timer's table.
- 6.** Assist field officials in weather-delay procedures. The alternate official is responsible for noting field position of the ball (and the number of player in possession of the ball/offender if applicable) during suspension of play due to dangerous weather conditions.
- 7.** Assist with identifying the appropriate times to call television timeouts (if applicable). This calling of television timeouts will be administered by a "red-cap" who will be located at the scorer's/timer's table with the alternate official. Timeout may be called during the following "natural breaks" in the game:
 - a. After a goal;
 - b. If a team has called a possession timeout;
 - c. During stoppage of play when the ball has gone out of bounds; and
 - d. Anytime play has been stopped to set up a free position, except that no television timeout will be allowed if a team has been awarded free position above goal line extended and within 8 meters from the goal circle.
- 8.** Indicate to the timer to stop the clock and indicate to the nearest on-field official that a team has requested a possession timeout. The alternate official is responsible for noting field position of the ball and the number of the player in possession of the ball (and the number of the offender if applicable) at the time a team has requested a timeout.

9. If a coach has requested a stick check, call timeout at a stoppage of play and indicate that all players must drop their sticks. Communicate to the nearest field official that a stick check has been requested.
10. If a coach has requested a stick check on the goal-scoring player, communicate this information to the nearest field official.

Alternate Official Carding Procedure

When necessary, the alternate official may issue a yellow or red card for misconduct by a player, coach or any officially designated member of a team's travel party who is in the bench area. When the misconduct occurs, the alternate official will call timeout, approach the head coach, and issue a yellow or red card. The alternate official will inform the nearest on-field official that a card was issued to the head coach, and that field official will convey this information to the other on-field officials. There will be a change of possession on the field if the offending team is in possession of the ball. The head coach must designate a player on the field who will enter the penalty area and serve a two-minute releasable penalty (yellow card) or two-minute non-releasable penalty (fourth or subsequent yellow card for that team or red card). If a red card has been issued, play will not resume until the head coach leaves the playing area.

Appendix C • Prelim Weekend Schedule

Draft Schedule of Events- Prelim Weekend – All times local

MONDAY, MAY 5

Noon Participating teams call for each site.

WEDNESDAY, MAY 7

Practice

90 Minutes Practice #1 – lower seed

90 Minutes Practice #2 – higher seed

THURSDAY, MAY 8

First Round

TBD Officials meeting upon arrival

1:45 p.m. Gates open/warmups

3 p.m. First round game

After game Postgame media

FRIDAY, MAY 9

Practice

90 Minutes Practice #1 - Winner game 1

90 Minutes Practice #2 - Host

SATURDAY, MAY 10

Second Round

TBD Officials meeting upon arrival

1:45 p.m. Gates open/warmups

3 p.m. Second round game

After game Postgame media

Quarterfinal Round

MONDAY, MAY 12

Noon Participating teams call for each site.

FRIDAY, MAY 16

Practice

90 Minutes Practice #1 – lower seed

90 Minutes Practice #2 – higher seed

SATURDAY, MAY 17

Quarterfinal Round

TBD Officials meeting upon arrival

1:45 p.m. Gates open/warmups

3 p.m. Quarterfinal round game

After game Postgame media