



2023 DIVISION II
SOCCER
CHAMPIONSHIPS

HOST OPERATIONS

2023-24 MANUAL

Preliminary Rounds

Division II Soccer

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INTRODUCTION

On behalf of the NCAA Division II Men's and Women's Soccer Committees, thank you for being an important part of the NCAA Division II Men's and Women's Soccer Championships by serving as a host of preliminary round competition. Your commitment to hosting this event will prove to be an important aspect of the championships and providing a positive student-athlete experience.

The purpose of this manual is to provide direction and guidance to the member institutions serving as hosts for preliminary round competition. It is designed to be used in conjunction with, not in replace of, the NCAA Division II Men's Soccer Pre-Championships Manual or NCAA Division II Women's Soccer Pre-Championships Manual, which provides more general policies for the administration of the championship.

The host institution shall appoint a staff member to assume the position of tournament director and indicate this on their preliminary round host bid. The function of the tournament director is to ensure that the policies of the Men's and Women's Soccer Committees are applied. Specific responsibilities may include direction and supervision of facility arrangements, development of participant information, lodging, financial administration, media coordination and adherence to the policies outlined in the preliminary round host operations manual. Further, the NCAA will appoint a site representative to assist the host tournament director with the review and administration of preliminary round competition.

In the event differences arise between the information contained in this manual and the Pre-Championships Manual, the pre-championships manual should be followed.

Should questions or problems arise, please do not hesitate to contact the NCAA staff liaison or the national committee member in your region for assistance.

Thank you for your commitment to Division II Men's and Women's Soccer and the student-athlete experience.

NCAA COMMITTEES AND STAFF

DIVISION II MEN'S SOCCER COMMITTEE

| SUPER REGION 1 | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Patrick Long</u> Head Men's Soccer Coach Lock Haven University of Pennsylvania Cell: 570-660-2093 Email: pdl347@lhup.edu | <u>Michael Lavato</u> Associate Athletic Director Internal Operations American International College Cell: 413-654-1401 Email: michael.lavato@aic.edu |
| SUPER REGION 2 | |
| <u>Jamie Joss</u> Director of Athletics Florida Institute of Technology Cell: 315-935-6601 Email: jjoss@fit.edu | <u>Rebecca B. Magee</u> Deputy Director of Athletics/SWA Erskine College Cell: 864-993-9171 Email: magee@erskine.edu |
| SUPER REGION 3 | |
| <u>Dawn Tatro</u> Associate Director of Athletics/SWA Rogers State University Cell: 918-625-0919 Email: dtatro@rsu.edu | <u>Rudy Brownell</u> Interim Athletics Director Tiffin University Cell: 419-934-3321 Email: rbrownel@tiffin.edu |
| SUPER REGION 4 | |
| <u>Rob Walker</u> Head Men's Soccer Coach Saint Martin's University Cell: 205-790-2467 Email: rwalker@stmartin.edu | <u>Amanda Snodgrass</u> Assistant Athletic Director/SWA Midwestern State University Cell: 940-867-5247 Email: amanda.snodgrass@msutexas.edu |

A list of regional advisory committee members by region can be found in the [NCAA Division II Men's Soccer Pre-Championships Manual](#).

DIVISION II WOMEN'S SOCCER COMMITTEE

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>TBD</p> <p><i>Atlantic Region</i></p> | <p>Michael White Head Women's Soccer Coach Oklahoma Baptist University Cell: 405-788-2046 Email: michael.white@okbu.edu</p> <p><i>Central Region</i></p> |
| <p>Michael Winn Associate Director of Athletics/ Head Women's Soccer Coach Pace College Cell: 914-773-3272 Email: mwinn@pace.edu</p> <p><i>East Region</i></p> | <p>Greg Herdlick Director of Women's Athletics Rockhurst University Cell: 816-260-3171 Email: greg.herdlick@rockhurst.edu</p> <p><i>Midwest Region</i></p> |
| <p>Kathy Kroupa Deputy Director of Athletics/SWA Lynn University Cell: 561-617-3366 Email: kkroupa@lynn.edu</p> <p><i>South Region</i></p> | <p>Babak Abouzar Head Women's Soccer Coach Texas Women's University Cell: 972-310-0585 Email: babouzar@twu.edu</p> <p><i>South Central Region</i></p> |
| <p>TBD</p> <p><i>Southeast Region</i></p> | <p>Kacey Bingham, chair Head Women's Soccer Coach Western Oregon University Cell: 435-669-9616 Email: binghamk@wou.edu</p> <p><i>West Region</i></p> |

A list of regional advisory committee members by region can be found in the [NCAA Division II Women's Soccer Pre-Championships Manual](#).

NCAA STAFF

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Division II Men's Soccer Eric Breece Phone: 317-917-6781 Cell: 317-966-6789 Email: ebreece@ncaa.org</p> | <p>Division II Women's Soccer Zach Christopher Phone: 317-917-6112 Cell: 317-319-8740 Email: zchristopher@ncaa.org</p> |
| <p>Carla Laster Phone: 317-917-6548 Email: claster@ncaa.org</p> | <p>Ryan Rea Phone: 317-917-6516 Email: rrea@ncaa.org</p> |

Section 1 • Championships Structure and Administration

STRUCTURE

The NCAA Division II Men's Soccer Championship provides for a 40-team, single-elimination tournament. The Men's Soccer Committee will select ten teams from each of the four super-regions to participate in first, second, third and quarterfinal rounds of the tournament to determine the four regional champions. The regional champions will advance to the semi-finals and finals of the championship and seeded using the available selection criteria to determine matchups.

The NCAA Division II Women's Soccer Championship provides for 56-teams, single-eliminations tournament. The Women's Soccer Committee will select teams from each of the eight regions as outlined in the 2023 NCAA Division II Women's Soccer Pre-Championship Manual to participate in first, second, third and quarterfinal rounds of the tournament to determine the four semifinalists. The semifinalists will be seeded using the available selection criteria to determine matchups.

Matches will take place on a Thursday/Saturday OR Friday/Sunday. Single-match sites, which indicates a match taking place in the second round, will take place on Saturday OR Sunday. Please refer to the [preliminary-round bid checklist](#) for match times.

TOURNAMENT STAFF AND CONTACT INFORMATION

The tournament director should designate a member of their staff for the below roles. Information for these positions must be provided as part of the preliminary round bid in the NCAA host bid portal.

- Sports Information Director.
- Merchandise Manager.
- Drug Testing Coordinator.

NCAA SITE REPRESENTATIVE

The NCAA Division II Men's and Women's Soccer Committees will designate the NCAA representative for each site. The site representative should be provided with an all-access credential for the duration of competition. The site representatives will be instructed to contact the host prior to their arrival. Please determine the representative's arrival and departure times and if they will need lodging; in addition, review the schedule of events, including meeting, practice and match times.

GAMES COMMITTEE

The games committee shall include the director of athletics of the host institution (or designated administrator, other than a member of the soccer staff), the NCAA representative (who shall serve as chair) and a designated administrator from all other participating teams.

PARTICIPANT MANUAL

The tournament director shall compile a participant manual for visiting institutions. Included in this manual should be key contacts of the host institution, hotel accommodations, directions to the competition venue and a schedule of events (including deadlines for submitting participant information to host, if applicable). A template for this manual will be provide by the NCAA to potential hosts prior to selections.

COACH/ADMINISTRATOR TELECONFERENCE AND MEETING

A teleconference should be administered by the tournament director and site representative with the participating institutions' coaches and administrators the day after selections. Site-specific information such as match times, hotel assignments and on-site logistics should be covered.

A meeting of participating team head coaches and administrators shall be held on the day of practice, or the morning of competition prior to the beginning of pre-match activities. This meeting will be led by the tournament manager and site representative. Be sure to inform all participating institutions of the date, time and location of this meeting on the teleconference.

An agenda and talking points for both meetings can be found in the appendix.

LODGING

The host institution shall make reservations for the participating institutions (16 double rooms), officials (one king room per official, as needed) and NCAA site representative (one king room). The selected hotel properties shall be within 30 miles of the competition site and be priced at a fair and reasonable market room rate. Officials and site representative lodging shall be paid for by the host and reimbursed by the NCAA as part of the host event budget.

The selection of a competition site may be dependent on availability and quality of rooms. Each potential host should work with local hotels to confirm availability as the date of selections approaches.

Each participating institution is obligated to confirm or cancel the accommodations. Officials and NCAA site representative should NOT be in the same hotel as any of the participating institutions.

OFFICIALS

The tournament director will receive officials' assignments for each match via email from the NCAA as soon as they are available. There will be four officials assigned to each match. All match official's fees, per diem and travel will be paid directly by the NCAA. The host institution is responsible for any lodging that is required by the assigned officials.

The tournament director should notify the officials of the following:

- Schedule of events.
- Location and directions to the competition site.
- Determine if lodging is required (one king room per official).

The tournament director and NCAA site representative shall meet with the officials crew prior to their match to review responsibilities.

AWARDS AND BANQUETS

Participant Medallions

Participant medallions for the *non-advancing* team's squad size (24) will be provided at each of the preliminary-round sites. The host institution should plan on distributing these awards to the team's locker room or make arrangements with each team's administrator prior to its departure from the site. **Advancing teams do not receive medallions.**

Regional Champion Trophy Presentation

A Regional Champion team trophy shall be presented to the winner of each third-round (women) or quarterfinal-round (men) match. The tournament director or NCAA site representative should be prepared to present the trophy, as well as coordinate a brief PA announcement congratulating the regional champion.

Banquets

To provide a consistent experience for institutions competing across the county, hosts are prohibited from hosting banquets or celebratory events, or providing participant gifts to institutions competing in preliminary rounds.

DRUG TESTING

The Center for Drug Free Sport will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Host institutions will be notified prior to the start of competition if drug testing will be occurring at your site. Further information is available here: ncaa.org/sport-science-institute/ncaa-drug-testing-program.

RESULTS

The host sports information director is responsible for reporting official championship results to the association's website, NCAA.com. If not using the GeniusStat application, after each match, please forward information that specifies the division, sport, round, date and official results, and provide a brief match summary and StatCrew packed file in the following manner:

Please send final results in the following manner:

- Email men's results to ncaa-content@warnermedia.com; ebreece@ncaa.org and lwacienga@ncaa.org.
- Email women's results to ncaa-content@warnermedia.com; zchristopher@ncaa.org and lwacienga@ncaa.org.
- Specify the division, sport, round and region in the SUBJECT area.
- Paste the text directly into an email.
- Send email as an attachment in an MS Word or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

MEDIA SERVICES

Media Credentials

Media coordinators should send a credential request form to members of the local media, to determine who will be covering the event. The media coordinator should issue credentials individually at an appropriate site/time. Credentials are non-transferable.

Participating team Sports Information Directors, photographers, or videographers may also request media credentials for themselves or members of their athletic communications staff who will have a working role at the event.

Working Media Space

When possible, space should be made available (preferably in the press box) for working press and the sports information directors of the participating teams. If available, statistical information (flip cards, media guides, statistics, etc.) should be provided by each team's SID for display in the working media area/press box.

Broadcasting

Accommodations should be made for institutions who are wanting to provide radio coverage of their match, whenever possible. Media coordinators should direct institutions to [NCAA.com/media](https://www.ncaa.com/media) to ensure they have been granted broadcasting approval/rights.

Post-Match Media Accessibility and Press Conferences

All coaches and student-athletes, after a 10-minute cool-down period, must be made available to media after their match. If a student-athlete is selected for drug-testing, all media obligations must be fulfilled prior to reporting to the drug-testing location.

A formal post-match press conference is not required for preliminary-round competition. If a formal post-match press conference is held, the media coordinator should attend each to facilitate questioning, and produce name tents to place on the table to identify coaches and student-athletes. The press conference area should be a designated room with a head table and chairs for coaches and student-athletes, and chairs for members of the media. A team's sports information director and any media present should notify the host media coordinator who they would like to be a part of the press conference immediately following the match. When possible, interviews should be recorded and posted to the host athletic website.

VIDEO EXCHANGE

Each host is required to record each match that is played at their site and upload this footage to the Hudl video exchange platform. Guidelines for the exchange, including the views/angles required and quality of the footage can be found on the [DII Men's Soccer](#) and the [DII Women's Soccer](#) landing pages on [ncaa.org](https://www.ncaa.org). Additional information regarding the use of Hudl for this service will be provided upon confirming hosts.

VIDEO STREAMING REQUIREMENTS (REVISED 7/18/23)

Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and video streaming is required to be implemented for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

DIVISION II SOCCER

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be on-screen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, then the conference mark may be used.
- Contests must be recorded and shared with participating schools as requested.

The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers).

MARKETING/PROMOTION

A preliminary-round host may designate funds in their host budget for the promotion of the tournament. These funds should be limited to \$200.

MERCHANDISE/PROGRAMS

Hosts will be contacted directly by the NCAA official merchandise provider, Event 1 Inc., who will work directly with each host to arrange the delivery of event merchandise for sale.

A space within the venue accessible by participating institutions and fans shall be made available for the sale of the items provided. The tournament director shall appoint a member of their staff to coordinate the delivery, setup and sale of event merchandise for the duration of competition.

Financial administration of Event 1 merchandise will be handled directly with Event 1, separately from the tournament financials that are provided in an institution's host bid.

Digital Programs Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program.

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.

- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and LEARFIELD approval.

SIGNAGE/BRANDING

The NCAA will send each host signage that should be displayed from the start of practice through the conclusion of the last match. Specific signage that will be provided will be sent to the tournament director by the NCAA prior to its arrival.

ATHLETIC TRAINING/MEDICAL PROCEDURES

An athletic training room, equipped to provide appropriate training care shall be open, and a certified athletic trainer must be present, for all practices and matches at the facility. The training room must open a minimum of one hour before all practices and matches and remain open one hour after their conclusion. An ambulance must be on site for all matches.

Each scheduled practice and match of any round of an NCAA championship should include:

- The on-site presence of a person qualified and delegated to render emergency care.
- Ice, water, cups and ice bags for a team's use at each team bench.
- The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
- Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility.
- All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly.
- Certification in CPR techniques, first aid, and prevention of disease transmission should be required for all athletics training personnel associated with practices and matches.

FINANCIAL ADMINISTRATION

Audit

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Approval of the Budget

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets and medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Financial Report

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by NCAA staff and receipt of this email. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "summary" tab as documentation supporting each line of their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

Section 2 • Facility Requirements and Match Management

VENUE

The following items should be provided by the host and set up prior to the first team practice:

Field Specifications

For postseason play, field dimensions must be between 115-120' x 70-75'.

Field Markings

The field must be properly marked in accordance with NCAA rules and policies. The NCAA Soccer rules book provides a diagram that should be followed.

Match Clocks

Match clocks must be operational at all practice sessions, and host institution personnel must be on hand to operate the clock during practices. For all matches, a backup clock is mandatory and should be synchronized with the visible clock. The official clock must be operational from the scorer's table or press box. An air horn and secondary timepiece must be available at the scorer's table.

Barriers

A host whose competition venue does not have a permanent barrier separating the playing field from spectators must create one prior to the start of competition.

Concessions

Food and beverage prices shall be no higher than similar events or primary tenants at the competition site. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas.

Radios

The host should provide the NCAA site representative with a handheld radio to use throughout the competition to communicate with the tournament director.

Scorer's Table/Press Box

The table should be skirted and offer a clear view of the entire playing field. It is imperative that the personnel at the scorer's table can communicate with the press box in order to provide substitution information. There should be enough seats at the table and/or press box for at least eight (8) individuals, including the official scorer and recorder for cautions and substitutions, scoreboard clock operator, announcer, home team scorer, visiting team scorer, tournament manager, NCAA site representative and alternate official.

Team Benches

Benches should be set up on either side of the scorer's table. Benches should have space for a minimum of 32 people.

TICKETS

Each host is required to sell tickets to the event. In locations where two matches take place in a day, an "all session" ticket can be sold. Ticket prices shall be set by the host and reflect pricing that is appropriate for their area. Ticket revenues is included as part of a host bid/budget and should be reporting in the host portal at the conclusion of the event.

CREDENTIALS

The host is responsible for creating credentials for team and working staff at the event, including the NCAA site representative and assigned officials. Access to match areas should be restricted to those with a credential, who have a working role for the event.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, which went into effect Jan. 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance.

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

NEUTRALITY

All preliminary around competition must comply with the current NCAA Neutrality policy. A full version of this policy can be found [HERE](#).

MUSIC

Any music played during warm-ups or in between competition shall be provided by the host institution and be appropriate/tasteful for the setting.

PUBLIC ADDRESS ANNOUNCER

Basic instructions for the public-address announcer at NCAA regionals are listed below. Please review this material with the public-address announcers prior to the start of competition. Additional PS reads may be provided by the NCAA for use throughout the championship.

- Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators but should never act as cheerleaders for a team or student-athlete.
- Good communication with those in charge of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits and first-aid stations.
- All emergency calls and announcements must be approved by the NCAA championships manager or the chair of the games committee.

PARKING

If applicable, the host institution must reserve parking spaces for the games committee, officials, participating teams, workers and individuals identified by the games committee.

TRAVEL PARTY/SQUAD SIZE/TEAM BENCHES

The official travel party is 28. The number of active student-athletes on a roster for competition is 24. This roster may not change once set prior to the start of competition on a given weekend (i.e., 1st and 2nd rounds, 3rd and quarterfinal rounds, semifinals and finals).

On its bench, each team is limited to a maximum of 32 persons. The tournament manager may provide one additional bench credential for a physician or doctor. This additional credential is not meant for an athletic trainer.

The home team, or higher-seeded team (if at a neutral site) shall occupy the bench to the right of the scorer's table (when facing the field).

MATCH BALLS

Each preliminary round site will receive six Wilson Vivido balls per match at each site. A six-ball rotation must be used for all rounds of the championship. One ball will be in play, one ball will be on each sideline of each half of the field, and one ball at the scorer's table. If requested by a visiting team, effort shall be made to provide practice balls.

BANDS/SPIRIT SQUADS/MASCOTS

A maximum of 25 band members, including the director, 12 uniformed spirit squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator must submit a typewritten list to the tournament manager and NCAA site representative at the administrative meeting prior to the competition.

Band members are not permitted to leave their seating area and may only play during half time, after goals, during their team's allotted music time and immediately after competition. Bands may not play when the match is in progress.

The tournament director shall have designated areas for each spirit squad that is in attendance for their team's match. Spirit squads and mascots must stay on their team's half of the field and must stay out of spectator seating areas. Flags carried by institutions' representatives are permitted but must not be used to taunt competitors or block spectators' views. NO LIVE MASCOTS ARE PERMITTED.

ARTIFICIAL NOISEMAKERS

NCAA rules allow for selected artificial noisemakers to be allowed during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA postseason play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators' ability to enjoy or watch the match will be removed.

NATIONAL ANTHEM

The host institution is responsible for arranging the playing/singing of the national anthem. The anthem should only be played prior to the first match of each day. If an international institution is participating, their respective national anthem should be played/sung first followed by the national anthem of the United States.

SAFETY AND SECURITY

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

Crowd Control

The tournament director must review crowd control policies with the NCAA site Representative and is responsible for strict enforcement of these policies.

Spectator Photography/Video Cameras

Flash photography is prohibited; however, video cameras are permissible by spectators. Spectators must remain in their seats and not obstruct others' view.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, news conferences and working press areas, post-match news conference room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

Weather Monitoring Systems and Environment Schedule Changes

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution for all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring and the timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system setup to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule before making or announcing any formal changes.

Appendixes

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Appendix A • Participant Call Agenda

AGENDA

National Collegiate Athletic Association Division II Soccer Preliminary Round Participating Team Teleconference

1. Welcome and introductions.
2. Schedule of events.
3. Team travel arrangements.
 - a. Official travel party (28 people).
 - b. Uniformed squad size (24 student-athletes).
 - c. Bench Size (32; up to 24 uniformed student-athletes).
 - d. Transportation.
 - e. Lodging.
4. Team administrator.
5. Games committee.
6. Bands (25 including director)/cheerleaders (12)/mascot (1).
7. Noisemakers.
8. Match/practice day information.
 - a. Team arrival times (practice/match).
 - b. Team parking/entrance.
 - c. Locker room assignments.
 - d. Field dimensions.
9. Team uniform colors.
10. Filming/videotaping/scouting.
11. Medical services/athletic training and drug testing.
12. Match officials.
13. Match balls.
14. Press box and local media.
 - Radio/webcasting.
15. Tickets and credentials policy.
16. Code of Conduct - misconduct/sportsmanship.
17. Rule book.
18. Card accumulations (cards carry over).
19. Security arrangements.
20. Merchandise.
21. Participant medallions.
22. Questions.

Appendix B • Participant Call Agenda Checklist

AGENDA

National Collegiate Athletic Association
Division II Soccer Preliminary Round Participating Team Teleconference

Site Representative Checklist

This checklist shall serve as a guide for the site representative to lead the preliminary round participating team teleconference. The host tournament director, as well as the athletics director, sports information director and coach from each participating institution must be on the call. Each bullet point corresponds with the bullet point on the agenda found in the previous appendix.

1. Welcome and introductions.

Introduce yourself and congratulate teams on their accomplishments. Have the tournament director and participating institutions introduce themselves and who is on the call from their staffs.

2. Schedule of events.

Review practice/match dates and times. The highest seeded team has priority for practice time selection, being mindful of arrival times for both teams. Remind the teams that each has an equal amount of practice time. Also review the date, time and location of the on-site administrative meeting. (Teams with a bye may practice for 90 minutes up until the day before competition.)

3. Team travel arrangements.

- a. Official travel party (28 people).

The NCAA will provide reimbursement and per diem for the official travel party for each institution.

- b. Uniformed squad size (24 student-athletes).

Remind each team they are allowed 24 uniformed student-athletes on the bench.

- c. Bench Size (32; up to 24 uniformed student-athletes).

There may be 32 people in the bench area for each match that is played. 24 of these may be uniformed student-athletes.

There may be one additional credential provided if the team travels with a team doctor. This credential is NOT meant to be used by an athletic trainer. Other team personnel above the team travel party and bench size must purchase a ticket and sit in the general spectators area.

- d. Transportation.

Make sure teams have been able to arrange (or are arranging) travel. Institutions will have the ability to work directly with a bus company of their choosing, if in accordance with the NCAA bus safety standards. This transportation will be secured to and from the site of competition and any other transportation needs while competing in NCAA championships. Institutions must use bus companies that meet NCAA safety standards. Division II travel policies and protocol can be obtained from the [NCAA Championships Travel Page](#).

- e. Lodging.

Confirm with the host that hotel rooms have been secured and where each team will be staying.

4. Team administrator.

Each team is required to have a designated individual identified from their institution as the on-site coordinator/administrator. If the individual is not sent or identified, a \$500 fine, with a private letter of reprimand will be issued. Collect the name and cell phone number of the team administrator from each institution.

5. Games committee.

Identify the games committee. The committee will be made up of the site representative, the athletics director (or representative) from the host institution and the on-site administrator from each of the participating institutions.

6. Bands (25 including director)/cheerleaders (12)/mascot (1).

Confirm with each institution whether they will have a band, cheerleaders and/or a mascot. Each of these individuals, in uniform, will be admitted to the match(es) for free.

7. Noisemakers.

NCAA rules allow for selected artificial noisemakers to be used during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA postseason play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators ability to enjoy or watch the match will be removed.

8. Match/practice day information.

a. Team arrival times (practice/match).

Confirm when each time will be arriving at the competition venue for practices and matches. Remind them that the higher seeded team has priority for practice times. Each team shall receive 60 minutes of practice time. (Teams with a bye may practice for 90 minutes up until the day before competition.)

b. Team parking/entrance.

The tournament director should be able to speak to entry and parking arrangements.

c. Locker room assignments.

Confirm locker room assignments for both teams, if applicable. These locker rooms should be comparable in size.

d. Field dimensions.

The tournament director will be able to provide this information and should confirm with teams at this time.

9. Team uniform colors.

Identify the color of both sets of uniforms (home and visitor – jersey, shorts and socks and goalie colors).

Team: _____ Home: _____ Visitor: _____

Team: _____ Home: _____ Visitor: _____

Team: _____ Home: _____ Visitor: _____

Team: _____ Home: _____ Visitor: _____

10. Filming/videotaping/scouting.

Remind each team that they can film the matches they are participating in. No filming is permitted of other matches.

11. Medical services/athletic training and drug testing.

Ask the tournament director to speak to this information, covering when athletic trainers and medical staff will be on site, as well as the procedure for drug testing.

12. Match officials.

Confirm with the host that they have been in contact with the match officials and arrangements are underway for their arrival.

13. Match balls.

Confirm that the host has received match balls. Wilson will send each preliminary round host six (6) balls for each match. The official match ball for the NCAA Championships is the Wilson Vivido. If inclement weather is expected, the host should request colored match balls from the NCAA championships manager.

14. Press box and local media.

Check with the host on space in the press box for media (if applicable).

- Radio/webcasting.

Institutions may work with the NCAA to broadcast matches. Check with each team if they plan to do this, as well as make sure the host can accommodate these arrangements.

15. Tickets and credentials policy.

Credentials should be provided to each member of the official travel party. No complimentary tickets are provided for NCAA championship matches.

16. Code of Conduct - misconduct/sportsmanship.

Each institution is expected to complete a Division II Code of Conduct attestation form before the start of competition. Information on their responsibilities were provided at the time of selection/advancement.

17. Rule book.

The 2023 and 2024 Soccer Rules and Interpretations will be followed.

18. Card accumulations (cards carry over).

Remind each institution of the card accumulation rule in effect and any carry over from the regular season should be adhered to for each round of the championship.

19. Security arrangements.

Ask the host to speak to security that will be in place before, during and after the match.

20. Merchandise.

Make sure teams are aware that merchandise is available for sale on-site if they were not able to take advantage of the presale opportunity.

21. Participant medallions.

Each host will receive 24 participant medallions for the nonadvancing teams. Confirm these have been received and inventoried as well as the plan for distributing them to the nonadvancing team.

22. Questions.

Answer any questions the institutions may have.

Appendix C • Administrative Meeting Agenda

AGENDA

National Collegiate Athletic Association DII Soccer Administrative Meeting

1. Welcome and Introductions.
2. Games Committee.
3. Rosters.
4. Suspended match policy.
5. Officials and rules review.
6. NCAA Division II Code of Conduct.
7. Logo policy.
8. Drug testing.
9. Schedule of events and pre-match protocols.
10. Official travel party/bench limits.
11. Match balls and ball person policies.
12. Confirm uniforms.
13. Medical/athletic training procedures.
14. Video policy and procedures.
15. Cheerleaders, bands and mascots.
16. Noisemakers.
17. Scorer and timer procedures.
18. Post-match media responsibilities.
19. Participant medallions (non-advancing team).
20. Adjournment.

Appendix D • Administrative Meeting Checklist

AGENDA

National Collegiate Athletic Association
DII Soccer Administrative Meeting

(Conducted by NCAA Site Representative)

1. Welcome and Introductions.

2. Games Committee.

Remind everyone of who the games committee is: The committee will be made up of the site representative, the athletics director (or representative) from the host institution, head referee and the on-site administrator from each of the participating institutions.

3. Rosters.

Remind coaches that NCAA rosters must be turned in to the officials, the opposing team, official scorer, host sports information director and drug testing crew chief (if applicable) 15 minutes prior to the start of the match.

4. Suspended match policy.

Review the suspended match policy and the role of event management and the games committee within this process. Refer to Section 6.5 of this manual. If play is suspended into the next day, play will resume where it left off.

5. Officials and rules review.

Allow the head official to address any relevant issues with the group. After completion of this portion of the agenda, the officials can be dismissed.

6. NCAA Division II Code of Conduct.

Read the below:

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 expects 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 to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics 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 who fails to submit the online form required for the sport administrator and have a complete and accurate signature page on file at the institution 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 to the conference commissioners, university chancellor/president, university athletics director, senior woman administrator, sports information director and compliance administrator.

7. Logo policy.

Read the below:

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 post-match activities (e.g., celebrations on the court, pre- or post-match press conferences), provided it follows the NCAA Logo policy, as outlines in the Division II Manual, NCAA Soccer Rules books and Division II Men's and Women's Pre-championships manuals.

8. Drug testing.

Read the below:

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Division II Championships Committee policy 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.

9. Schedule of events and pre-match protocols.

Review the schedule of events, to include the pre-match protocol, player introductions, national anthem and timing. The host tournament director will be able to assist.

10. Official travel party/bench limits.

There may be 32 people in the bench area for each match that is played. 24 of these may be uniformed student-athletes.

There may be one additional credential provided if the team travels with a team doctor. This credential is NOT meant to be used by an athletic trainer. Other team personnel above the team travel party and bench size must purchase a ticket and sit in the general spectators area.

11. Match balls and ball person policies.

The match ball is the Wilson Vivido. No other balls will be allowed on the pitch. A minimum of six (6) ball persons will be placed around the field, using a 6-ball rotation for each match.

12. Confirm uniforms.

| Match #1 | Home team player | Home goalkeeper | Visiting team player | Visiting goalkeeper |
|----------------------|------------------|-----------------|----------------------|---------------------|
| Shirt color | | | | |
| Shorts color | | | | |
| Sock color | | | | |
| Visible Undergarment | | | | |

| Match #2 | Home team player | Home goalkeeper | Visiting team player | Visiting goalkeeper |
|----------------------|------------------|-----------------|----------------------|---------------------|
| Shirt color | | | | |
| Shorts color | | | | |
| Sock color | | | | |
| Visible Undergarment | | | | |

13. Medical/athletic training procedures.

Have the host athletic trainer speak to the procedures to be followed, and availability, for athletic training and medical emergencies.

14. Video policy and procedures.

Remind teams that they may only tape matches that their team is participating in. Have the host show each team where the designated area is for filming.

15. Cheerleaders, bands and mascots.

Confirm if each team will have cheerleaders, band members and/or a mascot at the match. Remind them of the size limits of each group (25 band members, 12 cheerleaders and 1 mascot).

DIVISION II SOCCER

16. Noisemakers.

NCAA rules allow for selected artificial noisemakers to be used during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA postseason play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators ability to enjoy or watch the match will be removed.

17. Scorer and timer procedures.

If the officials did not discuss this already, have the official scorer and/or timekeeper speak to the timing procedures (end of match specifically) found in Rule 6.3.8 and 6.3.9 in the NCAA Soccer Rules book.

18. Post-match media responsibilities.

Remind teams of their media obligations. This will occur after the conclusion of the 10-minute cooling off period, starting with the advancing team.

19. Participant medallions (non-advancing team).

Have the host remind everyone how these will be distributed after the conclusion of the match. Only the non-advancing team shall receive the 24 participant medallions, meant for each participating student-athlete.

20. Other business.

21. Adjournment.