



2019 DIVISION II MEN'S
SOCCER
CHAMPIONSHIP

HOST OPERATIONS ***2019-20 MANUAL***

Preliminary Rounds

2019 NCAA Division II Men's Soccer Championship
PRELIMINARY ROUND HOST OPERATIONS MANUAL
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INTRODUCTION

On behalf of the NCAA Division II Men's Soccer Committee, thank you for being an important part of the NCAA Division II Men'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, 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 Soccer Committee 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 Men's Soccer Committee 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 Soccer and the student-athlete experience.

2019-20 NCAA Division II Men's Soccer Committee

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

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 4 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.

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.

For all preliminary round competition, it is recommended that all single-match sessions (days of competition) start at Noon, 3 p.m. or 6 p.m. (if lights are available).

If the site also hosts the next round of competition in the same weekend, that match must have the same, or later, match time as the previous round.

Sunday match times shall be no later than 2 p.m. local time.

All game times are subject to approval by the Division II Men's Soccer Committee.

EXAMPLES:

If a Thursday match time is 3 p.m., the Saturday match time must be at 3 p.m. or later.

If hosting on Friday and Sunday, the Friday match may NOT start later than 2 p.m., since Sunday matches must start no later than 2 p.m.

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 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 the visiting 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 can be found on NCAA.org, and will also 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. An agenda and talking points for the teleconference can be found in the appendices.

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. An agenda and talking point for this meeting can be found in the appendices. Be sure to inform all participating institutions of the date, time and location of this meeting on the teleconference.

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 to confirm availability.

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 via Arbiter.

The tournament director should notify the officials of the following:

- Schedule of events;
- Location and directions to the competition site;
- Officials attire- NCAA patches will be sent by the NCAA and should be worn; and
- 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. An agenda for this meeting is provided in the appendices.

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 quarterfinal-round match. The tournament director or NCAA site representative should be prepared to present the trophy, as well as make sure an announcement is made.

Banquets.

In an effort 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 at the following link: <http://www.ncaa.org/health-and-safety/policy/drug-testing>

Results

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, www.NCAA.com. 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.

Please send final results in the following manner:

- Email to ncaa-content@turner.com; ebreece@ncaa.org and rnixon@ncaa.org.
- Specify the division, sport, round and region in the SUBJECT area;
- Paste the text directly into an e-mail; or
- Send e-mail as an attachment in an MS Word or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the e-mail.

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 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.

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- NEW FOR 2019

Each host is required to record each match that is played at their site, and share (via digital file, thumb drive, etc.) with the team(s) advancing to the next round of the tournament. Guidelines for the exchange, including the views/angles required and quality of the footage can be found on the [DII Men's Soccer Landing Page](#) on NCAA.org.

Marketing/Promotion

A preliminary round host may designate funds in their host budget for the promotion of the tournament. For preliminary round hosts, 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 handle directly with Event 1, separately from the tournament financials that are provided in an institution's host bid.

Digital programs will be available for fans to access via NCAA.com. Specific links and QR codes will be sent to each host when available.

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

As part of the site-selection process, each prospective host must submit a proposed budget for approval. All 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.

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 post season play, field dimensions must be between 115-120' X 70-75'.

Field Markings. The field must be properly marked, including coaching boxes, 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 for 28 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 shall create 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 January 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

On the dates of competition or practice, no alcoholic beverages or ‘non-alcoholic’ beer shall be sold or dispensed for public or private consumption anywhere in the facility.

Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used. Traditional “home” atmosphere activities are not permissible.

Music

Any music played during warm-ups or in between the conducting of 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.

- 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.
- The following statement is to be read prior to each session:

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at

officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

- 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.

Squad Size/Team Benches

Teams are limited to 24 players in uniform, and a bench size of 28. Anyone above the bench size limit must be in the general spectator area. One additional credential for a team's doctor (NOT an athletic trainer) shall be provided upon request, and is not included in the bench limit.

Match Balls

Each preliminary round site will receive six 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, every 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

New rules now 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 below when developing a security plan.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form in the host bid portal.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on the premises for NCAA championships and events, excluding authorized law enforcement.

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.

Lightning and Weather Detection Service

The NCAA has made arrangements through Schneider Electric (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition. This system will

assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. 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. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director contact a local meteorologist.

AGENDA

National Collegiate Athletic Association

Division II Men's 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 (28; up to 24 uniformed student-athletes).
 - d. Transportation.
 - e. Lodging.
4. Team administrator.
5. Bands (25 including director)/cheerleaders (12)/mascot (1).
6. Noisemakers.
7. Match/practice day information.
 - a. Team arrival times (practice/match).
 - b. Team parking/entrance.
 - c. Locker room assignments.
 - d. Field dimensions.
8. Games committee.
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 Men's 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 (28; up to 24 uniformed student-athletes).
There may be 28 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 (increasing that number to 29 people on the bench) 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 28 (29 with a team doctor) 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. All ground transportation must be made via GoGround. Local ground transportation is not reimbursed.

- 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. 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.
- 6. 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 post-season 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.
- 7. Match/practice day information.
 - e. 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. (Teams with a bye may practice for 90 minutes up until the day before competition.)
 - f. Team parking/entrance.
The tournament director should be able to speak to entry and parking arrangements.
 - g. Locker room assignments.
Confirm locker room assignments for both teams, if applicable. These locker rooms should be comparable in size.
 - h. Field dimensions.
The tournament director will be able to provide this information and should confirm with teams at this time.

8. 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.
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: _____

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 Forte™ FYbrid™ II. 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 form before the start of competition.

17. Rule book.
The 2018 and 2019 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 pre-sale opportunity.
21. Participant medallions.
Each host will receive 24 participant medallions for the non-advancing teams. Confirm these have been received and inventoried as well as the plan for distributing them to the non-advancing team.
22. Questions.
Answer any questions the institutions may have.

APPENDIX C – Administrative Meeting Agenda

A G E N D A

National Collegiate Athletic Association Division II Men's 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
Division II Men's Soccer Administrative Meeting Checklist
(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 expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promote 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 athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition. Any institution that fails to submit a complete and accurate Division Iii Code of Conduct form before the start of the first competition of the championships will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president,

university athletics director, senior woman administrator, sports information director and compliance director.

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 the following criteria are met:

Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athletes institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

8. Drug testing.

Read the below:

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

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.

The official travel party is 28. Remind teams that only the designated bench size (28 men) is allowed in the bench area.

Men's: Only 24 of them can be uniformed student-athletes. No other student athletes, not in uniform, may be in the bench area unless they are part of the official travel party.

Teams may request an additional team physician credential beyond the bench limit. This is for a team physician and/or doctor ONLY. Not for athletic trainer use.

11. Match balls and ball person policies.

The match ball is the Wilson Forte™ FYbrid™ II. 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.

	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).

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 post-season 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.