



**NCAA**®

---

*2004 DIVISION I  
WOMEN'S  
LACROSSE  
CHAMPIONSHIP  
HANDBOOK*

---

LACROSSE



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
317/917-6222

For overnight mailings:

NCAA Distribution Center  
1802 Alonzo Watford Sr. Drive  
Indianapolis, Indiana 46202  
317/917-6223

<http://www.ncaa.org>  
December 2003

**Edited By:** Marty Benson, *Assistant Director of Publishing.*

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

# Table of Contents

Introduction .....	5
<b>Women's Lacrosse Championships Information</b>	
Important Dates .....	6
<b>General Administration</b>	
Dates and Sites.....	7
Sports Committees .....	7
Regional Advisory Committees.....	8
Annual Forms.....	9
<b>Determination of Competing Institutions</b>	
Championship Structure .....	10
Championship Selection and Seeding .....	10
Selection Criteria .....	10
Automatic Qualification .....	11
Play-In Game .....	11
Score Reporting Procedure .....	12
Certification of Eligibility/Availability.....	12
Site Selection .....	12
Pairings .....	13
<b>Instructions to Competing Institutions</b>	
All-Tournament Selection .....	14
Audio Coverage (Radio and Internet) .....	14
Awards.....	17
Ball Retrievers.....	17
Balls.....	18
Banners .....	18
Banquet .....	18
Bench Passes .....	18
Cheerleaders, Mascots and Bands .....	18
Conference Call Schedule .....	19
Drug Testing.....	19
Equipment.....	19
Field Phones.....	20
Game Films/Videotape .....	20
Film/Videotape Exchange.....	20
Lodging.....	20
Media Arrangements .....	20
Meetings .....	22

News, Media, Press Conferences and Satellite Feeds .....	22
Official Traveling Party .....	24
Officials .....	24
Practice .....	24
Pregame Music .....	25
Programs .....	25
Protest Procedure .....	26
Publicity and Promotion .....	27
Rules of Play .....	27
Scouting of Opponents .....	28
Severe Weather Policy .....	28
Site Selection .....	28
Squad Size .....	28
Starting Times .....	29
Television Rights and Footage Licensing .....	29
Tickets .....	31
Uniform Logos .....	32
Uniforms .....	32

## Appendixes

A. Championship Bracket .....	33
B. Championship Regions .....	34
C. Championship Schedule .....	36
D. Preliminary Agenda .....	37
E. Field Markings .....	38
F. Conditions Placed on Use of Credentials .....	41
G. Power Ranking Formula .....	43

[Note: For all references to bylaws, see the Division I 2003-04 NCAA Manual.]

# Introduction

During the 2003-04 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, five are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.

# Women's Lacrosse Championship Information

## Important Dates

*Monday, March 8*—Score reporting form returned to all members of the national committee and the appropriate regional advisory committee for the institution's region.

*Tuesday, March 16*—Regional advisory committees and lacrosse committee orientation call.

*Thursday, April 8*—The NCAA national office will send proposed budget information to the director of athletics of institutions being considered for selection to the championship.

*Monday, April 12*—First ranking call with regional advisory committees.

*Wednesday, April 14*—First national ranking call.

*Monday, April 19*—Second ranking call with regional advisory committees.

*Wednesday, April 21*—Second national ranking call.

*Friday, April 23*—Deadline for institutions to submit proposed budgets to host first-round and quarterfinal games of the championship.

*Monday, April 26*—Third ranking call with regional advisory committees.

*Wednesday, April 28*—Third national ranking call.

*Monday, May 3*—Fourth ranking call with regional advisory committees.

*Wednesday, May 5*—Fourth national ranking call.

*Friday, May 7, or Saturday, May 8*—Regional advisory committees' recommendation calls to national committee.

*Sunday, May 9*—National committee selection call.

*Thursday, May 13*—First-round competition on campuses of teams participating in the championship.

*Sunday, May 16*—Quarterfinals on campuses of teams participating in the championship.

*Monday, May 17*—Conference call with semifinalists, NCAA liaison, committee chair and host championship tournament director.

*Friday, May 21*—Semifinals at Princeton University, Princeton, New Jersey

*Sunday, May 23*—Championship game at Princeton University, Princeton, New Jersey.

# General Administration

## Dates and Sites

*[Reference: Bylaw 31.1.3 in the NCAA Manual.]*

### Division I

First Round—Thursday, May 13, on campus

Quarterfinals—Sunday, May 16, on campus

Semifinals and Final—Friday and Sunday, May 21 and 23, Princeton University, Princeton, New Jersey.

**Date Formula.** Each year, the championship finals are scheduled for the third full weekend in May [semifinals on Friday and final on Sunday]. Quarterfinals are held the Sunday before the final; and first-round games are held the Thursday before the quarterfinals.

### 2005 TENTATIVE DATES

(Play-in games, if necessary, must be completed no later than the Saturday before selection Sunday.)

Selections—Sunday, May 8

First round—Thursday, May 12

Quarterfinals—Sunday, May 15

Semifinals and Final—Friday and Sunday, May 20 and 22

Site—To be determined.

## Sports Committees

*[Reference: Administration and Management (in the Division I General Information section), and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]*

This championship is under the control, direction and supervision of the Division I Women's Lacrosse Committee. Members of the committee are:

Kathleen Zerrlaut, University of Maryland, Baltimore County, *chair*

Gail Cummings-Danson, State University of New York at Albany

Kerstin Kimel, Duke University

Christine Sailer, Princeton University

Sandra Taylor, Manhattan College

Denise Wescott, University of Delaware

For additional information about this championship, contact:

<p>Kerri A. Fagan Associate Director of Championships NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317/917-6222 Fax: 317/917-6826 e-mail: kfagan@ncaa.org</p>	<p>Kathleen Zerrlaut University of Maryland, Baltimore County 10000 Hilltop Circle Baltimore, Maryland 21250 Phone: 410/455-2012 Fax: 401/455-1536 e-mail: zerrlaut@umbc.edu</p>
---	--

## Regional Advisory Committees

*[Reference: Regional Advisory Committees (in the Division I General Information section), and Bylaws 21.5.1.4 and 21.6.1.6 in the NCAA Manual.]*

Sports committees shall appoint an advisory committee in each of their respective regions to assist in the evaluation of teams throughout the season. Members of this year's regional advisory committees are as follows:

### Northeast

Gail Cummings-Danson, SUNY at Albany, *chair*  
Jenny Graap, Cornell University  
Shari Krasnoo, Boston College  
Stephy Samaras, Quinnipiac University  
Sandra Taylor, Manhattan College  
Tony Zostant, St. Bonaventure University

### Mid-Atlantic

Christine Sailer, Princeton, *chair*  
Laura Brand, Rutgers University  
Kim Ciarrocca, Temple University  
Sue Cowperthwait, Monmouth University  
Randall Goldsborough, Bucknell University  
Sue Stimmel, Ohio State University  
Denise Wescott, University of Delaware

### South

Kirsten Kimel, Duke, *chair*  
Tara Kelly, College of William and Mary  
Courtney Martinez-Connor, Mt. St. Mary's College  
Julie Myers, University of Virginia  
Jeanine Tucker, Johns Hopkins University  
Michele Uhlfelder, Stanford University  
Kathleen Zerrlaut, University of Maryland, Baltimore County

## Annual Forms

**Proposed Budget/Facility Evaluation Forms.** A proposed budget form and a facility evaluation form are sent to the senior woman administrator of institutions under consideration for championship play. Information on these forms is used to select sites for the following competition:

### First Round and Quarterfinals

Mailed from NCAA	Due at NCAA
April 8	April 23

**Proposed Budget Form.** A separate proposed budget must be completed for each round an institution desires to host. Budgets for the conduct of NCAA events must be approved by the national office before competition. A Microsoft Excel version of the 2003-04 NCAA Championships Proposed Budget and Financial Report can be accessed on NCAA Online at [http://www.ncaa.org/champadmin/champ\\_budget/](http://www.ncaa.org/champadmin/champ_budget/). For those not familiar with Microsoft Excel, the proposed budget/financial report is formatted in a spreadsheet that can be downloaded, completed on your computer, and printed. For those institutions without the Microsoft Excel program, a Portable Document Format (PDF) version of the proposed budget/financial report is also available on NCAA Online at the listed address. Please note: This alternative is in a read- and print-only PDF that requires Adobe Acrobat Reader, which is also available on NCAA Online.

*[Reference: Dates and Sites (in this handbook); and Budgets (in the Division I General Information section).]*

**Financial Report Form.** A financial report, which is part of the proposed budget form, from each championship site must be submitted to the NCAA no later than 60 days after the conclusion of the competition. Host institutions will be sent the forms before the championships. The lacrosse committee may assess a financial penalty against an institution that fails to submit the financial report within 60 days after the conclusion of the competition.

**Expense Reimbursement Form.** Expense forms with instructions will be available on the NCAA Web site in the championships administration section ([www.ncaa.org/champadmin](http://www.ncaa.org/champadmin)). Forms can be mailed to the director of athletics of each competing institution, if they are unable to access them via the Web site. Please contact the travel department at the national office (317/917-6757; e-mail: [travel@ncaa.org](mailto:travel@ncaa.org)) to receive hard copies of the form.

Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including those for ground transportation, lodging, meals, and other miscellaneous needs.

# Determination of Competing Institutions

## Championship Structure

The Division I Women's Lacrosse Championship provides for a 16-team, single-elimination tournament. For this year's championship, eight conference automatic bids have been awarded, and eight teams will be selected at large. (See Appendix A for the bracket.)

## Championship Selection and Seeding

*[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Manual.]*

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

The committee will select teams for the championship Sunday, May 9. An Internet selection show, during which the teams that will participate in the championship will be announced, will be held Sunday evening. Details regarding the show will be forwarded to the appropriate schools at a later date. The bracket will be available on the NCAA's official Web site at <http://www.ncaa.org>.

## Selection Criteria

*[Reference: Bylaws 31.3.3 and 31.3.4 in the NCAA Manual.]*

The Division I Women's Lacrosse Committee will evaluate teams by considering the following factors (in no specific order):

- Overall winning percentage (difference must be five percent or greater to be considered significant);
- Results against common opponents;
- Strength of schedule (based on Power Ranking – Appendix G);
- Head-to-head competition; and
- Eligibility/availability of student-athletes.

These criteria are used as guidelines in the selection of teams for the championship. If the committee must break a tie because the teams come out equally using these criteria, head-to-head records will be the determining factor. If there is no head-to-head competition, Strength of schedule, record against ranked teams and losses against unranked teams will be considered.

## Automatic Qualification

Conferences granted automatic qualification for this year's championship are the America East Conference, American Lacrosse Conference, Atlantic 10 Conference, Big East Conference, Colonial Athletic Association, Ivy Group and Patriot League.

## Play-In Game

A play-in process for non-automatic-qualifying conferences has been implemented to provide increased access to the championship. At least 50 percent of a championship bracket shall be allocated for automatic-qualifying or play-in conferences, based on the number of eligible conferences and the size of the bracket.

Play-in conferences are determined by the NCAA Division I Women's Lacrosse Committee using the Rating Percentage Index (RPI) from the most recent season. Conferences are notified of the status (i.e., automatic qualifier or play-in team) approximately nine months before the championship. Play-in pairings are based on the conference's respective rank.

The following play-in conferences and pairing have been determined for the 2004 championship:

The Northeast Conference at the Metro Atlantic Athletic Conference.

In addition to the afore-mentioned policies, the following provisions apply to the play-ins:

1. The respective conferences will be responsible for the conduct of a play-in game and it must be completed before the selection date for the championship (Sunday, May 9 for the 2004 championship). The NCAA will pay transportation costs for the competing teams. The teams must use Short's Travel Management (866/655-9215) to book reservations.

Expense forms with instructions are available on the NCAA Web site in the championships administration section at [www.ncaa.org/champadmin](http://www.ncaa.org/champadmin).

2. The play-in game(s) will be conducted at the site of the higher-seeded conference's representative, unless the conferences agree to conduct the competition at another site. An all-weather site should be available.
3. If a conference declines to participate in a play-in game, the opposing conference's team will be granted a berth and all other teams in both conferences may be considered for at-large selection.
4. If a play-in cannot be completed before the selection of teams for some reason beyond the conferences' control (e.g., inclement weather), the committee must select one of the two teams that would have participated in the play-in, based on the selection criteria.

5. If the conference's representative is defeated in a play-in, the committee still may select either that team or any other team from that conference on an at-large basis.

### Score Reporting Procedure

The score reporting form that is sent to each coach in February must be filled in with the institution's complete schedule and e-mailed to all members of the national committee, the NCAA staff liaison and the appropriate regional advisory committee for the institution's region by March 8. Schedules and scores should be updated electronically to regional and national committee members by 8 a.m. each Monday.

Scores from games after May 3 must be reported by telephone to the regional advisory committee chair before regional calls Saturday, May 8, to be considered for selection.

### Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability (in the Division I General Information section) and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions should notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

For this championship, the championships liaison must be notified by April 30.

### Site Selection

*[Reference: Dates and Sites (in this handbook), Pairings (in this handbook) and Site Selection (in the Division I General Information section) and Bylaw 31.1.3 in the NCAA Manual.]*

**Criteria for Site Determination.** The following criteria are to be used in the evaluation of sites for all competition in NCAA championships:

1. Quality and availability of the facility and other necessary accommodations,
2. Revenue potential (e.g., a financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event, as recommended by the governing sports committee and approved by the Division I Championships/Competition Cabinet),

3. Attendance history and potential, and
4. Geographical location.

Consideration will be given to the higher-seeded team when possible.

Additionally, all sites selected to host a round of competition must meet U.S. Lacrosse Women's Division required field dimensions.

### Pairings

*[Reference: Bylaw 31.1.3 in the NCAA Manual.]*

The top four teams will be seeded and placed in the bracket. The remaining 12 teams will be placed in the bracket based on current NCAA policies.

#### Game Times

Starting times for the preliminary-round games shall be as follows:

First Round—Between 3 and 4 p.m. local time

Quarterfinals—Between noon and 3 p.m. local time.

Changes to these times must be approved by the Division I Women's Lacrosse Committee.

# Instructions to Competing Institutions

## All-Tournament Selection

Twelve outstanding players will be selected and announced after the presentation of awards.

## Audio Coverage (Radio and Internet)

[Reference: Radio (see pages in sports-specific handbooks).]

In accordance with the NCAA's agreement with CBS, Westwood One owns the exclusive national radio rights to all 88 NCAA championships. If Westwood One exercises its right to nationally broadcast an NCAA championship event via radio, then each official university or college radio station will be the only stations granted the right to broadcast a separate signal. These stations must contact Westwood One or the Westwood One designee in order to obtain the broadcast rights. All contact information to obtain the rights will be provided on the NCAA Web site.

1. A rights fee will be charged for commercial broadcasts and rebroadcasts of any NCAA championship round/game(s). The rights fee will be waived for non-commercial, university-funded, student-run radio stations.
2. No exclusive rights shall be granted, except in those instances when a competing institution shall request such rights for a station or network that contracted for exclusive coverage of the institution's regular-season games. Such exclusive rights then shall be restricted to the markets where exclusivity existed during the regular-season games. In the instance that two universities or colleges have radio stations in the same market, then exclusive rights shall not be granted in that market.
3. The university or college station of each competing institution, or the station designated by that institution as its official station, shall be guaranteed broadcast space. Applications from other stations will be referred to the on-site media coordinator/host sports information director and space will be made available as the facilities permit. The NCAA reserves the right to deny radio stations the right to broadcast NCAA championship events.
4. All stations broadcasting any round/game of an NCAA championship shall be required to submit a completed radio agreement (see Appendix A of the Division I General Section) to Westwood One or its designee. The radio agreement must be fully completed and submitted by fax in advance of the round/game that a station wishes to broadcast. A form shall be turned in for each round/game that a station wishes to broadcast.

Westwood One or its designee will authorize the form and submit it to the on-site media coordinator/host sports information director. Facilities may not be reserved until the on-site media coordinator/host sports information director has received an authorized radio agreement from Westwood One or its designee. On-site personnel from the radio station also should retain a signed copy of the radio agreement for reference.

5. All originating stations will be invoiced for rights fees associated with these broadcasts. A fee also will be charged for each affiliate station of the network. Stations will be charged for each round/game of the championship that it broadcasts.

If the originating station or any station within the network intends to stream the broadcast over the Internet via their station's Web site or any other third-party Web site, then an additional fee will be charged.

*Note: The station streaming the broadcast is required to supply a link back to the official NCAA Championships Web site, [ncaasports.com](http://ncaasports.com).*

The per-game radio and per-game Internet rights fees are as follows:

- A. Division I championships (excluding men's and women's basketball)

Originating commercial station - \$75  
 All affiliates joining a network - \$25 (per station)  
 Additional Internet streaming fee - \$75  
 Commercial Internet-only fee - \$75

- B. \*Division I Men's Basketball Championship

Originating commercial station - \$600  
 All affiliates joining a network - \$150 (per station)  
 Non-commercial station that feeds a commercial station - \$250  
 Additional Internet streaming fee - \$100  
 Commercial Internet-only fee - \$100

- C. \*Division I Women's Basketball Championship

Originating commercial station - \$150  
 All affiliates joining a network - \$50 (per station)  
 Non-Commercial originating station that feeds a commercial station - \$100  
 Additional Internet Streaming fee - \$75  
 Commercial Internet-only fee - \$75

*\*This information should be forwarded to your radio rights holder. Originating university networks will receive a different NCAA Radio Agreement for the Division I Men's and Women's Basketball Championships.*

- D. Divisions II and III championships

Originating commercial station - \$50  
 All affiliates joining a network - \$15 (per station)  
 Additional Internet streaming fee - \$50  
 Commercial Internet-only fee - \$50

*Note: A rights fee will be waived for any non-commercial, university-funded, student-run radio station.*

The rights fee will be waived for an Internet-only broadcast if there are no commercials, sponsored elements or underwriting spots within the broadcast itself. In addition, there cannot be any advertising on the audio player itself. The inclusion of any of the before-mentioned items will result in a rights fee for an Internet-only broadcast.

*At the conclusion of each championship, Westwood One or its designee will invoice rights fees, except for the Division I Men's and Women's Basketball Championships. All rights fees will be collected in advance for those events.*

6. A participating or host institution shall make no additional charge or receive any additional consideration for the rights accorded hereunder to the originating station(s) or network.
7. Association policy governing acceptable advertisers and advertising copy for broadcasts of NCAA championships prohibits the following: alcoholic beverages (except for malt beverages, beer and wine as listed hereafter), cigarettes and other tobacco products, professional sports organizations or personnel (except as specified hereafter), and organizations or individuals promoting gambling. Bona fide political advertisements are acceptable on broadcasts of NCAA championships.

Advertising of malt beverages, beer and wine shall not exceed more than 60 seconds per hour of any broadcast.

Advertisements featuring active professional athletes from the sport for which an NCAA broadcast is being produced shall be prohibited. Advertisements featuring active professional athletes in other sports may not exceed more than 30 seconds per hour of any broadcast. Parties representing the NCAA in advertising sales or involved in advertising sales for NCAA broadcasts shall take every reasonable step to discourage the use by advertisers of active professional athletes from sports regulated by the NCAA, informing the advertisers of the NCAA's desire that such professional athletes not be used. Every potential sponsor shall be advised of the terms of this provision prior to contracting with such sponsor. Advertisements in broadcasts that contain references to the games, personnel (except as noted above), broadcasts, or other activities of professional sports organizations are not acceptable.

Nontherapeutic drugs and, generally, other drug and patent medicine advertisements are prohibited; however, analgesics, cold remedies, antacids and athletic training aids that are in general use are acceptable. Institutional advertising by pharmaceutical firms also is acceptable.

8. No commercial may relate, directly or indirectly, the advertising company or the advertised product to the participating institutions

or their student-athletes, or the Association itself, unless prior written approval has been granted by the NCAA president.

9. Westwood One and the NCAA reserve the right of final approval for all advertising in any championship.
10. Any station that does not broadcast a game of a championship, after contracting for such space and rights, shall be required to pay a forfeiture fee of 50 percent of the initial rights fee for that particular championship.
11. Only the NCAA Radio Network banner may be displayed at the championship site.
12. The commercial format used by radio stations shall conform to acceptable broadcast standards to ensure a quality broadcast.
13. Non-rights holding radio stations/networks may report on the events of the championship at any time (other than on a live basis from courtside, playing field, etc.) for broadcast within the framework of general and sports newscasts. Only a station/network that has purchased rights from the NCAA may air a live description of any competition.
14. Non-rights holding radio stations/networks shall not be allowed to originate any ancillary programming (e.g., call-in shows) from the arena, playing field, etc., during the championship.
15. This policy only applies to the 2003-04 championships and is subject to change next season.
16. If you have any questions regarding this policy, please contact Greg Weitekamp at the NCAA national office (phone: 317/917-6265; e-mail: gweitekamp@ncaa.org).

## Awards

*[Reference: Awards (in the Division I General Information section) and Bylaw 31.1.10 in the NCAA Manual.]*

Official NCAA trophies and individual awards will be presented to the official travel party of the top four teams. Participation awards will be provided to a maximum of 28 student-athletes competing in or in uniform at the championships. These awards will be sent to the institution's director of athletics after the conclusion of the competition.

## Ball Retrievers

It is the responsibility of the host institutions for all rounds of competition to provide an adequate number of ball retrievers where appropriate. Ball retrievers must be at least 12 years of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. The host institution is required to train and provide for the safety of the ball retrievers.

## Balls

The Brine yellow lacrosse ball will be used in all tournament games. These balls will be sent by the manufacturer to the tournament manager at the host institution for each round of competition.

Each team must provide its own practice balls.

## Banners

The display of institutional banners is subject to the approval of the games committee.

## Banquet

A banquet will be held Thursday, May 20. Competing institutions will receive information from Princeton University.

## Bench Passes

For all NCAA championship games, the NCAA representative(s) will designate the bench areas for the teams. The higher-seeded team will be assigned the bench to the right as one faces the scorer's table from the field.

A total of 42 team personnel may be in the bench area during the competition. This total must include an administrator from the participating institution and no more than 28 participants in uniform. Additional personnel in the bench area must be institutional personnel or team members. Please note: Anyone above the official travel party number must purchase a ticket to the competition, even if they receive a bench pass.

## Cheerleaders, Mascots and Bands

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the sideline during the progress of the game. The cheerleaders shall be located in a designated area by the tournament manager.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component thereof, are allowed to play for one-half of the pregame warm-up as selected by the higher seed, during timeouts, halftime, between games, and before and after the competition, up to the beginning of the next games' warm-up time or up to the start of the awards ceremony. Bands may play after goals, but must cease when teams line up for the draw.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements and ensure compliance.

The use of trampolines, stunts more than two persons high, "basketball tosses" and cheerleader flips is not permitted. Tournament managers must inform participants if the host facility has more stringent restrictions, which shall be applied. If necessary, the director of athletics at each institution shall be asked to apprise the appropriate individuals of this policy and ensure their cooperation.

## Conference Call Schedule

A mandatory telephone conference will be held Monday, May 17 at 10 a.m. Eastern time for all competing team's directors of athletics (or their designated representatives) and coaches participating in the national semifinals and final.

## Drug Testing

*[Reference: Drug Testing (in the Division I General Information section), and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]*

Student-athletes who compete in this championship 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 this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

## Equipment

In accordance with Bylaw 12.5.4, athletics equipment (e.g., shoes, gloves, helmets, sticks) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. Failure to comply with this regulation may jeopardize a student-athlete's eligibility.

All equipment must conform to the specifications outlined in the U.S. Lacrosse Women's Division Rules.

As stated in Rule 7, Section E of the Official Rules for Women's Lacrosse, the wearing of eye guards for protection is legal. Close-fitting gloves, nose guards, eye guards and soft headgear may be worn by all

players. All protective devices used should be close-fitting, padded where necessary, and not be of excessive weight.

### Field Phones

Electronic communication between coaches (e.g., field phones, walkie talkies) is permissible. Electronic communication between coaches and field players is prohibited.

### Game Films/Videotape

Subject to prior approval of the NCAA, participating institutions may film/videotape games in which they participate.

### Film/Videotape Exchange

Competing institutions may exchange and view regular-season game film/videotape but may not exchange or view film/videotape from NCAA tournament games. Institutions are encouraged to exchange film directly with their opponents. All film/videotape exchanged must be of complete games.

### Lodging

For all rounds of competition, the host institution must make local reservations (25 rooms) for the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. (Campus housing is not recommended.) Princeton University will reserve 25 double rooms for each institution competing in the semifinals and championship game.

An institution is not obligated to stay at the designated property; however, it is responsible for canceling its reservations and then securing its own accommodations; the new accommodations may not be another designated tournament hotel.

Institutions are responsible for the rooms reserved. If an institution prefers to stay in another hotel, it must (a) obtain a release for the rooms from the hotel manager or (b) use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

### Media Arrangements

*[Reference: Publicity and Promotion in this handbook.]*

**Media Credentials.** The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the champi-

onship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations. To obtain credentials, call the Princeton University sports information office (609/258-3569).

**Microphones.** The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

**Open Practices.** In all rounds of competition, representatives of the credentialed media will be permitted access to team practices held the day before the game.

**Postgame Interviews.** Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation. Coaches may waive the cooling-off period if they desire. For the first- and second-rounds, the policy is that the traveling team will be interviewed first. For the semifinals, the non-advancing teams coach will be interviewed first. For the championship game the runner-up coach will go first.

Regardless of regular-season radio or television contract(s), the coach is obligated to address all media covering the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a postgame interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by NCAA Productions.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the locker room before the 10-minute cooling-off period has ended, the locker room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an "open locker room policy," which is administered by the media coordinator on site.

## Meetings

*[Reference: Misconduct (in the Division I General Information section) and Bylaws 31.0.2.3 and 31.1.8 in the NCAA Manual.]*

**Games Committee Meeting.** The games committee will meet before the coaches meeting to discuss policies and procedures relating to the championship.

**Coaches Meeting.** For preliminary-round games, a coaches meeting must be conducted at least two hours before the game. For teams advancing to the national championship weekend, a pre-tournament conference call will be conducted Monday, May 17. Representatives from all participating teams, the host institution and the Division I Women's Lacrosse Committee will be required to participate. A coaches meeting also shall be conducted before the first day of competition. The purpose of the meeting is to review policies and procedures governing the conduct of the championship, and to introduce the games committee. The head coach, sports information representative and designated athletics representative of each team must be present.

**Officials Meeting.** For preliminary-round games, an officials meeting must be conducted no later than three hours before the game. For finals competition, the head official will conduct a field inspection the day before the semifinals. The officials meeting will take place the afternoon of the semifinals.

## News, Media, Press Conferences and Satellite Feeds

### Press Conferences and Interviews

**Feeds.** At selected championships, the NCAA will provide audio and video feeds of the news conferences and game "ambiance" audio to radio network announce positions. The selected championships are Division I men's ice hockey, Division I softball, College World Series, Division I women's basketball regionals, Women's Final Four, and all rounds of Division I men's basketball.

**Natural audio.** For the Men's and Women's Final Four, Division I women's basketball regionals and the College World Series, the NCAA will provide feeds of crowd noise (international sound) and audio from post-game news conferences to designated radio broadcast locations.

**Special requests.** Requests for interviews with student-athletes who are not involved in the scheduled news conferences should be made through the on-site media coordinator and the institution's sports information contact.

**Uplink of news conferences.** When possible, all news press conferences will be uplinked live by the NCAA. The satellite coordinates of the press conferences will be posted on the official NCAA Championships Web site, [ncaasports.com](http://ncaasports.com). The coordinates will include the downlink frequency and a trouble number.

**Video/audio distribution area.** For selected championships, an adjacent room will be set with a sufficient number of tables to accommodate an electronic pool feed of the video and audio. The NCAA will provide video/audio outputs and audio-only outputs (mult boxes). These mult boxes will receive the origination from the video and audio systems of the news conferences. The NCAA may provide spare audio and video cables to assist attending media representatives who do not have the proper equipment. Also, for Division I men's and women's basketball, and Division I men's ice hockey, the NCAA may provide an audio-only mult box near courtside or in the press box for radio rights holders to receive news conference audio.

For all other championships, news media may videotape press conferences from the designated camera area and utilize the audio-only mult box for press conference audio.

### News Feeds and Game Recording

**Satellite coordinates.** Satellite coordinates for selected championship highlight news feeds will be posted on the official NCAA Championships Web site, [ncaasports.com](http://ncaasports.com), in a timely fashion. The coordinates will be available in Eastern Standard Time and will include downlink and audio frequencies, and a trouble number.

**Taped video and audio highlights.** For selected championships, the NCAA will record the event and edit a highlight package for news organizations. This highlight package will be uplinked to a designated satellite and will be available to national and local media. Unless otherwise approved by the NCAA, this footage may not exceed three minutes and may be aired only on a regularly scheduled "news program" that is aired within 72 hours of the game and is devoted exclusively to general news and/or sports news. Sports entertainment programs do not qualify under this provision, however, regularly scheduled coaches' shows do qualify. Any footage or audio material used beyond the three-minute news limit or past the 72-hour restriction may be done only with NCAA prior approval. News organizations must provide a graphic indicating footage is courtesy "NCAA."

**Team film/videotape.** Where applicable, each participating team may use its one "limited access" credential for one cameraperson to film or videotape its respective games(s). The team representative is not permitted to have an assistant during filming/videotaping and is only permitted to tape its own team's game(s). At times, the NCAA or its designate may be able to provide an institution with a free VHS tape

of the “dirty” game feed of its games. When possible, the tape will be available for retrieval from the site supervisor during each team’s respective postgame news conference.

**Thirty-minute rule.** For championships where exclusive television rights have been given (CBS or ESPN), no television station other than the NCAA broadcast partner may broadcast live reports from the site of the competition from 30 minutes prior to the game until the televising network has left the air. The site of competition includes the arena or stadium proper, concourses or hallways, and the interview, working press and locker rooms. All videotape cameras and recorders must be removed from the site of competition.

### Official Traveling Party

For the championship, transportation expenses and an \$100 per diem will be provided for an official traveling party of 33 persons.

### Officials

Officials for all tournament games will be selected and assigned by an assignor designated by the Division I Women’s Lacrosse Committee.

The head official will be responsible for designating officials’ positions on the field for all tournament games.

Three field officials and one alternate official will be assigned to officiate each game. Each official must hold a nationally recognized rating.

Officials’ expenses and fees shall be: \$250 (field officials and alternate official) for all championship games. All officials will receive travel expenses of 32 cents per mile, not including local transportation. For the championship final, the head official shall receive a \$100 honorarium. In addition, air transportation has been approved for up to three officials for each championship round, if necessary.

Officials will receive a \$30 per diem for meals and incidentals on each day of their assignments, beginning with the day of arrival and ending with the day of departure.

The host institution shall provide an announcer, two clock operators, an official scorer, statisticians and ball persons.

### Practice

Practice access to all designated host-site game fields is limited to the day before and the day of competition, weather permitting. All practices held the day before games will be one and one-half hours in length and will be closed to all but credentialed media and credentialed participants. Practices at preliminary rounds must be completed by 6:30 p.m. unless approved by the committee. At the finals site, practice times will be assigned by the NCAA in consultation with the host institution. The

host institution is required to provide one set of goal cages for each team on the practice field and is urged to provide two (and creases, if possible). A team is limited to no more than 28 players in uniform participating in the practice sessions.

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

For the national semifinals and finals, practice times will be assigned during the pre-championship telephone conference call. No team will be permitted to practice on the game field at any time other than its officially assigned time.

The following practice information has been determined (weather permitting):

**Game Field:** Princeton Stadium, Princeton University (grass surface)

**Practice/Warm-Up Area:** Princeton Stadium (weather permitting) or Auxiliary fields (grass or artificial surface)

### Practice Times

Thursday: One and one-half hour time slots from 10 a.m. to 4:45 p.m.

Friday: 45-minute shoot-around time slots.

Saturday: One-hour time slots

Sunday: 45-minute shoot-around time slots.

### Pregame Music

**Preliminary Round.** Pregame music will be divided evenly between both teams. The designated home team will choose to have its music played either first or second. Each institution is responsible for editing its music.

**Championship Round:** The host institution will supply music for all games. If an institution brings a band, the band may play during half of the warm-up time, at timeouts and at halftime. Bands may play after goals, but must cease when teams line up for the draw.

### Programs

Host Communications, Inc. will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. All items will be reviewed and approved by the NCAA. The championship host does not need to include expenses or revenues for programs in the proposed championship budget.

Host Communications will work with the championship host to determine if a local advertising representative should be hired to sell ads for the specific program. Some programs will not include local ads. In addition, Host Communications will:

1. Send NCAA advertising guidelines as needed.
2. Contact the appropriate sports information director to obtain the required team information.
3. Handle vending and distribution of the programs. A representative of Host Communications will contact the championship host with additional information.

As soon as a team is selected for the championship, the sports information director of that institution should rush appropriate information to Brad Johnson, Host Communications, Inc., 904 N. Broadway, Lexington, KY 40505 (phone 859/226-4536; fax: 859/226-4575; e-mail: brad.johnson@hostcommunications.com)

Appropriate information includes: media guides, roster (including name, position, uniform numbers, class, hometown, etc.), season record (including game scores in order played), statistics, a team picture and a brief summary of the team's season.

Questions regarding championship programs should be directed to Lisa Turner, manager of special events at the NCAA national office (317/917-6838, lturner@ncaa.org), or Craig Baroncelli, executive vice president, printing and publishing at Host Communications (859/226-4551, craig.baroncelli@hostcommunications.com).

NCAA souvenir programs are divided into three categories: individual programs, preliminary programs and program guides. Regional competition and the national championship site shall receive program guides.

**Program Guides.** Program guides include specific team information and NCAA informational pages. Predetermined final championship sites will receive one complimentary editorial page on the host's choice of the following topics: host institution, host city and host facility.

The program guide may include NCAA champion and/or partner ads. For predetermined sites, Host Communications will work with the host institution to determine if a local advertising representative should be hired to sell ads for a specific program. NCAA advertising guidelines will be sent by Host Communications as needed.

All program pages are subject to NCAA approval. Guidelines are subject to NCAA changes.

### Protest Procedure

The protest committee shall consist of the four officials; in case of a split decision, the decision of the head field official will be final. (The

NCAA representative will be present during discussions regarding protests).

In the event of a protest, the coach must proceed to the scorer's table, within a reasonable amount of time, to explain to the alternate official what is being protested. Only the misapplication of a rule may be protested; an official's judgment may not. The alternate official will determine whether the situation may be protested and, if so, will call a timeout at the next dead ball so that play will not be interrupted. The four officials will discuss the protest and advise the coaches of their decision.

### Publicity and Promotion

As the season progresses, an institution desiring to participate in the championship and whose record indicates that it is under consideration for selection should send promotional material to the sports information director at Princeton University.

Promotional material should include up-to-date won-lost records, data on outstanding players, cumulative statistics, news releases and brochures.

The sports information director of each host institution will provide the sports information director of the visiting institution with a list of the news outlets to which publicity materials are to be directed and outline how each visiting director may assist in the promotion of the tournament.

### Rules of Play

Per NCAA Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports where the Association follows rules developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes not played in accordance with the NCAA rules books, or those rules adopted by an outside organization.

This championship will be conducted according to the U.S. Lacrosse Women's Division rules, with modifications as approved by the NCAA women's lacrosse committees. The following modifications will be in effect for this year's championship:

**Interruption and continuation of play.** Once play begins, the umpires, in consultation with the NCAA representative at the site of competition, shall have the authority to interrupt the game due to dangerous weather or field conditions. All games will be re-started from the point of interruption; regardless of whether the game is re-started on the same day or the following day, and played until completion.

**10-goal differential.** The 10-goal differential rule will not be in effect for championship play.

**Protective Eyewear.** Effective with the 2004 championship, all student-athletes must wear protective eyewear. The eyewear must meet current American Society of Testing and Materials (ASTM) lacrosse standards. Beginning January 1, 2005, NCAA student-athletes participating in women's lacrosse will be required to wear protective eyewear consistent with U.S. Lacrosse rules and standards during all practice and competition.

Questions regarding the interpretation of rules should be addressed to U.S. Lacrosse at 410/235-6882. Rules books may be ordered by calling 800/486-5530.

### Scouting of Opponents

All scouting of championship games must be done in person. No restrictions will be made to preclude competing teams from scouting another session of the championship playoffs; however, complimentary admission for scouts is not allowed.

### Severe Weather Policy

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-D, Lightning Safety.

For the semifinals and finals, if a game is delayed, the following warm-up times will be allowed before re-starting play:

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

### Site Selection

*[Reference: Site Selection (in this handbook) and Bylaw 31.1.3 in the NCAA Manual.]*

The governing sports committee shall evaluate prospective sites for NCAA championships in terms of the specific criteria approved by the Division I Championships/Competition Cabinet. Specific priorities to these criteria may be assigned by the Division I Women's Lacrosse Committee. Additional criteria must be approved by Division I Championships/Competition Cabinet.

### Squad Size

Participating teams are limited to a maximum of 28 players in uniform for any one contest. Each team must designate its 28 players to be

used during the pregame meeting. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

### Starting Times

Starting times for preliminary-round games will be recommended by the host and approved by the national committee. Games must be played at 3 or 4 p.m. for the first round, after noon and by 3 p.m. for the quarterfinals, unless otherwise approved by the committee.

The national committee shall determine starting times for the semifinal championship games. For this year's championship, those times are:

#### Friday, May 16

- 6 p.m.—Semifinal No. 1
- 45 minutes after conclusion of Game No. 1—Semifinal No. 2

#### Sunday, May 18

- 1 p.m.—Championship Game.

### Television Rights and Footage Licensing

The NCAA owns the television rights to all of its 88 championship events. The NCAA does not own the rights to any regular-season or conference tournament collegiate athletic footage. In addition, the NCAA does not own the rights to any Division I-A football footage. Please contact the appropriate conference office to obtain regular-season, conference tournament or Division I-A football footage.

Television rights to NCAA championships include live coverage, tape-delayed coverage and postevent footage use. All game action, practice footage, press conferences, one-on-one interviews shot by local ENGs and any other footage shot inside the arena or stadium venue is owned by the NCAA.

**Bidding procedure.** In order to obtain rights for local telecasts, the production entity or station televising the event must submit a formal bid letter. Rights for a championship may be obtained at any point during the year; however, the NCAA does guarantee that it will take early offers to obtain rights to NCAA championship events. If local rights have not been granted by the time the championship field has been announced, then open bidding will commence. All rights must be obtained 48 hours prior to the championship. If more than one entity is interested in obtaining the rights for a specific event, the NCAA takes the following considerations into account when determining which one will receive the rights:

- Financial package;
- Coverage area (how many households the entity delivers);

Relationship with university or school (e.g., the entity produced 10 regular-season games and 10 baseball coaches shows during the regular season);

Prior bidding in current championship (this factor will apply only to later-round competition); and

Production quality (e.g., number of cameras, production truck specs, graphics).

**Blackout policy.** The NCAA will need to seek permission from the host school athletics director and/or the NCAA championships staff so the ticket sales are not affected due to a live local broadcast. The NCAA does not implement local blackouts for NCAA championships; however, a “silent” blackout may be implemented until 24 hours before the start of the televised championship event for regions within a 50-mile radius of the event. A “silent” blackout restricts the television station from announcing that it has obtained the rights or promoting the broadcast on any medium (e.g., newspapers, television, radio, Internet.). If the “silent” blackout is broken, the NCAA maintains the right to cancel the broadcast. The blackout policy does not apply to CBS or ESPN telecasts.

**Footage licensing.** The NCAA owns the exclusive rights to all NCAA championship footage. Any television station or network may use up to three minutes of NCAA championship footage for a regularly scheduled news program for 72 hours after the conclusion of the championship contest. After the 72-hour window has expired, no entity may use NCAA footage without express written consent from the NCAA. The NCAA will license footage for commercial purposes (e.g., television show, special newscast within the 72-hour window, regularly scheduled newscast outside the 72-hour window, advertisement, Web site) at a negotiable rate. Please keep in mind that footage must be licensed for any highlight video or athletics hall of fame exhibit an institution produces that includes NCAA championship footage. Please report any unauthorized use of footage within your local market to Greg Weitekamp, associate director of broadcasting and Internet, at the NCAA national office (phone: 317/917-6265; e-mail: gweitekamp@ncaa.org).

**Footage requests.** The NCAA will fulfill a footage request for any institution that is requesting footage. A complimentary VHS copy of a championship event will be provided to an institution that participates in an NCAA championship contest in that particular year upon request. Institutions will be charged for any other format requested (Beta, DVC-Pro, DV Cam, etc.). Costs associated with such a request include tape stock and dubbing time. Tape stock prices vary depending on length of the tape. Dubbing is 25 cents per minute for anything under 1,000 minutes and 15 cents per minute for anything over 1,000 minutes. To obtain footage, please fill out the NCAA footage request

form (Appendix B in the Division I General Section) and return to Greg Weitekamp via fax at 317/917-6856. Please allow seven to 10 days for your request to be completed.

**Home videos.** NCAA Productions, in conjunction with CBS Sports, produces and sells Men’s Final Four (1968 to present), Women’s Final Four (1984 to present) and College World Series (1981 to present) home videos. Single copies of these videos may be ordered through [ncaasports.com](http://ncaasports.com). If you are interested in purchasing bulk orders or proposing a consignment deal to purchase and resell these videos, please contact Greg Weitekamp (phone: 317/917-6265; e-mail: [gweitekamp@ncaa.org](mailto:gweitekamp@ncaa.org)).

**International rights.** NCAA championships events are televised on both a live and tape-delayed basis around the world. Sales, implementation of contracts and invoicing of international rights for selected championships are handled by the NCAA national office. ESPN and CBS own worldwide rights for the other championship events. There is a breakdown of international rights holders. If you have questions regarding where championship events air around the world or are interested in obtaining international rights, please contact Greg Weitekamp (phone: 317/917-6265; e-mail: [gweitekamp@ncaa.org](mailto:gweitekamp@ncaa.org)).

**Local rights.** If CBS and/or ESPN do not activate their rights to any round in NCAA championship competition, the NCAA has the right to sell these rights for local syndication. A rights fee will be charged for these events. Local campus and/or non-commercial television stations may have the rights fee waived. Any station selling commercials, selling or airing billboards, sponsors, in-game graphic sponsors, underwriters or phone pledges must pay the NCAA a minimum of \$300 per game for rights fees. Rights fees may vary from championship to championship.

*Note: CBS maintained its right to sell local rights to its 65 championships. Contact CBS to obtain the rights of one of these championships. The rights not owned by CBS or activated by ESPN may be obtained through the NCAA. Contact Greg Weitekamp, associate director of broadcasting and Internet (phone: 317/917-6265; e-mail: [gweitekamp@ncaa.org](mailto:gweitekamp@ncaa.org)) if you are interested in obtaining those rights.*

**National rights.** CBS and ESPN are the primary rights holders for all 88 NCAA championship events.

## Tickets

*[Reference: Tickets (in the Division I General Information section).]*

The minimum ticket prices for preliminary-round games are \$4 for adults and \$2 for students with ID cards. Children 12 years of age and younger may be admitted to any game for \$2. Children two years of age and younger may be admitted free of charge.

Princeton University will host the 2004 Division I Women's Lacrosse Championship. Single-game tickets are \$10 for adults and \$8 for students/senior citizens. Tickets may be purchased by calling 609/258-5063. Host institutions may offer a combination ticket package.

## Uniform Logos

The provisions of Bylaw 12.5.4 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2<sup>1</sup>/<sub>4</sub> square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2<sup>1</sup>/<sub>4</sub> square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all 42 credentialed personnel in the bench area during the conduct of competition, which includes any practices, pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

## Uniforms

The designated home team (as determined by the women's lacrosse committee) will wear light-colored uniforms for all rounds of competition.

In competition and during related ceremonies (pregame/warm-up, introductions, award ceremonies and postgame interviews), student-athletes in the championship shall wear exclusively the official game uniforms of their institutions. This applies to warm-up uniforms as well as competitive uniforms.

Tights and undergarments worn must be of a matching solid color.

# Appendix A

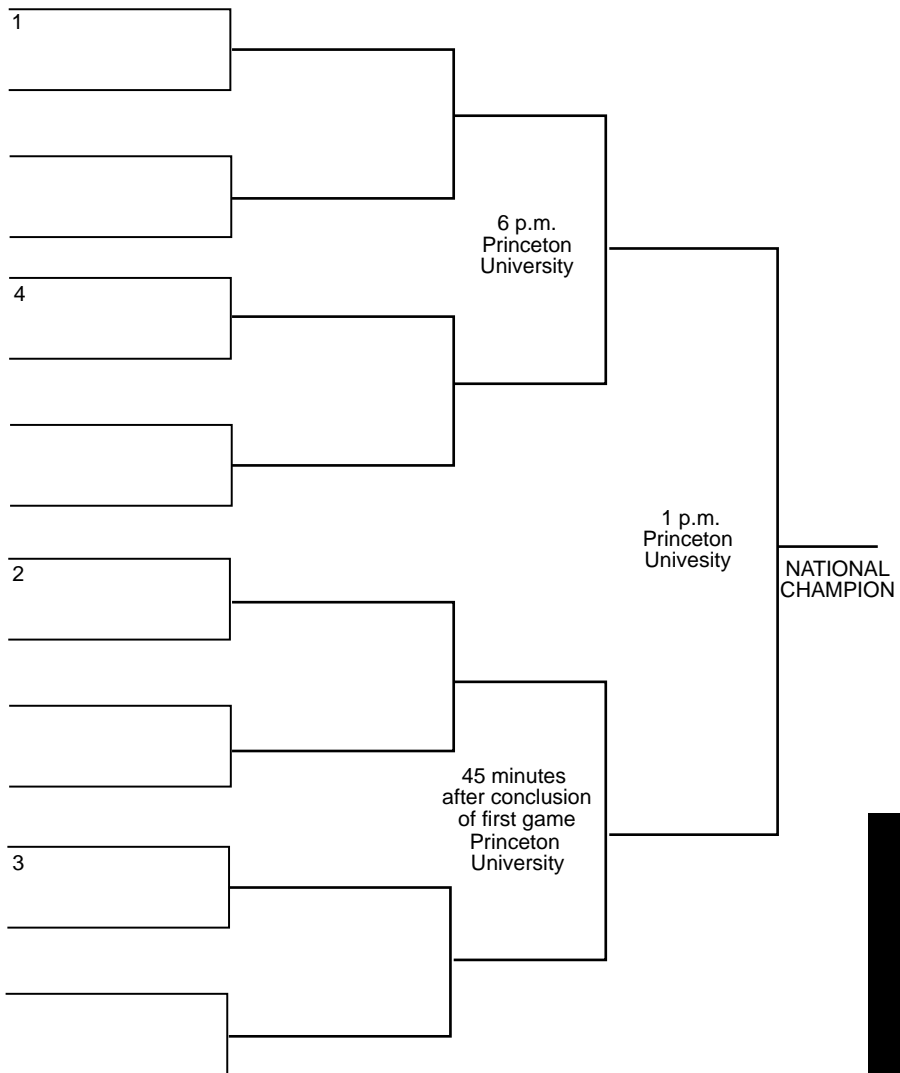
## Championship Bracket

**\*FIRST ROUND**  
Thursday, May 13

**\*QUARTERFINALS**  
Sunday, May 16

**SEMIFINALS**  
Friday, May 21

**CHAMPIONSHIP**  
Sunday, May 23



\*On-campus sites

# Appendix B

## 2003-04 NCAA Division I Regions

### MID-ATLANTIC REGION

Bucknell University	Ohio State University
University of Delaware	University of Pennsylvania
Drexel University	Pennsylvania State University
Duquesne University	Princeton University
La Salle University	Rutgers, the State University of New Jersey, New Brunswick
Lafayette College	Saint Francis University (Pennsylvania)
Lehigh University	St. Joseph's University
Monmouth University	Temple University
University of Notre Dame	Villanova University
Northwestern University	
Ohio University	

### NORTHEAST REGION

University at Albany	Le Moyne College
State University of New York at Binghamton	Long Island University
Boston College	Manhattan College
Boston University	Marist College
Brown University	University of Massachusetts, Amherst
Canisius College	University of New Hampshire
Central Connecticut State University	Niagara University
Colgate University	Quinnipiac College
Columbia University-Barnard College	St. Bonaventure University
University of Connecticut	Sacred Heart University
Cornell University	Siena College
Dartmouth College	State University of New York at Stony Brook
Fairfield University	Syracuse University
Harvard University	University of Vermont
Hofstra University	Wagner College
College of the Holy Cross	Yale University

### SOUTH REGION

American University	Johns Hopkins University
University of California, Berkley	Loyola College (Maryland)
Davidson College	University of Maryland, Baltimore County
University of Denver	University of Maryland, College Park
Duke University	Mount St. Mary's College
George Mason University	University of North Carolina, Chapel Hill
George Washington University	Old Dominion University
Georgetown University	
Howard University	
James Madison University	

University of Richmond  
St. Mary's College of California  
Stanford University  
Towson University  
Vanderbilt University

Virginia Polytechnic Institute and  
State University  
University of Virginia  
College of William and Mary

## Appendix C

### Championship Schedule

#### Prematch Schedules:

- No game will begin before its scheduled starting time;
- Halftime will be 10 minutes;
- At the conclusion of each game, there will be a 10-minute cooling-off period. Institutions' SIDs will be responsible for assisting with the postgame interviews.

#### Friday, May 21

##### Clock Time

45:00	5:05 p.m.	Pregame warm-up for Game 1
5:00	5:45 p.m.	Captains meeting
0:00	5:50 p.m.	Field cleared—stick check
	5:55 p.m.	Introduction of teams/national anthem
	6 p.m.	<b>Semifinal No. 1</b> Team trophy presentation immediately after conclusion of game.

**Upon completion of the awards ceremony, the clock will be reset for 45 minutes of warm-up for the second game.**

##### Clock Time

45:00		Pregame warm-up for Game 2
5:00		Captains meeting
0:00		Field cleared—stick check
		Introduction of teams/national anthem
		<b>Semifinal No. 2</b> Team trophy presentation immediately after conclusion of game.

#### Sunday, May 23

##### Clock Time

45:00	12:05 p.m.	Pregame warm-up for championship game
5:00	12:45 p.m.	Captains meeting
0:00	12:50 p.m.	Field cleared—stick check
	12:55 p.m.	Introduction of teamsnational anthem
	1 p.m.	<b>Championship game</b>

## Appendix D

### Preliminary Agenda

This is a checklist of discussion items for the conference call between representatives of the two competing teams and the NCAA game representative before preliminary round games.

- Welcome and congratulate participants, thank host.
- Establish games committee.
- Game date and time.
- Site, date and time of pregame meeting.
- Officials assigned.
- Uniforms.
- Filming/videotaping of competing institutions.
- Will institutions bring their bands and cheerleaders?
- Lodging arrangements.
- Establish practice schedule.
- Press box arrangements.
- Medical service and assistance available.
- Arrangements for VIPs of competing institutions.
- Note that the handbook states that no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams.
- Remind teams that expense forms must be forwarded to the NCAA national office.
- No television or filming under any circumstances without approval from the NCAA national office.
- Radio rights are established. Find out if either team has a radio station covering the game.
- Explain squad-size limitations and sideline passes. Review table personnel.
- Review tentative transportation plans (plane, bus charter, etc.).
- Host institutions or sponsoring agencies are encouraged to extend the utmost courtesy to the competing teams.
- Winning team on conference call; inform of date and time, get phone numbers.
- Games committee will determine team arrangements should a game be rescheduled due to weather.
- Open media access to practices the day before games only.
- Remind teams that sticks will be measured prior to each game.
- Pregame music will be divided evenly between both teams. The designated home team will choose to play its tape either first or second. Each institution is responsible for editing its tape.

# Appendix E

## Field Markings

- A. The playing area has no uniformly measured boundaries. The maximum playing area is 128 x 64m (140 x 70 yds) and the minimum is 106 x 55m (116 x 60yds). The goals shall be placed no more than 92m (100yds) and no less than 82m (90yds) apart, measured from goal line to goal line. There must be a minimum of 9m (10yds) and a maximum of 18m (20yds) of space behind each goal line running the width of the field. Where these field dimension requirements are not met, play may take place if personnel from both participating teams agree, provided that the minimum distance of 9m (10yds) of space behind each goal line is maintained.
- B. The restraining line, a solid line 27 meters (30 yards) up field from each goal line, shall extend across the width of the field (See Diagrams 2, 3). It must be clearly distinguishable as the restraining line, for example, the only line on the field, or marked in a different color, or marked with X's. Cones shall not be used for this purpose.
- C. Visible guidelines (either solid or dotted) to indicate the playing boundaries must be placed on all fields. These guidelines must be at least 4 meters from a change of surface, fence or obstacle, or from the end of defined playing space. All dotted guidelines shall be 2m (6'6") in length. On fields where dotted lines are used, side guidelines shall be placed at each line, at each restraining line, and at the center, and end guidelines shall be placed parallel with and directly opposite each end point of the 12m fan and no less 4.5 m (5yds) from the goal line extended.
- D. There is a circle radius 9m (30') in the center of the field and through the center of this a line 3m (9'11") in length, parallel to the goal lines.
- E. Two arcs shall be marked 8m (26'4") and 12m (39'4") from the goal circles. The arcs shall be measured from the center of the goal line 10.6m (34'10") for the 8m mark and 14.6m (47'9") for the 12m mark. The 8m arc shall end on a line on each side that runs from a point on each side of the goal circle, where, if the goal line were continued, would cross the goal line. This line will be at a 45-degree angle to the goal line extended. The 12m fan will end at the goal line extended. All lines are 5 cm (2") wide.
- F. The 8m arc will be sectioned off by hash marks 30.5 cm (1') in length, perpendicular and bisecting the arc. These will be measured 4, 8, and 12m respectively from either side of the center hash mark, which shall be measured from the center of and perpendicular to the center of the goal line (10.6m/34'10"). Two additional 30.5 cm (1') marks will be made 8m from the goal circle, perpendicular to the goal line extended.
- G. Each team substitution area shall be defined by a cone placed 2m (6'6") from the front edge and level with the scorer's table extended.
- H. The team bench area is defined as the area from the end of a team's substitution area to the team's restraining line, and behind the level of the scorer's table extended.
- I. A scorer's/timer's table will be set up at midfield, behind the designated playing boundaries on the team's bench side. An accurate visible score must be continuously displayed. A visible clock is recommended.
- J. The playing area must be flat and free of glass, stones, and any protruding objects. It shall be the host institution's responsibility to see that the field is in proper condition for safe play, and that the field is consistent with the Rules.
- K. Coaches must remain within their own coaching area, that is, the area on the bench/table side of the field extending from their team substitution area to their end line, and behind the level of the scorer's table extended. Violation of this rule is a misconduct foul (Rule 18-E-3).
- L. Non-playing team personnel must remain in their team bench area. Violation of this rule is a misconduct foul (Rule 18-E-2).
- M. Spectators must be kept well back from the designated boundaries and allowed no closer than 13.5m (15 yards) to the goal circle.

# Appendix F

## Conditions Placed on Use of Credentials

This working credential is issued for the sole purpose of providing facility access to an accredited agency's full-time salaried employee who has a legitimate working function (media or game service) in connection with this championship. It is nontransferable. Any unauthorized use of this credential subjects the bearer to ejection from the facility and prosecution for criminal trespass.

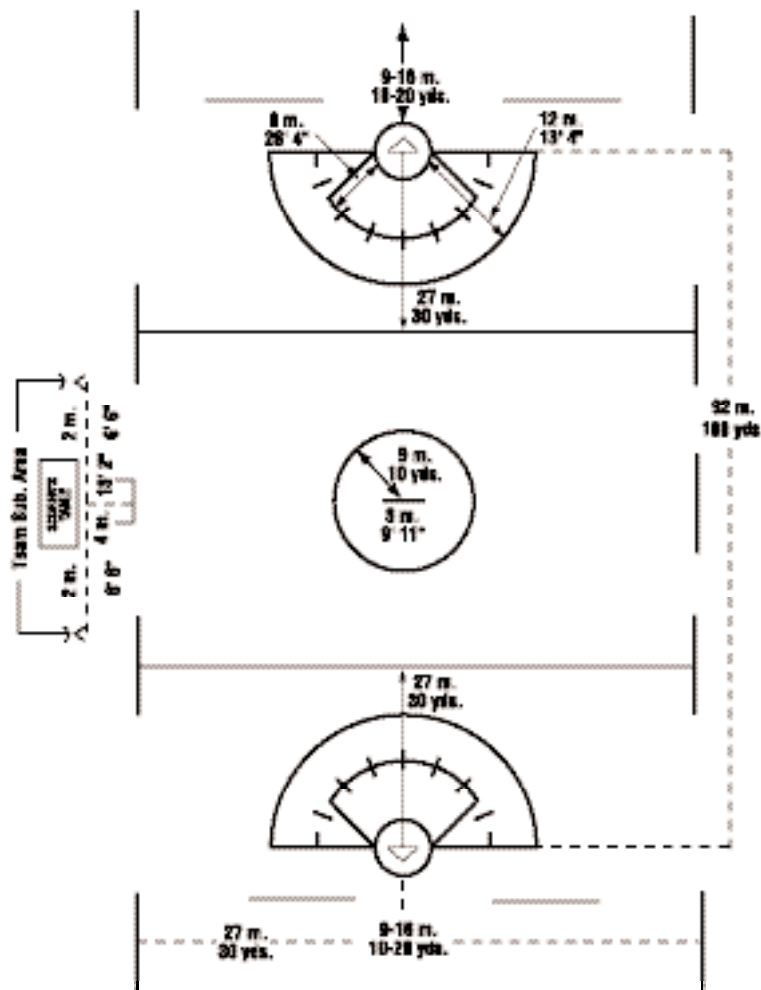
Any secondary use of any picture, audio description, film/tape or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including but not limited to use in delayed editorial or noneditorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the National Collegiate Athletic Association.

Television stations, networks or cable systems taping game action shall use the network feed via the video and audio distributing facilities provided by the NCAA. **Television stations, networks or cable systems taping NCAA championship competition recognize that any tapes may be used only in connection with a regularly scheduled television newscast within a seven-day period after the game and the film clip or taped portion of each such showing will not exceed three (3) minutes in length. Neither live nor delayed footage of a game may be shown until the telecast of that game has been completed.**

Television stations, networks or cable systems are prohibited from making available game film or tape to any other organization even though the planned use may be editorial in nature without advance written permission from the NCAA. **Such film or tape may be aired only by the specific station or entity to whom this credential is issued.** These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or tape in any other manner must obtain written permission for such usage from the NCAA.

**Radio stations that have not purchased rights shall not carry any broadcast report from court side on a live basis or any live description of any game action while it is still in progress.** A station may report on events of the championship (other than on a live basis from court side) for broadcast within a newscast and is not precluded from reporting or updating the score of a game while it is in progress except from court side or in the arena proper.

Television/radio stations, networks or cable systems agree to indemnify and save harmless the NCAA, its officers, agents, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demand and causes of action arising out of anything done or purported to have been done by the television/radio stations, networks or cable systems, its agents or assigns.



The aforementioned further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, network or cable system.

Acceptance of this credential constitutes agreement by the bearer and his or her organization to abide by the foregoing conditions. Thank you for your cooperation.

**NATIONAL COLLEGIATE ATHLETIC ASSOCIATION**

## Appendix G

### Power Ranking Formula

Win vs. teams ranked 1-5	8 points
Win vs. teams ranked 6-10	7 points
Win vs. teams ranked 11-15	6 points
Win vs. teams ranked 16-20	5 points
Loss vs. teams ranked 1-5	4 points
Win vs. unranked teams	3 points
Loss vs. teams ranked 6-10	3 points
Loss vs. teams ranked 11-15	2 points
Loss vs. teams ranked 16-20	1 point
Loss vs. unranked teams	0 points

The power ranking is calculated by adding the total number of points and dividing by the number of games played.