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### 2016 DIVISION I FIELD HOCKEY CHAMPIONSHIP

**PARTICIPANT MANUAL**

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### APPENDIXES

- A Participant Call Agenda
- B Administrative Meeting Agenda
- C Competition Site Map
- D Travel Party Form *(Due Tuesday, November 15 by Noon Eastern)*
- E Team Pass Gate List *(Due Tuesday, November 15 by Noon Eastern)*
- F Host City Information
- G Video Review
- H Participation Awards
- I Norfolk Event Impact (Grand Illumination Parade route and Road Race Information)

### Important Deadlines:

**Monday, November 14:**

- Banquet attendance count due 11 a.m. Eastern (teleconference).
- Video of second round game uploaded by Noon Eastern.
- Team hotel rooming list due 5 p.m. Eastern.

**Tuesday, November 15:**

- Travel Party Form (Appendix D) due noon Eastern.
- Head shots due noon Eastern (instructions on page 9).
- Team Pass Gate List (Appendix E) due noon Eastern.
- Elite 90 submission due noon Eastern (instructions on page 23).
- Laundry requests due by 5 p.m. Eastern (instructions on page 24).
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Chad Dwyer</td>
<td>Associate Commissioner, America East Conference, 451 D Street – Suite 702, Boston, MA</td>
</tr>
<tr>
<td>Carli Figlio</td>
<td>Head Field Hockey Coach, Monmouth University, 400 Cedar Avenue, West Long Branch, NJ</td>
</tr>
<tr>
<td>Helen Knull</td>
<td>Head Field Hockey Coach, Michigan State University, 223 Kalamazoo Street, East Lansing, MI</td>
</tr>
<tr>
<td>Jamie Mullin</td>
<td>Senior Associate Athletics Director, Syracuse University, Manley Field House, NY</td>
</tr>
<tr>
<td>Jason Simms</td>
<td>Assistant Director of Athletics for Academic Services, College of William and Mary, VA</td>
</tr>
<tr>
<td>Carla Tagliente</td>
<td>Head Field Hockey Coach, Princeton University, Dillon Gym, Princeton, NJ</td>
</tr>
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<thead>
<tr>
<th>Name</th>
<th>Title and Affiliation</th>
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<tbody>
<tr>
<td>Liz Turner Suscha</td>
<td>Director of Championships, NCAA, P.O. Box 6222, Indianapolis, IN</td>
</tr>
<tr>
<td>Laura Peterson-Mlynski</td>
<td>Coordinator of Championships, NCAA, P.O. Box 6222, Indianapolis, IN</td>
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**SECTION 2 – Host Personnel**

<table>
<thead>
<tr>
<th><strong>Administration</strong></th>
<th><strong>Sports Medicine</strong></th>
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<tbody>
<tr>
<td>Dr. Camden Wood Selig</td>
<td>Danielle Vaughan</td>
</tr>
<tr>
<td><em>Jim Jarrett Athletic Administration Building</em></td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>757-683-3369 (office)</td>
<td>757-683-4275 (office)</td>
</tr>
<tr>
<td></td>
<td>812-890-9551 (cell)</td>
</tr>
<tr>
<td>Deb Polca</td>
<td><a href="mailto:kdvaugh@odu.edu">kdvaugh@odu.edu</a></td>
</tr>
<tr>
<td>Senior Associate Athletic Director/SWA</td>
<td></td>
</tr>
<tr>
<td>757-683-3360 (office)</td>
<td>757-647-2039 (cell)</td>
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<tr>
<td><a href="mailto:dpolca@odu.edu">dpolca@odu.edu</a></td>
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<tr>
<th><strong>Tournament Director</strong></th>
<th><strong>Associate Tournament Director/Grounds Coordinator</strong></th>
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<tbody>
<tr>
<td>Rick French</td>
<td>Greg Smith</td>
</tr>
<tr>
<td>Associate Athletic Director for Operations</td>
<td>Associate AD for Facilities and Events</td>
</tr>
<tr>
<td>757-683-4253 (office)</td>
<td>757-683-6026 (office)</td>
</tr>
<tr>
<td>270-996-8244 (cell)</td>
<td>757-642-7431 (cell)</td>
</tr>
<tr>
<td><a href="mailto:rffrench@odu.edu">rffrench@odu.edu</a></td>
<td><a href="mailto:gcsmith@odu.edu">gcsmith@odu.edu</a></td>
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<thead>
<tr>
<th><strong>Marketing Coordination</strong></th>
<th><strong>Assistant Tournament Director-Staff Coordination</strong></th>
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<tbody>
<tr>
<td>Matt Meier</td>
<td>Jeneil Foster</td>
</tr>
<tr>
<td>Assistant Director of Marketing</td>
<td>Game Operations and Event Management</td>
</tr>
<tr>
<td>757-683-4265 (office)</td>
<td>757-683-4253 (office)</td>
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<td>757-376-7176 (cell)</td>
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<td><a href="mailto:mmeier@odu.edu">mmeier@odu.edu</a></td>
<td><a href="mailto:Jfost029@odu.edu">Jfost029@odu.edu</a></td>
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<thead>
<tr>
<th><strong>Facility Director/Staff Coordinator</strong></th>
<th><strong>Security Director</strong></th>
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<tbody>
<tr>
<td>Drew Jacobs</td>
<td>Jared Hoernig</td>
</tr>
<tr>
<td>Facilities and Event Management Coordinator</td>
<td>Associate Director for Emergency Management</td>
</tr>
<tr>
<td>757-683-6703 (office)</td>
<td>757-683-5116 (office)</td>
</tr>
<tr>
<td>859-230-4078 (cell)</td>
<td>757-633-9937 (cell)</td>
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<tr>
<td><a href="mailto:apjacobs@odu.edu">apjacobs@odu.edu</a></td>
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<tr>
<th><strong>Ticket Manager</strong></th>
<th><strong>Media Relations</strong></th>
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<tbody>
<tr>
<td>Carl Fowler</td>
<td>Tristan Warner</td>
</tr>
<tr>
<td>Assistant AD for Ticket Operations</td>
<td>Assistant Director</td>
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<td>757-683-5208 (office)</td>
<td>757-683-3395 (office)</td>
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<tr>
<td>757-323-9389 (cell)</td>
<td>717-571-1206 (cell)</td>
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<tr>
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<td><a href="mailto:twarn006@odu.edu">twarn006@odu.edu</a></td>
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<tr>
<th><strong>Hospitality/Banquet Coordinator</strong></th>
<th><strong>Finance/Merchandise Coordinator</strong></th>
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<tbody>
<tr>
<td>Jackie Barrow</td>
<td>Nicole Turner</td>
</tr>
<tr>
<td>Director of Community Relations</td>
<td>Assistant AD for Finance and Business</td>
</tr>
<tr>
<td>757-683-3359 (office)</td>
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<td>757-735-6678 (cell)</td>
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</tr>
</tbody>
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NCAA 2016 DIVISION I FIELD HOCKEY CHAMPIONSHIP

SCHEDULE OF EVENTS (SEMIFINALS AND FINAL)

(ALL TIMES EASTERN)

Thursday, November 17

- 8:30 a.m. Training room opens | LR Hill Sports Complex
- 8:30 a.m. Administrative meeting | ODU Sailing Center (Main Classroom)
- 9:30 – 10:45 a.m. Practice | ODU – LR Hill Complex
- 11 a.m. – 12:15 p.m. Practice | ODU – LR Hill Complex
- 12:30 – 1:45 p.m. Practice | ODU – LR Hill Complex
- 2 – 3:15 p.m. Practice | ODU – LR Hill Complex
- 6 p.m. Banquet pictures and social | Norfolk Yacht Club

Friday, November 18

- 7:30 a.m. Training room opens | LR Hill Sports Complex
- 8:30 – 9 a.m. Practice | ODU – LR Hill Complex
- 9:15 – 9:45 a.m. Practice | ODU – LR Hill Complex
- 10 – 10:30 a.m. Practice | ODU – LR Hill Complex
- 10:45 – 11:15 a.m. Practice | ODU – LR Hill Complex
- 12:50 p.m. Field available for warm-up | ODU – LR Hill Complex
- 2 p.m. Team A vs. Team B | ODU – LR Hill Complex
- 4:45 p.m. Team C vs. Team D | ODU – LR Hill Complex

Saturday, November 19

- 9 a.m. Training room opens | LR Hill Sports Complex
- 10 – 11:15 a.m. Practice (winner of semifinal game 1) | ODU – LR Hill Complex
- 11:20 a.m. Coaches Meeting | ODU – LR Hill Complex
- 11:30 – 12:45 p.m. Practice (winner of semifinal game 2) | ODU – LR Hill Complex

Sunday, November 20

- 7:30 a.m. Training room opens | LR Hill Sports Complex
- 8:30 – 9 a.m. Practice | ODU – LR Hill Complex
- 9:15 – 9:45 a.m. Practice | ODU – LR Hill Complex
- 11:50 a.m. Field available for warm-up | ODU – LR Hill Complex
- 1 p.m. Championship game | ODU – LR Hill Complex
Administrative Meeting

The administrative meeting will be conducted Thursday morning at 8:30 a.m. in the ODU Sailing Center. 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 and athletics administrator of each team must be present; the assistant coach(es) may attend. Coaches must turn in the gate list to the NCAA championship administrator at this meeting. The agenda for this meeting can be found in **APPENDIX B**.

Directions to ODU Sailing Center 4551 Norfolk, VA 23529 (Administrative Meeting):

**From the North:**
Take I-95 South to Richmond. Pick up I-64 East to Norfolk. Drive through the Hampton Roads Bridge Tunnel. Approximately 6 miles after leaving the tunnel you will see a sign saying "To Terminal Blvd./To ODU next right". As you bear right, there will be another sign "I-564/Terminal Blvd./To Naval Bases". Follow Terminal Blvd., at the third stoplight take a left onto Hampton Blvd. Follow Hampton to the ODU campus until you come to 49th St., there will be a Shell gas station on your left and campus on right. Take a right onto W. 49th St. When you reach the stop sign at Powhatan Ave., take a left onto Powhatan. Just past the grey apartments you will take a right into the entrance to a parking lot for Powhatan Apts. and Whitehurst Dorm. Travel all the way to the back of the lot and you will bear around to the left and see the boathouse and sailing center.

**From the South:**
Take I-85 North to Route 58 East to 264 Portsmouth/Norfolk/Virginia Beach. Merge left onto 264 East Norfolk. Follow 264 East approximately 7 miles to the Downtown Tunnel. After leaving the tunnel, take the left exit to St. Paul's Blvd. Turn right onto St. Paul's Blvd. at the foot of the bridge. At the third light, turn left onto Brambleton Ave. Follow the blue signs to ODU. After approximately 1 mile, merge right onto 337 East, Hampton Blvd./ODU/Naval Base. Follow Hampton Blvd. through the ODU campus until you come to 49th St., there will be a Shell gas station on the right and campus on the left.

Take a left onto W. 49th St. When you reach the stop sign at Powhatan Ave., take a left onto Powhatan. Just past the grey apartments you will take a right into the entrance to a parking lot for Powhatan Apts. and Whitehurst Dorm. Travel all the way to the back of the lot and you will bear around to the left and see the boathouse and sailing center.
The championship banquet will be held Thursday evening at 6:30 p.m. at the Norfolk Yacht Club located at 7001 Hampton Blvd in Norfolk. Please note how many people from your institution will be attending the banquet on the travel party form (maximum 28). Five additional people per institution may attend the banquet at $30/person. Please provide Jackie Barrow with the additional number on the participant call on Monday. Please make checks payable to Old Dominion University.

Doors will open at 6 p.m. for team photos, appetizers and seating.

Norfolk Yacht Club
7001 Hampton Blvd
Norfolk, VA 23505

The menu for the banquet is below. For those individuals with food allergies, please contact Jackie Barrow (jbarrow@odu.edu) and Rick French (rfrench@odu.edu).

Second Floor Reception
Cheese Display
Bruschetta Mediterranean
BBQ Meat Balls
Fresh Fruit with Dip
Dinner:
Caesar Salad
Buffet:
Herb grilled chicken
Pasta with sauces on the side: Marinara and Alfredo
Eggplant Parmesan
Garlic Green Beans
Roasted Red Bliss Potatoes
Fresh Bread and Butter

Dessert:
Chef’s Pastry Table (Variety of Options)

Practices
Teams will not be allowed to practice on the competition field earlier than the day before the competition. Arrangements may be made to practice at an alternate facility two days before the competition, but the host institution is not obligated to assist with these arrangements.

Each team is allotted one hour and 15 minutes Thursday and Saturday as well as 30 minutes Sunday. A brief practice time (30 minutes) will be offered to teams on Friday prior to the semifinal games. Practices will be closed and supervised by the games committee. The game clock will be used to time all practice sessions. The Powhatan Sports Complex (High School Complex), located adjacent to the main facility, will be available for warm-up for teams waiting for their allotted practice time.

Pregame
All teams are guaranteed 45 minutes of warm-up on the game field for semi-final games, with all pregame warm-up activities confined to the half of the field that is assigned by the team’s game bench. The music will begin when the clock is started for warm-up. The host institution will provide all music for the championship. Interaction with the umpires can only occur at the scorer’s table with an NCAA representative and both coaches present.

SECTION 4 – Championship Format

Bracket Format
The championship provides for a 16-team, single elimination tournament. Play-in games will be conducted on the Wednesday prior to the first- and second-round games at two campus sites. First- and second-round competition will be conducted on the campus of one of the competing institutions at four sites. The four advancing teams will compete in the finals at the LR Hill Complex at Old Dominion University.

The semifinal games will take place Friday, November 18, and the championship game will be Sunday, November 20.

Determination of Home/Away Teams
For all rounds of competition, teams will be designated as home or visitor by the sport committee. Each team must have two sets of shirts and socks; one light set and one dark set. The home team shall have its choice of uniform color (either light or dark) and the visiting team shall wear a uniform in contrast with that of the home team. The games committee and umpires will have final approval.

Lineups
Game rosters will be submitted and exchanged with 30 minutes on the game clock prior to the start of play.
SECTION 5 – Championship Operations

Emergency/Evacuation Plan
Emergency Management Plans
Emergency management plans and programs address mitigation and prevention, preparedness, response and recovery. The plans describe management structures, emphasize preparedness, and identify interdependencies of functional areas and external partners. The Emergency Operations Plan establishes a management framework and outlines procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt business operations on campus.

ODU Alerts and ODU Outdoor Alert System
The ODU Alerts Emergency Notification System enables the University to quickly notify the ODU community and surrounding communities of critical information during a major emergency or serious crime on campus or at any branch campus. This is accomplished through two (2) key delivery methods: Personal Electronic Devices and Siren/Public Address Systems.

The university has siren and public address systems in place on the main campus to send an alert. The Outdoor Alert System is comprised of (3) speaker towers transmitting voice messages and alert tones to the outdoor campus environment. The system is not designed to penetrate buildings, but will be audible above normal street noise.

When an ODU Alert is sent, the University uses its web site to provide current and continuous updates acting as a central reference point for accurate information. This method is useful for people who are on and off campus. Members of the larger community who are interested in receiving information about emergencies on campus should use the ODU web site obtaining updates in the event of an emergency on campus.

The ODU Alert is only activated for serious emergencies or crimes which are confirmed by law enforcement personnel and with the approval of the University’s senior leadership. This system is used to send immediate notification in the event of a threat to the health and safety of members of the ODU community, as well as timely warning notices involving reports of serious crimes that involve an on-going serious threat to the campus community. Once it is determined to send an ODU Alert, the proper message is created by University Relations and Old Dominion University Police Department (ODUPD), or other responding office, and sent to the appropriate audience.

Hurricanes, Fires and Tornadoes
Old Dominion University has developed a plan, which provides a sound basis for emergency preparedness, establishes the organizational and operational concepts and procedures designed to minimize loss of life and property, and expedites recovery from any disaster situation that might confront the university.

When a Hurricane WARNING is issued:
- Listen to a NOAA Weather Radio or portable battery-powered radio for updated information and official instructions.
- If officials announce a hurricane warning, they may ask you to evacuate your home as soon as possible to be safe. Take your disaster supplies and go to a shelter or other location designated by your family.
- If you are not advised to evacuate, stay indoors away from windows and glass doors, even if they are covered.
- Close all interior doors.
- Secure and brace external doors.
- If power is lost, turn off major appliances to reduce the power “surge” when electricity is restored.
Be aware that the “eye” of the storm is deceptive. The storm is not over. The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction.

- Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Watch out for flooding. If you come upon a flooded road, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car and climb to higher ground.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.

**Fire Safety**
Old Dominion University has made a serious commitment to fire safety. The university has a full-time fire safety engineer in the department of risk management dedicated to fire safety for students, faculty, staff and visitors. ODU works closely with the municipal fire departments and the Virginia state fire marshal’s office, to meet or exceed applicable local and state code requirements. Norfolk fire and rescue are first responders to all fire and medical emergencies on the main campus.

**Tornadoes**
A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. Local commercial radio and television stations broadcast tornado warnings.

**Hazardous Materials**
Hazardous materials are not to be brought into the facility. If suspected hazardous materials are found the event manager is notified.

On the advice of the public safety official, if necessary partial or complete evacuation and of the facility will occur with help from the ODUPD and other if any public safety units that were contacted.

**Unattended Item or Suspicious Object Found**
Suspicious items are to be reported immediately to the event manager. The immediate area surrounding the item should be cleared of all personnel. When accomplishing this task, efforts are made to not alarm guests.

**Venue Evacuation**
Should a suspicious item be appraised as a “known device” the decision to initiate an order for evacuation is made by ODUPD and local authorities.

**Bomb Threat**
In the event of a bomb threat, a message will be broadcast to cease using radios until the all clear is given. ODUPD will investigate all suspicious items and together with the proper authorities will decide if evacuation is necessary.

**Things to Remember**
- Treat every bomb threat seriously.
- Bombs are usually placed in inconspicuous places where they cannot be seen.
- Never touch a suspicious package when looking for a bomb.
- Most bombs are placed away from “people” areas.
- If evacuation is necessary, do so calmly and orderly. More people are injured by panic than if a bomb goes off.
- Do not use radios during a bomb threat or turn flashlights on or off.
PRE-EVENT ANNOUNCEMENT

Thank you for coming to the LR Hill Sports Complex. Please take note of the exits nearest to you. In the event of an emergency you will be asked evacuate the facility and return to your vehicles. The LR Hill Sports Complex is a non-smoking facility.

Please be advised that if you leave the facility you will be required to “show” your ticket stub to gain re-admittance. If you leave the facility and do not have your ticket stub for re-admittance you will not be readmitted without purchasing a new ticket.

Thank you and enjoy the event.

Emergency Action Plan

Venue: LR Hill Sports Complex, Old Dominion University
- Located on the southwest side of the Old Dominion University campus on the corner of 43rd Street and Powhatan Avenue.

Sports Utilizing Venue: Field Hockey & Lacrosse

Emergency Personnel Present: Certified athletic trainer and/or certified graduate assistant athletic trainer on site for all competitions.

Emergency Communication: Certified athletic trainer and certified graduate assistant athletic trainer carry cell phones for emergency use. Landline emergency phones can be accessed through coaches’ office on site or an emergency phone to Campus Security located in the complex. In the case of an emergency, the athletic trainer should notify the tournament manager who will assist in contacting EMS.

Emergency Equipment: Rapid form splints and AED at all competitions.

Responsibilities of First Responder:
- Assess the scene and provide immediate care of injured/ill student athlete.
- Activation of emergency medical system as needed-
  - Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual, first aid treatment given, directions to venue, other information as requested)
    - Direct EMS to the north gate off 43rd Street at the Powhatan Sports Complex.
- Emergency equipment retrieval
- Once EMS arrives-
  - Athletic department personnel/athletic training staff will open north side gate off 43rd Street at Powhatan Sports Complex.
  - Athletic department personnel/athletic training staff will meet EMS unit and direct into Complex
  - Athletic department personnel/athletic training staff will provide scene control and allow only first aid personnel at the scene.

Equipment and Uniform Check

The umpires will conduct a stick check during the team run and stretch with 45 minutes on the game clock prior to the start of play for the semifinal games only.

Head Shots Needed

Head shots of student-athletes and coaches are needed from each team for use on the video board. Please follow the instructions below to upload the head shots by Tuesday, November 15 at noon Eastern.
Website: http://www.ncaachampionship.info
- Login: ncaaschools
- Password: ncaaftp
- Search for your school in the “institutions” folder using the search box located on the far right-hand side. *Please only upload content into your institution’s folder*
- Choose the appropriate file folder that would best match the content you are uploading.

Please contact Smartfile with any uploading or FTP site questions:
Brian Dowden
Smartfile at 877-336-3453 ext. 721
bdowden@smartfile.com

<table>
<thead>
<tr>
<th>Hospitality</th>
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| **Coaches/VIP:** Coaches and VIP hospitality is in the LR Hill Sports Complex on the second floor in the Field Hockey/Lacrosse Suite. Snacks and drinks will be provided throughout competition. Coaches are welcome to join for meals. This area will be restricted to credentialed personnel only. The hospitality room will be available during the following times:

- Friday, November 18: 12:30 p.m. – 6:45 p.m.
- Sunday, November 20: 12:00 p.m. – 3 p.m.

**Media:** Media hospitality is in the LR Hill Sports Complex on the second floor in the Field Hockey/Lacrosse Suite. Snacks and drinks will be provided throughout competition.

**Officials:** Officials’ hospitality is in the designated space in the officials’ locker room. Snacks and drinks will be provided throughout competition. Boxed lunches will be delivered to the locker room.

**Student-athletes:** PowerAde, nutrition bars, and fruit will be provided on game days in team locker rooms.

**Participant Family Gathering Place:** Each team will be given up to 48 wristbands to distribute to family members of the participants (24 in uniform). Located within a tented area inside the facility, the gathering place will offer snacks, drinks and an opportunity for photos with the championship trophy before and during competition of each game (Friday and Sunday).

<table>
<thead>
<tr>
<th>National Anthem</th>
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<tr>
<td>The National Anthem will be played before the first game of each day.</td>
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<tr>
<th>Officials</th>
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</table>
| **Selection/Assignments.** All umpires for all tournament games will be selected and assigned by the Field Hockey Committee in coordination with the NCAA national assignor of officials. The umpires must be certified.

Two umpires shall be assigned to each game; in addition, a table umpire will be assigned to each game and shall have supervision over the timer’s and scorer’s table, and ball persons. A minimum of four, adult ball persons will be assigned to all games.

<table>
<thead>
<tr>
<th>Player Introductions</th>
</tr>
</thead>
</table>
| It is required that the following format be used in NCAA tournament games: The teams are led onto the field in two lines by the three officials. The officials are the first to be introduced. The captain of each team heads the line of players (both starters and nonstarters.) The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the competition site. The announcer then introduces the “visiting” team’s nonstarters,
followed by the starters, assistant coach(es), and head coach. The announcer then introduces the “home” team using the same format. After both teams have been introduced and the national anthem has been played (prior to the first game of the day), the players should return to their respective benches to prepare for the start of the game.

**Post-Championship Evaluations**
The NCAA will send evaluations to head coaches and athletics directors via email after competition. It is important that we get your help in providing feedback. We would appreciate if you could also share the survey link with your team. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete.

**Scouting**
Scouting seats will be reserved only for the official members of the coaching staff of the teams participating in the tournament. These seats will be in a designated area in the grand stand.

**Video Review**
Video review will be used during the semifinals and championship game. The field umpires and student-athletes on the field at the time of the incident are the only persons who can request a referral.

Each team is allowed one team-referral request (which must be made from a student-athlete in the game to the match umpires) during any match (including any extra time periods but not during the shoot-out competition).

Complete information is located at the back of the participant manual in **APPENDIX G** regarding video review protocol.

**Videotaping**
Each participating team is automatically authorized to videotape all games. The video location is on the balcony on the north end of the field. The host will *not* videotape any of the games.

Institutions that bring along a videographer for institutional highlight show purposes may receive a credential. Cage cameras for institutional highlight shows must be approved by the Field Hockey Committee. These cameras must have NO AUDIO and must be removed after the institution’s game.

Institutions are permitted to duplicate championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera.

The videotapes may not be used for any commercial purposes.

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**SECTION 6 – Competition Site**

**Competition Site Maps**
Please see **APPENDIX C**.

**Locker Rooms**
Locker rooms will be available at the LR Hill Sports Complex. There are four locker rooms down a secured hallway that will be designated for teams use only. For the Championship, the top seeded team will use the home team locker room or the Home ODU Field Hockey Locker Room. The second seeded team will use the Home ODU Lacrosse Locker Room. The three-seeded team will use the visiting team locker room labeled number three and down a small corridor. The four-seeded team will use the visiting team locker room labeled four down a small hallway. Dry erase boards and markers will be provided.
Teams can also take advantage of the large training room located in the field hockey building. Towels will be provided. There is a main training room down from the locker rooms that will service the Championship and a smaller locker room proximal and in the same designated hallway for small group needs throughout the Championship.

**Parking**

**Bus Drop off/Pick Up and Parking:** Team parking is in lot 42 which is North of the LR Hill Sports Complex. Buses will utilize Lot 42 by the Sailing Center for parking until the team is ready to be picked up and at that time the bus may come back on 43rd street for the team to board and leave the complex. Parking passes are not needed and drop off will be on 43rd street in front of the LR Hill Sports complex where a team liaison will meet and escort each team either to the warm up area before the allotted warm up time on the field or straight to the team bench.

**Car/Van Parking:** Lot 43 can be utilized for all van and car parking. If a team is utilizing a system of vans or is using a charter bus, please communicate that information to Rick French (rfrench@odu.edu) before the first day’s practices.

**Participant Entrance**

Team personnel will be admitted to the complex through the main entrance if going straight to the bench located off 43rd street. If the team is going to the warm up area at the High School Field, the liaison will meet the team bus or van on 43rd street to then escort to the area adjacent to LR Hill Sports Complex. Team personnel must have a credential to have access through the complex and designated team entrance during each day of practice and competition.

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**SECTION 7 – Directions**

_L. R. Hill Sports Complex_

*4251 Powhatan Avenue*

_Norfolk, VA 23508_

**FROM THE NORTH**

1. Take I-95 south toward Richmond
2. Take the left exit 84A onto I-295 S, following signs for "Norfolk/Virginia Beach"
3. Remain on 295 for approximately 14 miles, then exit at 28A (I-64 E)
4. Stay on I-64 E for approximately 75 miles until you reach exit 276, VA-406/NAVAL BASE/Terminal Blvd*
5. Once on the exit ramp, stay right onto I-564 as it splits. Once on I-564, stay right again, following the first exit for Terminal Blvd.
6. Continue straight through two traffic lights, and at the third light, turn left onto Hampton Blvd.
7. Follow Hampton Blvd. to 43rd St. and take a right, continue down 43rd street, L. R. Hill will be on your left.

FROM THE SOUTH

1. Take I-85 north or I-95 north to Route 58 east.
2. Follow 58 east to I-264 east toward Portsmouth/Norfolk.
3. Go through Downtown Tunnel and follow signs to St. Paul's Blvd.
4. Make a right onto St. Paul's Blvd.
5. At the third light, make a left onto Brambleton Ave.
6. Follow Brambleton Ave. until you see signs for Hampton Blvd./ODU.
7. Bear right onto Hampton Blvd.
8. Follow Hampton Blvd. to 43rd St. (approximately 3 miles), turn left onto 43rd street and continue down it, L. R. Hill is located at the end of 43rd street on your left.

SECTION 8 – Drug Testing

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

SECTION 9 – Expenses/Reimbursement

Per Diem
Only the allowable travel party will receive per diem. The per diem rate and allowable days are in the NCAA travel policies at the NCAA website.

TES System
Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short’s travel portal. The system is located on the NCAA website.

All institutions, including hosts, must complete the online reimbursement process to receive the appropriate reimbursement.

SECTION 10 – General Public

Banners and Artificial Noisemakers
No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise
Merchandise will be available at the outdoor merchandise tent right inside the main entrance in the entrance plaza located on the North West corner of the LR Hill Sports Complex one (1) hour prior to the first game. Participating teams will have the opportunity to pre-order championship merchandise. The NCAA emailed pre-order information to all participating institutions prior to the championship.

Concessions
A full-service concession stand is available next to the Entrance Plaza located on the North West corner of LR Hill Sports Complex. Concession services are managed by Aramark.
First Aid
If a spectator is having a medical issue they should contact an usher or game management staff. As soon as game staff has been alerted, a medical professional will be available to assist.

Parking
Spectator parking is available in Lot 43.

Parking for guests with a disability is available in Lot 43 located near the main entrance of the complex and requires a state-issued disability parking placard. If parking in Lot 43 becomes full, the next designated area for parking is Lot 42 by the Sailing Center.

Seating Areas
All seating is located on the West side of the LR Hill Sports Complex. Standing room is available on the in the plaza areas and in a small grass area north of the stands. Unless specifically noted, all seating is general admission.

Security
Security will be provided at all press conferences, team locker room areas, team bench areas and field level throughout the championship.

Merchandise/Programs
Merchandise and programs will be available for purchase at the LR Hill Sports Complex.

Spectator Guidelines
Please refer to the Division I field hockey championship information page, located at the following site: http://www.ncaa.com/championships/fieldhockey/d1.

Transportation
Ground Transportation:
Venture Tour Bus Company
(757) 494-1480

James River Transportation
804-342-7300

SECTION 11 – Lodging

Team Hotels
Twenty-two (22) non-smoking, double-double rooms have been reserved for each team at the hotels listed below beginning Wednesday, November 16. A complimentary suite for the head coach and complimentary meeting space for the team is provided. The hotel will make every effort to ensure team rooms are on the same floor and not more than two (2) floors. Teams at the same hotel will be separated in different wings and floors.

By Monday, November 14 at 5 p.m. Eastern, the institution is responsible for contacting the hotel to which it has been assigned to confirm the reservations and provide the hotel a rooming list. Teams are obligated to stay at the assigned hotel. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the team rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, full charges for 30 rooms will be billed to the institution for payment.
During the championship weekend, two significant events – the Grand Illumination Parade and the Blue Moon Norfolk Harbor ½ Marathon and 5K – will take place in downtown Norfolk and around the ODU campus. ODU staff will outline traffic, road closure and parking concerns during the administrative meeting with teams. Team representatives are encouraged to speak to the hotel contacts directly for information specific to the hotel properties. Refer to Appendix I for additional information.

SECTION 12 – Media Services

Media Materials Requested

Media relations contacts may send media guides and weekly press releases in advance to the following:

Tristan Warner
Jim Jarrett Athletic Administration Building
4509 Elkhorn Drive
Norfolk, VA 23529
twarn006@odu.edu

Weekly notes can also be emailed in advance and copies will be made.

Media Services

BLOGGING
Please be aware of the NCAA policy in regards to blogging. This is located at the following link: http://www.ncaa.com/media.

CREDENTIALS
To apply for a media credential, please contact Tristan Warner. Media credentials may be picked up at the ticket will call on either day of the event.

PHOTOGRAPHY
NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity.

**POSTGAME INTERVIEWS**
Postgame interviews will be conducted immediately after the 10-minute cooling off period in the interview room located off the North end of the playing surface. Access to the room is from the playing field near the entrance to the home team locker room, and will be marked by signage. Only credentialed media will have access to this space. The non-advancing team will attend the press conference immediately followed by the advancing team.

**HOSPITALITY**
Hospitality will be located inside the LR Hill Sports Complex on the second floor in the Field Hockey/Lacrosse Suite. Access from the press box can be made via the balcony on the exterior of the building on the field side. Snacks and drinks will be provided throughout competition. This area will be restricted to credentialed personnel only. The hospitality room will be available during the following times:

Friday, November 18: 10:30 a.m. – 4:30 p.m.
Sunday, November 20: 11:30 a.m. – 2 p.m.

**INTERNET**
Wireless Internet access will be provided in the press box. You can obtain a wireless password and login from Tristan Warner.

**MEDIA FACILITY**
The press box is located on the East sideline of the LR Hill Sports Complex and overlooks the field at the midfield line.

**PARKING**
Parking is available in lot 43.

**RESULTS**
Results will be available after each game in the press box. Live stats will be available online at www.ncaa.com. Results will also be emailed at the end of each day. Please email twarn006@odu.edu if you would like to be added to the results distribution list.

**Webcast**
All the games will be shown live on the web at www.ncaa.com.

**SECTION 13 – Medical**

**Ambulance**
An ambulance will be on-site during all games, and on-call during practice times.

**Athletic Training**
The following will be available to you and your staff during your visit:

- Certified Athletic Trainer present at all practices and competitions; EMS on site for all practices and competitions; Physician on site for all competitions; Therapeutic Modalities available in the athletic training room

The following equipment will be located on the team benches and in locker rooms: water, PowerAde, ice, cups, towels, OSHA kits.
The Athletic Training Room is located on the ground level on the East side of the LR Hill Sports Complex and can be accessed from the locker rooms designated for each team by going down the main hallways of the complex. The building is an “L” and the main room is on the “bench side” of the complex. Please refer to the Schedule of Events for Athletic Training Room operating hours. The training room will be open for one hour after the completion of each session.

**IF YOU ARE TRAVELING WITHOUT A CERTIFIED ATHLETIC TRAINER, A PRESCRIPTION FOR THE USE OF MODALITIES WITH SPECIFIED PARAMETERS WILL BE NECESSARY FOR TREATMENT.**

**TELEPHONE NUMBERS**

Athletic Trainer (Primary Contact) – Danielle Vaughan 812-890-9551  
Team Physician (Ortho) – Dr. Brad Butkovitch  
Primary Care – Dr. Anand Kapur

| SENTARA NORFOLK GENERAL HOSPITAL | 757-388-3351 |
| BON SECOURS DEPAUL | 757-889-5111 |

**Concussion Management**

The NCAA has adopted legislation that requires all active member institutions to have a concussion-management plan for their student-athletes. Participating institutions shall follow their concussion-management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion-management plan, the host championship concussion-management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the NCAA Sports Medicine Handbook on the [NCAA website](https://www.ncaapostgraduate.org/).  

**Medical Examinations**

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete’s on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete’s injury, illness or medical condition poses a potentially life threatening risk to himself or
The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

**Physicians**

There will be multiple physicians on-site for each game of the championship. Please reference the Medical Packet for listed names for each day.

**X-Rays**

If X-rays are needed, the participant will use LR Hill Sports Complex where x-rays can be done on-site; the participant can also be transported to local urgent care centers.

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**SECTION 14 – Participant Expectations and Guidelines**

**Ethical Behavior by Coaches**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

**Misconduct**

*Reference: Bylaw 31.02.4 in the NCAA Division I Manual.*

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

**Red Cards**

Please refer to the 2016 NCAA Field Hockey Rules Modifications, especially Section 6 – “Conduct of Play: Players, Goalkeepers, Coaches”. These modifications are located on the field hockey landing page.

**Sportsmanship**

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials’ proper enforcement of the rules governing related actions.

**Sports Wagering**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

18
In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

**Tobacco Ban**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

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

**SECTION 15 – Team Travel/ Transportation**

**GO Ground**

Charter Bus Transportation Program. Participating institutions shall be required to make all ground transportation arrangements with the official NCAA provider, GO Ground Options. The NCAA will pay for the services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Institutions can contact GO Ground at 866-386-4951. Their online ground transportation portal can be accessed at [www.gochampionships.com](http://www.gochampionships.com). The username and password is the same as that used for the Short’s Travel portal.

**Local/Ground Transportation**

Teams located within the designated mileage limit of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the mileage calculator available through the online reimbursement system.

Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team’s hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

For team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, bus transportation will be provided through the NCAA charter bus transportation program.

The NCAA will pay the actual costs for charter buses. The number of buses paid for is determined by the travel party size for each sport. Per the transportation policies, the NCAA will reimburse the following:

- **Teams that are required to drive to the site of competition:** The NCAA will pay the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

- **Teams that fly to the site of competition:** If campus is 25 miles or more from the departure airport, the NCAA will pay the cost of the airport transfers, both on departure and on return.
If the arrival airport is 25 miles or more from the site of competition, the NCAA will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.

If either of the legs described above are less than 25 miles, no costs will be paid by the NCAA since local transportation is at the cost of the institution.

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**Rental Cars**

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>757-489-2006</td>
</tr>
<tr>
<td>Budget Car Rental</td>
<td>757-313-8241</td>
</tr>
<tr>
<td>Avis</td>
<td>757-853-3178</td>
</tr>
</tbody>
</table>

**Please note there are several rental car options from the Norfolk International Airport**

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**Short’s Travel Management**

Participating institutions are completely responsible for making their own travel reservations in accordance with the following:

The NCAA’s official travel agency for the tournament is Short’s Travel Management, which can be reached at 866-655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. **Air Transportation.** Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NCAA, for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NCAA will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NCAA travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

The NCAA will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed.

The NCAA will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. **Hub Rule.** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution’s campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.
3. **Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317-917-6757, or by email at travel@ncaa.org.

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**SECTION 16 – Tickets**

**Non-Playing Participant Seating**

Non-participating teams on Friday will have a reserved area in the main grand stand.

**Ticket Policies**

Every person except children under the age of two must have a ticket to be admitted to the championship. No exit and reentry to the facility will be permitted.

Tickets may not be returned, refunded or exchanged.

Unless specifically authorized in advance by the NCAA, tickets may not be offered as a prize in a sweepstakes, contest, auction or fundraising activity.

Tickets may not be sold or resold above face value.

The NCAA reminds fans that purchasing tickets from secondary unauthorized vendors may result in fraudulent purchases. Fans are encouraged to purchase tickets from the NCAA member institutions and programs authorized by the NCAA to sell or resell championship tickets.

**Ticket Prices**

- Single Session Adult .......................................................... $20
- Single Session Youth ......................................................... $10
- Single Session Groups ....................................................... $10 (groups of 10+)

- All Session Adult ............................................................... $35
- All Session Youth .............................................................. $15

**Player/Guest Tickets**

NCAA Manual, Article 16.2 Complimentary Admissions and Ticket Benefits

16.2.1.2 **General Regulations.** Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall NOT be issued. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1.1 and 16.2.2.1.

16.2.1.1 **Exception – Postseason Events.** An institution may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA championship, National Invitational Tournament, bowl game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates.

16.2.2.1 **Sale of Complimentary Admissions.** A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.
Will Call Tickets

Each participating school will have the opportunity to purchase tickets. The Old Dominion University ticket manager, Carl Fowler, will be in contact with each school to confirm the ticket needs for the championship.

No complimentary tickets are permitted for NCAA championship competition. Individuals using players’ tickets should be instructed to access the North main ticket booth. Old Dominion University will have representatives available to handle your will call outside of the main ticket booth. Arrangements need to be made in advance. Each institution will be billed for all tickets requested.

Please fax or email your “Athletic Guest Pass List” to Carl Fowler 757-683-6544 or carl_fowler@comcastspectacor.com by Tuesday, November 15, 2016 at Noon Eastern.

SECTION 17 – Travel Party

Band/Spirit Squad/Mascots

Spirit squads, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list. A maximum of 25 band members, who are in uniform and performing at the championship, will not be charged admission. Information as to whether spirit squad or band members will need admission to the competition should be provided at the coaches meeting.

Bench Passes/Assignments

The home team will use the bench to the right when facing the scorer’s table.

Bench Size

During the championship, 30 people (per team) are allowed in the bench area. The official travel party will remain at 28 and the 29th and 30th individuals on the bench will pay for their tickets. If an institution has 30 individuals on the bench, one must be an administrator and one must be medical personnel. The institution’s mascot may not be counted nor included in the bench party. In addition, the tournament doctor and a security representative designated by the event manager may be in the bench area.

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Manual.]
Teams participating in the championship are limited to a maximum of 24 players in uniform. Players must be designated at the coaches meeting through the official travel party list. 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 shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. (Note: The official squad size for awards and travel is 22. The NCAA pays travel for 22 but institutions can travel and dress 24.)

Travel Party Size

The official travel party is 28.
### Additional Award Ordering

Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. You may submit the additional award(s) order at the following link: [http://www.mtmrecognition.com/ncaa/](http://www.mtmrecognition.com/ncaa/).

### All-Tournament

The national committee will select an all-tournament team from among the participants at the site of the finals. Eleven players will be selected – 10 field players and a goalkeeper. The NCAA office will order all-tournament team plaques for each team member after the championship and will ship these to the appropriate institutions.

### Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA’s 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All documents, including deadlines and nomination forms, are available on the [NCAA website](http://www.ncaa.org).

The submission deadline for nomination for the NCAA Division I Field Hockey Championship is **Noon Eastern, Tuesday, November 15**.

If you have any questions concerning this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or [elite90@ncaa.org](mailto:elite90@ncaa.org).

### Student-Athlete Participation Award

A jacket and a pair of socks will serve as the participation awards provided to student-athletes and their travel party who advance to the championship finals site (refer to Appendix H).

After the championship, Main Gate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your travel party) which can be redeemed only at NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

If you would like to purchase additional awards you will have the opportunity to do so online via personal credit card.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after the order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy ([ehannoybrown@maingateinc.com](mailto:ehannoybrown@maingateinc.com)), Customer Service (866-945-7267) or Laura Peterson-Mlynski ([lpeterson@ncaa.org](mailto:lpeterson@ncaa.org)).

### Team Awards

Each team will receive a team trophy. Each member of the travel party will receive a mini-trophy. The national champion team will receive watches and a mini-trophy. There will be no awards ceremony after semifinal games; awards will be placed in the non-advancing team’s locker rooms. After the championship game, teams will shake hands and the national runner-up may proceed to their locker room where their team awards will be placed. The on-field ceremony will recognize the national champion by announcing 28 people on the travel party roster form and awarding the national championship trophy. Additional watches will be ordered after the championship. The ceremony shall conclude with the announcement of the all-tournament team.
Laundry

Old Dominion University will provide complimentary laundry service to all teams competing in the championship. For those teams requesting laundry service, please contact:

Jamie Wilson  
Equipment Assistant  
Cell: 540-846-7054  
Email: jwils005@odu.edu

Arrangements for pickup and delivery will be determined as the championship times are set for each team. It is recommended that each team requesting laundry service bring a large travel bag (or two) to transport all laundry. Please make all arrangements by Tuesday, November 15 by 5 p.m. Eastern.

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-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 1/4-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 credentialed personnel in the bench area during the conduct of competition, which includes any practices and 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.

Patches

At the championship site, each team will receive 48 NCAA blue disk patches for their student-athletes. Each student-athlete that is part of the official team roster should receive two patches. The preferred location for the patch is on the upper left corner of the jersey; however, the left sleeve is an acceptable alternative.

Use of the NCAA patch for NCAA championship participants has been endorsed by NCAA Division I Competition Oversight Committee as a way to recognize the elite level of play that your student-athletes have attained.

SECTION 20 – Host City Information

Church Services/Dining Options/Local Attractions – Refer to APPENDIX F.
AGENDA

National Collegiate Athletic Association
2016 NCAA Division I Field Hockey Championship – Participant Call

Call-in number: 866/590-5055
Passcode: 8831253##

1. Welcome and introductions. (Jason Simms, committee chair)
2. Date and time of games. (Simms)
3. Practice times. (Simms)
4. Uniform colors. (Simms)
5. Official travel party form. (Simms)
6. Travel party, squad size and credentials. (Simms)
7. Squad list for drug testing. (Simms)
8. Site, day and time of pre-championship meeting. (Rick French, Tournament Director)
9. Locker rooms. (French)
10. Athletic training. (French)
11. Bands and spirit squads. (French)
12. Radio. (French)
13. Filming. (French)
14. Laundry. (French)
15. Participant guest lists. (French)
16. Parking/tailgating and family gathering place. (French/Liz Turner Suscha, NCAA)
17. Norfolk events. (French)
18. Banquet. (French)
NCAA Division I Field Hockey Championship
Participant Call Agenda
November 14, 2016
Page No. 2

19. Lodging. (Suscha)
20. Elite 90 award. (Suscha)
21. Participation award. (Suscha)
22. Video exchange. (Suscha)
23. Head shots for video board. (Suscha)
24. Questions.
25. Adjournment.
AGENDA

National Collegiate Athletic Association
2016 NCAA Division I Field Hockey Championship – Coaches Meeting

ODU Sailing Center
Main Campus
November 17, 2016
8:30 a.m. Eastern

1. Welcome, congratulations and introductions. (Jason Simms)
2. Introduce games committee members. (Simms)
3. Misconduct, NCAA drug testing and logo statements. (Simms)
4. Policy on alcoholic beverages and tobacco products. (Simms)
5. Bench size, squad size and travel party policies. (Simms)
6. Schedule of events. (Simms)
   • Practice and game times.
   • Pregame itinerary (timing sheet).
7. Warm-up music – provided by host and will begin when clock begins countdown to game time (51 minutes prior to start time). (Simms)
8. Policy on interaction with umpires pregame. (Simms)
9. Video review. (Simms)
10. Awards program. (Simms)
11. Policy and location of filming. (Simms/Rick French)
   • Teams may film all games.
   • Each institution is permitted one camera in the designated filming area.
   • Host will not film.
12. Uniform policy; team uniform colors for semifinal games. (Simms)
   • Confirm goalie jerseys - must be in clear contrast from field players of both teams’ jerseys (i.e., black and navy are not in clear contrast).
13. Bench assignments. (Simms)
14. Postgame interviews. (Simms)
   • 10-minute cooling off period.
• Non-advancing team will go first in the post-game interviews.

15. Umpire assignments – Friday. (Simms)

16. Coaches/administrators meeting Saturday afternoon for advancing teams. (Simms)

17. Locker rooms assignments. (French)

18. Review watering schedule for practices and games. (French)

19. Review parking procedures. (French)

20. Laundry. (French)

21. Participant guest lists. (French)

22. Media arrangements. (Tristan Warner)

23. Medical arrangements. (French)

24. Banquet. (French)

25. Hospitality. (French)

26. Family gathering place. (French)

27. Obtain cell phone numbers from each team’s coach and administrator. (Simms)


29. Adjournment.
LR Hill Sports Complex on the campus of Old Dominion University
### NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP

#### Travel Party Form

<table>
<thead>
<tr>
<th>1st Round</th>
<th>2nd Round</th>
<th>Semifinal</th>
<th>Final</th>
</tr>
</thead>
</table>

**Institution:**

Please list each individual from your institution’s travel party (limit of 28, plus two individuals (medical and administrator) with access who may be in the bench area during the game.) **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk. Student-athletes should be listed in alphabetical order using lines 1-24.**

<table>
<thead>
<tr>
<th>1.</th>
<th>16.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>17.</td>
</tr>
<tr>
<td>3.</td>
<td>18.</td>
</tr>
<tr>
<td>4.</td>
<td>19.</td>
</tr>
<tr>
<td>5.</td>
<td>20.</td>
</tr>
<tr>
<td>6.</td>
<td>21.</td>
</tr>
<tr>
<td>7.</td>
<td>22.</td>
</tr>
<tr>
<td>8.</td>
<td>23.</td>
</tr>
<tr>
<td>10.</td>
<td>25.</td>
</tr>
<tr>
<td>12.</td>
<td>27.</td>
</tr>
<tr>
<td>13.</td>
<td>28.</td>
</tr>
<tr>
<td>14.</td>
<td>29. (ADMIN)</td>
</tr>
<tr>
<td>15.</td>
<td>30. (MEDICAL)</td>
</tr>
</tbody>
</table>

Please list up to five (5) VIP’s who may have access to the team pre- and postgame. These VIP’s must have a ticket for admission to the competition site, but will be provided with a credential to give them the necessary access, except to the bench area during the game. The credential will be left at will call.

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

Number of individuals attending the banquet (28 + 5 additional optional at $30/person): __________

Please scan and email this form to Liz Turner Suscha (lsuscha@ncaa.org) and Rick French (rfrench@odu.edu) by Tuesday, November 15 at Noon Eastern.
**Student Athlete Complimentary Pass List**

**Event:** NCAA Field Hockey National Championship  
**Opponent:** ____________________

<table>
<thead>
<tr>
<th>Guest’s Name</th>
<th>Guest’s Signature upon entering</th>
<th>I.D. Checked (Ticket Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Admitted and Authorized by:**  
**Student-Athlete’s Printed Name and Signature Required**

---

NCAA Manual, Article 16.2 Complimentary Admissions and Ticket Benefits

16.2.1.2, Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall NOT be issued. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of 16.2.1.1 and 16.2.2.1.

16.2.1.1, An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

16.2.2.1, A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.
<table>
<thead>
<tr>
<th>Admitted and Authorized by:</th>
<th>Student-Athlete’s Printed Name and Signature <strong>Required</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest’s Name</td>
<td>Guest’s Signature upon entering</td>
</tr>
<tr>
<td>(PRINT CLEARLY the first and last name of the individual to be admitted. Only one complementary admission per name.)</td>
<td>(Guest’s signature below indicates compliance with NCAA policy listed above.)</td>
</tr>
<tr>
<td>1. ________________________</td>
<td>1. ________________________</td>
</tr>
<tr>
<td>2. ________________________</td>
<td>2. ________________________</td>
</tr>
<tr>
<td>3. ________________________</td>
<td>3. ________________________</td>
</tr>
<tr>
<td>4. ________________________</td>
<td>4. ________________________</td>
</tr>
<tr>
<td>5. ________________________</td>
<td>5. ________________________</td>
</tr>
<tr>
<td>6. ________________________</td>
<td>6. ________________________</td>
</tr>
</tbody>
</table>
## Norfolk Area Dining

### Monarch way (behind the Ted Constant Center)

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone (757)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakura Sushi Bar</td>
<td>Sushi</td>
<td>4300 Monarch way</td>
<td>489-0158</td>
<td>$$</td>
</tr>
<tr>
<td>Tropical Smoothie Café</td>
<td>Sandwiches</td>
<td>4316 Monarch way</td>
<td>440-7580</td>
<td>$</td>
</tr>
<tr>
<td>Zeros Subs</td>
<td>Sandwiches</td>
<td>4310 Monarch way</td>
<td>489-2095</td>
<td>$</td>
</tr>
<tr>
<td>Perfectly Frank</td>
<td>American</td>
<td>4408 Monarch way</td>
<td>440-1020</td>
<td>$</td>
</tr>
<tr>
<td>La Herradura</td>
<td>Mexican</td>
<td>4220 Monarch way</td>
<td>423-1605</td>
<td>$$</td>
</tr>
<tr>
<td>Mojo Bones</td>
<td>American</td>
<td>4502 Monarch way</td>
<td>961-5465</td>
<td>$$</td>
</tr>
<tr>
<td>Del Vecchios</td>
<td>Italian</td>
<td>1080 W 47th St.</td>
<td>440-9300</td>
<td>$$</td>
</tr>
<tr>
<td>Raising Cane’s</td>
<td>American</td>
<td>4100 Monarch Way</td>
<td>683-4821</td>
<td>$</td>
</tr>
</tbody>
</table>

### Downtown Norfolk

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone (757)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Mae’s</td>
<td>Southern</td>
<td>5671 E V.A. Beach Blvd</td>
<td>461-0005</td>
<td>$</td>
</tr>
<tr>
<td>California Pizza Kitchen</td>
<td>Pizza/Pasta</td>
<td>300 Monticello</td>
<td>622-7190</td>
<td>$$</td>
</tr>
<tr>
<td>D’Egg Diner</td>
<td>Breakfast/Lunch</td>
<td>204 E. Main St.</td>
<td>626-EGGS</td>
<td>$</td>
</tr>
<tr>
<td>456 Fish</td>
<td>Seafood</td>
<td>456 Granby</td>
<td>625-4444</td>
<td>$$$</td>
</tr>
<tr>
<td>Granby Street Pizza</td>
<td>Italian</td>
<td>235 Granby</td>
<td>622-5084</td>
<td>$$-$$</td>
</tr>
<tr>
<td>Saint Germain</td>
<td>American</td>
<td>255 Granby</td>
<td>321-9445</td>
<td>$$</td>
</tr>
<tr>
<td>Hell’s Kitchen</td>
<td>American</td>
<td>124 Granby</td>
<td>624-1906</td>
<td>$$-$$</td>
</tr>
<tr>
<td>Brick’s Anchor Brew House</td>
<td>Pub-fare</td>
<td>241 Granby</td>
<td>431-7063</td>
<td>$$-$$</td>
</tr>
<tr>
<td>Machismo Burrito Bar</td>
<td>Tex-Mex</td>
<td>409 W. York</td>
<td>624-2424</td>
<td>$</td>
</tr>
<tr>
<td>Jimmy Johns</td>
<td>Sandwiches</td>
<td>140 Granby St.</td>
<td>965-7600</td>
<td>$</td>
</tr>
<tr>
<td>Jersey Mike’s</td>
<td>Sandwiches</td>
<td>8245 Hampton Blvd.</td>
<td>965-5333</td>
<td>$</td>
</tr>
<tr>
<td>YNOT Pizza</td>
<td>Italian</td>
<td>4412 Monarch Way</td>
<td>502-8211</td>
<td>$</td>
</tr>
<tr>
<td>Tap It Local</td>
<td>Southern</td>
<td>244 Granby St.</td>
<td>539-9079</td>
<td>$</td>
</tr>
</tbody>
</table>

### Ghent (21st Street)

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Phone (757)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.W. Shucks</td>
<td>Seafood</td>
<td>2200 Colonial</td>
<td>664-9117</td>
<td>$$</td>
</tr>
<tr>
<td>Kappo Nara Ramen</td>
<td>Japanese</td>
<td>2000 Colonial</td>
<td>622-2045</td>
<td>$$</td>
</tr>
<tr>
<td>Baker’s Crust</td>
<td>European</td>
<td>330 W 21st St.</td>
<td>625-3600</td>
<td>$</td>
</tr>
<tr>
<td>Belmont House of Smoke</td>
<td>Smokehouse</td>
<td>2117 Colonial</td>
<td>623-4477</td>
<td>$$</td>
</tr>
<tr>
<td>Cogan’s Pizza</td>
<td>Italian</td>
<td>1901 Colonial</td>
<td>627-6428</td>
<td>$</td>
</tr>
<tr>
<td>Doumar’s Drive-in</td>
<td>Barbecue</td>
<td>1919 Monticello Ave</td>
<td>627-4163</td>
<td>$</td>
</tr>
<tr>
<td>The Green Onion</td>
<td>Seasonal</td>
<td>1603 Colley</td>
<td>963-1200</td>
<td>$$</td>
</tr>
<tr>
<td>Jessy’s Taco Bistro</td>
<td>Mexican</td>
<td>328 W. 20th</td>
<td>216-9922</td>
<td>$</td>
</tr>
<tr>
<td>Luna Maya</td>
<td>Mexican</td>
<td>2010 Colley Ave</td>
<td>622-6986</td>
<td>$</td>
</tr>
<tr>
<td>No Frill</td>
<td>American</td>
<td>806 Spotswood</td>
<td>627-4262</td>
<td>$</td>
</tr>
<tr>
<td>Panera Bread</td>
<td>Bakery</td>
<td>739 W. 21st</td>
<td>623-9669</td>
<td>$</td>
</tr>
<tr>
<td>The Ten Top</td>
<td>Sandwiches</td>
<td>748 Shirley</td>
<td>622-5422</td>
<td>$</td>
</tr>
<tr>
<td>YNOT Pizza</td>
<td>Italian</td>
<td>1517 Colley</td>
<td>624-9111</td>
<td>$</td>
</tr>
<tr>
<td>Yorgo’s Bageldashery</td>
<td>Bagels/Sand.</td>
<td>2123 Colonial Ave</td>
<td>623-6609</td>
<td>$</td>
</tr>
</tbody>
</table>
## Norfolk Area Movie Theatres

<table>
<thead>
<tr>
<th>Theatre Name</th>
<th>Address</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regal MacArthur Center Stadium 18</td>
<td>300 Monticello Ave. #330</td>
<td>Norfolk, VA 23510</td>
</tr>
<tr>
<td>Regal Greenbrier Stadium 13</td>
<td>600 Jarman Rd.</td>
<td>Chesapeake, VA 23320</td>
</tr>
<tr>
<td>Cinemark 18</td>
<td>880 North Military Highway</td>
<td>Norfolk, VA 23502</td>
</tr>
<tr>
<td>AMC Lynnhaven 18</td>
<td>1001 Lynnhaven Mall Loop</td>
<td>Virginia Beach, VA 23452</td>
</tr>
</tbody>
</table>

## Norfolk Area Malls

<table>
<thead>
<tr>
<th>Mall Name</th>
<th>Area</th>
<th>Address</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>MacArthur Center Mall</td>
<td>Norfolk Downtown</td>
<td>300 Monticello Ave.</td>
<td>Norfolk, VA 23510</td>
</tr>
<tr>
<td>J.A.N.A.F. Shopping Yard</td>
<td>Norfolk Airport</td>
<td>5900 E. Virginia Beach Blvd.</td>
<td>Norfolk, VA 23502</td>
</tr>
<tr>
<td>Greenbrier Mall</td>
<td>Chesapeake Area</td>
<td>1401 Greenbrier Parkway</td>
<td>Chesapeake, VA 23320</td>
</tr>
<tr>
<td>Lynnhaven Mall</td>
<td>Virginia Beach Area</td>
<td>701 Lynnhaven Parkway</td>
<td>Virginia Beach, VA 23452</td>
</tr>
</tbody>
</table>
Video Referral

1. Power to refer decisions for video review:
   a. The match umpires and student-athletes on the field at the time of the incident are the only persons who can request a referral.

Umpire Referral

1. Referrals shall only relate to whether a goal has been scored legally.

2. The match umpires shall make decisions which include, but are not restricted to:
   a. whether the ball crossed the goal line (within the area bounded by the goal posts and crossbar);
   b. whether the ball was legally played or touched inside the circle by the stick of an attacker and did not travel outside the circle before passing completely over the goal-line and under the crossbar;
   c. whether the ball traveled outside the circle before it entered the goal either from a shot by an attacker during the taking of a penalty corner;
   d. whether a breach of the rules has been observed within the attacking 23-meter area in the play leading to the awarding or disallowing of a goal. It is then for the match umpires to take any breach into account in reaching their decision.

3. The match umpire requests a video referral by calling a timeout and drawing a square box in the air that represents a video monitor and then points to herself/himself indicating this is an umpire referral. The match umpire will then communicate with the technical table/announcer any pertinent information regarding the referral.

Team Referral

1. Each team is allowed one team referral request (which must be made from a student-athlete in the game to the match umpires) during any match (including any extra time periods but not during a shoot-out competition).
   a. Team referrals will be restricted to decisions within the 23 meter areas relating to the award (or non-award) of goals, penalty corners, and penalty strokes. The award of personal penalty cards may not be the subject of a team referral.
   b. Any student-athlete, on the field of play at the time of the incident, may request a video referral.
   c. This student-athlete must indicate to the match umpires that they wish to use their referral. They must do so immediately after the incident or decision which is to be indicated by using the square box signal as well as confirming this verbally to the match umpires.
d. The player requesting the team referral must inform the umpires of the exact nature of the decision (or non-decision) that their team wishes to be reviewed within a maximum of 20 seconds.

e. If no question is received within 20 seconds, the team referral will automatically default to a review of the last decision or non-decision relating to the award (or non-award) of a goal, penalty corner, or penalty stroke.

f. The match umpire then requests video referral assistance using a square box signal along with showing a whole arm “T” to denote a team referral. The match umpire will then communicate with the technical table/announcer any pertinent information regarding the referral.

g. In the event that the referral is upheld or the video is determined to be inconclusive (including through not having the correct replays available, the ball never being in the shot in the replays, the footage being of insufficient quality to permit a decision or technical problems with the referral equipment), the referring team retains its right of referral.

h. In the event of the call on the field being confirmed, the referring team loses its right of referral.

i. A team referral that has already been adjudicated upon may not be the subject of a subsequent referral or protest by the opposing team.

Referral Process

1. There will be a monitor located at the technical table between the team benches along with a headset connected to the broadcast truck or studio (when available). Coaches and student-athletes are restricted from entering or proceeding past the area defined as the substitution box during a review.

2. The match umpires may communicate with the truck or studio (when available) to view as many replays from every available camera angle as necessary to reach a decision. Any audio or communication from TV talent (i.e., announcer(s)) to umpires shall be prohibited.

3. All reviews shall be completed within a reasonable time. The final decision, including any matter of interpretation, remains with the match umpires.

4. The match umpires should communicate to each head coach the final decision before resuming play.
5. The technical table shall communicate to the PA announcer the match umpire’s decision. The PA announcer shall announce in the following manner:

a. When the referral upholds the original call:
   i. “After reviewing the play, the umpires have determined the goal called on the field will stand. [Insert referring team] is now out of video referrals.”
   ii. “After reviewing the play, the umpires have determined that the call on the field shall stand, no goal. [Insert referring team] is now out of video referrals.”
   iii. “After reviewing the play, the umpires have determined the penalty corner called on the field will stand. [Insert referring team] is now out of video referrals.”
   iv. “After reviewing the play, the umpires have determined that the call on the field shall stand, no penalty corner. [Insert referring team] is now out of video referrals.”
   v. “After reviewing the play, the umpires have determined the penalty shot call on the field will stand. [Insert referring team] is now out of video referrals.”
   vi. “After reviewing the play, the umpires have determined the call on the field shall stand, no penalty shot will be awarded. [Insert referring team] is now out of video referrals.”

b. When the referral reverses the original call:
   i. “After reviewing the play, the umpires have determined the goal was scored by legal means.” [Insert referring team] retains their video referral.”
   ii. “After reviewing the play, the umpires have determined that [insert reason for disallowing goal]. Therefore, there is no goal. [Insert referring team] is now out of video referrals.”
   iii. “After reviewing the play, the umpires have determined that [insert reason for awarding penalty corner]. As a result, [insert team] is awarded a penalty stroke. [Insert team] retains their video referral.”
   iv. “After reviewing the play, the umpires have determined that [insert reason for disallowing a penalty corner]. As a result, [insert team] will not be awarded a penalty corner. [Insert referring team] retains their video referral.”
   v. “After reviewing the play, the umpires have determined that [insert reason for awarding a penalty stroke]. As a result, [insert team] is awarded a penalty stroke. [Insert referring team] retains their video referral.”
   vi. “After reviewing the play, the umpires have determined that [insert reason for disallowing a penalty stroke]. As a result, [insert team] will not be awarded a penalty stroke. [Insert referring team] retains their video referral.”

c. When the referral is inconclusive:
   i. “After reviewing the play, the umpires have determined that the video is inconclusive. The call on the field stands. [Insert team] retains their video referral.”
Student-Athlete Participation Awards

For 2016-2017, a jacket and pair of socks will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

**Examples of Jacket Styles Available:**

![Jacket Styles](image)

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution must confirm one style and one color for your jacket order; men’s and women’s sizes are available. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.
Holidays in the City Grand Illumination Parade
Saturday, November 19, 2016
7:00pm

APPENDIX I

Staging and Disband

START

END

Harrison Opera House
Chrysler Museum of Art
Freemason Historic District
MacArthur Center
Waterside Marketplace

Harbor Park
Staging and Disband

Parking

Half Moone
Catering Events

Elizabeth River
Elizabeth River Ferry
Norfolk Harbor Half Marathon, 5K & Final Mile
Impact on Final Four Hosted at ODU

Saturday November 19th 2016
5K Start – 8:00 AM
Final Mile Start – 9:30 AM

Impact on Marriott Downtown:
- Roads Hard Closed by 7:30 AM
- 5K Starts at 8:00 AM
- Last Runner through mile 1 on Granby St by 8:30 AM

* Vehicles should be able to depart Marriott going east on Main Street at 8:30 AM to St. Paul’s Blvd.
* If you staged busses on Bank Street by the Light Rail stop you could take City Hall Ave and then head North on St. Paul’s to depart at any time.

Impact on Sheraton Waterside:
- Roads Closed by 7:30 AM
- Vehicles should be able to depart and head north on St. Paul’s Blvd or east on Water Street towards Harbor Park until about 8:07 AM while no runners are present.
- It will be difficult to exit the Sheraton until 9:45 AM when all the Final Mile Participants have gone past and onto the Elizabeth River Trail.
* If you staged a bus on Union Street by City Hall it would be able to depart north on St. Paul’s Blvd anytime.

Impact on Courtyard Norfolk Downtown:
- Roads Hard Closed by 7:30 AM
- 5K Starts at 8:00 AM
- Last Runner through mile 1 on Granby St by 8:30 AM

* Busses could stage up on Court Street and take a right onto City Hall Ave and head out to St Paul’s
Sunday November 20th 2016
Half Marathon Starts at 7:30 AM

**Impact on Marriott Downtown:**
- Roads Hard Closed by 7:00 AM
- Half Marathon Starts at 7:30 AM
- Last Runner through mile 1 by 8:03 AM

* Vehicles should be able to depart Marriott going east on Main Street at 8:10 AM to St. Paul’s Blvd.

* If you staged busses on Bank Street by the Light Rail stop you could City Hall Ave and then head North on St. Paul’s to depart at any time.

**Impact on Sheraton Waterside:**
- Roads Closed by 7:00 AM
- Vehicles should be able to depart and head north on St. Paul’s Blvd or east on Water Street towards Harbor Park until about 8:30 AM while no runners are present.
- It will be difficult to exit the Sheraton from 8:30 AM – 11:00 AM last runner will be past at 11:25 AM

* If you staged a bus on Union Street by City Hall it would be able to depart north on St. Paul’s Blvd anytime.

**Impact on Courtyard Norfolk Downtown:**
- Roads Hard Closed by 7:00 AM
- Half Marathon Starts at 7:30 AM
- Last Runner through mile 1 by 8:03 AM

* Busses could stage up on Court Street and take a right onto City Hall Ave and head out to St Paul’s

**Impact on ODU Campus:**

Mile 7 is on Hampton Blvd by W. 49th Street
First Runner:  8:05 AM
Officers will make every effort to move vehicles across the course when it is safe

From 8:31 AM – 8:50 AM it will be very congested with runners and difficult to get traffic across the course

Last Runner will be through mile 7 at 9:53 AM

Mile 8 is on Bowden’s Ferry Road by 38th Street
First Runner:  8:10 AM

From 8:40 AM – 9:05 AM it will be very congested with runners and difficult to get traffic across the course

Last Runner will be through mile 8 at 10:11 AM

Runners will be running Bolling Ave, Bluestone Ave and Elizabeth River Trail through the ODU campus area from 8:05 AM – 10:20 AM