Division III Men’s and Women’s Soccer

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Section 1. INTRODUCTION

Congratulations on advancing to the 2016 NCAA Division III Men’s and Women’s Soccer Championships.

The information in this manual has been compiled for your convenience and to help teams, game officials and accompanying media prepare for the championships.

Please check NCAA.org regularly for updates to this document. If any questions arise, please contact any person listed on the subsequent pages.

Section 2. NCAA STAFF AND COMMITTEES

SECTION 2.1 NCAA STAFF

<table>
<thead>
<tr>
<th>MEN’S SOCCER</th>
<th>WOMEN’S SOCCER</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Bugner</td>
<td>John Baldwin</td>
</tr>
<tr>
<td>Assistant Director, Championships and Alliances</td>
<td>Associate Director, Championships and Alliances</td>
</tr>
<tr>
<td>NCAA</td>
<td>NCAA</td>
</tr>
<tr>
<td>P.O. Box 6222</td>
<td>P.O. Box 6222</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46206-6222</td>
<td>Indianapolis, IN 46206</td>
</tr>
<tr>
<td>Phone: 317-917-6529</td>
<td>Phone: 317-917-6442</td>
</tr>
<tr>
<td>Cell: 317-522-7220</td>
<td>Cell: 317-292-0464</td>
</tr>
<tr>
<td>Email: <a href="mailto:jbugner@ncaa.org">jbugner@ncaa.org</a></td>
<td>Email: <a href="mailto:jballdin@ncaa.org">jballdin@ncaa.org</a></td>
</tr>
</tbody>
</table>

| Nick Strah  | Nancy O’Hara |
| Assistant Coordinator, Championships and Alliances | Coordinator, Championships and Alliances |
| NCAA        | NCAA          |
| P.O. Box 6222 | P.O. Box 6222 |
| Indianapolis, Indiana 46206-6222 | Indianapolis, IN 46206 |
| Phone: 317-917-6674 | Phone: 317-917-6162 |
| Email: nstrah@ncaa.org | Email: nohara@ncaa.org |
### SECTION 2.2 MEN’S COMMITTEE

<table>
<thead>
<tr>
<th>CENTRAL REGION</th>
<th>EAST REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Schulist, chair&lt;br&gt;Assistant Athletics Director of Operations, Media Relations and Marketing&lt;br&gt;Carroll University (Wisconsin)</td>
<td>Bob Durocher&lt;br&gt;Director of Athletics and Recreation&lt;br&gt;St. Lawrence University</td>
</tr>
<tr>
<td><strong>GREAT LAKES REGION</strong></td>
<td><strong>MID-ATLANTIC REGION</strong></td>
</tr>
<tr>
<td>Brandon Bianco&lt;br&gt;Head Men’s Soccer Coach&lt;br&gt;Case Western Reserve University</td>
<td>Kenneth Andrews&lt;br&gt;Commissioner&lt;br&gt;Middle Atlantic Conferences</td>
</tr>
<tr>
<td><strong>NEW ENGLAND REGION</strong></td>
<td><strong>NORTH REGION</strong></td>
</tr>
<tr>
<td>Justin Serpone&lt;br&gt;Head Men’s Soccer Coach&lt;br&gt;Amherst College</td>
<td>Kirk Artist&lt;br&gt;Head Men’s Soccer Coach&lt;br&gt;Wartburg College</td>
</tr>
<tr>
<td><strong>SOUTH ATLANTIC REGION</strong></td>
<td><strong>WEST REGION</strong></td>
</tr>
<tr>
<td>Dan Gilmore&lt;br&gt;Director of Athletics&lt;br&gt;Rowan University</td>
<td>David Hoffmann&lt;br&gt;Head Men’s Soccer Coach&lt;br&gt;University of Dallas</td>
</tr>
</tbody>
</table>

### SECTION 2.3 WOMEN’S COMMITTEE

<table>
<thead>
<tr>
<th>CENTRAL REGION</th>
<th>EAST REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Zapolski, chair&lt;br&gt;Director of Athletics&lt;br&gt;Augustana College (Illinois)</td>
<td>Susan Hoffman&lt;br&gt;Senior Woman Administrator&lt;br&gt;College at Brockport, State University of New York</td>
</tr>
<tr>
<td><strong>GREAT LAKES REGION</strong></td>
<td><strong>MID-ATLANTIC REGION</strong></td>
</tr>
<tr>
<td>Paul Moyer&lt;br&gt;Director of Athletics&lt;br&gt;McDaniel College</td>
<td>Paul Moyer&lt;br&gt;Director of Athletics&lt;br&gt;McDaniel College</td>
</tr>
<tr>
<td><strong>NEW ENGLAND REGION</strong></td>
<td><strong>NORTH REGION</strong></td>
</tr>
<tr>
<td>Brianne Weaver&lt;br&gt;Head Women’s Soccer Coach&lt;br&gt;Bowdoin College</td>
<td>Dave Reyelts&lt;br&gt;Senior Compliance Administrator/Head Women’s Soccer Coach&lt;br&gt;The College of St. Scholastica</td>
</tr>
<tr>
<td><strong>SOUTH ATLANTIC REGION</strong></td>
<td><strong>WEST REGION</strong></td>
</tr>
<tr>
<td>Joanne Renn&lt;br&gt;Director of Athletics&lt;br&gt;Virginia Wesleyan College</td>
<td>Marcus Wood&lt;br&gt;Head Women’s Soccer Coach&lt;br&gt;Hardin-Simmons University</td>
</tr>
</tbody>
</table>
# Section 3. HOST PERSONNEL

## SECTION 3.1 PERSONNEL

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| HOST  | City of Salem, Roanoke College and the Old Dominion Athletic Conference | Carey Harveycutter, Director of Tourism | City of Salem  
Office: 540-375-3054  
Cell: 540-793-0982  
Email: charveycutter@salemva.gov |
|        | Scott Allison | Director of Athletics | Roanoke College  
Phone: 540-375-2337  
Email: allison@roanoke.edu |
|        | Brad Bankston | Commissioner | Old Dominion Athletic Conference  
Phone: 540-389-7373  
Email: brad@odaconline.com |
|        | J.J. Nekoloff | Assistant Commissioner | Old Dominion Athletic Conference  
Office: 540-389-7373  
Cell: 540-537-8974  
Email: jnekoloff@odaconline.com |
|        | Karen Mulkearn | Box Office Supervisor | Sheraton Roanoke Hotel and Conference Center  
Phone: 540-561-7909  
Email: tim.gamble@sheratonroanoke.com |

## TOURNAMENT MANAGER

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Carey Harveycutter    | Director of Tourism                        | City of Salem  
Office: 540-375-3054  
Cell: 540-793-0982  
Email: charveycutter@salemva.gov |

## HOST ATHLETIC DIRECTOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Scott Allison         | Director of Athletics | Roanoke College  
Phone: 540-375-2337  
Cell: 540-815-2434  
Email: allison@roanoke.edu |

## SPORTS INFORMATION CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| J.J. Nekoloff         | Assistant Commissioner | Old Dominion Athletic Conference  
Office: 540-389-7373  
Cell: 540-537-8974  
Email: jnekoloff@odaconline.com |

## PROMOTIONS/MARKETING DIRECTOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Carey Harveycutter    | Director of Tourism                        | City of Salem  
Office: 540-375-3054  
Cell: 540-793-0982  
Email: charveycutter@salemva.gov |

## FACILITY DIRECTOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Scott Allison         | Director of Athletics | Roanoke College  
Phone: 540-375-2337  
Cell: 540-815-2434  
Email: allison@roanoke.edu |

## DRUG TESTING COORDINATOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Jim Buriak            | Assistant Professor                       | Roanoke College  
Phone: 540-375-2343  
Cell: 540-815-2435  
Email: buriak@roanoke.edu |

## BANQUET CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Karen Mulkearn        | Box Office Coordinator | Salem Civic Center  
Phone: 540-375-3004  
Email: kmulkearn@salemva.gov |

## HOTEL CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Tim Gamble            | Director of Rooms                          | Sheraton Roanoke Hotel and Conference Center  
Phone: 540-561-7909  
Email: tim.gamble@sheratonroanoke.com |

[Link to purchase tickets]
SECTION 3.2 CHAMPIONSHIPS WEBSITES

NCAA.com

http://www.ncaa.com/championships/soccer-women/d3

Section 4. CHECKLIST

Monday, November 21

1. Mandatory conference call for all teams (men’s and women’s) that advance to the finals. The conference call will be held at noon Eastern time, and participating institutions should use conference call number 866-590-5055 (access code: 2351205). The conference call is for administrators, coaches, sports information directors and athletic trainers for each of the participating schools. Representatives from each committee, the host institution and the NCAA will lead the call.

2. Deadline for submitting video and photos for championship banquet video.

Tuesday, November 22

3. Sports information sends the following to J.J. Nekoloff:
   a. College information piece, four paragraphs, coach’s bio and quick facts.
   b. Numerical roster and updated stats through quarterfinal play.
   c. Notes of media interest (3-5 solid notes featuring player and/or coach, records or other items of interest).
   d. Preliminary media list to include any radio stations likely to be broadcasting.
   e. SIDs are asked to poll members of their local media to determine who will accompany their team to the finals and provide a list.

4. Deadline for submitting preorder for championship shirts at 11 p.m. Eastern time.

Wednesday, November 23

5. Deadline for contacting team headquarters hotel and providing rooming list.

Monday, November 28

6. Deadline to submit the banquet participation list to Karen Mulkearn at kmulkearn@salemva.gov.

7. Deadline to submit the Elite 90 award to Mark Bedics at the NCAA at elite90@ncaa.org (5 p.m. Eastern).

Thursday, December 1

8. Each team should bring two items from their institution for distribution to the two Special Olympics representatives who will be serving as their honorary captains during the championship weekend.

9. Championship banquet to be held beginning at 6:30 p.m. Eastern time. The championship banquet is a time for all
student-athletes to be recognized for their outstanding accomplishments. Please remember that you are representing your institution and should dress appropriately. Teams and other guests are encouraged to wear professional business attire (i.e. suit or dress slacks and sport coat for the gentlemen, dresses for the ladies); however, tennis shoes, flip flops, open midriffs, bare shoulders, T-shirts and torn jeans should not be worn. Absolutely no sweats or warm-up suits allowed.

### Section 5. SCHEDULE OF EVENTS

#### Section 5.1 SCHEDULE OF EVENTS

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<th>All Times Eastern</th>
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<tbody>
<tr>
<td><strong>Wednesday, November 30</strong></td>
</tr>
<tr>
<td>All day</td>
</tr>
<tr>
<td>5 p.m.</td>
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<tr>
<td><strong>Thursday, December 1</strong></td>
</tr>
<tr>
<td>7 – 10:30 a.m.</td>
</tr>
<tr>
<td>All day</td>
</tr>
<tr>
<td>All day</td>
</tr>
<tr>
<td>9 – 9:55 a.m.</td>
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<tr>
<td>10:00 – 10:55 a.m.</td>
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<tr>
<td>11:00 – 11:55 a.m.</td>
</tr>
<tr>
<td>12 – 12:55 p.m.</td>
</tr>
<tr>
<td>1 – 1:55 p.m.</td>
</tr>
<tr>
<td>2 – 2:55 p.m.</td>
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<tr>
<td>3 – 3:55 p.m.</td>
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<tr>
<td>4 – 4:55 p.m.</td>
</tr>
<tr>
<td>6:30 p.m.</td>
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<tr>
<td>After banquet</td>
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<tr>
<td><strong>Friday, December 2</strong></td>
</tr>
<tr>
<td>7 – 10:30 a.m.</td>
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<tr>
<td>7:30 a.m.</td>
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<tr>
<td>10 a.m.</td>
</tr>
<tr>
<td>11 a.m.</td>
</tr>
<tr>
<td>12:50 p.m.</td>
</tr>
<tr>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>4 p.m.</td>
</tr>
<tr>
<td>5 p.m.</td>
</tr>
<tr>
<td>6:50 p.m.</td>
</tr>
<tr>
<td>7:30 p.m.</td>
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</table>

Note: All awards ceremonies will take place immediately following each semifinal game.
Saturday, December 3

Note: All awards ceremonies will take place immediately following each championship game.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 – 10:30 a.m.</td>
<td>Student-athlete breakfast (Sheraton Roanoke Hotel)</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Men’s Championship game warm-up begins (Kerr Stadium)</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Men’s National Championship game (Kerr Stadium)</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>Women’s Championship game warm-up begins (Kerr Stadium)</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>Women’s National Championship game (Kerr Stadium)</td>
</tr>
</tbody>
</table>

Section 5.2 BANQUET

The NCAA Banquet will take place Thursday, December 1, at 6:30 p.m. Eastern time. Institutions will receive 26 complimentary tickets for their official travel party. Each team may purchase a maximum of nine additional banquet tickets, which may be purchased in advance for $35.

We request that each team fill out the Banquet Participation List (Appendix E) and email it to Karen Mulkearn (kmulkearn@salemva.gov) no later than Monday, November 28 by Noon Eastern time.

BANQUET SPEAKERS

The NCAA will allow one student-athlete from each team to speak at the banquet. Coaches should nominate one student-athlete to speak on behalf of each team.

Speeches are limited to two minutes and must be limited to the following:
Simply put, in two-three sentences describe your school to others so that they will have an appreciation for your institution and community. The effort that it takes for all teams to get to this point; the work involved (ex: team building, attention to detail, etc.).
Express what it means to you on a personal level to be a student-athlete and team member representing your school, family and hometown in this national tournament event.
Describe any challenges you and/or your team faced to make it to the championship.
Express thanks to whomever (coaches, teammates, the NCAA) for making this opportunity possible and make sure to wish the other teams luck at the championship.

In addition, student-athletes may be asked to introduce their Special Olympian honorary captain.

Section 5.3 COMMUNITY ENGAGEMENT AND SPECIAL OLYMPICS INVOLVEMENT

Each team will participate in a community engagement activity on Thursday. The community engagement activities will be scheduled around practice times and will last for approximately an hour. The various community engagement sites and associated activities are listed below:

*Elementary school visits:* The student-athletes will engage with the students at the school.

*Salem Animal Shelter:* The student-athletes will walk dogs and play with the animals.

*Salem High School:* The student-athletes will interact with some Special Olympians and other special education students.

*Hopetree Academy:* This is a school for at-risk students and they often have the students and student-athletes work together while playing a Jeopardy type game.

*Hopetree Residential:* Student-athletes spend time with the residents who are individuals with intellectual disabilities.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Practice</th>
<th>Visit Time</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hopetree Residential</td>
<td>9-9:55 a.m.</td>
<td>1:30 – 2:30 p.m.</td>
<td>St. Thomas (MN)</td>
</tr>
<tr>
<td>Salem High School</td>
<td>10-10:55 a.m.</td>
<td>1:30 – 2:30 p.m.</td>
<td>Brandeis</td>
</tr>
<tr>
<td>Salem Animal Shelter</td>
<td>11-11:55 a.m.</td>
<td>1:45 – 2:45 p.m.</td>
<td>Tufts</td>
</tr>
<tr>
<td>Hopetree Academy</td>
<td>Noon-12:55 p.m.</td>
<td>9:15 – 10:15 a.m.</td>
<td>Calvin</td>
</tr>
</tbody>
</table>
At the 2011 NCAA Convention, the NCAA Division III Student-Athlete Advisory Committee and Special Olympics announced their partnership. This partnership is designed to improve the lives of Special Olympics athletes through their involvement with Division III student-athletes and to foster a mutual learning experience between Division III student-athletes and Special Olympics athletes.

The city of Salem and the ODAC embrace the partnership between Division III and Special Olympics. Each team will have a Special Olympian who will serve as an honorary captain during the championship matches. Many of these Special Olympians will attend the championship banquet. We encourage all participating student-athletes to interact with the Special Olympians at the banquet and welcome the individual who will be serving as their honorary captain.

**Section 5.4 NEWS CONFERENCES**

**POSTGAME INTERVIEWS**

Immediately after each match and a 10-minute cooling-off period (i.e., 10 minutes after a competing team has entered its locker room or designated postgame area), each head coach and any student-athlete requested by the media must be available for interviews. Requested coaches and/or student-athletes will be escorted from the locker room or designated postgame area to the interview area.

**Section 5.5 PRACTICES**

**EARLY ARRIVAL**

Teams desiring to practice before December 1 should contact Scott Allison at Roanoke College; allison@roanoke.edu to request assistance in securing practice time at an alternate practice facility.

**SCHEDULED PRACTICES**

All scheduled practices will take place at Kerr Stadium on the competition field.

**Section 5.6 PREGAME**

The following schedule should be used for all games during the championships:

<table>
<thead>
<tr>
<th>GAME CLOCK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>60:00</td>
<td>Teams may begin warm-up.</td>
</tr>
<tr>
<td>30:00</td>
<td>Game rosters submitted and exchanged.</td>
</tr>
<tr>
<td>10:00</td>
<td>Captains and officials meet.</td>
</tr>
<tr>
<td></td>
<td>Teams clear field. Public-address welcome.</td>
</tr>
<tr>
<td></td>
<td>Introduction of officials, coaches, players and honorary captains.</td>
</tr>
<tr>
<td></td>
<td>1. Officials. (In center circle)</td>
</tr>
<tr>
<td></td>
<td>2. Visiting team nonstarters, followed by starters.</td>
</tr>
<tr>
<td></td>
<td>(All to midfield, facing press box)</td>
</tr>
<tr>
<td></td>
<td>3. Home team nonstarters, followed by starters.</td>
</tr>
</tbody>
</table>

(All to midfield, facing press box)

National anthem.

Teams shake hands; designated away team moves to shake designated home team’s hands.

| 0:00   | Game begins. |
| 45:00  | Kickoff • First half |
| 0:00/15:00 | Halftime |
Start immediately as teams exit field

0:00/45:00
Kickoff • Second half

OVERTIME PROCEDURE
The following procedures shall be used when a game is tied after the regulation 90 minutes: Two sudden-victory overtime periods of 10 minutes each shall be played. If the score is still tied, the game shall be recorded as a draw and the tiebreaker procedure of taking kicks from the penalty-kick line or spot, as set forth in Rule #7 of the 2016 and 2017 NCAA Men's and Women's Soccer Rules Book, shall be used to determine a winner.

GAME CLOCK DESCRIPTION
5:00 Intermission following regulation time.
10:00 First overtime period (sudden victory).
2:00 Intermission.
10:00 Second overtime period (sudden victory).
5:00 Intermission.
0:00 Penalty kick procedure.

SECOND GAME OF SESSION
Teams for second game are guaranteed a 30-minute warm-up on the game field.

GAME CLOCK DESCRIPTION
40:00 Teams may begin warm-up.
30:00 Game rosters submitted and exchanged.
10:00 Captains and officials meet.

(All to midfield, facing press box)
Teams clear field.
Introduction of officials, coaches and players.
1. Officials. (In center circle)
2. Visiting team nonstarters, followed by starters.
3. Home team nonstarters, followed by starters.

(All to midfield, facing press box)
Teams shake hands; designated away team moves to shake designated home team’s hands.
0:00 Game begins.
45:00 Kickoff • First half
0:00/15:00 Halftime
0:00/45:00 Start immediately as teams exit field

[Note: Teams in the second game of a double header should begin their pregame warm-ups on an alternate field. Once the first game is concluded and the field is cleared, the game clock will be set at 40 minutes, team introductions will begin promptly at 10 minutes, and play will begin when it reaches 0:00.]

Section 5.7 WEATHER POLICY

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the 2016 and 2017 NCAA Men's and Women's Soccer Rules Book. If a game is suspended or postponed, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, it shall be the decision of the games committee to suspend play until the following day.
Section 6. CHAMPIONSHIP OPERATIONS

Section 6.1 SCOUTING/VIDEOTAPING

The videotaping or filming of an opponent’s game is not permitted. If in-person scouting occurs, the individual(s) shall pay the regular admission price. Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact Bethany Dannelly; at the ODAC (540-389-7373 x3) to arrange for camera space at Kerr Stadium. The host institution shall provide a comparable location for both competing teams. The host will be handling the filming of the games for all contests and will supply the teams a copy via flash drive.

Section 6.2 HOSPITALITY

TEAM HOSPITALITY

Team hospitality will be located in each of the team locker rooms located at Kerr Stadium.

VIP HOSPITALITY

There will be a VIP hospitality tent at Kerr Stadium for event staff, NCAA staff and VIPs, and institution VIPs. The tent will be available for all games and will be located on the press box-side of the field.

Section 6.3 NATIONAL ANTHEM

The national anthem (“Star Spangled Banner”) shall be played before the first women’s semifinal game, the first men’s semifinal game and before both championship games. The national anthem will be played after player introductions.

Section 6.4 OFFICIALS

Officials for the championships will be assigned by the NCAA national assignor in conjunction with the men’s and women’s soccer committees.

Section 6.5 PLAYER INTRODUCTIONS

The following procedure will be used for the soccer championships: The teams are led onto the field in two lines by the four officials. Near midfield the teams will form a line facing the press box (See Section 5.6 Pregame on Page 10).

Section 6.6. CHAMPIONSHIP AND OFFICIALS EVALUATIONS

The championship evaluation form is available at: Championship Evaluation. The officials’ evaluation form is available at: Officials Evaluation.
Section 6.7 COMMITTEE LIAISONS

Each participating institution will have a designated NCAA committee liaison to assist with logistical requests or needs (e.g., postgame interviews, drug testing, interpretations, etc.).

Men’s Committee Liaisons
St. Thomas (MN) – Kirk Artist
Tufts – Brandon Bianco
Brandeis – Justin Serpone
Calvin – David Hoffmann

Women’s Committee Liaisons
Messiah – Paul Moyer
Chicago – Dave Reyelts
Washington St. Louis – Mike Zapolski
Brandeis – Brianne Weaver

Section 7. COMPETITION SITE

Section 7.1 LOCKER ROOMS

Each team will have access to the locker rooms for approximately two hours prior to the start of competition and 45 minutes following the awards ceremony. Security personnel will be stationed outside of the team locker rooms during both competition days.

SCHEDULE

Friday, December 2

Note: An awards ceremony will follow each game.

<table>
<thead>
<tr>
<th>11 a.m. – Men’s Semifinal 1</th>
<th>5 p.m. – Women’s Semifinal 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. Locker rooms open</td>
<td>2:30 p.m. Locker rooms open</td>
</tr>
<tr>
<td>10 a.m. Warm-ups begin</td>
<td>4 p.m. Warm-ups begin</td>
</tr>
<tr>
<td>11 a.m. Game begins</td>
<td>5 p.m. Game begins</td>
</tr>
<tr>
<td>1:15-2 p.m. Return to locker rooms to shower and change</td>
<td>7:15-8 p.m. Return to locker rooms to shower and change</td>
</tr>
<tr>
<td>2:15 p.m. Depart locker rooms</td>
<td>8:15 p.m. Depart locker rooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1:30 p.m. – Men’s Semifinal 2</th>
<th>7:30 p.m. – Women’s Semifinal 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 a.m. Locker rooms open</td>
<td>5 p.m. Locker rooms open</td>
</tr>
<tr>
<td>12:30 p.m. Warm-ups begin</td>
<td>6:30 p.m. Warm-ups begin</td>
</tr>
<tr>
<td>1:30 p.m. Game begins</td>
<td>7:30 p.m. Game begins</td>
</tr>
<tr>
<td>3:45-4:30 p.m. Return to locker rooms to shower and change</td>
<td></td>
</tr>
</tbody>
</table>
Saturday, December 3

Note: An awards ceremony will follow each game.

<table>
<thead>
<tr>
<th>1:30 p.m. Men's Championship</th>
<th>5:30 p.m. Women's Championship</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 a.m. Locker rooms open</td>
<td>3 p.m. Locker rooms open</td>
</tr>
<tr>
<td>12:30 p.m. Warm-ups begin</td>
<td>4:30 p.m. Warm-ups begin</td>
</tr>
<tr>
<td>1:30 p.m. Game begins</td>
<td>5:30 p.m. Game begins</td>
</tr>
<tr>
<td>3:45-4:40 p.m. Return to locker rooms to shower and change</td>
<td>7:15-8 p.m. Return to locker rooms to shower and change</td>
</tr>
<tr>
<td>5:15 p.m. Depart locker rooms</td>
<td>8:45 p.m. Depart locker rooms</td>
</tr>
</tbody>
</table>

**LOCKER ROOM ASSIGNMENTS**

<table>
<thead>
<tr>
<th>Game</th>
<th>Home Locker Room</th>
<th>Away Locker Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Semifinal 1</td>
<td>St. Thomas (MN)</td>
<td>Tufts</td>
</tr>
<tr>
<td>Men's Semifinal 2</td>
<td>Brandeis</td>
<td>Calvin</td>
</tr>
<tr>
<td>Women's Semifinal 1</td>
<td>Messiah</td>
<td>Chicago</td>
</tr>
<tr>
<td>Women's Semifinal 2</td>
<td>Washington St. Louis</td>
<td>Brandeis</td>
</tr>
<tr>
<td>Men's Final</td>
<td>Semifinal #1 Winner</td>
<td>Semifinal #2 Winner</td>
</tr>
<tr>
<td>Women's Final</td>
<td>Semifinal #1 Winner</td>
<td>Semifinal #2 Winner</td>
</tr>
</tbody>
</table>

**Section 7.2 PARTICIPANT ENTRANCE**

All teams (student-athletes, coaches, team personnel) shall enter Kerr Stadium through the entrance near the Participant, Volunteer and VIP Parking area. Participant credentials will be provided to each team and MUST be displayed for entrance into the venue.
Section 7.3 COMPETITION SITE MAP

Kerr Stadium

NCAA Division III
Mens and Women's Soccer Championship - 2016
Section 8. DIRECTIONS

FROM THE SHERATON TO DONALD J. KERR STADIUM AT ROANOKE COLLEGE
- From the Sheraton parking lot turn right on to Frontage Road and continue to the stop light
- At the stop light turn left and then immediately take another left on to Hershberger Road
- Follow Hershberger Road over the bridge and turn on to the ramp for I581 north
- Follow I581 north and bear to the left following the signs for Interstate 81 south
- Take Exit 140 and merge right on to Thompson Memorial Drive (Route 311)
- Follow Thompson Memorial Ave and turn right on to Perry Drive at the main Roanoke College entrance
- At the top of the hill turn left and enter the Cregger Center

FROM THE HOTEL ROANOKE TO DONALD J. KEER STADIUM AT ROANOKE COLLEGE
- From the Hotel Roanoke parking lot exit to the rear of the facility and turn right on Wells Avenue
- At the stoplight turn right on Williamson Road
- Follow Williamson Road to the intersection with Elm Avenue. Turn left on to Elm Avenue
- Turn left after the bridge on to I581 North
- Follow I581 north and bear to the left following the signs for Interstate 81 south
- Take Exit 140 and merge right on to Thompson Memorial Drive (Route 311)
- Follow Thompson Memorial Ave and turn right on to Perry Drive at the main Roanoke College entrance
- At the top of the hill turn left and enter the Cregger Center immediately on the right

FROM THE HOTEL ROANOKE TO THE SHERATON HOTEL
- From the Hotel Roanoke parking lot exit to the rear of the facility and turn right on Wells Avenue
- At the stoplight turn right on Williamson Road
- Follow Williamson Road to the intersection with Elm Avenue. Turn left on to Elm Avenue
- Turn left after the bridge on to I581 North
- Follow I581 north and bear to the left following the signs for Interstate 81 south
- Take Exit 3W on to Hershberger Road
- Turn right on to Ordway Drive and immediately take the next right on to Frontage Road
- Sheraton Hotel is on the left

Section 9. DRUG TESTING

Section 9.1 PARTICIPATING INSTITUTION'S NOTIFICATION

The institutional representative will be notified of drug testing no sooner than two (2) hours prior to the start of the game by the drug-testing crew chief. After the game, a member of the drug-testing crew will provide the institutional representative with the names of the selected student-athletes.
ATHLETE NOTIFICATION

Immediately after any established NCAA cool-down period, a member of the drug-testing crew will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to report to the testing room within 60 minutes, unless otherwise directed by the crew member. **Any selected student-athlete must complete his/her interview before reporting for drug testing.** An institutional representative must be present in the drug testing venue.

Section 9.2 MEDIA OBLIGATIONS

Each team is provided a 10-minute postgame cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of his/her media obligations have been fulfilled.

Section 9.3 NEXT DAY TESTING

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than 10 a.m. (local time) at the original test site.

Section 9.4 PROLONGED TEST

If the student-athlete’s team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA. The designated team host is prepared to assist if needed.

Section 9.5 TESTING PROCESS

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Section 10. EQUIPMENT

Section 10.1 SOCCER BALLS

The Wilson Forte FYbrid II, the NCAA championship soccer ball will be used in all NCAA tournament games. These balls will be sent by the manufacturer to the tournament manager at the host institution for each round of competition. The host institution is responsible for “breaking in” the game balls before each tournament game. The game balls will be distributed after the games by giving one to each of the participating schools.
Section 11. GENERAL PUBLIC

Section 11.1 BANNERS AND ARTIFICIAL NOISEMAKERS

No banners may be posted at the tournament other than the NCAA and approved media banners. New rules in 2016 allow for selected artificial noisemakers to be allowed during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA post-season play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectators’ ability to enjoy or watch the game will be removed.

Section 12. LODGING

Section 12.1 FAN HOTELS

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>CONTACT</th>
<th>ROOM RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Suites – Ridgewood</td>
<td>Kim O’Conner</td>
<td>$74.99 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-375-4800</td>
<td></td>
</tr>
<tr>
<td>MainStay Suites</td>
<td>John Dudley</td>
<td>$75.00 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-527-3030</td>
<td></td>
</tr>
<tr>
<td>Comfort Suites – West Salem</td>
<td>Kim O’Conner</td>
<td>$84.99 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-389-7171</td>
<td></td>
</tr>
<tr>
<td>Holiday Inn Tanglewood</td>
<td>Ginger Stepp</td>
<td>$89.00 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-774-4400</td>
<td></td>
</tr>
<tr>
<td>Holiday Inn Valley View</td>
<td>Vicki Daulton</td>
<td>$89.00 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-362-4500</td>
<td></td>
</tr>
<tr>
<td>Hyatt Place</td>
<td>Robin Sampson</td>
<td>$99.00 plus tax,</td>
</tr>
<tr>
<td></td>
<td>540-366-4700</td>
<td>breakfast included</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>Carley Edwards</td>
<td>$109.00 plus tax,</td>
</tr>
<tr>
<td></td>
<td>540-776-3400</td>
<td>NCAA16 is code for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>block</td>
</tr>
<tr>
<td>Hotel Roanoke &amp; Conference Center</td>
<td>Kris Tudge</td>
<td>$139.00 plus tax</td>
</tr>
<tr>
<td></td>
<td>540-985-5900</td>
<td></td>
</tr>
</tbody>
</table>
Section 12.2 NCAA HEADQUARTERS HOTEL

The NCAA staff, committees and officials will be staying at the Hotel Roanoke.

Section 12.3 TEAM HOTEL

The City of Salem, Roanoke College and the Old Dominion Athletic Conference are the hosts for this NCAA event. Those entities will incur no liability to any person in connection with the rental of rooms mentioned herein. An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur:

The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night’s room charges even if it fails to use those rooms.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

Each participating institution has a designated number of rooms. Rooms have been reserved for participating teams at the hotel listed below. Please forward the rooming list on page 42 of this manual by Wednesday, November 23, to Tim Gamble.

Sheraton Roanoke Hotel & Conference Center
Contact: Tim Gamble
Director of Rooms
Phone: 540-561-7909
FAX: 540-561-7910
Email: tim.gamble@sheratonroanoke.com

Section 13. MEDIA SERVICES

Section 13.1 CREDENTIALS (PARTICIPANT, TV, PHOTO)

The NCAA shall control the issuance of working press and photography credentials for each of its championships. NCAA policy shall limit the issuance of working press credential to the Associated Press, United Press International, newspaper, magazines and radio or television stations, and/or networks or cable systems and shall preclude the issuance of press credentials 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. Subject to limitations of space, seats in the press box area and photo credentials shall be assigned to working press in accordance with the following priorities:

- Campus media certified by the director of athletics or sports information director of each participating and host institution;
- Certified media from the immediate locale of the championship and the immediate locale of the competing teams; and

- Additional media requests from outside the immediate locale of the championship and the immediate locale of the competing teams;
Other certified media filing from the scene. Other restrictions for obtaining credential may be implemented, based on the circumstances at the host institution and availability of seating.

**Section 13.2 POSTGAME INTERVIEWS**

Immediately after a 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its locker room or designated postgame area), 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.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program 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 the NCAA.

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 or designated postgame area 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 dressing room before the 10-minute cooling-off period has ended, the locker room or designated postgame area 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.

**Section 13.3 TELEVISION**

If Turner/CBS and/or ESPN do not activate their television rights to any round of an NCAA championship, the NCAA may elect to sell these rights for local syndication in exchange for a rights fee. 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 $1,000 (one thousand dollars) per game rights fee. Rights fees may vary from championship to championship.

For the soccer championships, Turner will stream the semifinal and championship games on NCAA.com.

**Section 13.4 WEBCASTS**

Due to the restricted press box space and the NCAA’s webcasting of all games, positions will NOT be reserved for participating institution’s home radio station or webcasting personnel. Teams that insist on doing either should contact J.J. Nekoloff, ODAC, for details, and space may be made available above the press box.

**Section 13.5 WORKING MEDIA FACILITIES**

A working media room will be located in the Cregger Center. This area will be restricted to working media and game administration personnel. The Media Interview area will also be located Cregger Center. Wireless internet service is available and telephone lines are available to be used to file stories.

- Press guides, tournament press kits and other miscellaneous material will be located in the working media room.
- Credentials. NO credentials will be mailed. Credentials may be picked up at the pass gate on the day of the tournament.
- Working media credentials must be worn at all times during the games.
Section 14. MEDICAL

Section 14.1 ATHLETIC TRAINING

Certified athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified athletic trainer(s) shall be on site for each scheduled practice or competition. Physician(s) shall be on-call or on site for all practice and game days, depending on the sport. When applicable, the host institutions shall provide specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, x-ray technicians, emergency medical technicians (EMTs) or licensed massage therapists. Dr. Delmas Bolin, The HCA Lewis Gale Hospital will respond to medical issues on a 24-hour basis, 540-776-4000.

Section 14.2 CONCUSSION MANAGEMENT

[Reference: Concussion Management in Bylaw 3.2.4.16 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling 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. Within the rules of the sport and policies established for the championships, medical staff should have access to the injured student-athlete without interference (e.g., coach).

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 more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.


Section 14.3 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 herself. 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.
Section 14.4  HOSPITALS AND EMERGENCY SERVICES

EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Salem Police Department, non-emergency</td>
<td>540-375-3078</td>
</tr>
<tr>
<td>Salem Fire Department and EMS, non-emergency</td>
<td>540-375-3080</td>
</tr>
<tr>
<td>All other Emergency needs</td>
<td>911</td>
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</table>

LOCAL HOSPITALS

<table>
<thead>
<tr>
<th>Hospital</th>
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<tbody>
<tr>
<td>HCA Lewis Gale</td>
<td>1900 Electric Road</td>
<td>540-776-4000</td>
</tr>
<tr>
<td></td>
<td>Salem, VA 24153</td>
<td></td>
</tr>
</tbody>
</table>

Section 14.5  PHYSICIANS

A physician from The HCA Lewis Gale Hospital will be on call 24 Hours a day.

Section 15.  PARTICIPANT AWARDS

Section 15.1  ALL-TOURNAMENT TEAM

An All-Tournament Team will be selected at the championship final-site only. The 12-person all-tournament team will be selected by the national committee only. There are no position limitations on the all-tournament team. Of the 12 athletes on the all-tournament team, one will be named the outstanding offensive player and another will be named the outstanding defensive player of the championships.

Section 15.2  ELITE 90 AWARD

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright (317-917-6222; elite90@ncaa.org). All documents, including deadlines and nomination forms, can be obtained at Elite 90 forms. The submission deadline for nomination for men’s and women’s soccer is Monday, November 28 at 5 p.m. Eastern time.

Section 15.3  PARTICIPANT AWARDS
This year, a jacket and compression socks will serve as the participation awards provided to student-athletes and their travel party who advance to the championship finals site. The NCAA, in conjunction with MainGate, Inc., will communicate directly with participating institutions’ head coaches regarding the ordering and delivery process of these participation awards.

Within 10 business days of qualification, coaches will receive an email. The email from MainGate will provide details about the ordering process, along with a unique certificate code which can be redeemed only at NCAA-Awards.com; valid for one participation award per member of your travel party. 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. Contact your tournament director or championship manager about providing sample jackets for sizing at the final site. 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 three to four 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 (317-260-2538 or ehannoy@maingateinc.com) or your NCAA championship manager.

Section 15.4 PARTICIPANT TROPHIES

CHAMPION TEAMS
The men's soccer championship team, during the awards ceremony, will receive 26 watches, 26 mini trophies and one team trophy. The women's soccer championship team will receive 24 watches, 26 mini trophies and one team trophy. An additional two watches will be sent to the team following the conclusion of the championship.

SEMIFINAL AND RUNNER-UP TEAMS
Each semifinalist and runner-up team will receive 26 mini trophies and one large trophy. Trophies will be handed out during the awards ceremony, following the end of competition.

ORDERING ADDITIONAL TROPHIES
To order additional trophies, please go to http://www.mtmrecognition.com/ncaa/. 

Section 16. PARTICIPANT EXPECTATIONS & GUIDELINES

Section 16.1 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.

Section 16.2 FAILURE TO ADHERE TO POLICIES
A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited
to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

Section 16.3 MISCONDUCT

CRITICISM OF OFFICIALS

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

HEARING OPPORTUNITY

An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

MISCONDUCT INCIDENTAL TO COMPETITION

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

PENALTY FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. See Bylaw 31.1.8.3. for more information.

Section 16.4 RED CARDS

Please review Rule 12, Fouls and Misconduct in the 2016 and 2017 NCAA Men’s and Women’s Soccer Rules Book for information on red card policies and procedures.

Section 16.5 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.

Section 16.6 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.

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.
Section 16.7 STUDENT-ATHLETE EXPERIENCE RESEARCH

The NCAA will use a web-based survey targeted at student-athletes participating in final rounds of NCAA Championships. Student-athletes will be provided with the link to the survey via email in order to improve response. Therefore, participating institutions are requested to forward the survey link to participating student-athletes.

Section 16.8 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 17. SECURITY

Section 17.1 BENCH

Security personnel may be stationed behind or at the end of each team bench to protect players from spectators if necessary and to accompany the teams to and from the locker room.

Section 17.2 MEDIA/INTERVIEW AREA

Security personnel should be instructed to protect the working media areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. Security must be stationed outside the postgame interview room and should check all credentials.

Section 17.3 TEAM LOCKER ROOM

Security personnel will be stationed at the door of each locker room (competition days only) after accompanying the teams and officials the field.

Locker rooms will not be available for use on Thursday for team practices.
Section 18. TEAM TRAVEL/TRANSPORTATION

Section 18.1 SHORT’S TRAVEL MANAGEMENT

The participating institution shall be completely responsible for making its 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.

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

- **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.

Section 18.2 TRANSPORTATION

AIR TRANSPORTATION

If an institution is eligible to use air transportation to the site of the championship, and there is a major airport located within 150 miles of the championship site, then the participating institution is required to fly into/out of that airport and utilize ground transportation 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. In addition, the NCAA travel staff will have discretion to increase the hub rule mileage if necessary and reasonable.

If an institution is eligible to use air transportation, they may choose to drive to the site of competition due to difficulties in arranging air travel. Should this occur, the institution will be reimbursed the lesser of what airfare would have cost, or the eligible ground transportation. For team sports, eligible ground transportation is the actual costs for the allowable number of buses (one bus for men’s and women’s soccer).
GROUND TRANSPORTATION

Teams located within 500 ground miles of the competition site are required to travel via ground transportation. Mileage is calculated using the NCAA’s reimbursement system. That system is located at https://web1.ncaa.org/TES/exec/TES/exec/miles.

GO GROUND

For team sports, when institutions are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program, managed by GO Ground Options. Institutions are required to use GO Ground for all ground transportation reimbursable by the NCAA.

The NCAA will pay for charter bus 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. The username and password is the same as that used for the Short’s Travel portal.

TRAVEL REIMBURSEMENT

Under NCAA travel policies, the following is reimbursable:

Teams that are required to drive to the site of competition (and the site is more than 25 miles from campus):

The NCAA will reimburse 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 any leg of the trip is less than 25 miles one way, the institution will be reimbursed for mileage per person. This mileage payment will be made through the online expense system when the expense report is filed after the completion of the championship.

BUS COMPANIES

For local bus transportation:

Abbott Bus Lines 540-343-1133 or 1-800-433-1111

RENTAL CARS

Automobiles and vans may be arranged through Enterprise Rent-A-Car.

Section 18.3 PER DIEM

A per diem rate of $90 will be paid for the allowable travel party (26). The allowable days are as follows:

One day for the day prior to the competition, if travel occurred on or before that day.

One day for each day a team competes.

One day for each day between competition. (Please note this only applies when multiple rounds are held at the same site, i.e. first and second rounds played on Friday and Sunday, Saturday is the day between and would be paid.)

One-half day for the day after competition, if travel occurred on that day.
Section 18.4 EXPENSE REIMBURSEMENT

Expense reimbursement for participation in the championships will be filed through the NCAA’s online system. The Travel Expense System (TES) can be found online at https://web1.ncaa.org/TES/exec/login?js=true. The login information for the system is the same as that used for the Short’s Travel portal. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement. Institutions have 45 days from the end of the championship to submit reimbursement requests. After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and no further reimbursement will be provided. It is therefore, very important to submit your reimbursement request in a timely manner.

Section 18.5 EXPENSE 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.

Section 19. TICKETS

Section 19.1 BENCH SEATING

Please see Bench Credentials/Assignments on page 31 for more information.

Section 19.2 COMP/PASS LIST

Any individuals (excluding spirit squad, mascots and band members) not listed on the pass list must purchase a ticket from the institution’s allocation.

NO complimentary tickets may be provided by tournament personnel in accordance with NCAA policy. Please be advised that if transportation personnel such as a bus driver are not part of the official team party, he or she will have to buy a ticket.

Section 19.3 PRICES

<table>
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<th>*Day Passes</th>
<th>Type of Admission</th>
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<tr>
<td>$15</td>
<td>Adult General Admission</td>
<td>$20</td>
</tr>
<tr>
<td>$10</td>
<td>Student/Senior General Admission</td>
<td>$15</td>
</tr>
<tr>
<td>$50</td>
<td>Youth Team – minimum of 10</td>
<td>Add $5 for each over 10</td>
</tr>
</tbody>
</table>

Day passes are for all games taking place (both genders) on either December 2 or 3.

Section 19.4 TICKET SALES

Visit: NCAA.com for ticket sales and more information pertaining to the championships.
Section 20. TRAVEL PARTY

Section 20.1 BAND/SPIRIT/MASCOTS

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the pass 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 field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated 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 during timeouts, between games, and before and after the competition.

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 is 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. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The use of trampolines, stunts more than two persons high, “basket 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.

Section 20.2 BENCH CREDENTIALS/ASSIGNMENTS

BENCH CREDENTIALS

All bench personnel must wear bench credentials while entering and leaving the field. Credentials may not be shared with any other person. Each team will receive a maximum of 34 bench credentials at the administrative meeting. Please note: two credentials are designated for medical personnel.

Teams will not be allowed to request additional bench credentials.

BENCH ASSIGNMENTS

The team on the top of the bracket will wear the light (white) color jersey. In addition, the team on the top of the bracket will sit on the bench to the right of the scorer’s table when facing the field. For team assignments please refer to Section 7.1.

Section 20.3 BENCH SIZE

The bench size for men’s and women’s soccer is 34. Of the maximum of 34 credentials to be distributed for the bench area, two are designated for institutional medical personnel. The maximum number of student-athletes in uniform in the bench area is limited to the squad size of 24.
The official travel party for the championship is 26. This number includes the 24 members of the squad and two non-athletes.

For travel policies, please visit the NCAA’s travel page at http://www.ncaa.org/championships/travel/championships-travel-information.

Section 21. UNIFORMS

Section 21.1 UNIFORMS

Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to both warm-ups and competitive uniforms. Competing teams shall have both light- and dark-colored jerseys, and light- and dark-colored stockings available. The home team will wear a uniform white in color and in clear contrast with the visiting team. The games committee will determine the home teams.

Section 21.2 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.] An institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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.

Section 21.3 LAUNDRY

Laundry will be at the team’s expense and can be coordinated through Brian Spellane (spellane@roanoke.edu).

Section 21.4 PATCHES

Participating teams will receive 24 student-athlete patches for each game. Each team will receive the patches for the semifinal games at the administrative meeting. Teams advancing to the championship games will receive patches at the conclusion of the semifinal awards ceremony.

Patches are to be worn on the left chest of the uniform. If a logo is present where the patch should be, student-athletes are to wear the patch on the right chest.
Appendixes

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Appendix A. Participant Call Agenda

Call-in Number: 866-590-5055
Access Code: 2351205

November 21, 2016
Noon Eastern time

1. Welcome/introductions. (NCAA staff)
   a. Welcome and congratulations to participants.
   b. Roll call.
   c. Contact information.

2. Elite 90 award. (NCAA staff)

3. NCAA.com live webcast and CBS NCAA Fall Seasonal Show. (NCAA staff)

4. Hotels. (Carey Harveycutter/Tim Gamble)
   • Team meeting rooms.

5. Men’s games committee. (NCAA staff)

6. Men’s game times.
   a. Semifinals: Friday, December 2
      • 11 a.m. and 1:30 p.m. Eastern time
   b. Championship game: Saturday, December 3
      • 1:30 p.m. Eastern time

7. Men’s committee liaisons to the teams. (NCAA staff)

8. Men’s uniforms/bench assignments. (NCAA staff)
   a. 11 a.m. – St. Thomas (MN) vs Tufts – St. Thomas (MN) wears light
   b. 1:30 p.m. – Brandeis vs Calvin – Brandeis wears light
   c. 1:30 p.m. – Championship game – Winner of first semi-final game wears light; winner of second semi-final game wears dark
   d. Official travel party (26) / bench policy (34) / squad size (24).

9. Women’s games committee. (NCAA staff)

10. Women’s game times. (NCAA staff)
a. Semifinals: Friday, December 2
   - 5 p.m. and 7:30 p.m. Eastern time
b. Championship game: Saturday, December 3
   - 5:30 p.m. Eastern time

11. Women’s committee liaisons to the teams. (NCAA staff)

12. Women’s uniforms/bench assignments. (NCAA staff)
   a. 5 p.m. – Messiah vs Chicago – Williams/Messiah wears light
   b. 7:30 p.m. – Washington-St. Louis vs Brandeis – Washington-St. Louis wears light
   c. Championship games – Winner of first semi-final game wears light; winner of second semi-final
      game wears dark
   d. Official travel party (26) / bench policy (34) / squad size (24)

13. Final team roster form. (NCAA staff)

14. Schedule of events. (NCAA staff/Harvey cutter)
   a. Practice schedule (Kerr Stadium).
      1) 9 – 9:55 a.m. St. Thomas (MN) practice (Kerr Stadium)
      2) 10:00 – 10:55 a.m. Brandeis practice (Kerr Stadium)
      3) 11:00 – 11:55 a.m. Tufts practice (Kerr Stadium)
      4) 12 – 12:55 p.m. Calvin practice (Kerr Stadium)
      5) 1 – 1:55 p.m. Messiah practice (Kerr Stadium)
      6) 2 – 2:55 p.m. Washington St. Louis practice (Kerr Stadium)
      7) 3 – 3:55 p.m. Chicago practice (Kerr Stadium)
      8) 4 – 4:55 p.m. Brandeis practice (Kerr Stadium)
   b. Team pictures.
   c. Memento pickup.
   d. Community engagement.
      1) 1:30 – 2:30 p.m. St. Thomas (MN) Hopetree Residential
      2) 1:30 – 2:30 p.m. Brandeis Salem High School
      3) 1:45 – 2:45 p.m. Tufts Salem Animal Shelter
      4) 9:15 – 10:15 a.m. Calvin Hopetree Residential
      5) 10:15 – 11:15 a.m. Messiah South Salem Elementary
      6) 10:15 – 11:15 a.m. Washington St. Louis Carver Elementary
      7) 10:15 – 11:15 a.m. Chicago East Salem Elementary
      8) 1 – 2 p.m. Brandeis West Salem Elementary
31. NCAA PARTICIPANT MANUAL

DIVISION III MEN’S AND WOMEN’S SOCCER

c. Administrative meeting.

15. Banquet. (NCAA staff/Harveycutter)
   a. Student-athlete team seating.
   b. Reserved tables.
   c. Banquet video (SID to upload video to NCAA FTP site).
   d. Student-athlete speakers at the banquet.

16. Parking. (Harveycutter)

17. Locker rooms. (Harveycutter)

18. Credentials. (Harveycutter)
   a. Participating teams.
   b. Media credential request form. (J.J. Nekoloff)

19. Hospitality. (Harveycutter)

20. Videotaping. (Dannelly)

21. Medical. (Harveycutter)

22. Media Services. (Nekoloff)
   a. Statistics.
   b. Postgame interviews.

23. Evaluations. (NCAA staff)

24. Other business.

25. Adjournment.
Appendix B. Administrative Meeting Agenda

1. Introductions and welcome.
2. Games committee.
3. Review schedule of events and practice schedule.
4. Review parking, locker room and ticketing policies.
5. Pregame warm-ups.
   a. Define when and where the warm-up will occur.
   b. Review time schedule.
6. Review pregame schedule.
7. Pregame ceremonies.
8. Determine halftime arrangements.
   a. Length can be 10 or 15 minutes upon agreement between the coaches.
   b. If no agreement can be reached, halftime length will be 15 minutes.
   c. Determine if teams will go to the locker rooms or another location.
    a. Remind coaches that, according to NCAA interview policies, they must make themselves and their team members available to the media 10 minutes after the game.
    b. Secure bench area during awards ceremony, if applicable.
    c. Review awards script.
    d. Explanation of awards ceremony format and responsibilities.
      • Awards list explanation. (See Appendix H)
    e. Locker room championship apparel program.
11. Red card procedures. Review protocol if a red card is presented.
12. Security personnel should do the following:
a. Provide protection for equipment and warm-ups before and after the game, and at halftime.

b. Prevention of alcohol use on the field and in the stands shall be assured.

c. Enforce ban on artificial noisemakers within the facility.

d. Available to escort disqualified person(s) to the locker room.

13. Rosters. Exchange four signed team roster forms, including correct jersey numbers. Roster must indicate a maximum of 34 bench personnel and must be indicated in accordance with the following provisions (Refer to “Squad Size” and “Team Benches”):

   a. List the maximum of 24 eligible student-athletes that will be in uniform.

   b. List the head coach, assistant coach(es), team trainer(s), manager(s) and others.

   c. Two of the 34 available spots must be reserved for team medical personnel.

   d. Extra players not in uniform should not be permitted on the bench unless they are counted in the team bench limit.

14. Uniforms. Confirm team uniform colors and designate home team.

   a. Review team uniform colors (home team designee in white).

   b. Check jersey numbers of all players.

   c. Be sure team uniform colors contrast with each other and with referee uniforms. Also, be sure multicolored uniforms do not conflict with referees’ uniforms.

   d. Review adherence to the NCAA team uniform policy.

15. Balls.

   a. The Wilson Forte Fybrida II NCAA championship ball will be used during the championships.

   b. Each team will receive one game ball following competition.


17. Scorers and timers.

   a. The host institution is required to provide an official scorekeeper for all games.

   b. One scorer from each team is to be at the timer’s table during the game.

   c. Rosters are to be obtained by the scorers in the locker room before the game, but not later than 30 minutes before the start of competition.
d. Scorers are to keep a record of the number of players who participate in the game (24 maximum from each team).

e. A back-up time piece will be available.

f. Official NCAA box score forms and roster forms will be used.

g. A horn shall be used to designate substitutions.

18. Injuries.

a. Only the athletic trainer(s) and/or coach of an injured player may enter the field when summoned by the referee. There shall be no coaching by the coach while he or she is on the field.

b. An injured player shall be removed from the field safely but as quickly as possible (see NCAA Men’s and Women’s Soccer Rule 3.5.3.2).

c. Review medical procedures.


a. Roster are to be given to the press box personnel and the announcer as early as possible, but not later than 30 minutes before the game.

b. Identify videotaping and photographer areas.

c. Identify are designated for post-event interviews.

20. Review NCAA logo policy (refer to Section 21.2 Logo Policy).


22. Evaluations.

23. Adjournment.
To help plan for your arrival in Salem, please complete this form and submit via email to Carey Harveycutter (charveycutter@salemva.gov) no later than Wednesday, November 23 at 5 p.m. eastern time.

**INSTITUTION**

**TEAM CONTACT**

**CELL PHONE NUMBER**

**TEAM ARRIVE DATE** _____  **TEAM ARRIVAL TIME** ________

**LOCAL BUS COMPANY UTILIZED**

**TEAM ITINERARY**

---
Appendix D. Team Rooming List

Please complete this form and email by Wednesday, November 23 at 5 p.m. eastern time to Tim Gamble, tim.gamble@sheratonroanoke.com.

INSTITUTION

CONTACT’S NUMBER

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<th>ROOM #</th>
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Appendix E. Banquet Participation List

Please complete this form and email or fax it to Karen Mulkearn, kmulkearn@salemva.gov by Monday, November 28 at Noon Eastern time. Institutions will receive 26 complimentary tickets for their team for the official travel party. Each team may purchase a maximum of nine additional banquet tickets, which may be purchased in advance for $35. Tickets will not be sold on-site at the banquet. For additional tickets, please fill out the credit card information below. Tickets will be delivered to the head coach along with the team credentials.

INSTITUTION_____________________________________________________

HEAD COACH____________________________________________________

COMP TICKET NUMBER (26 MAX)_____________________________________

ADDITIONAL TICKETS NEEDED ($35 EACH/9 MAX)_______________________

SUBTOTAL____________________

CARD TYPE  MC○ VISA ○ DISC ○ AMEX ○

NAME ON CARD___________________________________________________

CARD NUMBER___________________________________________________

EXP. DATE_______________________________________________________
Team __________________________________________
Opponent _______________________________________
Division ________________________________________
Date ___________________________________________
Field ___________________________________________

Note: In accordance with Rule 3.2.1 from the NCAA Men’s and Women’s Soccer Rules and Interpretation Book, a completed roster form, including the names and numbers of all players, coaches and other bench personnel, must be submitted to the referee, official scorekeeper and opposing coach not later than 30 minutes before game time. The game roster submitted to the official scorekeeper and the opposing coach must include each player’s total number of cautions, ejections and suspensions in the columns beside the players’ names; however, the copy submitted to the referee should not include each player’s total number of cautions and ejections. Suspended players and coaches are not permitted in the coaching and team area.

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<tr>
<th>Jersey No.</th>
<th>Ineligible for this contest</th>
<th>PLAYER</th>
<th>Total Cautions</th>
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Athletic Administrator
For Soccer  Name____________________________  Phone___________________  Email _______________________________________

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Signed ___________________________________________________________________
Coach

NCAA 4244
## Band List

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## Spirit Squad

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Mascot:   
institution: ________________________________________________________________

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Note: For the women’s national championship watches, the names below will be announced, but will receive the watch following the championship; however, individuals will receive mini trophy during awards ceremony.

25. ____________________________________________________________

26. ____________________________________________________________