March 17 & 18, 2017

Hosted by Adrian College
Arrington Ice Arena
Adrian, Michigan
Introduction

Congratulations on advancing to the 2017 NCAA Division III Women’s Ice Hockey Championship! This championship event will be held Friday and Saturday, March 17 and 18, 2017, at Arrington Ice Arena in Adrian, Michigan. Adrian College will be the host for this event.

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of this championship event. This manual will also provide a schedule of events and specific information regarding hotel arrangements, travel, meetings and tickets.

We look forward to an excellent championship and wish your team the best of luck.

NCAA Division III Women’s Ice Hockey Champions

2016 Plattsburgh State
2015 Plattsburgh State
2014 Plattsburgh State
2013 Elmira
2012 Rochester Institute of Technology
2011 Norwich
2010 Amherst
2009 Amherst
2008 Plattsburgh State
2007 Plattsburgh State
2006 Middlebury
2005 Middlebury
2004 Middlebury
2003 Elmira
2002 Elmira
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<tr>
<th>EAST</th>
<th>EAST</th>
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</thead>
<tbody>
<tr>
<td><strong>Katie Boldvich</strong> (9/1/2019)</td>
<td><strong>Crystal Lanning</strong></td>
</tr>
<tr>
<td>Commissioner</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Colonial Hockey Conference/New England Hockey Conference</td>
<td>University of Wisconsin-River Falls</td>
</tr>
<tr>
<td>59 Flaggler Drive</td>
<td>410 S. 3rd Street</td>
</tr>
<tr>
<td>Marshfield, Massachusetts 02050</td>
<td>River Falls, Wisconsin 54022</td>
</tr>
<tr>
<td>Email: <a href="mailto:katieboldvich@gmail.com">katieboldvich@gmail.com</a></td>
<td>Email: <a href="mailto:crystal.lanning@uwrf.edu">crystal.lanning@uwrf.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEST</th>
<th>EAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jackie Slaats</strong> (9/1/2017)</td>
<td><strong>Bill Mandigo</strong></td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Head Women’s Ice Hockey Coach</td>
</tr>
<tr>
<td>Lake Forest College</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>555 North Sheridan Road</td>
<td>Kenyon Arena</td>
</tr>
<tr>
<td>Lake Forest, Illinois 60045</td>
<td>Middlebury, Vermont 05753</td>
</tr>
<tr>
<td>Office: 847-735-5290</td>
<td>Office: 802-443-5398</td>
</tr>
<tr>
<td>Email: <a href="mailto:slaats@lakeforest.edu">slaats@lakeforest.edu</a></td>
<td>Email: <a href="mailto:wmandigo@middlebury.edu">wmandigo@middlebury.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEST</th>
<th>NCAA STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Michelle Morgan</strong> (9/1/2020)</td>
<td><strong>Jan Gentry</strong></td>
</tr>
<tr>
<td>Associate Director of Athletics/SWA</td>
<td>Associate Director of Championships</td>
</tr>
<tr>
<td>University of St. Thomas (Minnesota)</td>
<td>Office: 317-917-6626</td>
</tr>
<tr>
<td>2115 Summit Avenue</td>
<td>Email: <a href="mailto:jgentry@ncaa.org">jgentry@ncaa.org</a></td>
</tr>
<tr>
<td>St. Paul, Minnesota 55105</td>
<td><strong>Donisha Carter</strong></td>
</tr>
<tr>
<td>Office: 651-962-6186</td>
<td>Assistant Coordinator of Championships</td>
</tr>
<tr>
<td>Email: <a href="mailto:morg7978@stthomas.edu">morg7978@stthomas.edu</a></td>
<td>Office: 317-917-6652</td>
</tr>
<tr>
<td>Email: <a href="mailto:dncarter@ncaa.org">dncarter@ncaa.org</a></td>
<td></td>
</tr>
</tbody>
</table>
## Host Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tournament Director</td>
<td>Michael Duffy</td>
<td>OFFICE: 517-264-3997</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-260-1581</td>
</tr>
<tr>
<td>NCAA Division III Women’s Ice Hockey Committee Chair</td>
<td>Katie Boldvich</td>
<td>OFFICE: 609-576-9869</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 609-576-9869</td>
</tr>
<tr>
<td>NCAA Championship Manager</td>
<td>Jan Gentry</td>
<td>OFFICE: 317-917-6626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 317-966-6490</td>
</tr>
<tr>
<td>Local Media Coordinator</td>
<td>Patrick Stewart</td>
<td>OFFICE: 517-264-3280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-442-7409</td>
</tr>
<tr>
<td>On-Site Athletic Trainer</td>
<td>Jamie Fetter</td>
<td>OFFICE: 517-264-3969</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-260-0287</td>
</tr>
<tr>
<td>Ticket Manager</td>
<td>Betsy Merillat</td>
<td>OFFICE: 517-265-5161 x5011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-442-9024</td>
</tr>
<tr>
<td>Promotions/Marketing</td>
<td>Hollie Smith</td>
<td>OFFICE: 517-264-3175</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-960-6494</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Jeremy Symington</td>
<td>OFFICE: 517-265-5161 x5017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-759-2174</td>
</tr>
<tr>
<td>Transportation</td>
<td>Kim Brown</td>
<td>OFFICE: 517-265-5161 x4213</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-403-1973</td>
</tr>
<tr>
<td>Security</td>
<td>Wade Beitelchies</td>
<td>OFFICE: 517-265-5161 x4333</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-499-4076</td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>Cindy Beaubien</td>
<td>OFFICE: 517-264-3877</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-605-0738</td>
</tr>
<tr>
<td>Hospitality Coordinator</td>
<td>Lesley Carson</td>
<td>OFFICE: 517-264-3197</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-260-1681</td>
</tr>
<tr>
<td>Press Box</td>
<td>Patrick Stewart</td>
<td>OFFICE: 517-264-3280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CELL: 517-442-7409</td>
</tr>
</tbody>
</table>
# Schedule of Events

## 2017 NCAA DIVISION III WOMEN'S ICE HOCKEY CHAMPIONSHIP

**All times are Eastern**

### MONDAY, MARCH 13

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m.</td>
<td>Conference call with four advancing teams, NCAA committee/staff and the championship host.</td>
<td>Call-in number: 866-590-5055 Access code: 8332198</td>
</tr>
</tbody>
</table>

### WEDNESDAY, MARCH 15

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL DAY</td>
<td>Teams and NCAA Committee/Staff Arrive</td>
<td>Carolton Lodge</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>Games Committee Meeting/Facility Walk-Through</td>
<td>Arrington Ice3e Arena</td>
</tr>
</tbody>
</table>

### THURSDAY MARCH 16

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL DAY</td>
<td>Teams Arrive</td>
<td>Assigned Hotels</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Athletic Training Room Opens</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>10-11:30 a.m.</td>
<td>Practice – Game 1 Visitor <em>(Norwich)</em> (closed)</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>11:45 a.m.-1:15 p.m.</td>
<td>Practice – Game 1 Home <em>(Plattsburgh State)</em> (closed)</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>1:30-3 p.m.</td>
<td>Practice – Game 2 Visitor <em>(Gustavus Adolphus)</em> (closed)</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>3:15-4:45 p.m.</td>
<td>Practice – Game 2 Home <em>(Adrian)</em> (closed)</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>Administrative Meeting</td>
<td>Bulldog Room – Merillat Center</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Student-Athlete Social (Team Photos)</td>
<td>Adrian/Tobias Room</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Student-Athlete Banquet</td>
<td>Adrian/Tobias Room</td>
</tr>
</tbody>
</table>
### FRIDAY, MARCH 17

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30 a.m.</td>
<td>Officials</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>8:45-9:45 a.m.</td>
<td>Practice – Game 1 Visitor <em>(Norwich)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>9:55-10:55 a.m.</td>
<td>Practice – Game 1 Home <em>(Plattsburgh State)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>11:05 a.m.-12:05 p.m.</td>
<td>Practice – Game 2 Visitor <em>(Gustavus Adolphus)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>12:15-1:15 p.m.</td>
<td>Practice – Game 2 Home <em>(Adrian)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Facility cleared for game preparation</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Officials Meeting</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Semifinal Game 1: <em>(Plattsburgh State vs. Norwich)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td></td>
<td>Immediately following Post-game Interviews</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Semifinal Game 2: <em>(Adrian vs. Gustavus Adolphus)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td></td>
<td>Immediately following Post-game Interviews</td>
<td>Arrington Ice Arena</td>
</tr>
</tbody>
</table>

### SATURDAY, MARCH 18

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30 a.m.</td>
<td>Officials</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>8:45-9:45 a.m.</td>
<td>Practice – Game 1 Visitor <em>(TBD)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>9:55-10:55 a.m.</td>
<td>Practice – Game 1 Home <em>(TBD)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>11:05 a.m.-12:05 p.m.</td>
<td>Practice – Game 2 Visitor <em>(TBD)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>12:15-1:15 p.m.</td>
<td>Practice – Game 2 Home <em>(TBD)</em> <em>(open)</em></td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Facility cleared for game preparation</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Third-Place Game</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td></td>
<td>Immediately following Awards Ceremony</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td></td>
<td>Immediately following Post-game Interviews</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Championship Game</td>
<td>Arrington Ice Arena</td>
</tr>
<tr>
<td></td>
<td>Immediately following Awards Ceremony</td>
<td>Arrington Ice Arena</td>
</tr>
</tbody>
</table>
Championship Format

Format
NCAA Division III institutions that sponsor intercollegiate women’s ice hockey are eligible for the Division III championship.

The championship playoff format includes four first-round games that are hosted by participating institutions. The four teams that win the first-round games advance to the finals site in Adrian, Michigan. The semifinal games will be conducted March 17, and the third-place and championship games will be conducted March 18.

Determination of Home/Away Teams
The higher-seeded team shall wear light-colored jerseys and the lower-seeded team shall wear dark-colored jerseys.

Overtime
For the Division III championship game, a tie shall be broken by 20-minute, sudden-victory overtime periods per the NCAA 2016-17 and 2017-18 Men's and Women's Ice Hockey Rules and Interpretations. Both teams shall proceed to their locker rooms and the ice shall be resurfaced upon completion of regulation play. Teams shall change ends at the end of each period. Any overtime period shall be considered part of the game and all unexpired penalties shall remain in force. In each overtime, at the first stoppage of play under the 10-minute mark, an ice maintenance timeout of one minute in duration will be administered. Teams may return to their benches at this time.

If the third-place game ends in a tie, a two-minute intermission will be taken, teams shall change ends, and one five-minute sudden-victory overtime period will be played. The ice will not be resurfaced. If the teams remain tied at the completion of the overtime period, the two teams will decide third- and fourth-place finishes by a shoot-out, according to NCAA rules.

Rules
[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

NCAA Men’s and Women’s Ice Hockey Rules shall be followed. Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.
Championship Operations

Banquet
The student-athlete banquet will be held Thursday, March 16, at The Adrian/Tobias Room. A student-athlete social will be held in the banquet room at 6:30 p.m., and team pictures will be taken beginning at 6:30 p.m. The banquet will begin at 7 p.m. The members of each team’s official travel party (maximum of 25) will be admitted to the banquet via a pass list. Any additional individuals associated with the team (e.g., student-athletes, administrators, parents, etc.) must purchase a banquet ticket for $35. Each team will be allocated a maximum of ten tickets for purchase beyond the official travel party. The deadline to submit banquet ticket order forms (Appendix B) is 5 p.m. Eastern time Tuesday, March 14.

Administrative Meeting
[Reference: Misconduct in the Division III General Section and Bylaw 31.1.8 in the NCAA Division III Manual.]

An administrative meeting will be held prior to the start of competition. The meeting will be held at 6 p.m. Thursday in the Bulldog Room – Merillat Center. The women’s ice hockey committee chair, tournament director and NCAA championship manager will conduct the meeting. It is mandatory that the head coach of each participating institution attend the meeting, and it is strongly encouraged that the athletics director or senior woman administrator (or a designated administrator other than a member of the women’s ice hockey coaching staff) for each participating team attend the meeting. Sports information directors and athletic trainers also are encouraged to attend the meeting.

Championship policies and procedures, rules, eligibility issues, and information regarding the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship(s) for reasons of misconduct, will be reviewed during the meeting.

Administrators are asked to bring the following documents to the meeting:

1. Awards recipient form
2. Credential list.
3. List of band members (if applicable)

For all games, an officials meeting with on-ice and off-ice officials will be held 90 minutes prior to opening face-off. A captains meeting with the officials will be held 24 minutes prior to opening face-off.

Introductions
During introductions, players shall take off their helmets. It is recommended that nonstarters leave their helmets on the bench and starters leave their helmets on the goal cage.
The introduction procedure shall be as follows: (1) upon returning to the ice, both teams must proceed directly to and remain on their designated half of the ice. The home team shall enter the ice surface first, followed by the visiting team; (2) the visiting team starters will be introduced first, then the home team starters; (3) after being introduced, each starter shall skate to the blue line; (4) after the introduction of each respective team’s starting lineup, the remaining players shall skate to the blue line; (5) the U.S. national anthem only shall be sung/played; and (6) after the anthem, the teams may have a short huddle at their respective goals before the face-off.

**Merchandise**

Teams selected to participate in NCAA championships will have the opportunity to preorder event merchandise online for first rounds and the finals through the official NCAA souvenir merchandiser, Event 1, Inc. After selection, teams will receive instructions for placing first-round orders. Teams that advance to the finals site will receive additional instructions for placing orders for merchandise for the finals. All orders will be shipped directly to the institution the week after the respective round of competition. Questions regarding the online T-shirt ordering process should be directed to Julie Gale at Event 1 at 888-745-3058.

**Officials**

A 2-2 officiating system will be used for all NCAA Division III women’s ice hockey postseason competition. The national ice hockey officials’ coordinator, subject to the approval of the women’s ice hockey committee, will assign four referees and four linesmen for the championship.

**Practice**

Teams shall be allowed 90 minutes of practice ice before 9 p.m. local time the day prior to competition and one hour of practice ice the day of competition. On game days, practice in the arena may be for no more than one hour. Practice times will be assigned as follows: Game 1 visitor, Game 1 home team, Game 2 visitor and Game 2 home team. The women’s ice hockey committee is authorized to re-schedule or reassign practice times and/or order of practices.

Practices on Thursday will be closed, and practices on Friday and Saturday will be open. For closed practices, the expectation is that all reasonable accommodations be made to ensure that practices remain closed to all individuals, including host institution personnel.

The NCAA will provide pucks for all practice and competition sessions.

**Security/Evacuation Plan**

Event staff will be placed throughout the venue for crowd control. Staff will also be located at all access points to only allow access to team areas to individuals with the proper credentials. Adrian College police also will be available throughout the event. Event staff and Adrian College police will be available to assist in the event of an evacuation.
Arrington Ice Arena (147 S. Charles St.) Sports: Hockey and Synchronized Skating

Personnel:
- Games: Certified Athletic Trainer, Athletic Training Student, and Coaching Staff
- Practice: Certified Athletic Trainer, Athletic Training Student, and Coaching Staff

Equipment:
- Emergency Kit (BVM, Suction, NPA, OPA, Vacuum/Sam Splints)- Located behind the home bench or in the Arrington Ice Arena athletic training room
- AED- Located on the wall outside the Arrington Ice Arena athletic training room
- Spine Board/Cervical Collar- Located in the Arrington Ice Arena athletic training room

Instructions:
1. Dial 911 with a cell phone or the phone located in the Athletic Training Room
   I. If using the Athletic Training Room phone first dial ext. 79 then 911
2. State the following to EMS: “Please report to Adrian College Arrington Ice Arena and meet the designated personnel at the front entrance as we have an injured-athlete in need of emergency medical treatment.”
3. Provide EMS with the following information:
   I. Your name, the address (147 S. Charles St.), your cell phone number or the athletic training room phone number (517) 265-5161 ext. 5993
   II. Number of victims and their condition
   III. State the first aid treatment initiated (if possible)
   IV. Specific directions to scene
      • “The ambulance will access Arrington Ice Arena by the front entrance. The ice arena is located through the parking lot perpendicular to South Charles Street.”
   V. Any other information dispatcher requests
4. The remaining Sports Medicine Staff will provide appropriate emergency care until EMS arrives and assist with emergency care as needed.

Note:
- The Certified Athletic Trainer will assign a student-athlete trainer, coach, or campus safety officer to meet EMS at the front entrance of the Arrington Ice Arena.
- Upon transport, an athletic training student, coach, or campus safety officer will accompany the athlete to the hospital with a copy of the athlete’s medical history and insurance information.
- Once the athlete has been attended to, the Certified Athletic Trainer will inform other members of the Sports Medicine Staff, campus safety, parents, coaches and administration of the situation.

Emergency Telephone Numbers:
Bixby Hospital ER: (517) 265-0230
Campus Safety: (517) 265-5161 ext. 4333
Videotaping
[Reference: Bylaw 31.6.4.3 in the NCAA Division III Manual.]

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 from the designated videotaping area and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

The host institution is required to videotape each game and provide each team and the supervisor of officials a copy of the DVD of its game within three hours of the conclusion of the game. The game shall be recorded in its entirety from warm up through the conclusion of the game. The host institution will determine appropriate placement for videographers and photographers.

Video Exchange Policy. Each team participating in a semifinal game shall send a quality video of its first-round game to its opponent by 5 p.m. local time Tuesday prior to the finals. Priority overnight shipping may be necessary to ensure that the video is received by the deadline. Each team also shall email the head coach of the opposing team the tracking number for the shipment. Failure to comply with this policy may result in a misconduct charge and penalties per Bylaw 31.1.8.

All videos shall adhere to the following guidelines:
1. Include the complete game, filmed from an elevated, mid-ice location;
2. Recorded on a new, unused DVD;
3. Viewable in DVD;
4. Of sufficient visual quality; and
5. Of sufficient natural sound quality (i.e., no play-by-play).

Note: Teams may also exchange video in an alternate format (e.g., flash drive, digital format) mutually agreed upon by the two opposing coaches.
Banners and Artificial Noisemakers
Signs supporting the participating teams and student-athletes may be displayed. However, these signs may not be attached to any part of the facility or interfere with the sight line of other spectators, and the games committee reserves the right to remove any signs that are determined to be in poor taste. No advertising or promotional signs may be displayed. Host institution event staff shall remove any artificial noisemakers.

Locker Rooms
A secure locker room will be provided to each team upon their arrival at the Arrington Ice Arena. All teams will be able to leave equipment at the venue for the duration of the event.

Hospitality
Beverages and snacks will be available in each team locker room. There also will be a VIP/worker hospitality room in Locker Room 1.

Map/Directions to Competition Facility
The Arrington Ice Arena is located at 147 Charles St., Adrian, Michigan 49221.
**Parking**
Team buses will be allowed to pick up and drop off teams in front of the Arrington Ice Arena. No additional parking passes will be provided.

**Skate Sharpening**
Skate sharpening will be available at the request of teams.

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**Drug Testing**

The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

**Student-Athlete Notification.**
Immediately after the established postgame 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. An institutional representative must be present in the drug testing venue.

**Media Obligations.**
Each team is provided a 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. If a selected student-athlete is scheduled to participate in any postgame news conference, she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of her media obligations have been fulfilled.

**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.

**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.

**Prolonged Test.**
If the student-athlete’s team must depart the venue 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.

**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, 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.

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**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 is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright at elite90@ncaa.org or 317-917-6222. All documents, including eligibility, deadlines and nomination forms, can be obtained at the following location – Elite 90 forms.

The submission deadline for nomination for Division III Women’s Ice Hockey is Tuesday, March 14 at 5 p.m. Eastern time.

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**Equipment**

The NCAA will provide STX pucks for practice and competition at the finals site. Each member of the official travel party of each participating team will receive a game puck with the championship logo.

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**Expense Reimbursement**

**Per Diem**
Per diem will be paid for the official travel party (25). The per diem rate and allowable days are outlined in the NCAA championship travel policies.

**Reimbursement**
Team expense reports should be filed online through the NCAA Travel Expense System (TES). The login information for the system is the same as that used for the Short’s Travel portal. The system can be accessed at https://web1.ncaa.org/TES/exec/login?js=true.

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

Administrative Meeting Agenda — This agenda was sent to each head coach.

Awards Recipient Form — This form was sent to each head coach.

Banquet Ticket Form — Appendix B.

Credential List — This form was sent to each head coach.

Officials Evaluation Form
The women’s ice hockey committee member assigned as the liaison to your team will provide an officials evaluation form to the respective head coach before each game. The coach should return the completed form to the committee member as soon as possible after the game.

Site Evaluation Form
The national office staff will email each head coach a link to an online evaluation form following the championship. Please forward the link to your student-athletes and the athletics administrator who attended the championship. Your input is a valuable resource to continue to improve the championship.

Team Rooming List — Appendix A.

Lodging

Championship Headquarters Hotels
Visiting team are required to stay at the designated championship hotels. 17 rooms have been reserved for each team. The institution is responsible for contacting the individual listed below and providing a Team Rooming List (Appendix A) by Tuesday, March 14, at 5 p.m. Eastern time.

Headquarters Hotel
Teams: Gustavus Adolphus and Plattsburgh State
Hotel Contact: Jamie Beach
Phone Number: 517-265-5700
Email Address: gm@hiadrian.com

Hotel Address: 1077 W US 223, Adrian, Michigan 49221

Room Rate: $95.99

Team: Norwich

Hotel Contact: Jennifer Six

Phone Number: 517-265-8888

Email Address: gm@s8adrian.edu

Hotel Address: 1091 West US Hwy 223, Adrian, Michigan 49221

Room Rate: $71

Additional Hotels for Fans
Carleton Lodge – 517-263-7000
Holiday Inn – 517-265-8888
Country Inn & Suites, Dundee, Michigan 60118 – 734-529-8822
Holiday Inn, Dundee, Michigan 60118 – 734-529-5100

Media Services

Interview Area
All post-game interviews will be conducted in the media room, which will be located in Locker Room 3. Any questions regarding interviews or the media room should be directed to Patrick Stewart, Adrian College Sports Information Director, at 517-264-3280 or pstewart@adrian.edu.

Interview Policies
All coaches and student-athletes shall be available for interviews.

Following each game, press conferences will be held to provide the media with tournament information required for thorough coverage and to limit the time demands placed upon the coaches and student-athletes.

Coaches’ Obligation. Regardless of any regular-season radio or television contract(s), coaches are obligated to the entire covering media during the championship and must report to the interview room immediately after the cooling-off period. Coaches cannot delay a post-game interview with the covering media to conduct an interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a
coach permit one media agency to enter the locker room before the cooling-off period has ended, the locker room shall be opened to all other media representatives desiring access to the area.

**Cooling-Off Period.** Immediately following the postgame awards presentation, teams will return to their assigned locker room and a 10-minute cooling-off period will begin. Team members shall be required to remain in the locker room for the entire 10-minute period.

**Order of Appearance.** Following each game, the winning coach and student-athletes shall be scheduled in the interview room at the conclusion of the 10-minute cooling-off period, following by the non-winning coach. Following the championship game, the non-winning coach and student-athletes shall be scheduled in the interview room at the conclusion of the 10-minute cooling-off period, followed by the winning coach and student-athletes.

**Sports Information and Media**
Sports information and media credentials will be handled by Sports Information Director Patrick Stewart, who will send a credential request to the participating teams’ SID’s prior to the semifinal games. The teams’ SID’s are responsible for collecting this information from their local media members and returning it to pstewart@adrian.edu by Wednesday, March 15 at 5 p.m. Eastern time.

**Webcast**
All games for the championship will be webcasted on ncaa.com.

**Website**
Game scores and additional championship information will be available online at ncaa.com and on the Adrian College athletics website at www.adrianbulldogs.com.

**Medical**

**Athletic Training**
Athletic trainers will be on site a minimum of two hours prior to games and for all practices. The athletic training room is located in the Arrington Ice Arena. The athletic training room is fully equipped. If you have any special needs, please contact Leslie Shulman at 847-513-3696.

**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 championship concussion management plan of the host institution 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. 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 Guideline on 
Hospitals and Emergency Services

NCAA CHAMPIONSHIPS CRITICAL INCIDENT RESPONSE TEAM
CONTACT INFORMATION

CHAMPIONSHIP(S): NCAA HOCKEY  DIVISION: III
HOST INSTITUTION/CONFERENCE: ADRIAN COLLEGE
FACILITY NAME: ARRINGTON ICE ARENA
ADDRESS: 273 SOUTH CHARLES STREET
ADRIAN COLLEGE

CITY: ADRIAN  STATE: MI  ZIP: 49221

CRITICAL INCIDENT RESPONSE TEAM

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<th>HOME</th>
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<tr>
<td>NCAA HOCKEY</td>
<td>NCAA Championship Manager</td>
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<td>NCAA Site Representative (if applicable)</td>
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<td></td>
<td></td>
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<tr>
<td>MICHAEL DUFFY</td>
<td>Tournament Director</td>
<td>517-260-1581</td>
<td>N/A</td>
</tr>
<tr>
<td>WADE BEITELSVIES</td>
<td>Championship Event Head of Security</td>
<td>517-499-4076</td>
<td>N/A</td>
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<tr>
<td>NCAA Media Coordinator (if applicable)</td>
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<td></td>
<td></td>
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<tr>
<td>PATRICK STEWART</td>
<td>Sports Information Director (SID)</td>
<td>517-442-7409</td>
<td>N/A</td>
</tr>
<tr>
<td>JAMIE FETTER</td>
<td>Athletic Trainer</td>
<td>517-260-0287</td>
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</tr>
<tr>
<td>DR. ARON GORNOWICZ</td>
<td>Tournament Physician</td>
<td>989-233-4862</td>
<td>N/A</td>
</tr>
<tr>
<td>JEREMY SYMINGTON</td>
<td>Facility Manager</td>
<td>517-759-2174</td>
<td>N/A</td>
</tr>
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LOCAL EMERGENCY NUMBERS

| Local Police Department | 911 Business 517-264-4808 |
| Local Fire Department  | 911 Business 517-264-4856 |
| Local EMS              | 911 Business 517-264-4856 |
| State Police           | Sheriff Dept 517-263-0524 |
| State Health Official  | N/A  NAME  CELL  EMAIL |
| County Health Official | EMILEE LaVOY 517-264-5217 elavoy@hline.org |
| Poison Control Center  | 800/222-1222 |

LOCAL HOSPITALS

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<tr>
<td>BIXBY MEDICAL CENTER</td>
<td>818 RIVERSIDE AVE, ADRIAN</td>
<td>517-265-0900</td>
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Medical Exams
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 institution, 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.

***Official Travel Party***

**Credentials**
 Credentials will be distributed to participating teams upon each team’s arrival at the administrative meeting. The following persons will be admitted to the facility free of charge: individuals listed on each institution’s credential list (maximum of 25); 25 band members; eight cheerleaders; and one mascot.

Each participating institution also may request up to six additional credentials for team personnel. Two of the six additional credentials must be used for medical personnel (e.g., athletic trainer). The team personnel credential will allow free access to the championship venue and access to the locker room, interview area and hospitality areas. The band members, cheerleaders and mascot will be admitted via a gate list. Individuals not included as one of the 25 participants on the credential list, in the six team personnel or on the gate list must purchase a ticket for admission to the venue. Each institution will receive one media credential for its sports information director. This individual does not count in the 25 participants listed on the credential list.

Each coach or institutional administrator should email or fax the institution’s credential list form to the tournament director Michael Duffy, Adrian College Athletic Director, at mduffy@adrian.edu and the NCAA championship manager at jgentry@ncaa.org by noon the day prior to competition, and submit an awards recipient list and gate list for band members (if applicable) at the administrative meeting.

**Cheerleaders**
 All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see http://cheerrules.com/aacca-college/). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform.
Tournament directors must inform participating institutions if the host facility has more stringent requirements and ensure compliance. 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, “basketball tosses” and cheerleader flips are not permitted. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team’s timeout or between sets. It cannot be used to taunt competitors or block spectators’ view.

**Players’ Bench**

**Permissible Number.** Participating teams are limited to 18 skaters plus not more than three, nor fewer than two, goalkeepers. Replacements are permitted up to the starting time of the game, but after the game begins, no replacements shall be permitted for any reason. Only players in uniform and eight additional team personnel (maximum of 29 total) shall be permitted to occupy the bench area.

The number of student-athletes in competitive uniform shall not exceed the prescribed number (maximum of 21) at the start of the contest. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule.

Rule 5.2 of the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations will be enforced.

Note: There is no limit on the number of student-athletes permitted to participate in team practices. Per the NCAA playing rules, a maximum of 19 skaters plus not more than three, nor fewer than two, goalkeepers may participate in the pre-game warm-up.

### 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 in the field. 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 imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

**Misconduct**

Misconduct means any act of dishonesty, unsportsmanlike conduct in practice or competition, or breach of law that discredits the championship.

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.
The committee or games committee is authorized to (1) reprimand publicly or privately; (2) disqualify from future participation; and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is determined to have committed an act of misconduct at any time during the championship.

**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.

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, athletic 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.
**Team Travel**

**Transportation**
Each participating institution shall be responsible for making its own travel reservations in accordance with NCAA championship travel policies.

The NCAA’s official travel agency for the championship is Short’s Travel Management (866-655-9215). Institutions can enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

**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.

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.

**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. The username and password is the same as that used for the Short’s Travel portal.

**Per Diem:** Per diem will be paid for the official travel party. The per diem rate and allowable days are outlined in the NCAA travel policies.

**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 can be accessed at:

https://web1.ncaa.org/TES/exec/login?js=true

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.
Travel Exceptions: Be advised that if extraordinary circumstances warrant an exception to the travel policies, you must contact the NCAA travel staff for approval PRIOR TO making any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317-917-6757 or travel@ncaa.org.

Tickets

Prices

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<td>Adults – Reserved</td>
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<tr>
<td>Adult Standing Room</td>
<td>$5</td>
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<tr>
<td>College students with ID and seniors</td>
<td>$5 Each session with ID</td>
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<tr>
<td>Children 12 and under</td>
<td>$5 Each session</td>
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<tr>
<td>Children under 2</td>
<td>Free with paying adult</td>
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Ticket Office Information

Tickets will go on sale 60 minutes before each game on Friday, March 17 and Saturday, March 18 at the Arrington Ice Arena. Any questions regarding tickets should be directed to Betsy Merillat at 517-265-5161 x5011 or bmerillat@adrian.edu.

Trophies and Awards

All-Tournament Team

A selection committee will select an all-tournament team of six players (five skaters and one goalkeeper). One Most Outstanding Player will be selected from the six team members. The NCAA will send plaques to the all-tournament team members following the championship.

Awards

All teams at the championship will receive 25 mini-trophies. The national champions also will receive 23 watches, and two additional watches will be shipped to the institution after the championship.

Following the championship, institutions may order additional awards based on the level to which the team advanced (i.e., the national champion may order additional watches; all teams participating at the finals site may order additional mini-trophies). The website to order additional awards is http://www.mtmrecognition.com/ncaa/.

Student-Athlete Participation Award

The members of the official travel party (25) for each team participating at the finals site will receive a participation gift (a jacket). Samples of jackets in multiple styles and colors in men’s
and women’s sizes will be available at the championship for the student-athletes and team personnel to try on. Each team must come to a consensus on the jacket style and color ordered for the team. Team members may select men’s or women’s sizes. Following the championship, each head coach will be sent a form to list the apparel sizes needed for the members of the official travel party. Participating institutions may purchase additional participation gifts for individuals beyond the 25 members of the official travel party. The jackets will be shipped to the campus of each participating institution following the championship.

**Uniforms**

The higher-seeded team will be the home team and wear a light-colored jersey. The lower-seeded team will be the visiting team and wear a dark-colored jersey.

**Logo Policy**

Per NCAA Bylaw 12.5.3, 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 in area, including any additional material (e.g., patch) surrounding the normal trademark or logo.

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 2¼ 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 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.
Host City Information

Restaurants
Frickers - 720 S Main St - 517-266-7991
ZZ’s Sports Bar - 520 College Ave - 517-263-5550
Domino’s Pizza - 1113 W Beecher St - 517-263-0678
Big Boy - 126 N Broad St - 517-266-6600
Culver’s - 1360 N Main St - 517-265-5090
Kentucky Fried Chicken - 930 S Main St - 517-263-5851
Jimmy John’s - 1502 W Maumee St - 517-263-6400
Burger King - 1400 S Main St - 517-265-8116
Little Caesar’s Pizza - 442 W Maumee St - 517-265-4460
McDonald’s - 1357 S Main St - 517-265-2370
Applebee’s - 1396 S Main St - 517-263-3344
Jet’s Pizza - 1407 W Maumee St - 517-266-1300
Taco Bell - 1018 S Main St. - 517-265-8100
Subway - 523 N Main St - 517-263-6203
Arby’s - 1359 S Main St - 517-263-2700
JR’s Grill and Pub - 1368 Division St - 517-920-4765
Starbuck’s - 1515 E. U.S. 223 - 517-263-3565
Please fax to:  
Fax:  
Submit by: Tuesday, March 14 at 5 p.m.

Team Rooming List

Team ___________________________ Contact Person __________________________ Phone ______________

Credit Card Type ___________________________ Credit Card Number ___________________________

Name on Card _______________________________ Expiration Date ____________________________

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<th>Guest Name(s)</th>
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Banquet Ticket Order Form

TEAM ____________________________  CONTACT PERSON _________________________

☐ Please invoice our institution.

☐ Please charge our credit card.

Credit Card Type ______________ Name on Card ________________________________
(Mastercard or Visa)

Credit Card Number __________________________________________________________

Expiration Date _____________ 3 Digit Security Code _________________________

The student-athlete banquet will be Thursday, March 16. The official travel party (maximum of 25) will not be charged for a banquet ticket. Tickets for individuals not included in the official travel party must be purchased. The cost is $35/person. Each institution may purchase up to 10 additional tickets.

Institutions will be invoiced or their credit card will be charged by Adrian College post-event for the number of extra tickets requested (up to 10) listed on this order form, as this is the number we will forward to the caterer as the official count. We regret that we will not be able to accommodate any late ticket orders on the day of the banquet.

_______ Number of people in the official travel party attending the student-athlete banquet.

_______ Number of extra tickets ($30/person). List the name of individuals who will use each extra ticket. These tickets can be picked up at Arrington Ice Arena after your practice Thursday, March 16.

1. 6.
2. 7.
3. 8.
4. 9.
5. 10.

Provide the name of the student-athlete speaker for your team.

1.

Please email this form by 5 p.m. Eastern time Tuesday, March 14 to:
Denise Hein – 517-264-3156 – dhein@adrian.edu

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