



2018 DIVISION III WOMEN'S
ICE HOCKEY
CHAMPIONSHIP

PARTICIPANT
2017-18 MANUAL

Finals

Introduction

Congratulations on advancing to the 2018 NCAA Division III Women's Ice Hockey Championship! This championship event will be held Friday and Saturday, March 16 and 17, 2018, at the Kreitzberg Arena. Norwich University 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

2017	Plattsburgh State	2009	Amherst
2016	Plattsburgh State	2008	Plattsburgh State
2015	Plattsburgh State	2007	Plattsburgh State
2014	Plattsburgh State	2006	Middlebury
2013	Elmira	2005	Middlebury
2012	Rochester Institute of Technology	2004	Middlebury
2011	Norwich	2003	Elmira
2010	Amherst	2002	Elmira

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NCAA Committee and Staff

<u>EAST</u>	<u>EAST</u>
<p>Katie Boldvich Commissioner Colonial Hockey Conference/New England Hockey Conference 59 Flagglar Drive Marshfield, Massachusetts 02050 Office: 609-576-9869 Email: katieboldvich@gmail.com</p> <p>Term expires: August 2019</p>	<p>Dave Clausen Head Women's Ice Hockey Coach Utica College 1600 Burrstone Road Utica, New York 13502 Office: 315-792-3729 Email: dclausen@utica.edu</p> <p>Term expires: August 2020</p>
<u>WEST</u>	<u>EAST</u>
<p>Crystal Lanning Interim Director of Athletics University of Wisconsin-River Falls 410 South Third Street B 101 Falcon Center River Falls, Wisconsin 54022 Office: 715-425-3246 Email: crystal.lanning@uwrf.edu</p> <p>Term expires: August 2021</p>	<p>Bill Mandigo Head Women's Ice Hockey Coach Middlebury College Kenyon Arena Middlebury, Vermont 05753 Office: 802-443-5398 Email: wmandigo@middlebury.edu</p> <p>Term expires: August 2020</p>
<u>WEST</u>	<u>NCAA STAFF</u>
<p>Michelle Morgan Associate Director of Athletics/SWA University of St. Thomas (Minnesota) 2115 Summit Avenue St. Paul, Minnesota 55105 Office: 651-962-6186 Email: morg7978@stthomas.edu</p> <p>Term expires : August 2020</p>	<p>Jan Gentry Associate Director of Championships Office: 317-917-6626 Email: jgentry@ncaa.org</p> <p>Barb Hallam Assistant Coordinator of Championships Office: 317-917-6570 Email: bhallam@ncaa.org</p>

Host Personnel

<u>Title</u>	<u>Name</u>	<u>Office Number</u>
Tournament Director	Tony Mariano	OFFICE: 802-485-2232 CELL: 802-371-8284
NCAA Division III Women's Ice Hockey Committee Chair	Katie Boldvich	OFFICE: 609-576-9869 CELL: 609-576-9869
NCAA Championship Manager	Jan Gentry	OFFICE: 317-917-6626 CELL: 317-966-6490
Local Media Coordinator	Derek Dunning	OFFICE: 802-485-2902 CELL: 607-329-2157
On-Site Athletic Trainer	Nikki Therrien	OFFICE: 802-485-2236 CELL: 802-999-3534
Ticket Manager	Kevin Reed	OFFICE: 802-485-2880 CELL: 802-249-5992
Promotions/Marketing	Kevin Reed	OFFICE: 802-485-2880 CELL: 802-249-5992
Facilities Coordinators	Fred Coan	OFFICE: 802-485-2509 CELL: 802-272-0311
Transportation	Bill Nash	OFFICE: 802-485-2149 CELL: 802-595-2293
Security	Larry Rooney	OFFICE: 802-485-2498
Volunteer Coordinator	Tony Mariano	OFFICE: 802-485-2232 CELL: 802-371-8284
Hospitality Coordinator	Sarah Prior	OFFICE: 802-485-2230 CELL: 802-917-2947
Press Box	Derek Dunning	OFFICE: 802-485-2902 CELL: 607-329-2157

Schedule of Events

2018 NCAA DIVISION III WOMEN'S ICE HOCKEY CHAMPIONSHIP

All times are Eastern

MONDAY, MARCH 12

10 a.m.	Conference call with four advancing teams, NCAA committee/staff and the championship host.	Call-in number: 866-590-5055 Access code: 8332198
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WEDNESDAY, MARCH 14

TIME	EVENT	VENUE
ALL DAY	Teams and NCAA Committee/Staff Arrives	Comfort Inn-Teams/Capitol Plaza-Committee & Officials
4 p.m.	Games Committee Meeting/Facility Walk-Through	Kreitzberg Arena

THURSDAY, MARCH 15

TIME	EVENT	VENUE
ALL DAY	Teams Arrive	Assigned Hotels
9:30 a.m.	Athletic Training Room Opens	Kreitzberg Arena
10:30-11:45 a.m.	Practice – Semifinal 1 Visitor Elmira (closed)	Kreitzberg Arena
Noon-1:15 p.m.	Practice – Semifinal 1 Home Plattsburgh (closed)	Kreitzberg Arena
1:30-2:45 p.m.	Practice – Semifinal 2 Visitor Hamline (closed)	Kreitzberg Arena
3-4:15 p.m.	Practice – Semifinal 2 Home Norwich (closed)	Kreitzberg Arena
6 p.m.	Administrative Meeting	Nicholson Room-Plumley Armory
6:30 p.m.	Student-Athlete Social (Team Photos)	Plumley Armory
7 p.m.	Student-Athlete Banquet	Plumley Armory

Note: The order of practices is subject to change based on team travel.

FRIDAY, MARCH 16

TIME	EVENT	VENUE
7:30-8:30 a.m.	Officials	Kreitzberg Arena
8:45-9:45 a.m.	Practice – Semifinal 1 Visitor Elmira (closed)	Kreitzberg Arena
10-11 a.m.	Practice – Semifinal 1 Home Plattsburgh (closed)	Kreitzberg Arena
11:15 a.m.-12:15 p.m.	Practice – Semifinal 2 Visitor Hamline (closed)	Kreitzberg Arena
12:30-1:30 p.m.	Practice – Semifinal 2 Home Norwich (closed)	Kreitzberg Arena
1:30 p.m.	Facility cleared for game preparation	Kreitzberg Arena
1:30 p.m.	Officials Meeting	Men’s Hockey Locker Rm.
3:30 p.m.	Semifinal 1: Elmira vs Plattsburgh	Kreitzberg Arena
Immediately following	Post-game Interviews	Men’s Hockey Locker Rm.
7 p.m.	Semifinal 2: Hamline vs Norwich	Kreitzberg Arena
Immediately following	Post-game Interviews	Men’s Hockey Locker Rm.

SATURDAY, MARCH 17

7:30-8:30 a.m.	Officials	Kreitzberg Arena
8:45-9:45 a.m.	Practice – Third-place Game Visitor (<i>TBD</i>) (closed)	Kreitzberg Arena
10-11 a.m.	Practice – Third-place Game Home (<i>TBD</i>) (closed)	Kreitzberg Arena
11:15 a.m.-12:15 p.m.	Practice – Semifinal 1 Winner (<i>TBD</i>) (closed)	Kreitzberg Arena
12:30-1:30 p.m.	Practice – Semifinal 2 Winner (<i>TBD</i>) (closed)	Kretixberg Arena
1:30 p.m.	Facility cleared for game preparation	Kreitzberg Arena
3:30 p.m.	Third-Place Game	Kreitzberg Arena
Immediately following	Awards Ceremony	Kreitzberg Arena
Immediately following	Post-game Interviews	Men’s Hockey Locker Rm.
7 p.m.	Championship Game	Kreitzberg Arena

Immediately following	Awards Ceremony	Kreitzberg Arena
Immediately following	Post-game Interviews	Men's Hockey Locker Rm.

Championship Format

Format

The championship playoff format includes one opening-round game and four first-round games that are hosted by participating institutions. The four teams that win the first-round games will advance to the finals site. The highest-seeded advancing team will host the semifinals March 16 and the third-place game and championship game March 17.

Determination of Home/Away Teams

The higher-seeded team shall be the home team and wear light-colored jerseys, and the lower-seeded team shall be the visiting team and 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 15, at Plumley Armory. A student-athlete social will be held outside 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 28) 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 \$30. Each team will be allocated a maximum of 10 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 13.

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 Nicholson Room in the Plumley Armory. 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 typed documents to the meeting:

1. Awards recipient form
2. 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 the finals through the official NCAA souvenir merchandiser, Event 1, Inc. Teams that advance to the finals site will receive instructions for placing orders for merchandise. The deadline to order finals site T-shirts is **11 p.m. Eastern time Wednesday, March 14**. As a point of information, these T-shirts also will be available for sale at your competition site. However, we cannot guarantee that your sizes will be available at the event. All orders will be shipped directly to the institution within three weeks of the conclusion of the respective round of competition. Questions regarding the online team 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 women's 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. A back-up referee and a back-up linesman will be assigned for each game.

Practice

Teams shall be allowed one hour and 15 minutes of practice ice before 9 p.m. local time the day prior to competition. On game days, practice in the arena may be for no more than one hour. Practice times will be assigned as follows: Semifinal 1 visitor, Semifinal 1 home team, Semifinal 2 visitor and Semifinal 2 home team. The women's ice hockey committee is authorized to re-schedule or reassign practice times and/or order of practices.

All practices will be closed. 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. Norwich University police also will be available throughout the event. Event staff and Norwich University police will be available to assist in the event of an evacuation.

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 at the finals site shall send a quality video of its first-round game to its semifinal opponent by 5 p.m. local time Tuesday prior to the semifinal. 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.

Competition Site

NCAA Branding/Marketing

The NCAA will provide host institutions with a variety of banners for the championship venue. The host should display the banners for the entire tournament. The host may elect to give the visiting institution(s) a banner to take home after the conclusion of competition.

Institutional 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 inappropriate or 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 to the Kreitzberg 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.

Map/Directions to Competition Facility

The Kreitzberg Arena is located at 158 Harmon Drive, Northfield, Vermont 05663.

Directions to Kreitzberg Arena: Take Exit 5 off of Interstate 89. Go left on Route 64 to Route 12. Take a right on Route 12 North and as you enter the town, Norwich University will be on your left. Take the South entrance to the University and follow that road behind the Kretizberg Library to the arena. Plumley Armory is located on Route 12 and is located at the North entrance to the University.

Parking

Team buses will be allowed to pick up and drop off teams at the visiting team locker room entrance to Kreitzberg Arena. No additional parking passes will be provided.

Skate Sharpening

Skate sharpening will be available at the request of teams.

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.

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. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. All documents, including eligibility, deadlines and nomination forms, are available at [Elite 90 forms](#).

The submission deadline for nomination for Division III Women's Ice Hockey is Tuesday, March 13 at 5 p.m. Eastern time.

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 commemorative puck with the championship logo.

Expense Reimbursement

Per Diem

Per diem will be paid for the official travel party (28). 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 a 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 teams are required to stay at the designated championship hotel, the Comfort Inn. Sixteen 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 13, at 5 p.m. Eastern time.

Headquarters Hotel: Comfort Inn

Teams: Plattsburgh, Elmira, Hamline

Hotel Contact: Randy Lague

Phone Number: 802-229-2222

Email Address: randy@maplewoodltd.com

Hotel Address: 213 Paine Turnpike North, Montpelier, Vermont 05602

Room Rate: \$115

Website: www.choicehotels.com/vermont/montpelier/comfort-inn-hotels

Additional Hotels for Fans

Capitol Plaza, Montpelier, Vermont

The Hollow Motel, Berlin, Vermont

Media Services

Interview Area

All post-game interviews will be conducted in the media room, which will be located in Andrews Hall Conference Room. Any questions regarding interviews or the media room should be directed to Derek Dunning, Norwich University Sports Information Director, at 802-485-2902 or ddunning@norwich.edu.

Interview Policies

All coaches and student-athletes shall be available for interviews. Student-athletes must attend the interviews in team uniforms/team apparel.

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. The non-winning coach and student-athletes shall be scheduled in the interview room at the conclusion of a 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 Derek Dunning, who will send a credential request to the participating teams' SIDs prior to the semifinal games. The teams' SIDs are responsible for collecting this information from their local media members and returning it to ddunning@norwich.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 Norwich University athletics website at www.norwichathletics.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 on the home team side of Kreitzberg arena. The athletic training room is fully equipped. If you have any special needs, please contact Athletic Trainer Nikki Therrien at 802-485-2236 or ntherrie@norwich.edu) or Jess Hulbert at 802-485-3304 or jhulbert@norwich.edu.

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 Concussions” online at <http://www.NCAA.org/health-and-safety>.

Hospitals and Emergency Services

In addition to Norwich University's sports medicine staff, a certified EMT and ambulance crew and the university physician will be on-site. In the event of a medical emergency, the Central Vermont Medical Center is located at 130 Fisher Road, Berlin, Vermont 05602.

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 initial arrival at the administrative meeting prior to the student-athlete banquet. The following persons will be admitted to the facility free of charge: individuals listed on each institution's credential list (maximum of 28); band members (maximum of 25); and one mascot.

Each participating institution also may request up to three additional credentials for team personnel. Two of the three additional credentials **must** be used for medical personnel (e.g., athletic trainer). The team personnel credential will allow free access to the championship venue, locker room and interview area. The band members and mascot will be admitted via a gate list. Individuals not included as one of the 28 participants on the credential list, in the three 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 28 participants listed on the credential list.

Each participating institution should email the credential list to Tournament Director Tony Mariano at tmariano@norwich.edu and NCAA Championship Manager Jan Gentry (jgentry@ncaa.org) by noon the day prior to competition and submit a typed awards recipient list and gate list for band members (if applicable) at the administrative meeting.

Players' Bench

Permissible Number. Current playing rules permit only players in uniform (maximum of 21) and eight (8) additional team personnel (maximum of 29 total) to occupy the bench area during games. The number of participants eligible for pre-game warm-up remains at 22 (not more than 19 players and three goalkeepers). For practices, teams are not limited in the number of student-athletes who may participate.

The number of student-athletes in competitive uniform shall not exceed the prescribed number at the start of the contest (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. 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.

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

[Reference: Bylaw 31.02.3 in the NCAA Division III Manual.]

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The women's ice hockey 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. The Division III Committee on Student-Athlete Reinstatement will review sports wagering violations on a case-by-case basis.

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 500 miles of the competition site are required to travel via ground transportation. Mileage reimbursement is calculated using the NCAA's mileage calculator, which can be accessed through the online reimbursement system.

For team sports, when teams are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program, which is managed by GO GROUND. Institutions are required to use GO GROUND for all ground transportation paid 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.

Under the NCAA travel policies, the following is reimbursable.

For 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.

New for 2017-18: For teams that **fly to the site of competition**, the NCAA will pay the cost of the bus for the trip from campus to the airport and the return trip. In addition, the NCAA will pay the cost of the bus at the site of competition for the duration of the team's stay.

Institutions can contact GO GROUND at 866-386-4951. Their online ground transportation portal can be accessed at www.gochampionships.com. Each institution's 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 of 28. 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. 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

Single-session (day pass)	All-session (four games)
\$15 – Adults	\$25 – Adults
\$10 – Students with ID/Seniors	\$15 – Students with ID/Seniors

Children two years old and under are admitted free with a paying adult. No complimentary tickets will be issued.

Ticket Office Information

Tickets will go on sale at 2 p.m. on Friday, March 17 and Saturday, March 18 at the Kretizberg Arena ticket booth. Any questions regarding tickets should be directed to Kevin Reed at 802-485-2880 or kreed1@norwich.edu.

Will Call

Will call will be at the Kretizberg Arena main ticket booth.

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 28 mini-trophies. The national champions also will receive 23 watches, and five 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

For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:

Sony Headphones



Roku Streaming Stick



Bluetooth Speaker & Powerbank



Coleman Chair



PhoneSoap



Jacket + Backpack Bundle

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. 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 www.NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant. Men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

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

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.

All uniforms must meet the provisions of Bylaw 12.5.3 regarding commercial identification.

Logo Policy

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]

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

Church Services

St. John the Evangelist-Catholic
St. Mary's Episcopal Church

Dining Options

The Rustic Restaurant, Northfield – 802-485-6363
Depot Square Pizza, Northfield – 802-485-5500
The Cornerstone Burger Company, Northfield – 802-485-4300
O'Maddi's, Northfield – 802-485-4700
Applebee's, Paine Turnpike, Montpelier 802-229-2223

Local Attractions

Montpelier – Capitol of Vermont
Ben and Jerry's Ice Cream Factory, Stowe, Vermont

APPENDIX A

PLEASE FAX TO:

FAX:

SUBMIT BY: Tuesday, March 13 at 5 p.m.

Team Rooming List

TEAM _____ **CONTACT PERSON** _____ **PHONE** _____

CREDIT CARD TYPE _____ **CREDIT CARD NUMBER** _____

NAME ON CARD _____ **EXPIRATION DATE** _____

Guest Name(s)	King	Double/ Double	Arrival Date	Arrival Time	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Banquet Ticket Order Form

TEAM _____ CONTACT PERSON _____

Please invoice our institution.

The student-athlete banquet will be Thursday, March 15. **The official travel party (maximum of 28) will not be charged for a banquet ticket.** Tickets for individuals not included in the official travel party must be purchased. The cost is \$30/person. Each institution may purchase **up to 10** additional tickets.

Each institution will be invoiced by Norwich University 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. If you need additional tickets above 10, please contact Tony Mariano at 802-485-2232 or tmariano@norwich.edu.

_____ 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 Plumley Armory beginning at 6 p.m. 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 13 to:

Sarah Prior – 802-485-2230 or sprior@norwich.edu