



2018 DIVISION III WOMEN'S
ICE HOCKEY
CHAMPIONSHIP

SITE REPRESENTATIVE
2017-18 MANUAL

Division III Women's Ice Hockey

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at a first-round site of the 2018 NCAA Division III Women's Ice Hockey championship.

During the preliminary round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Women's Ice Hockey Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the pre-championship manual and the host operations manual. NCAA site representatives are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: A teleconference will be conducted at 10:30 a.m. Eastern time Monday, March 5, for all site representatives and NCAA staff to review duties and responsibilities.

In preparation for your role, please review and have on hand the following documents, which are posted on ncaa.org:

- [Pre-championship manual](#)
- [Host operations manual](#)

These documents, as well as the information found in this manual, are important resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact Jan Gentry (jgentry@ncaa.org; office: 317-917-6626; cell: 317-966-6490) or Katie Boldvich, chair (katieboldvich@gmail.com; cell: 609-576-9869).

On behalf of the NCAA and the Division III Women's Ice Hockey Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during championship competition.
- To conduct championship competition according to the policies and procedures outlined in the pre-championship manual and host operations manual.
- To conduct a pre-championship teleconference with teams, administrators and the host.
- To monitor practices at the site of competition.
- To conduct the administrative meeting and officials meeting in conjunction with the championship.
- To serve as a resource for the tournament director and the participating teams.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns relating to the site.
- To complete an evaluation of the tournament site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

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DIVISION III WOMEN'S ICE HOCKEY NATIONAL COMMITTEE

EAST REGION

Katie Boldvich, chair

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Conference
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Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, all individuals must participate in the mandatory site representative training for the specific sport. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution should notify Ms. Gentry before site selections. (See Conflict of Interest below.)

Site representatives will be notified after selections that they are needed to serve.

Section 3•2 Conflict of Interest

[Reference the August 2008 Executive Committee minutes]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this policy.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which he/she may have hereunder, and should recuse himself/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. Site representatives should dress professionally and should not wear any clothing that denotes an institutional or conference affiliation.

Section 3•4 Evaluations

SITE REPRESENTATIVE FEEDBACK

Following the championship, NCAA staff will email each site representative a link to a site evaluation form. Feedback provided by site representatives will be confidential and will be used to improve and enhance the championship. Site representatives also will be requested to participate on a teleconference following the championship to provide general feedback regarding their experience as a site representative and specific feedback regarding their respective site.

Section 4 • Important Dates

DIVISION III WOMEN'S ICE HOCKEY IMPORTANT DATES

Notification of Selection of Site Representative	Upon completion of bracketing, Sunday, March 4
Women's Ice Hockey Selection Show	Monday, March 5, 10 a.m. Eastern time
Site Representative Training Teleconference	Monday, March 5, 10:30 a.m. Eastern time
Hosts/Site Representatives Teleconference	Monday, March 5, noon Eastern time
First-Round Participants Teleconferences	Monday, March 5, 2 p.m. Eastern time
Site Representative Arrival Date at Site	Before team practices on day before competition
Post-Championship Teleconference	TBD

Section 5 • Responsibilities

Section 5•1 Team Championships

MONDAY BEFORE COMPETITION

- Email teams shortly after selection show regarding video exchange policy.
- Contact tournament director:
 - Confirm time for call with teams and host (Monday, March 5, at 2 p.m. Eastern time).
 - Confirm hotel accommodations for team(s) and officials, if needed.
 - Confirm your arrival time and hotel accommodations, if needed.
 - Confirm game and practice times.
 - Confirm that tournament director emails participant manual, complete except for practice times, to the head coach and administrator of each participating team before the participant call at 2 p.m. Eastern time.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided (e.g., pucks, awards, signage, merchandise, etc.).
 - Confirm date, time and location of administrative and officials meetings.
 - Review security/safety plan.
 - Confirm host medical staff are prepared to be at practices and game(s).
 - Discuss locations of:
 - Media/interview areas.
 - Athletic training room area.
 - Videotaping and photography areas.
- Lead call with host and teams (see [Appendix A](#)).

ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game pucks.
 - Merchandise from Event 1.
 - Participant medallions.
 - Jackets and patches for officials.
- Confirm tournament director has contacted officials and provided information regarding lodging (if necessary) and the officials meeting.
- Review drug-testing policies and procedures if your site is selected (notice of drug testing will be communicated immediately after selections, if applicable).
- Check with tournament director to see if he/she has any questions.
- Check with visiting team's administrators to see if they have any questions or travel concerns. Remind them of the administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of 90 minutes before the first practice. Confirm the arrival time of the visiting team and greet the coach and team when they arrive at the venue.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.

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- Participant and team personnel credentials/pass list.
- Communication (radios, if necessary).
- Skate sharpening availability.
- Crowd control.
- Review pregame schedule.
- Confirm equipment is ready (clocks, pucks, goals, PA system, etc.).
- Expected media.
- Band/spirit squad/mascot procedures, if applicable.
- Confirmation of game personnel.
- Security plan.
- Importance of neutrality of staff and officials.
- Perform a facility walk-through and review:
 - Overall look and readiness of facility.
 - Press box.
 - Team bench area(s).
 - Scorer's table, if applicable.
 - Media/interview area.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Signage – Commercial signage relating to alcohol or tobacco, or in direct competition with NCAA corporate champions or partners (e.g., Pepsi), must be removed or covered.
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Athletic training room.
 - Seating for supervisor of officials.
 - Seating for band/spirit squad/mascot, if applicable.
- Miscellaneous:
 - Confirm athletic trainer is available at all practices and competition.
 - Confirm NCAA legislation regarding logos is followed.
 - Confirm pucks are available for team practices.
 - Confirm equipment for both teams is checked.
 - Confirm merchandise is available.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Ensure copies are available for the meeting.
 - Confirm participant medallions will be placed in the locker room of the non-advancing team following the game.
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with PA announcer.
 - Discuss plan for warm-up music and confirm it is appropriate.
- Lead administrative meeting.
 - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site two hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
 - Signage is properly displayed and advertisements are covered.
 - Press box and scorer's table are set and ready.
 - Visiting locker room is clean and properly stocked with paper items.
 - Sales location for merchandise is prepared.
 - Check for inappropriate noisemakers.
- Off-ice officials should test all electronic equipment.
- Greet officials and teams as they arrive.
- Check number of student-athletes in uniform (maximum of 21) and bench limits (maximum of 29).
- Confirm official scorer collects starting lineup forms 15 minutes before start of game.

During Game

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security remove them if necessary.
- Observe behavior of coaches and players.
- Note any problems in the stands/bleachers and have security handle any issues.

Between Periods

- Confirm officials and teams are securely escorted on and off the ice.
- Check at scorer's table and press box to be sure everything is running smoothly.
- Be accessible to coaches/administrators to address any issues. (Walk through locker room areas.)
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Confirm everyone is prepared for end-of-game security and media needs.

END OF GAME

- Fans/parents are not allowed on the ice after the game.
- At end of game, confirm officials are safely off the ice.
- Observe players and coaches shaking hands. Ensure the handshakes occur in a timely manner after the conclusion of the game.
- Confirm that participant medallions (23) are delivered to the non-advancing team's locker room.
- If misconduct occurs, contact the NCAA championship manager and submit the misconduct form.
- Attend press conferences and confirm cooling-off period occurs.
- Check with drug-testing crew to see if there are any issues, if applicable.

BEFORE LEAVING SITE

- Obtain copy of credential lists, awards recipient forms, and participant manual provided by the host.
- Complete officials worksheet with game assignments and contact information for all officials.
- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Check with the tournament director to see if he/she has any questions and remind him/her to complete surveys.
- Email/text game score to NCAA championship manager and notify her of any issues.

WITHIN 48 HOURS AFTER GAME

- Email officials worksheet to NCAA staff.
- Complete all requested evaluation forms online.
- Complete misconduct forms, if applicable.
- Submit online request for reimbursement of expenses. NCAA staff will email the link to site representatives on the Monday following competition.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected based on proximity to the host site. The NCAA will provide reimbursement for mileage (53 cents per mile) for up to 500 miles one-way to the host site.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations for site representatives as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 6•3 Expense Reimbursement

Site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses (e.g., meals, tolls, parking fees, etc.) are covered by the per diem.

Following the first rounds, NCAA staff will email the link to the NCAA Travel Expense System to each site representative to submit their travel expenses online.

Section 6•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	ncaaalo@shortstravel.com

GO GROUND OPTIONS

Phone Number	866-386-4951
Website	www.gochampionships.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	www.ncaa.org/championships/travel

Section 7 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

Section 7•1 Logo Policy

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

Section 7•2 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a hockey tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee. Criticism of officials during press conferences may constitute misconduct.

Section 7•3 Use of Tobacco Products

[Reference: Bylaws 11.1.5 and 17.1.6.3 in the NCAA Division III Manual.]

The use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, athletic trainers, managers and game officials) during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 7•4 Drug Testing Statement

Note: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

- A.** Check with the tournament director, drug-testing site coordinator or the NCAA committee/staff member for the specific location.

Q. How long does drug testing take?

- A.** The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

- A. For Team Championships (e.g., baseball, field hockey, lacrosse, etc.):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

- A. For Individual/Team Championships (e.g., golf, tennis, track & field, swimming, etc.):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

- A. For Team Championships:** An institutional representative from each team will be notified no sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

- A. For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

Q. When are student-athletes notified of their selection for drug testing?

- A. For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.

- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.

- A. For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

- A. For Team Championships:** Within one hour after the student-athlete has been notified.

- A. For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.

A. For All Cases:

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m. local time the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

- A. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 7•5 Inclement Weather

If weather conditions could alter the approved game schedule, the site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

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Appendix A • Preliminary Round Teleconference Agenda



A G E N D A

2018 NCAA Division III Women's Ice Hockey Championship Preliminary Round Teleconference Agenda

Call-in number: 866-590-5055

March 5, 2018

Access code: TBD

2 p.m. Eastern time/1 p.m. Central time

Participants: directors of athletics (or designated representatives), head coaches and sports information directors of competing institutions; NCAA Division III Ice Hockey Committee representative; and key host institution personnel.

NCAA Committee Member/Representative

1. Introductions.
2. Schedule of events.
 - a. Film exchange requirement.
 - b. Submission of championship forms.
 - c. Date and time of game.
 - d. Practice times on practice day and game day.
 - e. Administrative meeting.
3. Travel. (See the NCAA [championship travel policies](#) for specific information regarding travel reimbursement, per diem and the NCAA charter bus program.)
 - a. Transportation arrangements.
 - b. Estimated arrival time.
 - c. Ground transportation expenses for teams that fly to the preliminary-round site.
4. Travel party/squad size.
 - a. Travel party – 28.
 - b. Squad size – 23.
 1. No limit on the number of student-athletes permitted to practice.
 2. Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 3. Up to 21 in uniform (18 players and three goal keepers) for competition.
 - c. Bench size – 29.
5. Credentials/tickets.
 - a. Participants – 28 (maximum of 23 student-athletes).
 - b. Team personnel – three (two must be for medical personnel).

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- c. Any additional individuals (beyond the up to 31 that may be provided credentials) must purchase a ticket for access to the venue.
 - d. Credential for SID provided separately.
 - e. Bands/cheerleaders/mascots (gate list).
 - f. Tickets.
6. Championship policies.
- a. Uniforms – higher seed wears light-colored jerseys..
 - b. Logo policy (NCAA Bylaw 12.5.3).
 - c. Drug testing.
 - d. Sideline product/water bottles.
 - e. Pucks – all practice and competition pucks provided by the NCAA.
 - f. Championship signage to be provided to teams after the championship.
 - g. Misconduct provisions (NCAA Bylaws 31.02.3 and 31.1.8)
7. Awards. Participant medallions will be provided to the non-advancing team.

Tournament Director

8. Lodging arrangements.
9. Game management.
 - a. Team parking.
 - b. Skate sharpening.
 - c. Facility specifics.
 - d. Locker room assignments.

Sports Information Director

10. Sports information.
 - a. Webcasting.
 - b. Statistics.
 - c. Media/interview room and cooling-off period.
 - d. Videotaping procedures.
 - e. Radio rights and arrangements.

Athletic Trainer

11. Athletic training room location and hours of operation.

NCAA Committee Member/Representative

12. Questions.

Appendix B • Preliminary Round Administrative Meeting Agenda



A G E N D A

2018 NCAA Division III Women's Ice Hockey Championship Preliminary Round Administrative Meeting Agenda

Attendees for the onsite administrative meeting include: the head coach from each team (required); directors of athletics or designated institutional administrator (strongly encouraged), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

NCAA Committee Member/Representative

1. Introductions.
2. Identify games committee (NCAA site representative and an administrator from each participating institution).
3. Game management.
 - a. Participant credentials (maximum of 28)/team personnel credentials (maximum of three; two of which may only be used for medical personnel). SID credential will be issued separately.
 - b. Confirm submission of the credential list (due the day before competition).
 - c. Squad size – 23 (no limit on student-athletes permitted to practice; up to 22 in uniform for pre-game warm-up, including 19 players and two or three goalkeepers; and up to 21 in uniform for competition, including 18 players and two or three goalkeepers); Bench size – 29.
 - d. Band/cheerleaders/mascot (submit gate list if applicable).
 - e. Team introductions and starting lineup procedures.
 - f. Pucks. (The NCAA will provide all practice and game pucks.)
4. Pregame protocol.

Activity	Time of Day	Clock Time
a. On- and off-ice officials meeting with NCAA representative.	_____	90:00
b. Officials on ice.	_____	39:00
c. Home team on ice.	_____	38:00
d. Visiting team on ice.	_____	37:50
e. Captains meeting with officials.	_____	24:00

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f. Teams leave ice. (the team closest to the ice entrance will leave first)	_____	23:00
g. Starting lineups submitted.	_____	15:00
h. Crowd control statement read.	_____	14:00
i. Officials notify teams to return to ice (three-minute warning).	_____	10:00
j. Home team returns to ice.	_____	7:00
k. Visiting team returns to ice.	_____	6:50
l. Introduction of teams at respective blue lines and U.S. national anthem.	_____	5:00
m. Face-off.	_____	0:00

[Note: Higher-seeded team is home team.]

5. Awards. Participant medallions (23) will be placed in the non-advancing team's locker room after the game.
6. Championship policies.
 - a. Drug testing statement.
 - b. Misconduct statement (NCAA Bylaws 31.02.3 and 31.1.8).
 - c. Logo policy (NCAA Bylaw 12.5.3)
 - d. Hydration product/water bottles.
 - e. Alcohol and tobacco policy.
 - f. Banners, signs and noisemakers.
 - g. Championship signage to be provided to teams after the championship.

Tournament Director

7. Facility information.
 - a. Skate sharpening.
 - b. Bench and warm-up areas.
 - c. Ice entrances.
 - d. Emergency procedures.

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- e. Tickets.
- f. Hospitality.
- g. Security.

Athletic Trainer

- 8. Athletic training room location and hours of operation.

Sports Information Director

- 9. Sports information.
 - a. Webcasting.
 - b. Statistics.
 - c. Ten-minute cooling-off period after game before press conference.
 - d. Interview area/procedures. Respective participating team's SID or institutional representative is responsible for bringing coaches and student-athletes to the interview area.
 - e. Institutional representatives are reminded that public comments regarding the officials that are deemed inappropriate will be reviewed under NCAA Bylaw 31.1.8.3 (misconduct).
 - f. All team members and institutional personnel must wear institutional apparel to all press conferences.
 - g. Questions of the officials by the media regarding clarification of call(s) will be directed to the chair of the games committee, who will meet with the officials and respond to the question.

Supervisor of Officials

- 10. Intermission.
 - a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
 - b. Notification of teams three minutes before face-off (home team followed by visiting team).
 - c. Officials on ice followed by home team and visiting team.
- 11. Overtime procedures. Refer to pages 80-81 (Rule 91 – Tied Games) in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations.
 - a. Ties will be broken by 20-minute, sudden-death overtime periods.
 - b. The ice will be resurfaced upon completion of regulation play.
 - c. Teams shall change ends at the end of each period.
- 12. Assignment of officials.

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NCAA Committee Member/Representative

13. Questions.

Appendix C • Preliminary Round Administrative Meeting Agenda – Site Representative Version



AGENDA

2018 NCAA Division III Women's Ice Hockey Championship
Preliminary Round Administrative Meeting Agenda
SITE REP VERSION

Attendees for the onsite administrative meeting include: the head coach from each team (required); directors of athletics or designated institutional administrator (strongly encouraged), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

NCAA Committee Member/Representative

1. Introductions. **Congratulate teams and thank host institution.**
2. Identify games committee (NCAA site representative and an administrator from each participating institution).
3. Game management.
 - a. Participant credentials (maximum of 28)/team personnel credentials (maximum of three; two of which may only be used for medical personnel). SID credential will be issued separately.
 - b. Confirm submission of the credential list (due the day before competition).
 - c. Squad size – 23 (no limit on student-athletes permitted to practice; up to 22 in uniform for pre-game warm-up, including 19 players and two or three goalkeepers; and up to 21 in uniform for competition, including 18 players and two or three goalkeepers); Bench size – 29.
Credentials will be distributed based on the credential list. Any additional individuals (beyond these 31) must purchase a ticket for entrance to the venue.
 - d. Band/cheerleaders/mascot (submit gate list if applicable).
 - e. Team introductions and starting lineup procedures.
 - f. Pucks. (The NCAA will provide all practice and game pucks.) **100 practice pucks and 50 game pucks will be sent to each first-round host. Practice pucks should be provided to the teams before the team practices.**
4. Pregame protocol.

Activity	Time of Day	Clock Time
a. On- and off-ice officials meeting with NCAA representative.	_____	90:00
b. Officials on ice.	_____	39:00

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Preliminary Round Administrative Meeting Agenda
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c. Home team on ice.	_____	38:00
d. Visiting team on ice.	_____	37:50
e. Captains meeting with officials.	_____	24:00
f. Teams leave ice. (the team closest to the ice entrance will leave first)	_____	23:00
g. Starting lineups submitted.	_____	15:00
h. Crowd control statement read.	_____	14:00
i. Officials notify teams to return to ice (three-minute warning).	_____	10:00
j. Home team returns to ice.	_____	7:00
k. Visiting team returns to ice.	_____	6:50
l. Introduction of teams at respective blue lines and U.S. national anthem.	_____	5:00
m. Face-off.	_____	0:00

[Note: Higher-seeded team is home team.]

5. Awards. Participant medallions (23) will be placed in the non-advancing team's locker room after the game.

23 medallions (squad size) will be provided to the non-advancing team. The advancing team will receive its awards at the finals site. Teams may order additional awards (the same award that they received) after the championship. The link to order additional awards is included in the memo that was sent to the selected teams.

Fans are not permitted on the ice after the game.

6. Championship policies.

- a. Drug testing statement.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug

NCAA Division III Women's Ice Hockey
Preliminary Round Administrative Meeting Agenda
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testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

b. Misconduct statement (NCAA Bylaws 31.02.3 and 31.1.8).

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to or from, or at the locale of the competition or practice from the time the championship field is announced until the team returns home that discredits the event or intercollegiate athletics.

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

c. Logo policy (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 $2\frac{1}{4}$ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square or parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed $2\frac{1}{4}$ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete's institution.

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- d. Hydration product/water bottles. Only Dasani product is allowed on championship sidelines/team benches. Generic water bottles (no branding) are permitted. Teams may not use water bottles with the logo taped over (e.g., Gatorade). If teams use PowerADE, it must be poured into generic water bottles or Dasani/generic cups.
- e. Alcohol and tobacco policy.
- f. Banners, signs and noisemakers. Banners and signs cannot be attached to any part of the facility/railings.
- g. Championship signage to be provided to teams after the championship. Host will distribute signage after the game; ask coaches to address team/fans about not stealing signage.

Tournament Director

7. Facility information.

- a. Skate sharpening.
- b. Bench and warm-up areas.
- c. Ice entrances.
- d. Emergency procedures.
- e. Tickets.
- f. Hospitality.
- g. Security.

Athletic Trainer

8. Athletic training room location and hours of operation.

Sports Information Director

9. Sports information.

- a. Webcasting.
- b. Statistics.
- c. Ten-minute cooling-off period after game before press conference.
- d. Interview area/procedures. Respective participating team's SID or institutional representative is responsible for bringing coaches and student-athletes to the interview area. Non-advancing team will be interviewed first.
- e. Institutional representatives are reminded that public comments regarding the officials that are deemed inappropriate will be reviewed under NCAA Bylaw 31.1.8.3 (misconduct).
- f. All team members and institutional personnel must wear institutional apparel to all press conferences.
- g. Questions of the officials by the media regarding clarification of call(s) will be directed to the chair of the games committee, who will meet with the officials and respond to the question.

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Preliminary Round Administrative Meeting Agenda
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Supervisor of Officials

10. Intermission.

- a. Fifteen minutes, unless the games committee determines the ice is not ready for play.
- b. Notification of teams three minutes before face-off (home team followed by visiting team).
- c. Officials on ice followed by home team and visiting team.

11. Overtime procedures. Refer to pages 80-81 (Rule 91 – Tied Games) in the 2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations.

- a. Ties will be broken by 20-minute, sudden-death overtime periods.
- b. The ice will be resurfaced upon completion of regulation play.
- c. Teams shall change ends at the end of each period.

12. Assignment of officials.

NCAA Committee Member/Representative

13. Questions.

Appendix D • Officials Meeting Agenda



A G E N D A

2018 NCAA Division III Women's Ice Hockey Championship Officials Meeting Agenda

Attendees for the officials meeting include: referees, linesmen, game timekeeper, penalty timekeeper, penalty box judges, official scorer, goal judges, announcer, music director, tournament director and NCAA ice hockey committee members/representatives/staff.

On-Ice Officials - Referees and Linesmen (Supervisor of Officials)

1. On-ice discussions with captains, players and coaches.
2. Meeting with captains.
3. Disallowed goals (report to scorer).
4. Teamwork of officials.
5. Relationship to news media (direct questions of the officials by the media to the chair of the games committee).
6. Video replay, if applicable.

Off-Ice Officials. Minor officials are appointed to act as game officials and must cooperate at all times with the referees. Minor officials are part of a team assigned to officiate a game and must know all the rules of the game. **When requested, minor officials should give their version of a situation only to the proper authority.**

Goal Judges

1. Signaling a goal.
2. Providing advice (upon request).
3. Communication with players (disputed goals).
4. Checking working order of red and green lights.

Official Scorer

1. Official game program review (digital program).
2. Crediting goals and assists.
3. Penalty report and recording.
4. Definition of shot on goal.
5. Postgame procedures (required signatures, copies to coaches).
6. Responsible for collecting team rosters and starting lineup according to NCAA rules.
7. Neutrality – no attire with institutional or conference logo.

Game and Penalty Timekeeper

1. Fifteen-minute pregame warm-up.
2. Required materials (2016-17 and 2017-18 NCAA Ice Hockey Rules and Interpretations, stick-measuring device, tape measure, alternate timing device, penalty work sheet, note pad).

Officials Meeting Agenda

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3. Clock-malfunction procedures.
 4. Penalty situations.
 5. Overtime procedures.
 6. Intermission length (15 minutes).
 7. Three-minute notification before expiration of intermission period to officials/teams.

Announcer

1. Pregame introduction procedures (neutrality).
2. Announcement (play in progress, end of period).
3. Announcement of roster changes.
4. Procedures for goal/penalty announcements.
5. Awards ceremony.
6. All-tournament team announcement after championship game before trophy presentation (finals only).

Music Director

1. U.S. national anthem only.
2. Appropriate and neutral music for pregame warm-up and in-game music. Home team warm-up tapes from regular season are not permitted.

Payment of Fees, Travel and Per Diem

1. Referees and linesmen will be paid through ArbiterPay. Officials should register at <https://ncaaicehockey.arbitersports.com> as soon as possible if you have not registered. All other officials and table personnel will be paid by the host.
2. Referees will be paid a \$225 game fee, \$45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals site only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.
3. Linesmen will be paid a \$170 flat fee, \$45 per diem, mileage if greater than 50 miles roundtrip, and baggage fees (finals site only) for up to two bags each way. Email baggage receipts to the attention of the NCAA championship manager. If lodging is appropriate, it should be direct billed to the host institution.
4. **NEW in 2018** (finals site only): A video replay official will receive a stipend of \$400 and per diem and mileage (excluding local transportation).
5. **NEW in 2018** (finals site only): A back-up referee and a back-up linesman will be assigned for each game. The back-up referee will be paid a \$110 game fee and the back-up linesman will be paid an \$85 game fee.
6. **NEW in 2018** (finals site only): A supervisor of officials will receive a stipend of \$250 and per diem and mileage (excluding local transportation).

Officials Meeting Agenda

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7. Goal judges will be paid \$50 per game and mileage if greater than 50 miles roundtrip. No per diem or lodging will be provided. Fees should be paid by the host and included on the financial report.
8. ArbiterPay calculates mileage based on the center point of your ZIP code to the center of the ZIP code of the championship site. Local transportation (e.g., from the hotel to the venue) is not reimbursed.
9. Per diem is paid for the day of arrival through the day of departure.
10. A rental car will be provided for officials who fly to the site (finals only). The rental charge will be direct billed to the NCAA. Email gas receipts to the attention of the NCAA championship manager.

Purchasing Game Tickets. Each official will receive a credential for access to the venue. Each official will also be provided an opportunity to purchase two tickets. These are not complimentary tickets; all tickets must be purchased.

Appendix E • Officiating Evaluation Form



Officiating Evaluation Form

(Complete and submit to NCAA Site Representative)

DATE: _____ **SITE:** _____ **OBSERVER:** _____

Teams: _____ **vs.** _____

Please briefly describe the type of game this was: _____

Please rate each official in each category, based on the NCAA evaluation criteria:

- **BA: Below Average** (consistently does not meet expectations)
- **MS: Meets Standards** (adheres at an acceptable level)
- **CL: Championship Level** (outstanding, near-perfect performance)

Name of Referee:				
	BA	MS	CL	Comments
Appearance/Demeanor				
Positioning				
Faceoffs/Line Changes				
Signals				
NCAA Rules Enforcement				
Awareness				

If there are any injuries during this game please comment: _____

Do you recommend this official for advancement? **YES** **NO**

Name of Referee:				
	BA	MS	CL	Comments
Appearance/Demeanor				
Positioning				
Faceoffs				
Signals				
NCAA Rules Enforcement				
Awareness				

If there are any injuries during this game please comment: _____

Do you recommend this official for advancement? **YES** **NO**

Names of Linesmen:				
	BA	MS	CL	Comments
Appearance/Demeanor				
Positioning				
Faceoffs				
Signals				
NCAA Rules Enforcement				
Awareness				

If there are any injuries during this game please comment: _____

Do you recommend these officials for advancement? **YES** **NO**

*****Please make additional comments on a separate sheet if necessary and include with your fax.*****

Appendix F • Officials' Fees Worksheet

2018 Division III Women's Ice Hockey Championship

Officials' Fees and Expenses

First-Round Site: _____

To ensure payment in a timely manner, please PRINT the information. NCAA site representatives should email the completed form to Barb Hallam at bhallam@ncaa.org on the Monday following the first-round game.

	Name	Email	Phone	Driver to Receive Mileage (Y/N)	Nights Stayed in Hotel	Days of Per Diem	
						(include travel days)	
Referee 1							
Referee 2							
Linesman 1							
Linesman 2							
Supervisor of Officials							

Fees and Expenses (Note: Per diem should include any travel days)

- Referees Game fee (\$225), per diem (\$45), \$0.53/mile for mileage of 50 or more miles round trip (driver only) - PAID BY ARBITERPAY
- Linesmen Game fee (\$170), per diem (\$45), \$0.53/mile for mileage of 50 or more miles round trip (driver only) - PAID BY ARBITERPAY
- Supervisor of Officials Per diem (\$45), \$0.53/mile for mileage of 50 or more miles round trip - PAID BY NCAA
- Site Rep Per diem (\$75) for practice/competition days and travel days, lodging if necessary, \$0.53/mile for mileage of 50 or more miles RT - PAID BY NCAA