2017 Division III Men’s
Ice Hockey Championship
Utica, NY - Utica College, Host

Host Operations
2016-17 Manual
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CONGRATULATIONS ON ADVANCING TO THE 2017 NCAA DIVISION III MEN’S ICE HOCKEY CHAMPIONSHIP FINALS.

THE INFORMATION IN THIS MANUAL HAS BEEN COMPILED FOR YOUR CONVENIENCE AND TO HELP TEAMS, GAME OFFICIALS, AND ACCOMPANYING MEDIA PREPARE FOR THE CHAMPIONSHIPS.

PLEASE CHECK NCAA.ORG REGULARLY FOR UPDATES TO THIS DOCUMENT. IF ANY QUESTIONS ARISE, PLEASE CONTACT NCAA STAFF LIAISON LIZ TURNER SUSCHA OR ANY MEMBER OF THE DIVISION III MEN’S ICE HOCKEY COMMITTEE. CONTACT INFORMATION IS INCLUDED IN THIS MANUAL.
TOURNAMENT PERSONNEL
THE UTICA MEMORIAL AUDITORIUM
400 ORISKANY STREET WEST
UTICA, NEW YORK 13502
315-790-9070 (MAIN)

NCAA STAFF

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lpeterson@ncaa.org

NCAA COMMITTEE

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State University of New York Athletic Conference
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NCAA HEADQUARTERS HOTEL
Radisson Hotel Utica Centre
Utica, NY 13501
Contact: Christine Lopez
Main: (315) 266-1462
### LOCAL ORGANIZING COMMITTEE

<table>
<thead>
<tr>
<th><strong>TOURNAMENT CO-DIRECTOR</strong></th>
<th><strong>TOURNAMENT CO-DIRECTOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAVE FONTAINE</strong></td>
<td><strong>JIM MURNANE</strong></td>
</tr>
<tr>
<td><strong>ATHLETIC DIRECTOR – UTICA COLLEGE</strong></td>
<td><strong>ASSOCIATE ATHLETIC DIRECTOR – UTICA COLLEGE</strong></td>
</tr>
<tr>
<td>315-792-3050 (Office)</td>
<td>315-792-3281 (Office)</td>
</tr>
<tr>
<td>315-269-4434 (CELL)</td>
<td>315-542-1911 (CELL)</td>
</tr>
<tr>
<td><strong><a href="mailto:DSFONTAI@UTICA.EDU">DSFONTAI@UTICA.EDU</a></strong></td>
<td><strong><a href="mailto:JMURNAN@UTICA.EDU">JMURNAN@UTICA.EDU</a></strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>UTICA MEMORIAL AUDITORIUM</strong></th>
<th><strong>SPORTS INFORMATION CONTACT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LUANN HORTON-MURAD</strong></td>
<td><strong>GIL BURGMASTER</strong></td>
</tr>
<tr>
<td><strong>EXECUTIVE ADMINISTRATOR</strong></td>
<td><strong>ASSOCIATE ATHLETIC DIRECTOR / SPORTS INFORMATION – UTICA COLLEGE</strong></td>
</tr>
<tr>
<td>315.790.9070 (Office)</td>
<td>315-368-7075 (CELL)</td>
</tr>
<tr>
<td><strong><a href="mailto:LUANNHORTON-MURAD@UTICACOMETS.COM">LUANNHORTON-MURAD@UTICACOMETS.COM</a></strong></td>
<td><strong><a href="mailto:GBURGMA@UTICA.EDU">GBURGMA@UTICA.EDU</a></strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TICKET MANAGER</strong></th>
<th><strong>DIRECTOR OF MARKETING / ALUMNI GROUPS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAVID SIETSMA</strong></td>
<td><strong>KELLY ADAMS</strong></td>
</tr>
<tr>
<td>315.790.9070 (Office)</td>
<td><strong>ASSISTANT VP Adv/Mkt &amp; Comm – Utica College</strong></td>
</tr>
<tr>
<td><strong><a href="mailto:DAVIDSIETSMA@UTICACOMETS.COM">DAVIDSIETSMA@UTICACOMETS.COM</a></strong></td>
<td>315-792-3315 (Office)</td>
</tr>
<tr>
<td><strong>ALUMNI GROUPS</strong></td>
<td><strong>DRUG TESTING</strong></td>
</tr>
<tr>
<td><strong>CHRISTINE KISIEL</strong></td>
<td><strong>CHRIS WARNER</strong></td>
</tr>
<tr>
<td><strong>UTICA COLLEGE ALUMNI RELATIONS</strong></td>
<td><strong>HEAD ATHLETIC TRAINER – Utica College</strong></td>
</tr>
<tr>
<td>315-223-2522 (Office)</td>
<td>315-792-3461</td>
</tr>
<tr>
<td><strong><a href="mailto:CSMANCUS@UTICA.EDU">CSMANCUS@UTICA.EDU</a></strong></td>
<td><strong><a href="mailto:CWARNER@UTICA.EDU">CWARNER@UTICA.EDU</a></strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>UTICA MEMORIAL AUDITORIUM MARKETING</strong></th>
<th><strong>FOOD CONCESSIONS</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>NINA STOECKE</strong></td>
<td><strong>JEFF STONE</strong></td>
</tr>
<tr>
<td>315-790-9070 (Office)</td>
<td><strong>UTICA MEMORIAL AUDITORIUM</strong></td>
</tr>
<tr>
<td><strong><a href="mailto:NINASTOECKE@UTICACOMETS.COM">NINASTOECKE@UTICACOMETS.COM</a></strong></td>
<td>315-725-4900</td>
</tr>
</tbody>
</table>

### TICKET INFORMATION

**UTICA MEMORIAL AUDITORIUM BOX OFFICE**
315-790-9070
[WWW.EMPIRESTATETIX.COM](http://WWW.EMPIRESTATETIX.COM)
CHECKLIST AND SCHEDULE OF EVENTS  
ALL TIMES EASTERN TIME

MONDAY, MARCH 20
  1. ADMINISTRATIVE CONFERENCE CALL. 11 A.M.
  2. DEADLINE FOR SUBMITTING ONLINE FORMS. 3 P.M. (forms accessible here)
      A. BANQUET RESPONSE FORM.
      B. TEAM TRAVEL INFORMATION FORM.
      C. OFFICIAL TRAVEL PARTY FORM.
      D. BAND AND SPIRIT SQUAD PASS LIST.
      E. AWARDS LIST.

TUESDAY, MARCH 21
  3. DEADLINE FOR SUBMITTING ELITE 90 NOMINEE. 5 P.M. (FORM ACCESSIBLE HERE)
  4. DEADLINE FOR SUBMITTING PREORDER FOR EVENT 1 FINALS SHIRTS. 11 P.M.

THURSDAY, MARCH 23
  5. ADMINISTRATIVE MEETING. 3:45 P.M.

THURSDAY, MARCH 23
  9:00A – 4:00P  MEDIA HEADQUARTERS / MEDIA CREDENTIAL PICKUP  
                  LOCATION: UTICA MEMORIAL AUDITORIUM WILL CALL
  10:00 – 11:00A  TEAM A PRACTICE (TEAM A IS HOME TEAM, GAME #1)
  11:15A – 12:15P  TEAM B PRACTICE (TEAM B IS VISITING TEAM, GAME #1)
  12:30 – 1:30P  TEAM C PRACTICE (TEAM C IS HOME TEAM, GAME #2)
  1:45 – 2:45P  TEAM D PRACTICE (TEAM D IS VISITING TEAM, GAME #2)
  3:45P  CHAMPIONSHIP ADMINISTRATIVE MEETING  
         LOCATION: RADISSON HOTEL – ADIRONDACK ROOM
  5:45P – 8:00P  CHAMPIONSHIP BANQUET  
                 (MEET IN RADISSON GARDEN GRILL AT 5:45 P.M.)

FRIDAY, MARCH 24
  8:45 – 9:30A  TEAM A PRACTICE
  9:45 – 10:30A  TEAM B PRACTICE
10:45 – 11:30A  TEAM C PRACTICE
11:45A – 12:30P  TEAM D PRACTICE

3:00P  SEMIFINAL GAME #1
      TEAM A VS. TEAM B

TEN-MINUTES FOLLOWING GAME  PRESS CONFERENCE (ELIMINATED TEAM, FOLLOWED BY ADVANCING TEAM)

NOTE: MINIMUM 40 MINUTES ALLOCATED BETWEEN SEMIFINAL GAMES

6:30P  SEMIFINAL GAME #2
      TEAM C VS. TEAM D

TEN-MINUTES FOLLOWING GAME  PRESS CONFERENCE (ELIMINATED TEAM, FOLLOWED BY ADVANCING TEAM)

SATURDAY, MARCH 25

11:00 – 11:45A  WINNER SEMIFINAL #1 PRACTICE
12:00 – 12:45P  WINNER SEMIFINAL #2 PRACTICE

7:00P  NATIONAL CHAMPIONSHIP GAME

POSTGAME  AWARDS CEREMONY
TEN-MINUTES FOLLOWING GAME  PRESS CONFERENCE (RUNNER-UP, FOLLOWED BY CHAMPIONSHIP TEAM)

* ALL PRACTICES ARE CLOSED
SEE TRAVEL POLICIES FOR COMPLETE DETAILS OF NCAA CHAMPIONSHIP TRAVEL POLICIES, INCLUDING PER DIEM REIMBURSEMENT. ALL QUESTIONS SHOULD BE DIRECTED TO THE NCAA TRAVEL DEPARTMENT (317-917-6757).

EXPENSE REIMBURSEMENT FOR PARTICIPATION IN THE 2017 DIVISION III MEN’S ICE HOCKEY CHAMPIONSHIP WILL BE FILED THROUGH THE NCAA ONLINE SYSTEM. THE TRAVEL EXPENSE SYSTEM (TES) CAN BE FOUND ONLINE AT NCAA.ORG. FROM THE MAIN PAGE, CLICK ON DIVISION III AND THEN CHAMPIONSHIPS. THE TRAVEL AND REIMBURSEMENT INFORMATION LINK IS LOCATED UNDER THE CHAMPIONSHIP RESOURCES HEADER.

PER THE DIVISION III CHAMPIONSHIPS COMMITTEE, INSTITUTIONS HAVE 45 DAYS FROM THE END OF THE CHAMPIONSHIP TO SUBMIT REIMBURSEMENT REQUESTS. AFTER 45 DAYS HAVE PASSED, THE INSTITUTION WILL BE REIMBURSED THE MINIMUM AMOUNT OF PER DIEM ALLOTED AND NO FURTHER REIMBURSEMENT WILL BE PROVIDED.

TRAVEL PLANS
UPON FINALIZING TRAVEL DETAILS, EACH TEAM MUST COMPLETE THE ONLINE FORMS BY 3 P.M. EASTERN TIME MONDAY, MARCH 20.

TRANSPORTATION
TRANSPORTATION TO PLAYING SITE
TEAMS LOCATED WITHIN 500 MILES OF THE COMPETITION SITE ARE REQUIRED TO USE GROUND TRANSPORTATION. TEAMS LOCATED OUTSIDE THE 500 MILES MAY USE AIR TRANSPORTATION.

ALL AIR TRANSPORTATION MUST BE ARRANGED THROUGH SHORT’S TRAVEL MANAGEMENT (866-655-9215).

AS PART OF THE NCAA GROUND TRANSPORTATION PROGRAM, ALL GROUND TRANSPORTATION PAYABLE BY THE NCAA MUST BE ARRANGED THROUGH GO GROUND OPTIONS (866-386-4951). THE COSTS WILL BE PAID TO THE OPERATOR DIRECTLY, ELIMINATING THE NEED FOR TEAMS TO CLAIM REIMBURSEMENT.

LOCAL TRANSPORTATION
FOR TEAMS THAT FLY TO THE SITE OF COMPETITION, LOCAL TRANSPORTATION IS NOT REIMBURSABLE BY THE NCAA. PARTICIPATING INSTITUTIONS ARE RESPONSIBLE FOR ARRANGING THEIR OWN LOCAL TRANSPORTATION AND MAY DO SO USING THE NCAA PROVIDER, GO GROUND OPTIONS.

THE FOLLOWING IS A LIST OF BUS COMPANIES THAT CAN ASSIST WITH LOCAL TRANSPORTATION.

BERNIE BUS: 315-336-3950 x236
ROSE SIMIELE
ROSE1@BERNIEBUS.COM
DIRECTIONS TO THE UTICA MEMORIAL AUDITORIUM

From Rt. 90 (Nys Thruway):
Exit 31  Follow Signs For Genesee St. South After 1st Traffic Light, Exit To Right Onto Whitesboro St. The Aud Is 6 Blocks On Left.

From Rt. 5 East, 8 Or 12 North:
Take Downtown Exit (Rt. 5s East), Turn Left At Traffic Light, Merge Onto 5s (Oriskany St.). The Aud Is On Left.

From Rt. 5 West, 8 Or 12 South:
Take Downtown Exit (Rt. 5s East). The Aud Is 1/4 Mile On Left.

HOTEL INFORMATION

<table>
<thead>
<tr>
<th>TEAM HOTEL</th>
<th>NCAA COMMITTEE HEADQUARTERS HOTEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADISSON HOTEL UTICA CENTER</td>
<td>HOTEL UTICA</td>
</tr>
<tr>
<td>200 GENESEE ST, UTICA, NY 13501</td>
<td>102 LAFAYETTE ST, UTICA, NY 13502</td>
</tr>
<tr>
<td>(315) 266-1462</td>
<td>(315) 266-1462</td>
</tr>
<tr>
<td>CONTACT: Christine Lopez</td>
<td>CONTACT: JESSICA SCHUMWAY</td>
</tr>
<tr>
<td><a href="mailto:CHRISTINE.LOPEZ@RADISSON.COM">CHRISTINE.LOPEZ@RADISSON.COM</a></td>
<td><a href="mailto:JSHUMWAY@VISIONS-HOTELS.COM">JSHUMWAY@VISIONS-HOTELS.COM</a></td>
</tr>
</tbody>
</table>

HOUSING ARRANGEMENTS

On Monday, March 20, coaches will receive a communication from Christine Lopez at Radisson Hotel Utica Centre with the forms required for your stay. Christine will work with each coach or team point person on room configurations for your travel squad. Each team will have access to 17 double/Double rooms and one suite at a rate of $125/night plus taxes and fees.

Additional rooms for family, friends, fans, etc. have not been reserved and may or may not be available at the team or headquarters hotel.

The method of payment for all charges shall be via credit card or other arrangements made with the hotel prior to arrival.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate (which is generally not approved by the NCAA) to a different hotel the following must occur:

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

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) also housing another team or the game officials or to the designated headquarters hotel. Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.
CHAMPIONSHIP SCHEDULE AND TEAM INFORMATION

ADMINISTRATIVE CALL
MONDAY, MARCH 20 – 11 AM EASTERN TIME.

There will be a mandatory pre-championship administrative call for the athletic director or other representative of the institution’s administration, the head coach, and the sports information director from each institution.

Call in number: 877/873-8018
Access code: 8561795

ADMINISTRATIVE MEETING
THURSDAY, MARCH 23 – 3:45PM – LOCATION: RADISSON HOTEL – ADIRONDACK ROOM

There will be a mandatory pre-championship administrative meeting on Thursday, March 23 at 3:45PM at the Radisson Hotel – Adirondack room. The athletic director or other representative of the institution’s administration, the head coach, the Sports Information Director and the Ticket Manager (if applicable) from each institution should be present at this meeting. Payment for any additional banquet attendees must be made by this time (cash or checks only; no credit or debit cards. Please make checks to “Radisson Hotel Utica Centre”)

Please note: unless otherwise indicated, all student-athletes listed on the team roster will be eligible for drug testing. All participating student-athletes must be included on the roster.

SQUAD SIZE
All teams are limited to 21 student-athletes in uniform for competition as prescribed by the ice hockey playing rules. The squad size limit includes 18 student-athletes and 3 goalies.

During practice, teams are not limited in the number of student-athletes permitted to skate. During pre-game warm-up, a maximum of 22 student-athletes (not more than 19 players and three goal keepers) may participate.

PARTICIPANT CREDENTIALS
Any issued credential may not be given to another team member or individual. Each team will receive the following credentials: Up to 31 credentials, 29 of which may be designated as bench personnel.

Up to 25 individuals identified on the Official Travel Party Form will receive admittance to the arena without charge. The band members, cheerleaders and mascot will be admitted via a gate list. Each participating institution may request up to six additional credentials for team personnel. Two of the six additional credentials must be used for medical personnel (e.g., athletic trainer). The team personnel credential will allow access to the championship venue, locker room and interview area. Individuals not included in the official traveling party of 25, in the six team personnel or on the gate list must purchase a ticket for admission to the venue.

UNIFORMS
Teams should bring both home and away uniforms and institution flags as instructed on the administrative conference call. The higher seeded team will be designated as the home team and will wear its light colored uniform and socks. Team uniforms, practice uniforms, laundry and towels will be washed after every practice and game if needed.
**LOGO POLICY**  
*Reference: Bylaw 12.5.3 in the NCAA Division III Manual.*

The provisions of Bylaw 12.5.3 (Division III) indicate that an institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

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

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

**Patches**

Each team will receive 23 patches for placement on team uniforms. Participants may place the patches on the left upper chest area of the jersey or the left upper sleeve if the chest is not possible. Please note that placement must be consistent for all team members. A second set of patches will be provided for teams advancing to the championship game.

**Bench Assignments**

The higher seeded team will use the “Home Bench” at the Utica Memorial Auditorium – the home bench is located on the right when facing the team benches.

If both teams share the same final regional ranking, the West Region team will be the home team in odd years and the East Region team will be the home team in even years. If a team has a higher regional ranking than its opponent, the higher regionally ranked team will be considered the home team and may use the host bench. If the championship takes place at a nonpredetermined site and the host team is not the top seed, then the last change will go to the top seed; all other home team designations (i.e., uniform color, locker room assignment, home team bench) will remain with the host team.

The Division III Men’s Ice Hockey Committee will have the ability to change bench assignments based on facility configuration or any other safety concern. The host team shall always retain its own locker room.
LOCKER ROOM ASSIGNMENTS

LOCKER ROOM ASSIGNMENTS WILL BE AS FOLLOWS:

LOCKER ROOM A  TEAM A = HOME TEAM, GAME #1 (3:00P)
LOCKER ROOM B  TEAM C = HOME TEAM, GAME #2 (6:30P)
LOCKER ROOM C  TEAM B = VISITING TEAM, GAME #2 (6:30P)
LOCKER ROOM D  TEAM D = VISITING TEAM, GAME #1 (3:00P)

TOWELS AND WATER WILL BE PROVIDED IN ALL LOCKER ROOMS.
PLEASE SEE FACILITY MAPS.

PREGAME PROTOCOL

NOTE: PREGAME SCHEDULE IS SUBJECT TO CHANGE.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CLOCK TIME</th>
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<tbody>
<tr>
<td>On and Off Ice Officials Meeting with NCAA Committee</td>
<td>80:00</td>
</tr>
<tr>
<td>Officers on Ice</td>
<td>39:00</td>
</tr>
<tr>
<td>Home Team on Ice, followed by visiting team</td>
<td>38:00</td>
</tr>
<tr>
<td>Captains Meeting with Officials on Ice</td>
<td>24:00</td>
</tr>
<tr>
<td>Home Team leaves Ice, followed by visiting team</td>
<td>23:00</td>
</tr>
<tr>
<td>Starting Lineups Submitted to Official Scorer</td>
<td>15:00</td>
</tr>
<tr>
<td>Crowd Control Statement Read</td>
<td>14:00</td>
</tr>
<tr>
<td>Officials Notify Teams to Return to Ice (Three-Minute Warning)</td>
<td>10:00</td>
</tr>
<tr>
<td>Home Team returns to ice, followed by visiting team</td>
<td>7:00</td>
</tr>
<tr>
<td>Introduction of Teams at respective blue lines and National Anthem</td>
<td>6:00</td>
</tr>
<tr>
<td>Faceoff</td>
<td>0:00</td>
</tr>
</tbody>
</table>

All players eligible to compete and in uniform will be introduced during the pregame protocol. At the five minute mark, the horn will sound signaling teams to assemble on their respective goal lines. As each player is introduced, he will skate to the blue line (substitutes followed by starters). Teams will remain on the blue line for the National Anthem.

SKATE SHARPENING INFORMATION

It is suggested that teams bring their own portable skate sharpening equipment. In the event that a team does not travel with skate-sharpening equipment, a permanent sharpener is available for use – for assistance with skate sharpening please contact Connor Hobbes at 315-269-3986. Each team will be responsible for sharpening and riveting their team’s own skates.

EQUIPMENT

The NCAA will provide the host institution/agency with 200 pucks to be used for practice sessions and competition. Towels will also be provided.

BANQUET

There will be a banquet for the individuals participating in the championship and the members of each school’s official travel party. The banquet will be held at the Radisson Hotel Utica Centre Banquet Hall; teams will gather in the Garden Grill of the Radisson Hotel at 5:45 p.m., Thursday, March 23. Each team will receive 25 tickets (official travel party) for the banquet. The banquet will include a casual buffet style dinner. Teams are encouraged to wear attire appropriate for a championship function (e.g., slacks, tie not required).
Teams should fill out the banquet response form online no later than 3 p.m. Eastern time, Monday, March 20. Please reach out to Laura Peterson-Mlynski (317-917-6477) or via email at (lpeterson@ncaa.org) with any questions. Additional tickets are available for school administrators and/or additional team personnel not included in the travel party for $40 each. Please include additional guest reservations on the banquet response form when submitting.

NCAA Championship Banquet – Thursday, March 23

5:45 p.m.-6:15 p.m.
Student-Athlete Social - Host representatives will meet teams in the Garden Grill of the Radisson Hotel for light refreshments and team pictures with NCAA backdrop. Photographer will be on hand.

6:15 p.m.-6:20 p.m.
Welcome & recognition of Special Olympics by Utica College athletic director Dave Fontaine & mayor of Utica Robert M. Palmieri

6:20 p.m.
Dinner served – buffet (pitchers of water on tables, garden salad, rolls, penne pasta, meatballs, pork, chicken francoise, mashed potatoes, vegetable medley, dessert, coffee, tea)

7:10 p.m.
NCAA & AHCA Awards presentation

7:30 p.m.
Presentation of team video and banquet ends

VIDEO EXCHANGE

Each team shall send a quality video of its quarterfinal game to its opponent by 5 p.m. local time Tuesday before the finals. Priority overnight shipping may be necessary to ensure that the video is received by the deadline. Each team also will 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 will adhere to the following guidelines:
1. Include the complete game, filmed from an elevated, mid-ice location;
2. Of sufficient visual quality; and
3. Of sufficient natural sound quality (i.e., no play-by-play).

If the game is not transferred in a digital format:
1. Recorded on a new, unused DVD or videotape;
2. Viewable in DVD or VHS format.

PARTICIPANT MISCONDUCT

Participant misconduct (see Appendix A for information on ice hockey supplemental discipline)
[Reference: Meetings (see pages in general information handbooks and Bylaws 31.1.8 and 31.1.8.2 in the NCAA Manual.)]

Misconduct at an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional
BEHAVIOR OR BREACH OF LAW OCCURRING EN ROUTE TO, FROM OR AT THE LOCALE OF THE COMPETITION OR PRACTICE THAT DISCREDITS THE EVENT OR INTERCOLLEGIATE ATHLETICS. 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 GUILTY OF MISCONDUCT AT ANY TIME DURING THE CHAMPIONSHIP.

CRITICISM OF OFFICIALS
MEMBERS OF THE COACHING STAFF OR OTHER REPRESENTATIVES OF PARTICIPATING INSTITUTIONS OR CONFERENCES SHALL NOT MAKE PUBLIC STATEMENTS CRITICAL OF OFFICIATING IN ANY NCAA CHAMPIONSHIP EVENT. FAILURE TO COMPLY WITH THIS POLICY MAY SUBJECT THE INDIVIDUAL, INSTITUTION OR CONFERENCE TO THE MISCONDUCT PROVISIONS OF BYLAW 31.1.8.

HEARING OPPORTUNITY
AN ACT OF MISCONDUCT MAY BE FOUND ON AN ADMINISTRATIVE HEARING GRANTED TO THE STUDENT-ATHLETE OR THE INSTITUTIONAL REPRESENTATIVE INVOLVED BY THE GOVERNING SPORTS COMMITTEE OR THE GAMES COMMITTEE AUTHORIZED TO ACT FOR IT.

MISCONDUCT INCIDENT TO COMPETITION

PENALTY FOR MISCONDUCT
IN ACCORDANCE WITH BYLAW 31.1.8.3, THE GOVERNING SPORTS COMMITTEE (OR THE GAMES COMMITTEE AUTHORIZED TO ACT FOR IT) MAY IMPOSE ANY ONE OR A COMBINATION OF THE FOLLOWING PENALTIES ON AN INSTITUTION OR ANY STUDENT-ATHLETE OR REPRESENTATIVE OF AN INSTITUTION GUILTY OF MISCONDUCT THAT OCCURS, EN ROUTE TO, FROM OR AT THE LOCALE OF THE COMPETITION OR PRACTICE:

1. PUBLIC OR PRIVATE REPRIMAND OF THE INDIVIDUAL;
2. DISQUALIFICATION OF THE INDIVIDUAL FROM FURTHER PARTICIPATION IN THE NCAA CHAMPIONSHIP INVOLVED;
3. BANISHMENT OF THE INDIVIDUAL FROM PARTICIPATING IN ONE OR MORE SUBSEQUENT CHAMPIONSHIPS OF THE SPORT INVOLVED;
4. CANCELLATION OF ALL OR A PORTION OF PAYMENT TO THE INSTITUTION OF THE ASSOCIATION’S TRANSPORTATION AND/OR PER DIEM ALLOWANCE FOR THE INDIVIDUALS INVOLVED;
5. WITHHOLDING OF ALL OR A PORTION OF THE INSTITUTION’S SHARE OF REVENUE DISTRIBUTION;
6. BANISHMENT OF THE INSTITUTION FROM PARTICIPATION IN ONE OR MORE SUBSEQUENT CHAMPIONSHIPS IN WHICH ITS TEAM IN THAT SPORT OTHERWISE WOULD BE ELIGIBLE TO PARTICIPATE;
7. DISQUALIFICATION OF AN INSTITUTION FOR A PERIOD OF TIME FROM SERVING AS HOST INSTITUTION FOR ONE OR MORE NCAA CHAMPIONSHIPS;
8. CANCELLATION OF ALL OR A PORTION OF THE HONORARIUM FOR HOSTING AN NCAA CHAMPIONSHIP; AND
9. FINANCIAL OR OTHER PENALTIES DIFFERENT FROM NOS. 1 THROUGH 8, BUT ONLY IF THEY HAVE PRIOR APPROVAL OF THE DIVISION III CHAMPIONSHIPS COMMITTEE.

BAN FROM SUBSEQUENT CHAMPIONSHIP
WHEN A STUDENT-ATHLETE OR INSTITUTIONAL REPRESENTATIVE IS BANNED FROM PARTICIPATION IN A SUBSEQUENT CHAMPIONSHIP, SUCH PENALTY SHALL BE APPLIED TO THE NEXT TOURNAMENT(S) IN WHICH THE INDIVIDUAL’S TEAM IS INVOLVED AND THE INDIVIDUAL OTHERWISE IS ELIGIBLE TO PARTICIPATE.
IN THE CASE OF AN INDIVIDUAL EVENT, THE PENALTY SHALL BE APPLIED TO THE NEXT MEET(S) OR TOURNAMENT(S) FOR WHICH THE INDIVIDUAL QUALIFIES AND OTHERWISE IS ELIGIBLE TO PARTICIPATE.

REVIEW OF ACTION
ANY ACTION RELATED TO MISCONDUCT MAY BE REVIEWED BY THE GOVERNING SPORTS COMMITTEE ON REQUEST OF ANY INSTITUTION PARTICIPATING IN THE CHAMPIONSHIP.

TOBACCO USE
THE USE OF TOBACCO PRODUCTS IS PROHIBITED BY ALL GAME PERSONNEL (E.G., COACHES, TRAINERS, MANAGERS AND GAME OFFICIALS) IN ALL SPORTS DURING PRACTICE AND COMPETITION. UNIFORM PENALTIES (AS DETERMINED BY THE APPLICABLE RULES-MAKING COMMITTEES) 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.

EMERGENCY/EVACUATION PROCEDURES
TEAMS WILL RECEIVE SPECIFIC DETAILED INFORMATION REGARDING THE EVACUATION PLAN AT THE ADMINISTRATIVE MEETING. IF THERE IS ANY TYPE OF EMERGENCY WHILE IN THE UTICA MEMORIAL AUDITORIUM, THE NCAA AND ARENA OFFICIALS WILL PROVIDE IMMEDIATE INSTRUCTIONS AND WILL EXPECT THE FULL COOPERATION OF EVERYONE IN THE TRAVEL PARTY. TEAM ADMINISTRATORS WILL BE THE FIRST LINE OF COMMUNICATION PROVIDED TIME ALLOWS.

OFFICIALS
OFFICIALS FOR ALL CHAMPIONSHIP COMPETITION ARE SELECTED BY THE DIVISION III MEN’S ICE HOCKEY COMMITTEE, BASED ON RECOMMENDATIONS SUBMITTED BY THE NCAA NATIONAL ICE HOCKEY OFFICIALS’ COORDINATOR AND NCAA CONFERENCES/ASSOCIATIONS. A SPORTS COMMITTEE OR GAMES COMMITTEE MAY NOT REQUIRE MEMBERSHIP IN ANY SPECIFIC OFFICIALS’ ASSOCIATION AS A PREREQUISITE FOR SELECTION TO OFFICIATE IN AN NCAA MEET OR TOURNAMENT. OFFICIALS WILL BE SELECTED AND ASSIGNED BY THE SPORTS COMMITTEE, WHICH WILL ENSURE THAT OFFICIALS ADHERE TO THE ASSOCIATION’S POLICIES RELATING TO GAMBLING ACTIVITIES AND DRUG AND ALCOHOL USE. TWO REFEREES AND TWO LINESMEN WILL BE OBTAINED PER GAME.

CHAMPIONSHIP EVALUATIONS
A LINK CONTAINING AN EVALUATION OF THE FINAL ROUND WILL BE EMAILED TO THE HEAD COACH, DIRECTOR OF ATHLETICS AND SENIOR WOMAN ADMINISTRATOR AT EACH PARTICIPATING INSTITUTION FOLLOWING THE CONCLUSION OF THE CHAMPIONSHIP; THE HEAD COACH WILL BE ASKED TO FORWARD TO THE LINK TO STUDENT-ATHLETES. THE NCAA REQUESTS THAT EACH STUDENT-ATHLETE, COACH AND ADMINISTRATOR COMPLETE THE EVALUATION AS SOON AS POSSIBLE FOLLOWING THE CHAMPIONSHIP.
**TICKET INFORMATION**

**Utica Memorial Auditorium Ticket Manager**

David Sietsma  
315-790-9070  
DAVIDSIETSMA@UTICA.COM

Each participating team is allotted full tournament packages (including tickets for Friday’s session and Saturday’s session). Teams will receive 200 ticket packages. An institution may return any of the unsold ticket packages by 5:00p Eastern Time, Thursday, March 23. If a team has a need to return any of Saturday’s single session tickets, please have the necessary tickets collected and returned to David Sietsma following Friday’s session. Please have one point of contact for the return of the tickets.

**Ticket Prices**

- All-Sessions Reserved (Adult) $40.00
- All-Sessions Reserved (65+, Under 18 and Group) $30.00
- Single-Session Reserved (Adult) $25.00
- Single-Session Reserved (65+, Under 18 and Group) $20.00

**Participant Ticket Distribution**

Participating institutions will be sent an allocation of all-session ticket packages via FedEx to arrive Tuesday, March 21. The all-session packages will admit the bearer to the Semifinal Games Friday, March 24, and the Championship Game Saturday, March 25. A representative from each institution must contact David Sietsma (contact information above) not later than 5 p.m. Eastern time, Wednesday, March 22 to indicate the number of unused tickets to be returned. The unused tickets should be returned to David no later than Thursday, March 23.

See the enclosed Utica Memorial Auditorium diagram for the seating locations of each participating institution. Seats will be reserved for participating institutions in sections 102, 202, 105, 205, 116, 218, 113, 215.

**Participant Official Travel Party**

Twenty-Five members of the participating institution’s official travel party will be admitted via a pass list submitted online – deadline 3 p.m. Eastern time, Monday, March 20. Individuals in the official travel party should enter the Utica Memorial Auditorium through the Zamboni Door Entrance located on Charles Street. The official travel party will be issued credentials which must be worn at all times at the competition site.

Seats for the non-participating teams will be in the following sections. Please see the Utica Memorial Auditorium Seating Chart for the location of these seats:

Semifinals

- Team A – 102 and then 202
- Team B – 105 and then 205
- Team C – 113 and then 215
- Team D – 116 and then 218
**Bands**

Pep bands may not exceed 25 persons. Band members who are in uniform and performing at the championship will not be charged admission to the competition. Institutions must complete the band and spirit squad pass-list online no later than 3pm Eastern time, Monday, March 20.

Bands will be located in the following sections. These sections can be located on the Utica Memorial Auditorium seating chart. Bands must enter through the Zamboni Entrance.

- 201: Rows F-J
- 206: Rows F-H
- 214: Rows F-J
- 217: Rows F-J

Bands are allowed to play during stoppages, timeouts, between games, and before and after the competition. Bands must coordinate with other bands, public address announcements, and other arena-wide addresses.

There is no room for storage of instruments or band uniforms at the Utica Memorial Auditorium. Bands must make storage arrangements offsite.

**Cheerleaders and Mascots**

Cheerleading squads may not exceed 12 persons. Cheerleaders and one mascot, who are in uniform and performing at the championship, will not be charged admission to the competition. Institutions must complete the band and spirit squad pass-list online no later than 3pm Eastern time, Monday, March 20.

**Will Call and Player Guest Tickets**

The Will Call area will be open during the following dates and times:

- **Monday, March 21- Thursday, March 24 – 9am-4pm**
- **Friday, March 24 - 10am until the first intermission of the second game**
- **Saturday, March 25 - 10:00 am until the start of the 2nd period**

A participating institution may purchase tickets from its allotment in order to provide complimentary admissions on behalf of its student athletes. If this is the case, each institution must comply with Bylaw 16.2.1.1.1 of the 2015-16 NCAA Division III Manual.

Actual tickets will not be issued on behalf of student-athletes. Each institution may provide a person to administer the passes or provide a detailed pass list to David Sietsma at the Utica Memorial Auditorium.

**Persons with Disabilities**

Any individuals in need of assistance for the championship should contact David Sietsma at 315-790-9070.

**Institution Payment for Ticket Allocations**

There are no complimentary tickets for the NCAA Championship. All tickets must be purchased.

Full payment for tickets must be forwarded within 10 days of the last day of competition. Checks should be
MADE PAYABLE TO “GARDEN ENTERTAINMENT” AND SHOULD BE FORWARDED TO:

DAVID SIETSMA – TICKET OPERATIONS MANAGER
UTICA MEMORIAL AUDITORIUM
400 Oriskany St W,
Utica, Ny 13502

GAME Officials’ Tickets
FOUR tickets will be reserved for each game official and standby official to purchase for all sessions at the site. Please contact DAVID SIETSMA by 5 p.m. eastern Time, Wednesday, March 22 to claim these tickets.

UTICA MEMORIAL AUDITORIUM Rules and Regulations

• ITEMS that jeopardize the safety, viewing, listening pleasure, or enjoyment of other guests are prohibited. In accordance with building policy and security guidelines, items not allowed into the Utica Memorial Auditorium include but are not limited to: alcoholic beverages, outside food or beverages, bottles or cans of any type, coolers, containers, weapons or firearms, fireworks, illegal substances, bullhorns, noisemakers, confetti, beach balls or other inflatable items, frisbees, laser pointers, back packs, large bags, large banners, sticks or poles, folding chairs, stools, skateboards, and roller blades, etc. Arena management reserves the right to remove any items it deems a violation of its building policy and security guidelines. No check-in services are available for prohibited items.

• PER NCAA CHAMPIONSHIP policy, artificial noisemakers (air horns, cowbells, thunder sticks, etc.) are prohibited.

• Guests are not allowed to bring any outside banner(s) into the arena. Small signs are permitted as long as they do not block the view of others or contain political and/or obscene material. Large signs and signs which contain sticks and poles are not allowed into the arena. Arena management reserves the right to remove any sign in the Utica Memorial Auditorium.

• There will be no re-entry. To help ensure the highest level of safety and security, all Utica Memorial Auditorium guests, employees, and vendors are subject to security searches and a courtesy screening, which will include metal detection devices.
MEDIA INFORMATION

MEDIA RELATIONS
The tournament Sports Information Directors (Gil Burgmaster & Laurel Simer) will contact team Sports Information Department for rosters and other pertinent information that will be needed for the Championship.

MEDIA CREDENTIALS
Members of the media wishing to request credentials should do so online at www.ncaa.com/media by 5 p.m. Eastern time, Wednesday, March 22. Credentials will be available for pick up at the Will Call Window at the Utica Memorial Auditorium. Any media related questions should be directed to Gil Burgmaster, 315-368-7075. All media will enter the Utica Memorial Auditorium via the Main Ticket Entrance on the Side of the Building.

POST-GAME PRESS CONFERENCES:
A cooling-off period is scheduled to allow a coach to meet with the student-athletes in the locker room after the game. The period begins when the coach enters the dressing room after the game or interview with NCAA broadcast partners or NCAA Productions. The period will be 10 minutes for the winning team and 10 minutes for the non-winning team, with the exception of the national championship game. A coach may shorten the cooling-off period, but may not extend it. Following the conclusion of the 10-minute period, there will be a press conference for each team.

Each coach will participate in the post-game press conference with up to three student-athletes from each
TEAM. MEDIA WILL BE POLLED IN THE FINAL MINUTES OF THE GAME FOR THEIR CHOICES OF PLAYERS TO PARTICIPATE IN THE PRESS CONFERENCE. NO COACH MAY DELAY A PRESS CONFERENCE WITH THE COVERING MEDIA TO CONDUCT AN INTERVIEW WITH A SINGLE NEWSPAPER, RADIO, OR TELEVISION ENTITY, EXCEPT TO CONDUCT A SHORT INTERVIEW WITH THE RIGHTS-HOLDING TELEVISION BROADCASTER OR NCAA PRODUCTIONS. AFTER COMPLETING THE SCHEDULED PRESS CONFERENCE WITH THE MEDIA COVERING THE CHAMPIONSHIP, COACHES AND STUDENT-ATHLETES MAY PARTICIPATE IN ONE-ON-ONE INTERVIEWS.

POST-GAME MEDIA ACCESS:

ORDER OF APPEARANCE

WEB BROADCASTS
BOTH OF THE SEMIFINAL GAMES AND THE CHAMPIONSHIP GAME WILL BE WEBCAST ON NCAA.COM.

EVENT VIDEOTAPE
THE HOST INSTITUTION, IN CONJUNCTION WITH THE NCAA, WILL VIDEOTAPE EACH OF THE GAMES. EACH ADVANCING TEAM WILL BE PROVIDED A COPY OF ITS OPPONENT’S GAME IMMEDIATELY AFTER THE CONCLUSION OF SEMIFINAL #2.

TEAMS MAY RECORD ONLY THE CONTEST IN WHICH THEY ARE COMPETING FOR ARCHIVAL, COACHING OR INSTRUCTIONAL PURPOSES. EACH INSTITUTION IS PERMITTED TO USE ONE CAMERA AND SPACE WILL BE MADE AVAILABLE.

SPORTS MEDICINE

ATHLETIC TRAINING
CERTIFIED ATHLETIC TRAINER(S) WILL BE AVAILABLE AT THE UTICA MEMORIAL AUDITORIUM AND ASSIST THE PARTICIPATING INSTITUTIONS’ SPORTS MEDICINE STAFF. CERTIFIED ATHLETIC TRAINER(S) WILL BE ON SITE FOR EACH SCHEDULED PRACTICE OR COMPETITION. PHYSICIAN(S) WILL BE ON-CALL OR ON-SITE FOR ALL PRACTICE AND GAME DAYS, DEPENDING ON THE SPORT. WHEN APPLICABLE, THE HOST INSTITUTIONS SHALL PROVIDE SPECIALTY PHYSICIANS (E.G., DERMATOLOGISTS, ORTHOPEDIC, OPHTHALMOLOGIST), DENTIST, X-RAY TECHNICIANS, EMERGENCY MEDICAL TECHNICIANS (EMT’S) OR LICENSED MASSAGE THERAPISTS.

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 WILL FOLLOW THEIR CONCUSSION MANAGEMENT PLAN WHILE PARTICIPATING IN NCAA CHAMPIONSHIPS. IF A PARTICIPATING TEAM LACKS APPROPRIATE MEDICAL STAFF TO ACTIVATE ITS CONCUSSION MANAGEMENT PLAN, THE HOST CHAMPIONSHIP CONCUSSION MANAGEMENT PLAN WILL BE ACTIVATED.

THE LEGISLATION NOTES, IN PART, THAT A STUDENT-ATHLETE WHO EXHIBITS SIGNS, SYMPTOMS OR BEHAVIORS CONSISTENT WITH A CONCUSSION WILL BE REMOVED FROM ATHLETICS ACTIVITIES (E.G., COMPETITION, PRACTICE, CONDITIONING SESSIONS) AND EVALUATED BY A MEDICAL STAFF MEMBER (E.G., SPORTS MEDICINE STAFF, TEAM PHYSICIAN) WITH EXPERIENCE IN THE EVALUATION AND MANAGEMENT OF CONCUSSIONS; A STUDENT-ATHLETE DIAGNOSED WITH A CONCUSSION IS PRECLUDED FROM RETURNING TO ATHLETICS ACTIVITY FOR AT LEAST THE REMAINDER OF THAT CALENDAR DAY; AND MEDICAL CLEARANCE FOR RETURN TO ATHLETICS ACTIVITY WILL 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 WWW.NCAA.ORG/HEALTH-AND-SAFETY.

MEDICAL EXAMINATIONS
AS THE EVENT SPONSOR, THE NCAA SEEKS TO ENSURE THAT ALL STUDENT-ATHLETES ARE PHYSICALLY FIT TO PARTICIPATE IN ITS CHAMPIONSHIPS AND HAVE VALID MEDICAL CLEARANCE TO PARTICIPATE IN THE COMPETITION. THE NCAA TOURNAMENT PHYSICIAN, AS DESIGNATED BY THE HOST SCHOOL, HAS THE UNCHALLENGEABLE AUTHORITY TO DETERMINE WHETHER A STUDENT-ATHLETE WITH AN INJURY, ILLNESS OR OTHER MEDICAL CONDITION (E.G., SKIN INFECTION) MAY EXPOSE OTHERS TO A SIGNIFICANTLY ENHANCED RISK OF HARM AND, IF SO, TO DISQUALIFY THE STUDENT-ATHLETE FROM CONTINUED PARTICIPATION. FOR ALL OTHER INSTANCES, THE STUDENT-ATHLETE’S ON-SITE TEAM PHYSICIAN CAN DETERMINE WHETHER A STUDENT-ATHLETE WITH AN INJURY OR ILLNESS SHOULD CONTINUE TO PARTICIPATE OR IS DISQUALIFIED. IN THE ABSENCE OF A TEAM PHYSICIAN, THE NCAA TOURNAMENT PHYSICIAN WILL EXAMINE THE STUDENT-ATHLETE AND HAS VALID MEDICAL AUTHORITY TO DISQUALIFY HIM OR HER IF THE STUDENT-ATHLETE’S INJURY, ILLNESS OR MEDICAL CONDITION POSES A POTENTIALLY LIFE THREATENING RISK TO HIMSELF OR HERSELF. THE CHAIR OF THE GOVERNING SPORTS COMMITTEE (OR A DESIGNATED REPRESENTATIVE) SHALL BE RESPONSIBLE FOR ADMINISTRATIVE ENFORCEMENT OF THE MEDICAL JUDGMENT, IF IT INVOLVES DISQUALIFICATION.

CHAMPIONSHIP MEDICAL CONTACTS
PLEASE CONTACT CHRIS WARNER IN ADVANCE FOR ANY ADDITIONAL NEEDS OR WITH QUESTIONS CONCERNING MEDICAL COVERAGE.

CHRIS WARNER
HEAD ATHLETIC TRAINER – UTICA COLLEGE
315-792-3461
CWARNER@UTICA.EDU

EMERGENCY MEDICAL SERVICES
EMT CREWS WILL BE IN THE ARENA AT LEAST 60 MINUTES BEFORE EACH GAME.

HOSPITALS AND EMERGENCY SERVICES
IN CASE OF AN EMERGENCY, DIAL 911
EMERGENCY PHONE NUMBERS/HOSPITALS

UTICA POLICE DEPT.
(315) 735-3301

UTICA FIRE DEPT.
(315) 731-2000

AMBULANCE
KUNKEL AMBULANCE
(315) 327-2943
EDWARDS AMBULANCE
(315) 737-7657

HOSPITALS
FAXTON-ST. LUKE’S HEALTHCare (MVHS)
1656 CHAMPLIN AVE, UTICA, NY 13502
(315) 624-6000

ST. ELIZABETH MEDICAL CENTER (MVHS)
2209 GENESEE STREET, UTICA, NY 13501
(315) 798-8100

SLOCUM-DICKSON MEDICAL GROUP
1729 BURRSTONE ROAD, NEW HARTFORD, NY 13413
(315) 798-1580

PHYSICIANS
DURING EACH GAME, A PHYSICIAN WILL BE IN ATTENDANCE. THROUGHOUT THE CHAMPIONSHIP, PHYSICIANS WILL BE ON CALL.
DURING THE GAMES, THE PHYSICIAN WILL HAVE CONTACT WITH THE HOST EMS STAFF. THE PHYSICIAN IS DR. RUSSELL M.
LAFRINGE.

DRUG TESTING
THE NCAA IS DEDICATED TO FAIR AND EQUITABLE COMPETITION THROUGHOUT EACH ROUND OF THE CHAMPIONSHIPS AND
STRONGLY SUPPORTS THE DRUG TESTING PROGRAM IN ORDER TO SAFEGUARD THE HEALTH AND SAFETY OF THE PARTICIPATING
STUDENT-ATHLETES.

NOTIFICATION
IMMEDIATELY AFTER ANY ESTABLISHED NCAA COOL-DOWN PERIOD, A MEMBER OF THE DRUG TESTING CREW WILL NOTIFY
STUDENT-ATHLETES SELECTED FOR DRUG TESTING. EACH STUDENT-ATHLETE WILL BE INSTRUCTED TO READ AND SIGN THE
TEAM CHAMPIONSHIP STUDENT-ATHLETE NOTIFICATION FORM. THE NOTIFICATION FORM WILL INSTRUCT THE
STUDENT-ATHLETE TO REPORT TO THE TESTING ROOM WITHIN 60 MINUTES, UNLESS OTHERWISE DIRECTED BY THE CREW
MEMBER. AN INSTITUTIONAL REPRESENTATIVE MUST BE PRESENT IN THE DRUG TESTING VENUE.

MEDIA OBLIGATIONS
EACH TEAM IS PROVIDED A POST-GAME COOL-DOWN PERIOD. AT THE CONCLUSION OF THE COOL-DOWN PERIOD, A
MEMBER OF THE DRUG TESTING CREW WILL NOTIFY THE STUDENT-ATHLETES WHO HAVE BEEN SELECTED FOR TESTING.
NOTIFICATION MAY TAKE PLACE IN THE LOCKER ROOM (IF APPLICABLE) OR ON THE FIELD OF PLAY. IF A STUDENT-ATHLETE
IS SCHEDULED TO PARTICIPATE IN ANY POST-GAME NEWS CONFERENCE, HE/SHE IS REQUIRED TO ATTEND THE NEWS
CONFERENCE FIRST. THE STUDENT-ATHLETE WILL BE ESCORTED TO THE DRUG TESTING AREA AFTER ALL OF HIS/HER MEDIA
OBLIGATIONS HAVE BEEN FULFILLED.

NEXT DAY TESTING
IF COMPETITION BEGINS AT 10 PM 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 AM (LOCAL TIME) AT THE ORIGINAL TEST SITE.

PARTICIPATING INSTITUTION’S NOTIFICATION
THE INSTITUTIONAL REPRESENTATIVE WILL BE NOTIFIED OF DRUG TESTING NO SOONER THAN 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
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 CHAMPIONSHIP PRIOR TO A STUDENT-ATHLETE COMPLETING DRUG TESTING, AN INSTITUTIONAL REPRESENTATIVE MUST REMAIN WITH THE STUDENT-ATHLETE. IF THE STUDENT-ATHLETE AND/OR INSTITUTIONAL REPRESENTATIVE 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-ATHLETES ABILITY TO PROVIDE AN ADEQUATE SPECIMEN. IF THE STUDENT-ATHLETE PROVIDES AND ADEQUATE SPECIMEN IMMEDIATELY UPON ARRIVING IN THE DRUG TESTING AREA, THE ENTIRE PROCESS CAN BE COMPLETED WITHIN 20 MINUTES. IF THE STUDENT-ATHLETE IS UNABLE TO PROVIDE AN ADEQUATE SPECIMEN, HE/SHE MUST REMAIN IN THE DRUG TESTING AREA UNTIL ONE IS PROVIDED. THERE IS NO MAXIMUM ALLOCATED TIME FOR A STUDENT-ATHLETE TO PROVIDE AND ADEQUATE SPECIMEN.
AWARDS

AWARDS AND AWARDS CEREMONY
Each team will receive an NCAA team trophy. The winning team will receive 25 individual mini-Trophies and Championship watches on site. The runner-up and semifinalist team members will receive an individual mini-trophy.

The trophies for the non-advancing teams will be placed in the team locker rooms. After the championship game, both the team and individual awards will be presented to the championship and runner-up teams at center ice.

NOTE: All 25 members on the awards list (submitted online) will be called forward and should be at ice level to eliminate delay.

Teams wishing to purchase additional awards should visit HTTP://WWW.MTMRECOGNITION.COM/NCAA/

NCAA ACADEMIC RECOGNITION PROGRAM
Elite 90 Award. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA’s 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics or Quintin Wright at elite90@ncaa.org or 317-917-6222. All documents, including deadlines and nomination forms can be obtained at the following location – Elite 90.

The submission deadline for nomination for the Division III Men’s Ice Hockey Championship is 5 p.m. Eastern time, Tuesday, March 21.

All-Tournament Team
A six-member all-tournament team will be selected by members of the media, in conjunction with the NCAA Division III Men’s Ice Hockey Committee members. The committee will make the final determination.

The all-tournament team will consist of the following players: three forwards, two defensemen and one goaltender. The most outstanding player will be selected from among these players.

Championship Participation Award
The NCAA will provide championship participation awards after the conclusion of the championship. The NCAA, in conjunction with Main Gate, Inc. will communicate directly to participating institution’s head coaches regarding the ordering and delivery process of championship participant awards. In order to ensure each participant receives their allotted award, we ask that you respond to Erin Brown with the appropriate sizes once you receive an email from Main Gate, INC. If you do not receive information for ordering within two weeks post event, please contact Erin Brown at Main Gate, or your championship point person.

If you would like to purchase additional awards, or have questions with the ordering process, please contact Erin at 317-260-2538 or ehannoy@maingateinc.com.
<table>
<thead>
<tr>
<th>Restaurant Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUA VINO</td>
<td>16 Harbor Lock Rd E, Utica, NY 13502</td>
<td>(315) 732-0116</td>
</tr>
<tr>
<td>APPLEBEE’S</td>
<td>4755 Commercial Drive, New Hartford, NY 13413</td>
<td>(315) 768-3300</td>
</tr>
<tr>
<td>UNO CHICAGO GRILL</td>
<td>8645 Clinton St., New Hartford, NY 13413</td>
<td>(315) 736-8323</td>
</tr>
<tr>
<td>OUTBACK STEAKHOUSE</td>
<td>8655 Clinton St., New Hartford, NY 13413</td>
<td>(315) 736-0010</td>
</tr>
<tr>
<td>99 RESTAURANT</td>
<td>8675 Clinton St., New Hartford, NY 13413</td>
<td>(315) 736-9699</td>
</tr>
<tr>
<td>TOM CAVALLO’S RESTAURANT</td>
<td>40 Genesee St., New Hartford, NY 13413</td>
<td>(315) 735-1578</td>
</tr>
<tr>
<td>CARMELLA’S CAFÉ</td>
<td>8530 Seneca Turnpike, New Hartford, NY 13413</td>
<td>(315) 797-3350</td>
</tr>
<tr>
<td>BABE’S MACARONI GRILL &amp; BAR RESTAURANT</td>
<td>80 N Genesee St., Utica, NY 13502</td>
<td>(315) 735-0777</td>
</tr>
<tr>
<td>DELMONICO’S ITALIAN STEAKHOUSE</td>
<td>151 N Genesee St., Utica, NY 13502</td>
<td>(315) 732-2300</td>
</tr>
<tr>
<td>MICHAEL T’S RESTAURANT</td>
<td>8390 Seneca Turnpike, New Hartford, NY 13413</td>
<td>(315) 724-4882</td>
</tr>
<tr>
<td>ZEBB’S DELUXE BAR &amp; GRILL</td>
<td>8428 Seneca Turnpike, New Hartford, NY 13413</td>
<td>(315) 735-8547</td>
</tr>
<tr>
<td>PIZZA HUT</td>
<td>8400 Seneca Turnpike, New Hartford, NY 13413</td>
<td>(315) 733-5357</td>
</tr>
</tbody>
</table>
GEORGIO'S VILLAGE CAFE
60 GENESEE ST, NEW HARTFORD, NY 13413
(315) 792-1111

SUMO JAPANESE STEAKHOUSE
4671 COMMERCIAL DR, NEW HARTFORD, NY 13413
(315) 768-8885

BELLA CUCINA
4479 COMMERCIAL DRIVE, NEW HARTFORD, NY 13413
(315) 736-4885

CAFE BELLA MIA
15 AUERT AVE, UTICA, NY 13502
(315) 735-8301
## LOCAL ATTRACTIONS & ACTIVITIES

**F.X. Matt Brewing Company**  
811 Edward St, Utica, NY 13502  
315.624.2400

F.X. Matt Brewing Company is an American family-owned brewery at the foothills of the Adirondack Mountains in Utica, New York. It is the second oldest family-owned brewery in the United States, as it has been brewing beer since 1853.

**Stanley Theatre**  
259 Genesee St, Utica, NY 13502  
315.724.1113

Originally built to be a movie palace, the Stanley opened on September 10, 1928 with 2,963 seats. Today, the Stanley is host to shows presented by the Broadway Theatre League of Utica, Munson Williams Proctor Great Artists Series, and the Utica Symphony Orchestra as well as several promoters. Recent acts include Tony Bennett, Jerry Seinfeld, Jackson Browne, the Goo Goo Dolls, Green Day’s American Idiot and Shrek: The Musical.

**Utica Zoo**  
1 Utica Zoo Way, Utica, NY 13502  
315.738.0472

The Utica Zoo has served the region for over 99 years. Located in Roscoe-Conkling Park, the zoo is part of a recreational complex made possible by the donation of land from Thomas R. Proctor in 1909. The Zoo has grown from its small beginnings with three fallow deer in 1914, to its present collection of over 200 animals.

**Munson Williams Proctor Arts Institute**  
310 Genesee St, Utica, NY 13502  
315.797.0000

Founded in 1919, MWPAI continues to evolve while maintaining traditions of fine art and culture. The Museum of Art features a renowned permanent collection, fascinating exhibitions and education for all ages in an international-style gallery building designed by world famous architect Philip Johnson and also in Fountain Elms, a superb Victorian-era Italianate mansion.

**Children's Museum of History, Science & Technology**  
311 Main Street, Utica NY, 13502  
315.724.6129

One of the oldest children's museums in the country, the museum began in 1963 (originally located in various Utica buildings) & the Board bought the building in 1979, renovated it, and moved in with exhibits on 1st & 1/2 of 2nd floors. Now there are 4 floors open with 100s of interactive exhibits! And it’s not just for children, there’s much to see for adults. A beautiful historic building in downtown Utica NY’s historic Baggs Square.

## PLACES OF WORSHIP

**Newman Center (On-Campus)**  
(315) 792-3284

**Our Lady of the Rosary Roman Catholic Church**  
1736 Burrstone Road, New Hartford, NY 13413  
(315) 724-0402
OUR LADY OF LOURDES ROMAN CATHOLIC CHURCH
2 BARTON AVE, UTICA, NY 13502
(315) 724-3155

ST. ANTHONY’S ROMAN CATHOLIC CHURCH
1206 LINCOLN AVE, UTICA, NY 13502
(315) 724-7238

OUR SAVIOUR LUTHERAN CHURCH
1640 GENESEE ST., UTICA, NY 13502
(315) 732-0134

ZION LUTHERAN CHURCH
630 FRENCH ROAD, NEW HARTFORD, NY 13413
(315) 732-4110

TRINITY LUTHERAN CHURCH
2620 GENESEE ST., UTICA, NY 13502
(315) 732-7869

TEMPLE EMMANUEL
2710 GENESEE ST., UTICA, NY 13502
(315) 724-4177

BUDDHA SHIP TEMPLE
110 GENESEE ST. #707, UTICA, NY 13502
(315) 797-2329

BEIT SHALOM
49 FRANKLIN SQ., UTICA, NY 13502
(315) 733-2867

GRACE CHURCH
6 ELIZABETH ST., UTICA, NY 13501
(315) 733-7575

ALL SAINTS EPISCOPAL CHURCH
40 FAXTON ST., UTICA, NY 13501
(315) 732-3077

ST. STEPHEN’S EPISCOPAL CHURCH
25 OXFORD RD., NEW HARTFORD, NY 13413
(315) 732-7462

BOSNIAN ISLAMIC ASSOCIATION OF UTICA
306 COURT STREET UTICA, NY 13502
APPENDIX A

NCAA DIVISION III MEN’S ICE HOCKEY CHAMPIONSHIP
SUPPLEMENTAL DISCIPLINE POLICY

GAME: ___________________________ VS. ___________________________

OUTCOME OF GAME: ______________________________________________

REVIEW INITIATED BY (CHECK ONE):
___ Committee member/NCAA staff       ___ Team
___ Officiating liaison/on-ice officials

PERSON REQUESTING REVIEW (team only): ______________________________________
Contact phone number: ______________________________________

______________________________
SIGNATURE OF TEAM ATHLETICS DIRECTOR/DESIGNEE (required for team review)

INCIDENT REVIEW

PERIOD: ___________ TIME OF GAME: _________________________________
GAME OFFICIALS: ______________________________________

DESCRIPTION OF INCIDENT (use additional sheets if needed):
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

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