



2018 DIVISION III MEN'S
ICE HOCKEY
CHAMPIONSHIP

SITE REPRESENTATIVE
2017-18 MANUAL

Division III Men's Ice Hockey

Contents

Section 1 • Introduction	2
Section 1•1 Overview	2
Section 1•2 Responsibilities of Site Representatives	2
Section 2 • Contact Information	3
Section 2•1 NCAA Staff and National Committee	3
Section 3 • Selection and Overview	4
Section 3•1 Selection Process and Notification	4
Section 3•2 Conflict of Interest	4
Section 3•3 Neutrality	4
Section 3•4 Evaluations	5
Section 4 • Important Dates	6
Section 5 • Responsibilities	7
Section 5•1 Team Championships	7
Section 6 • Travel, Lodging and Expense Reimbursement	10
Section 6•1 Travel	10
Section 6•2 Lodging	10
Section 6•3 Expense Reimbursement	10
Section 6•4 Team Transportation Contact Numbers	10
Section 7 • NCAA Administrative Guidelines	11
Section 7•1 Logo Policy	11
Section 7•2 Misconduct Statement	11
Section 7•3 Use of Tobacco Products	11
Section 7•4 Drug Testing Statement	11
Section 7•5 Inclement Weather	13
Appendix A • FAQ	15
Appendix B • Preliminary-Round Participating Team Agenda	16
Appendix C • Preliminary-Round Participating Team Agenda with Notes	19
Appendix D • Administrative Meeting Agenda	23
Appendix E • Administrative Meeting Agenda with Notes	26
Appendix F • Misconduct and Supplemental Discipline Forms	30
Appendix G • Travel Party Roster	32

Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative for preliminary-round competition of the Division III Men's Ice Hockey Championship.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Men'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 also 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 Wednesday, February 28, at 1 p.m. Eastern time 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 may be found on [NCAA.org](https://www.ncaa.org):

- [Pre-championship manual](#)
- [Host operations manual](#)
- [Preliminary-round participant manual template \(host to develop final, site-specific version\)](#)

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 the NCAA staff or the Division III Men's Ice Hockey chair.

On behalf of the NCAA and the Division III Men'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, including oversight of the competition in close proximity to the ice from the start of warmup until both teams leave the ice at the end of the game.
- 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 host.
- To conduct the administrative meeting in conjunction with the championship.
- To serve as a resource for visiting teams and tournament director.
- To complete an evaluation of the tournament site.
- To communicate in a timely fashion to the NCAA championship staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Liz Turner Suscha

Managing Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6189
Cell: 317-270-3318
Email: lsuscha@ncaa.org

Laura Peterson-Mlynski

Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6477
Email: lpeterson@ncaa.org

DIVISION III MEN'S ICE HOCKEY COMMITTEE

EAST REGION

Tom Di Camillo

Commissioner
State University of New York Athletic Conference

Craig Russell

Head Men's Ice Hockey Coach
Plymouth State University

WEST REGION

Jared Phillips, chair

Assistant Athletic Director
Gustavus Adolphus College
Phone: 507-933-8493
Cell: 612-396-2956
Email: jphilli2@gustavus.edu

Mike Szkodzinski

Head Men's Ice Hockey Coach
Lawrence University

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

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 or for a specific sport should note this when being contacted by the NCAA or a member of the NCAA or the Men's Ice Hockey Committee.

Site representatives will be notified upon 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 Statement.

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 represent the NCAA and should be neutral in this role. Site representatives should dress professionally when performing their duties while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluations

TOURNAMENT SITE EVALUATION

Each site representative is asked to provide feedback on the championship site at which they served. The evaluation will be sent to site representatives as an electronic link after the championship round.

CHAMPIONSHIP SITE EVALUATION

In an effort to continually improve our training of site representatives, we also will have the tournament directors complete an evaluation. It will be sent to the tournament directors as an electronic link after the championship game.

OFFICIALS EVALUATION

In order to obtain feedback from the officials, an evaluation will be sent to the officials as an electronic link after the game.

Section 4 • Important Dates

DIVISION III MEN'S ICE HOCKEY IMPORTANT DATES

Mandatory Site Representative Training	Wednesday, February 28, at 1 p.m. Eastern time
Notification of Selection of Site Representative	Monday, March 5
Site Representative Teleconference	Monday, March 5, at 2 p.m. Eastern time. (if necessary)
Administrative Teleconference with Teams and Host	Tuesday, March 6 (first rounds) Monday, March 12 (quarterfinals)
Site Representative Arrival Date at Site	One day before competition

Section 5 • Responsibilities

Section 5•1 Team Championships

IMMEDIATELY FOLLOWING SELECTIONS ANNOUNCEMENT

- Contact tournament director:
 - Confirm time for call with teams and host (Tuesday, March 6, at 2 p.m. Eastern time). [Call for quarterfinals will take place Monday, March 12, at noon 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.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided (i.e., pucks).
 - Confirm date, time and location of administrative and officials meeting.
 - Security/safety plan.
 - Ensure host medical staff are prepared to be at practices and game(s).
 - Discuss ticket allocation for visiting team (refer to host operations manual).
 - Discuss locations of:
 - Media/interview areas.
 - Athletic training room area.
 - Videotaping and photography areas.
- Lead call with host and teams (see [Appendix B](#)).

ONE DAY BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Game pucks.
 - Merchandise from Event1.
 - Participant medallions.
- 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 there are outstanding questions.
- Check with visiting team's administrators to be sure there are no outstanding questions or issues with travel. Remind them of the administrative meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
 - Entrances – public, teams, officials, staff.
 - Ticket locations.
 - Credentials/players - pass list.
 - Communication (radios), if necessary.
 - Crowd control.
 - Review pregame schedule.

DIVISION III MEN'S ICE HOCKEY

- Check to be sure equipment is ready.
- Expected media.
- Band/spirit squad/mascot procedures, if applicable.
- Personnel are in place.
- Security plan.
- Inclement weather, if applicable.
- Perform a facility walk-through and review:
 - Check ice for proper markings.
 - Press box.
 - Team bench area(s).
 - Scorer's table, if applicable.
 - Media/interview area.
 - Locker rooms (teams and officials) and security.
 - Merchandise sales area.
 - Program sales area, if applicable.
 - Overall look and treatment of facility.
 - Signage – all commercial signage must be removed or covered. (Refer to Host Operations Manual.)
 - Scoreboard – advertising covered or removed.
 - Test all electronic equipment.
 - Videotaping/photography areas.
 - Scouting seats, if applicable.
 - Training room.
 - Evaluator location, if applicable.
 - Band/spirit squad location, if applicable.
 - Nonparticipant seating, if applicable.
- Miscellaneous:
 - Make sure athletic trainer is available at all practices.
 - Make sure NCAA logo rule is being observed.
 - Game pucks should be available for team practice.
 - Equipment for both teams checked.
 - Merchandise and programs (if applicable) available.
 - Review parking.
 - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
 - Determine method for distribution of participant medallions (i.e., in locker rooms).
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer.
- 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/scorer's table/coaches booth are set and ready, if applicable.
- Check visiting locker room(s) for cleanliness and properly stocked with paper items.
- Ensure that sales locations for merchandise and programs (if applicable) are prepared.
- Check for inappropriate noisemakers.
- Test all electronic equipment.
- Greet officials and visiting team(s) as they arrive.
- Check squad sizes and bench limits.
- Ensure any changes to starting lineup forms submitted to official scorer 15 minutes before start of game and provide it to PA, if applicable.

During Game

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

Between Periods

- Be sure that officials and teams are securely ushered on and off the ice.
- Check at scorer's table (if applicable) and press box to be sure everything is running smoothly.
- Remain nearby when both teams come back to the ice between periods to ensure that there are no issues.
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Ask the tournament director to get you an accurate count of game attendance to report back.
- Be sure everyone is prepared for end-of-game security and media needs.

END OF GAME

- At end of game, make sure officials are safely off the ice.
- Observe players and coaches shaking hands and leaving the ice.
- If a misconduct or circumstances requiring supplemental discipline occurs, please contact the NCAA championship administrator and submit the appropriate form (see [Appendix F](#)).
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Stop by the locker room of the non-advancing team and thank head coach and team for being part of the championship.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email NCAA national office with quick report.

WITHIN 48 HOURS AFTER GAME

- Complete requested evaluation.
- Complete misconduct forms, if applicable.
- Complete expense form in the online TES system.

Section 6 • Travel, Lodging and Expense Reimbursement

Section 6•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

Section 6•2 Lodging

The host institution will be responsible for providing hotel accommodations 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 for reimbursement through the host reporting system (online budget). All other incidentals will be the responsibility of the site representative.

Section 6•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, please complete the expense reimbursement form that will be emailed to you and is to be completed electronically. Contact Laura Peterson-Mlynski (lpeterson@ncaa.org) with any questions.

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	https://www.gochampionships.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	http://www.ncaa.org/championships/travel/championships-travel-information?division=d3

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 will be dealt with in a timely manner by the governing sports committee.

Section 7•3 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the Division II Manual and Bylaw 17.6.3 in the Division III Manual.]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 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 manager, drug-testing site coordinator or the NCAA championship staff member for 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 and 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 schedule, the site representative must contact the NCAA championship administrator 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.

Appendixes

Contents

Appendix A • FAQ	15
Appendix B • Preliminary-Round Participating Team Agenda	16
Appendix C • Preliminary-Round Participating Team Agenda with Notes	19
Appendix D • Administrative Meeting Agenda	23
Appendix E • Administrative Meeting Agenda with Notes	26
Appendix F • Misconduct and Supplemental Discipline Forms	30
Appendix G • Travel Party Roster	32

Appendix A • FAQ

- Q. Officials have asked how they will receive payment and when to expect it since the host no longer pays officials directly?**
- A.** All officials are paid directly by the NCAA through a program called ArbiterPay. Officials should expect payment within three weeks of competition, but inquiries should be directed to the championship manager.
- Q. A fight (or similar disturbance) occurred in the stands between the fans of the home and visiting teams. What responsibility do I have to address this?**
- A.** You should first notify the tournament director that he/she needs to obtain security in the section where the fight has occurred. After the fight, gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him/her of what has occurred.
- Q. The visiting team has arrived late for its practice due to a circumstance out of its control (e.g., bus breakdown). What should I do?**
- A.** Work with the host to get the team its full allotment of practice time, if at all possible.
- Q. I received notice of extreme weather or other circumstances that may affect the start time of the game. What steps should I take with the participating teams?**
- A.** Discuss the situation with the tournament director to assess the circumstances and determine a proposed course of action, taking into consideration the venue's emergency and safety/security plans. Altering a game time should involve the games committee (consult the host operations manual on who serves on this committee). Once it is determined that the game should be delayed, notify the NCAA championship administrator of the situation. You should be prepared to give the championship administrator the games committee's recommendations as to further delays or moving the contest.

Appendix B • Preliminary-Round Participating Team Agenda

AGENDA

PRELIMINARY-ROUND CONFERENCE CALL DIII MEN'S ICE HOCKEY

1. Introductions.
2. Video exchange.
3. Schedule of events.
 - a. Practice times.
 - b. Game time.
 - c. Pregame schedule.
 - d. Administrative Meeting.
4. Travel.
 - a. Transportation arrangements.
 - b. Estimated arrival.
 - c. Local transportation arrangements.
5. Travel party/squad size.
 - a. Allowable numbers:
 - (1) Travel party - 28.
 - (a) All permitted for practice.
 - (b) Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 - (c) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - (2) Squad size – 23.
 - (a) All permitted for practice.
 - (b) Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 - (c) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - (3) Bench size – 29.
 - b. Bands/cheerleaders/mascots.
 - c. Team credentials.

Preliminary-Round Conference Call
DIII Men's Ice Hockey
Site Representative Notes
Page No. 2

- (1) Up to 23 student-athletes.
 - (2) Two (2) coaches.
 - (3) Up to four (4) team personnel.
 - (4) Up to two (2) medical personnel.
6. Lodging arrangements.
 7. Sportsmanship.
 - a. Misconduct.
 - b. Crowd control.
 - c. Signage and banners/artificial noisemakers.
 8. Facility.
 - a. Skate sharpening.
 - b. Laundry.
 9. Game management.
 - a. Uniforms.
 - b. Logo policy.
 - c. Pucks.
 - d. Helmet use required for all practice and pre-game on-ice warm-up.
 - e. Team introductions.
 - f. Starting lineup procedures.
 - g. Goal scoring music.
 10. Drug testing.

Preliminary-Round Conference Call

DIII Men's Ice Hockey

Site Representative Notes

Page No. 3

11. Tickets.

- a. No complimentary tickets.
- b. Team pass list.
- c. Tickets available to visiting team (visiting team guaranteed a minimum of one-third of the facility capacity) and method of payment.

12. Media services.

- a. Webcasting, television and/or statistics.
- b. Media/interview room and cooling-off period.
- c. Scouting and filming.

13. Athletic training and emergency procedures.

14. Officials.

15. Miscellaneous.

16. Adjournment.

Appendix C • Preliminary-Round Participating Team Agenda with Notes

AGENDA

PRELIMINARY-ROUND CONFERENCE CALL DIII MEN'S ICE HOCKEY

1. Introductions.
 - Have individuals introduce themselves, their affiliation and championship responsibilities.
 - Congratulate participating institutions.
 - Identify games committee (NCAA representative and a representative from each participating institution).
 - Thank host institution.
2. Video exchange. Refer to pages 8-9 of the Participant Manual Template for requirements for team video exchange.
3. Schedule of events.
 - a. Practice times.
 - Confirm home team and visiting team practice time (one-hour allotment).
 - Review locker room assignments.
 - Pucks – all practice and game pucks provided by the NCAA.
 - Remind teams that practices are closed – only credentialed individuals permitted.
 - b. Game time. Confirm date and time of game.
 - c. Pregame schedule. Summarize timing outlined in the Administrative Meeting Agenda (Appendix D of this manual).
 - d. Administrative Meeting.
 - Decide time and location of the pregame administrative meeting, usually two (2) hours prior to game time.
 - Head coach must attend; an institutional administrator (other than a member of the ice hockey coaching staff), SID and athletic trainer are encouraged to attend.
4. Travel.
 - a. Transportation arrangements.
 - Confirm visiting team has made travel arrangements with Short's Travel.
 - Ask host to discuss team parking on site.
 - b. Estimated arrival. Estimated time of arrival at the site of the game (team, sports information director and athletics trainer).
 - c. Local transportation arrangements. If visiting team needs local transportation options,

Preliminary-Round Conference Call
DIII Men's Ice Hockey
Site Representative Notes
Page No. 2

have host provide options if not booked through Go Ground Options.

5. Travel party/squad size.
 - a. Allowable numbers:
 - (1) Travel party - 28. **Note: this is the first year of an increase from 25 to 28 travel party members.**
 - (2) Squad size – 23.
 - (a) All permitted for practice.
 - (b) Up to 22 in uniform (19 players and three goal keepers) for pre-game skate.
 - (c) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - (3) Bench size – 29.
 - b. Bands/cheerleaders/mascots. **Determine if either team will have any or all attending. If so, review policies in section 4 of the Host Operations Manual.**
 - c. Team credentials.
 - (1) Up to 23 student-athletes.
 - (2) Two (2) coaches.
 - (3) Up to four (4) team personnel.
 - (4) Up to two (2) medical personnel.
6. Lodging arrangements. **If, by the time of the call, visiting team still needs to secure local lodging, have host provide information.**
7. Sportsmanship.
 - a. Misconduct. **Note that misconduct provisions (section 4 of the Prechampionship Manual) are in effect from the time of selection through the conclusion of participation. Statement does not need to be read during call, but will be read during the in-person administrative meeting.**

Preliminary-Round Conference Call
 DIII Men's Ice Hockey
 Site Representative Notes
 Page No. 3

- b. Crowd control. Refer to Appendix C of the Host Operations Manual.
 - c. Signage and banners/artificial noisemakers. Offensive signs, as well as artificial noise makers, will not be permitted in the venue.
8. Facility. Host to discuss any nuances of their facility of which the visiting team should be aware: field of play dimensions/ground rules/technical aspects, etc.
- a. Skate sharpening. Host to inform visiting team of services provided.
 - b. Laundry. Host to inform visiting team of services provided.
9. Game management.
- a. Uniforms. Ask teams specific colors of jerseys and socks. High seed will wear light colored jerseys and socks. If dark uniforms are of a similar or light color (e.g., light gray), the lower seed must wear the darkest color instead.
 - b. Logo policy. Review policy on page 11 of the Site Representative Manual or Section 7 of the Prechampionship Manual.
 - c. Pucks. NCAA will provide 100 practice pucks and 50 game pucks.
 - d. Helmet use required for all practice and pre-game on-ice warm-up.
 - e. Team introductions. Teams to indicate on travel party roster (Appendix G of this manual) all student-athletes who are eligible to participate. Also provide a list of student-athletes who have received game disqualifications and list dates of each disqualification to site rep. The travel party roster form was sent to teams from NCAA office.
 - f. Starting lineup procedures. Refer to Section 12 of the Host Operations Manual for procedures (under pregame protocol).
 - g. Goal scoring music. Offer teams the opportunity to supply specific goal scoring music. Host to recommend file type and staff member to send it to.
10. Drug testing. Refer to Section 4.2 of the Prechampionship Manual. Statement does not need to be read during the call, but will be read during in-person administrative meeting.
11. Tickets.

Preliminary-Round Conference Call
DIII Men's Ice Hockey
Site Representative Notes
Page No. 4

- a. No complimentary tickets.
- b. Team pass list. Determine if visiting team will be providing a team pass list to host ticket staff. If the visiting team wishes to purchase additional tickets, ask the host to provide details: how many tickets are available, how to pay, etc.
- c. Tickets available to visiting team (visiting team guaranteed a minimum of one-third of the facility capacity) and method of payment. Note location of visiting team tickets relative to benches.

12. Media services.

- a. Webcasting, television and/or statistics. All broadcasts must have prior NCAA approval. Refer to Section 6 of the Host Operations Manual.
- b. Media/interview room and cooling-off period. Ask host to provide location of media/interview room. Cooling-off period is 10 minutes – refer to section 16 of the Host Operations Manual (under postgame interviews). 10 minutes following the game, the non-advancing team will provide the coach and player(s) to attend a media session. The advancing team will follow.
- c. Scouting and filming. Refer to section 10 of the Host Operations Manual for specific details about videotaping. The host is required to videotape and provide a copy to the visiting team. The visiting team may also choose to tape the game.

13. Athletic training and emergency procedures. Host to discuss location and availability of athletic training staff and services.

14. Officials.

- Referees and linesmen assigned by NCAA – 2-2 system.
- Coaches will have the opportunity to evaluate post-game (to come from NCAA).
- Host will recommend goal judges and penalty box attendants to the national assignor Frank Cole.
- On-ice meeting with captains at 24:00 before face-off.

15. Miscellaneous.

16. Adjournment.

Appendix D • Administrative Meeting Agenda

A G E N D A

DIVISION III MEN'S ICE HOCKEY CHAMPIONSHIP ADMINISTRATIVE MEETING

In attendance: Head coach from each team (required); directors of athletics (or designated institutional administrator), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

1. Introductions.
2. Games committee – composition and responsibilities.
3. Game information.
 - a. Game time and uniform colors.
 - b. Score sheet to visiting team coach, then to home team coach.
 - c. Coaches exchange lineup sheets.
4. Official squad size:
 - a. Squad size – 23.
 - (1) Student-athletes in excess of squad size are permitted to practice.
 - (2) Up to 22 in uniform (19 players and three goal keepers) for pre-game.
 - (3) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - b. Bench size – 29.
5. Pregame schedule (subject to change).

	<u>Activity</u>	<u>Clock Time</u>
a.	On-and off-ice officials meeting with NCAA site representative and site coordinator of officials (if applicable).	80:00
b.	Coordinator of officials or NCAA team liaison informs coaches of the on-ice officials. Score sheet collected from home team.	60:00

DIVISION III MEN'S ICE HOCKEY

Division III Men's Ice Hockey
Administrative Meeting
Page No. 2

- | | | |
|----|--|-------|
| c. | Officials on ice. | 39:00 |
| d. | Home team on ice. | 38:00 |
| e. | Visiting team on ice. | 37:50 |
| f. | Captains meeting with officials. | 24:00 |
| g. | Teams leave ice. (Team closest to the ice entrance will leave first) | 23:00 |
| h. | Any changes to line-ups submitted to official scorer. | 15:00 |
| i. | Off-ice officials notify teams to return to ice (three-minute warning) | 10:00 |
| j. | Officials take ice. | 8:00 |
| k. | Youth skater in team jersey/flag skates on ice (if applicable). | 7:30 |
| l. | Home team returns to ice. | 7:00 |
| m. | Visiting team returns to ice. | 6:50 |
| n. | Introduction of teams at respective blue lines and U.S. national anthem. | 6:00 |
| o. | Face-off. | 0:00 |
6. Intermission.
- Fifteen minutes, unless the games committee determines the ice is not ready for play.
 - Notification of teams three minutes before face-off (home team followed by visiting team).
 - Officials on ice followed by home team and visiting team.
7. Overtime procedures. Refer to page 80 (Rule 91 – Tied Games) in the 2016-17 and 2017-18 NCAA Men's and Women's Ice Hockey Rules and Interpretations.
8. Introductions/national anthem procedures.
9. Uniform and logo policy.
10. Misconduct statement.
11. NCAA drug testing statement.
12. Medical procedures.
13. Cheerleaders, bands and mascot.

Division III Men's Ice Hockey
Administrative Meeting
Page No. 3

14. Banners, signs and noisemakers.
15. Recording and film exchange.
16. Participant passes and team seating.
17. Post-game media responsibilities.
18. Evaluations – officials and host site (post-event electronic distribution from NCAA).
19. Participant medallions.
20. Travel party roster forms.
21. Adjournment.

Appendix E • Administrative Meeting Agenda with Notes

A G E N D A

DIVISION III MEN'S ICE HOCKEY CHAMPIONSHIP ADMINISTRATIVE MEETING

In attendance: Head coach from each team (required); directors of athletics (or designated institutional administrator), sports information directors and athletic trainers of competing institutions (optional); ice hockey committee representative; and pertinent host institution staff.

1. Introductions. **Welcome and thank host institution.**
2. Games committee – composition and responsibilities.
 - **The games committee will actively supervise the conduct of each championship session.**
 - **Identify one administrator from each participating institution.**
 - **Site rep will also be on the games committee.**
3. Game information.
 - a. Game time and uniform colors. **Review to be sure both teams comply with home and visitor color designations.**
 - b. Score sheet to visiting team coach, then to home team coach. **Have host give the sheet to home team coach in not already managed earlier.**
 - c. Coaches exchange lineup sheets.
4. Official squad size:
 - a. Squad size – 23.
 - (1) Student-athletes in excess of squad size are permitted to practice.
 - (2) Up to 22 in uniform (19 players and three goal keepers) for pre-game.
 - (3) Up to 21 in uniform (18 players and three goal keepers) for competition.
 - b. Bench size – 29.
5. Pregame schedule (subject to change). **Review the pregame schedule in the table. Note that**

NCAA Division III Men's Ice Hockey Championship

Misconduct Reporting Form

Date: _____

Site: _____

Individual(s) involved in alleged act of misconduct:

_____ Institution: _____

Date of alleged act of misconduct: _____

Description of alleged act of misconduct. [Note: include location, individuals involved, witnesses to act, alleged misconduct act.]

Supporting documentation included: YES NO

Individual submitting report: _____ Date: _____

Send form to:
Liz Turner Suscha
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
E: lsuscha@ncaa.org

- b. The designated visiting team starters will be introduced first followed by coaches. Then the designated home team starters followed by coaches.
 - c. After being introduced, each starter shall skate to the blue line.
 - d. After the introduction of each respective team's starting lineup, the remaining players shall skate to the blue line and face center ice.
 - e. The U.S. national anthem shall be played.
 - f. After the anthem, the teams may have a short huddle at their respective goals before the face-off.
9. **Uniform and logo policy.** Direct participants to Section 7 of the Prechampionship Manual. Stated below for reference:

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturers or distributor in athletics competition and pre-and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. *Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to general public; and*
 2. *The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors of hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 ¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is an addition to another trademark/logo that is contrary to the size restriction.*
10. **Misconduct statement.** Direct participants to Section 4-4 of the Prechampionship Manual. Stated below for reference:
- Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, which discredits the event or*

intercollegiate athletics.

11. NCAA drug testing statement. Direct participants to Section 4-2 of the Prechampionship Manual. Stated below for reference:

Student-athletes who compete in NCAA Championships may be subjected to drug tests in accordance with Bylaws 18/4/1/5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

12. Medical procedures.

- Allow both teams to ask any specific questions regarding medical procedures. The host administration should help answer any questions.
- Confirm location of training room(s) and the hours of availability pre-and postgame.

13. Cheerleaders, bands and mascot. Confirm if either team will have cheerleaders, a band or a mascot. If so, confirm where each will be permitted to sit. Collect cheerleader/band/mascot pass list if applicable.

14. Banners, signs and noisemakers. Artificial noisemakers of any kind are not permissible. Team administrators will be asked to help with fans as needed. Banners and signs are permissible as long as they are in good taste and not "irritants" to other spectators.

15. Recording and film exchange. Confirm the location for the visiting team to videotape if they would like to film the game.

The host institution is required to videotape each game. The two participating teams and the supervisor of officials will be provided a copy of its game tape within three hours of the conclusion of the game. The game will be taped in its entirety from warm-up through the conclusion of the game. The host institution will determine appropriate placement for videotaping.

Each participating institution is also permitted to use one camera to videotape only those games in which the institution competes. The videotapes must not be used for any commercial purposes.

16. Participant passes and team seating. Have the host confirm designated sections for any team personnel (both teams) who will be sitting in the stands.

Appendix F • Misconduct and Supplemental Discipline Forms

NCAA Division III Men's Ice Hockey Championship

Misconduct Reporting Form

Date: _____

Site: _____

Individual(s) involved in alleged act of misconduct:

Institution: _____

Date of alleged act of misconduct: _____

Description of alleged act of misconduct. [Note: include location, individuals involved, witnesses to act, alleged misconduct act.]

Supporting documentation included: YES NO

Individual submitting report: _____ Date: _____

Send form to:
Liz Turner Suscha
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
E: lsuscha@ncaa.org

Appendix G • Travel Party Roster



2018 Division III Men's Ice Hockey Travel Party Roster/Credential List



Institution: _____ Date: _____

Please list each individual from your institution's travel party (limit of 28).
Please indicate student-athletes with an asterisk (*).

- | | |
|-----------|-----------|
| 1. _____ | 15. _____ |
| 2. _____ | 16. _____ |
| 3. _____ | 17. _____ |
| 4. _____ | 18. _____ |
| 5. _____ | 19. _____ |
| 6. _____ | 20. _____ |
| 7. _____ | 21. _____ |
| 8. _____ | 22. _____ |
| 9. _____ | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | 28. _____ |

Each institution will be permitted up to three additional credentials for team personnel, two of which must be for medical personnel. Please list those individuals in the spaces below.

1. _____
2. _____
3. _____