



 **ICE HOCKEY**

# **2011 NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY CHAMPIONSHIP HANDBOOK**

Updated 9/14/2010



# Table of Contents

<b>Introduction</b> .....	5
<b>General Administration</b> .....	7
Dates and Sites.....	7
Sports Committees.....	7
Ranking Dates.....	8
Annual Forms.....	8
Championships Policy Related to Sports Wagering.....	9
<b>Determination of Competing Institutions</b> .....	10
Championship Structure.....	10
Selection Criteria.....	10
Certification of Eligibility/Availability.....	11
Seeding and Pairings.....	11
<b>Instructions to Participants</b> .....	13
All-Tournament Team.....	13
Audio Coverage (Radio and Internet).....	13
Awards.....	13
Bench Areas.....	13
Cheerleaders, Mascots, Bands and Banners.....	13
Credentials/Passes.....	14
Drug Testing.....	14
Games Committee.....	15
Home-Team Determination.....	15
Introductions.....	15
Lodging.....	16
Media Arrangements.....	16
Meetings.....	17
News, Media, Press Conferences and Satellite Feeds.....	17
Official Traveling Party.....	17
Officials.....	17
Postgame Interview Policy.....	19
Practice Schedules.....	20
Programs.....	20
Pucks.....	23
Rules.....	23
Squad Size.....	23
Starting Times.....	23

Strobe Lights.....	24
Teleconference Schedule.....	24
Television Rights and Footage Licensing.....	25
Television News.....	25
Tickets.....	25
Uniforms.....	26
DVDs, Films and Still Photographs.....	27
Web Site.....	27
<b>Appendix A</b> .....	28
<b>Appendix B</b> .....	29
<b>Appendix C</b> .....	31
<b>Appendix D</b> .....	34
<b>Appendix E</b> .....	35
<b>Appendix F</b> .....	37
<b>Appendix G</b> .....	38

## Introduction

During the 2010-11 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Women's Ice Hockey Championship Information

## Important Dates

*Wednesday, January 26*—First rating poll released.

*Wednesday, February 2*—Proposed budget mailing for quarterfinal round sites sent from NCAA national office.

*Wednesday, February 9*—Second rating poll released.

*Wednesday, February 23*—Proposed budget materials for quarterfinal round sites due at national office.

*Wednesday, February 23*—Third rating poll released.

*Sunday, March 6*—Championship selections and pairings announced.

*Friday-Saturday, March 11 or 12*—Quarterfinals.

*Monday, March 14*—Telephone conference with participating teams' coaches and administrators.

*Friday, March 18*—National semifinals.

*Sunday, March 20*—National championship game.

## General Administration

### Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manuals.]

#### National Collegiate Women

*2011 Quarterfinals*—March 11 or 12, to be determined, on campus

*2011 Semifinals/Final*—March 18 and 20, Erie Civic Center; Mercyhurst College, host; Erie, Pennsylvania

*2012 Quarterfinals*—March 9 or 10, to be determined, on campus

*2012 Semifinals/Final*—March 16 and 18, Amsoil Arena; University of Minnesota, Duluth, host; Duluth, Minnesota

*2013 Quarterfinals*—March 15 or 16, to be determined, on campus

*2013 Semifinals/Final*—March 22 and 24, Ridder Arena; University of Minnesota, host; Minneapolis, Minnesota

### Sports Committees

[Reference: Administration and Management in this handbook and Bylaws 31.1.1 and 31.1.2 in the NCAA Manuals.]

The National Collegiate Women's Ice Hockey Championship is under the control, direction and supervision of the National Collegiate Women's Ice Hockey committee. Current members of the committee:

Nate Handrahan, Roberts Morris University

Megan McHugo, Ivy Group

Shannon Miller, University of Minnesota Duluth

Chris Schneider, The Ohio State University, chair

Tom DiFusco is the NCAA national officiating coordinator for women's ice hockey. Ty Halpin is the staff liaison for rules and officiating.

For additional information about the Women's Frozen Four, contact:

#### National Collegiate Women

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## Ranking Dates

Each National Collegiate regional advisory committee shall conduct a telephone conference on the following dates: January 11 and 25, February 8 and 22 and March 5, in order to rank the top teams in its region and submit its recommendation to the National Collegiate Women's Ice Hockey Committee.

Final selections for the National Collegiate championship will be made by women's ice hockey committee not later than Sunday, March 6.

## Annual Forms

**Expense Reimbursement.** Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies are located on the NCAA Web site at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html).

*[Reference: Per Diem and Transportation in this handbook, and Bylaw 31.4.6 in the NCAA Manuals.]*

**Proposed Budget Form.** Institutions under consideration for selection to the championship will receive a memorandum via e-mail outlining the bid submission process. Institutions interested in bidding to host a quarterfinal game should complete a proposed budget and submit it online by the specified deadline. The online proposed budget and financial report form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above. If you have any questions regarding this process, please contact Russ Yurk at the NCAA national office.

Pertinent dates for the forms are as follows:

Mailed from NCAA	February 2, 2011
Due date at NCAA	February 23, 2011

*[Reference: Budgets in the Division I General Section.]*

**Financial Report Form.** A financial report, which is combined with the proposed budget form, from each championship site must be submitted to the NCAA via the online system not later than 60 days after the conclusion of the competition. As part of the online process, statement of expense forms and lodging receipts for NCAA representatives and officials no longer need to be submitted to the national office. However, these documents shall be kept on file by the host institution in the event an audit is conducted. NCAA representatives and officials' expenses must be included on the online financial report under "unbudgeted disbursements." Failure to submit the report within 60 days will result in financial penalties. The proposed budget and financial report form is located on the NCAA Web site at [www.ncaa.org/champadmin/champ\\_budget/](http://www.ncaa.org/champadmin/champ_budget/).

*[Reference: Bylaw 31.4 in the NCAA Division I Manual.]*

## Championships Policy Related to Sports Wagering

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

# Determination of Competing Institutions

## Championship Structure

*[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Manual.]*

NCAA Divisions I and II institutions that sponsor intercollegiate women's ice hockey are eligible for the National Collegiate Championship. The National Collegiate Championship will include eight teams. The championship playoff format consists of four quarterfinal games that are played on the campuses of the participating institutions. The four quarterfinal winners will advance to the Women's Frozen Four. The entire championship will use a single-elimination format.

NCAA Divisions I and II member institutions that sponsor intercollegiate women's ice hockey shall be considered for selection by the National Collegiate Women's Ice Hockey Committee.

## Selection Criteria

Divisions I and II institutions that wish to be considered for selection to the National Collegiate Championship must schedule a minimum of 20 games against Divisions I and II opponents.

After considering the eligibility/availability of student-athletes for each team, the committee will evaluate a team's season performance using the categories below. Teams must also be at or above 50.00 in the RPI in order to receive the following consideration (not in preferential order):

- \*Rating Percentage Index (RPI) [won-lost record (30 percent), opponents' winning percentage (24 percent) and opponents' opponents' winning percentage (46 percent)];
- Head-to-head competition;
- Results versus common opponents; and
- Results against teams in the RPI top 12.

*\*If points awarded for any win lower a team's average RPI, those points will not count toward the RPI.*

During the selection process, each of the above criteria will carry one point except head-to-head competition, which will carry the number of points equal to the net difference in the results of these games (e.g., if Team A defeats Team B three out of four games, Team A would receive two points in the selection process). When comparing two teams, the committee reserves the right to weight criteria differently based on relative team performance. For example, if there is only a tiny fraction of a difference two teams records vs. common opponents, and a large difference in their results vs. teams under consideration, the committee may weight results vs. teams under consideration more heavily than common opponents.

In situations where a high impact player is unavailable, the committee may consider this as part of its evaluation of the above criteria.

*The National Collegiate Women's Ice Hockey Committee does not consider outside polls as a source for selections.*

## Automatic-Qualifying Conferences

*[Reference: Bylaws 31.3.4 and 31.3.5 in the NCAA Division I Manual.]*

The following conferences have been granted automatic-qualification privileges for the 2011 championship:

- East Region:** ECAC Hockey  
Hockey East Association
- West Region:** Western Collegiate Hockey Association

## Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in this handbook and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

The championships manager must be notified by Friday, March 5.

## Seeding and Pairings

*[Reference: Championship Structure in this handbook and Bylaw 31.1.3 in the NCAA Division I Manual.]*

The women's ice hockey committee will seed the selected participants as follows:

1. The top four teams according to the selection criteria will be seeded 1-4 at the time of the selection call. The remaining four teams will be placed in the bracket based on relative strength as long as these pairings do not result in additional flights. These teams will not be reseeded and the committee will not change the bracket once the tournament has begun.
2. Assuming it meets the committee's hosting criteria, the highest seeded team will be given the opportunity to host the quarterfinal game.

Pairings in the quarterfinal round shall be based primarily on the teams' geographical proximity to one another, regardless of their region, in order to avoid air travel in quarterfinal round games whenever possible. Teams' relative strength, according to the committee's selection criteria, shall be considered when establishing pairings if such pairings do not result in air travel that otherwise could be avoided. The NCAA Division I Championships/Sports Management Cabinet shall have the authority to modify its working principles related to the championship site assignment on a case-by-case

basis.

If an institution is proposing to play a quarterfinal game at a facility where it has not played a minimum of 10 games during the regular season, that facility must be approved in advance by the committee.

*[Reference: Bylaw 31.1.3.2.5 in the NCAA Division I Manual.]*

## Instructions to Participants

### All-Tournament Team

A six-member all-tournament team shall be selected by members of the media. (Frozen Four only.) The all-tournament team shall consist of the following players: three forwards, two defenders and one goalkeeper. The most outstanding player will be selected from among these players.

### Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that are located online at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index).

### Awards

*[Reference: Awards in this handbook and Bylaw 31.1.10 in the NCAA Manual.]*

Participation awards will be presented to a maximum of 21 (i.e., squad size) student-athletes participating in the championship (i.e., the four teams that do not advance to the Women's Frozen Four). These awards will be sent to the quarterfinal tournament directors to be distributed to the non-advancing teams at the conclusion of the competition.

In addition, the following awards will be given: first-place, second-place and semifinalist team trophies and individual awards to 34 members of each of the four teams competing in the semifinals. The non-winning semifinalists shall receive their trophies in their locker rooms.

Please refer to the Division I General Championship Information section for details on how to purchase additional awards.

### Bench Areas

Rule 1, Section 9 of 2011-2012 NCAA Men's and Women's Ice Hockey Rules will be enforced. For the National Collegiate women's championship, the committee will determine the bench assignments.

### Cheerleaders, Mascots, Bands and Banners

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only on presentation of a ticket. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament manager.

Cheerleaders and mascots will be permitted only on their team's side of the ice. However, cheerleaders/mascots shall not be permitted on the ice if they must exit the



ice through the opposing team's exit.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts, between games, and before and after the competition.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see Appendix H). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team's timeout or between games. It cannot be used to taunt competitors or block spectators' view.

The display of banners is subject to the approval of the games committee.

## Credentials/Passes

For the finals site, the NCAA will print and distribute to host institutions/sponsoring agencies all credentials for the championship. The following will be admitted free of charge: 25 band members, 12 cheerleaders, one mascot and 34 members of each institution's official traveling party. These individuals will be admitted via a gate list and will be provided credentials for access while inside the building. Seating will be provided for 34 members of the official traveling parties when their institutions are not playing. Individuals not included with the official traveling party of 34 must purchase tickets.

Up to nine additional credentials may be requested. However, those persons must have a ticket for admittance to the facility. The credential will allow them access to the locker room and interview area.

## Drug Testing

*[Reference: Bylaw 31.2.3.4 NCAA Banned-Drug Classes 2010-11; NCAA Drug-Testing Program 2010-11 booklet and [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)]*

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected

for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency (WADA) accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The 2010-11 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2010-11 Drug-Testing Programs booklet or the NCAA Web site ([www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Additional information regarding the NCAA's championship drug-testing program can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

## Games Committee

At the quarterfinal sites, the games committee will be composed of the NCAA site representative, tournament manager and a referee in consultation with representatives from the participating institutions.

Members of the women's ice hockey committee and the host institution/sponsoring agency's director of athletics (or a designated representative) comprise the games committee at the Women's Frozen Four. If a committee member is associated with a participating team, he or she will not serve as a games committee member. The chair of the women's ice hockey committee will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity. The games committee actively will supervise the conduct of each championship session.

## Home-Team Determination

Before the start of tournament, the women's ice hockey committee will seed the participating teams. The committee shall determine the assignment of locker rooms for each competing institution. The highest-seeded team will be considered the home team. It will conduct its warm-ups and play consistent with the arena's policy for home teams.

## Introductions

During introductions, players shall take off their helmets. It is recommended that



nonstarters leave their helmets on the bench and that starters leave their helmets on the goal cage.

The introduction procedure shall be as follows: (1) on returning to the ice, both teams shall meet at their respective goal lines; (2) the “visiting team” starters will be introduced first, then the “home team” starters; (3) after being introduced, each starter shall skate to the blue line; (4) after the introduction of each respective team’s starting lineup, the remaining players shall skate to the blue line; (5) the U.S. national anthem shall be played; and (6) after the anthem, the teams may have a short huddle at their respective goals before the faceoff. The above procedures may be altered based on the needs of television.

## Lodging

**Quarterfinals.** The host institution shall make reservations for its opponent and advise it of the arrangements. The opponent is obligated to confirm or cancel the accommodations. A minimum of 15 rooms shall be reserved.

**Women’s Frozen Four.** For Women’s Frozen Four competition, hotel reservations for the official travel parties of the competing teams, the game officials, the National Collegiate Women’s Ice Hockey Committee representatives and NCAA staff shall be made by the NCAA. The women’s ice hockey committee will assign teams to the respective hotel properties and teams will be notified. Once the teams have been determined and assigned to a hotel, the reservations should be reconfirmed in the names of the institutions; and, thereafter, the institutions shall be responsible for the reservations.

Detailed information and instructions regarding the Women’s Frozen Four team hotels will be distributed in the participants’ manual by the host institution/sponsoring agency. For the Women’s Frozen Four, 34 rooms have been reserved for each participating institution. Rooms are reserved and controlled by each participating institution to use at it sees fit (e.g., athletics department personnel not included in the official travel party, band, cheerleaders, parents, etc.).

For both quarterfinal competition and the Women’s Frozen Four, participating institutions are responsible for the rooms reserved by the host or the NCAA. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel’s general manager; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for those rooms.

## Media Arrangements

**Media Credentials.** The NCAA shall control the issuance of media credentials for the championship. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) certified media from the immediate locale of the championship or the immediate locale of the competing teams; (2) national/regional certified media; and (3) campus media certified by the director of athletics and/or sports information director of each participating and host institution.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of “tout sheets” or “tip sheets” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

**Microphones.** The placement of microphones on a team coach, in team huddles and bench areas, in the penalty bench area or in the scorer’s table area is prohibited at all NCAA championships.

**Postcompetition Interviews.** See Postgame Interview Policy, page 17.

## Meetings

*[Reference: Misconduct in the Division I General Information Handbook and Bylaws 31.02.3 and 31.1.8 in the NCAA Manuals.]*

A meeting of the directors of athletics, coaches and sports information directors of the competing teams and committee members shall be held the day before the start of competition. All matters pertaining to eligibility of student-athletes shall be determined at the meeting. Rules and other tournament matters will be presented and discussed, including players’ benches and which teams will wear home-team colors. The games committee chair shall be in charge of the meeting.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that are located online at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index).

## Official Traveling Party

*[Reference: Per Diem and Transportation in the Division I General Section.]*

The official traveling party for this championship is 34 persons. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html).

## Officials

Officials for all championship competition are selected by the women’s ice hockey committee based on recommendations submitted by the NCAA national ice hockey officials coordinator and NCAA conferences/associations.

**Policies.** 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 shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

Selection and assignment of officials for all tournament games will be made by the women's ice hockey committee in accordance with the following policies and procedures:

1. The two-referee, two linesmen system shall be used in all NCAA tournament competition. A conference that does not use this system during regular-season and conference-tournament competition shall not have its officials selected for NCAA contests.

In addition, a replay official shall be assigned to the Women's Frozen Four and quarterfinal competition (if equipment is available) by the national officiating coordinator. NCAA replay procedures shall be followed at all rounds.

2. NCAA Divisions I and II conferences that sponsor women's ice hockey will be asked to recommend the top six referees and the six linesmen believed to be capable of officiating in the NCAA tournament. In addition, each conference will be asked to submit a separate list of potential standby officials for quarterfinal games, if applicable. All recommendations will be considered by the committee without bias. The appropriate forms on which to submit the recommendations will be sent to conference commissioners in January.
3. No official shall be assigned to any session unless the official agrees to refrain from entering into any officiating commitment the day before the tournament game date. The official also must agree to be at the site of the game the night before the competition, remain in the immediate vicinity and be readily available to the committee representative until the completion of his or her assignment(s) at that site. Each official must contact the women's ice hockey committee representative immediately after arrival and notify him or her in case of any unforeseen delay.
4. Participating teams shall not be advised of the officials assigned to their competition until game time. Accordingly, officials shall not be contacted by or make contact with the host institution or any of its representatives; all contact shall be through and with the women's ice hockey committee representative staffing the competition or the national coordinator of officials.
5. Officials shall be responsible for making their own transportation arrangements to the site of competition and for their local ground transportation while at the site. If air transportation is used, the official must make such arrangements through the NCAA travel service, Short's Travel Management, (866/655-9215). The ice hockey committee representative shall advise officials of hotel accommodations arranged by the host institution, and officials shall notify the representative when they arrive at the site or of any unforeseen delay in arrival. The host institution shall establish a master account with the hotel to which officials' rooms and tax shall be charged, and shall include these expenses on the financial report filed after the competition.
6. The women's ice hockey committee representative shall meet with the officials after their arrival to review their responsibilities and to administer the fees and expense forms.
7. Officials' fees and expenses shall be as follows: QUARTERFINALS: Referees shall receive a fee of \$400 per game, linesmen will be provided with a fee of \$250 per game and video replay official shall receive a fee of \$100 per game. In addition, officials may claim actual transportation expenses, but they may not exceed jet coach fare or 50 cents per mile. Each official will be provided per diem expenses according to NCAA policies. FROZEN FOUR: Referees shall receive a fee of \$500 per game, linesmen will be provided with a fee of \$300 per game and video replay official shall receive a fee of \$200 per game. Goal judges shall receive a fee of \$40 per game at quarterfinal competition and \$60 per game at the Women's Frozen Four. The national officiating coordinator will assign the goal judges for all sites.

Officials' fees and expense forms and NCAA patches shall be provided by the NCAA national office. Officials' fees and expenses shall be included on the financial report filed after the competition. Reimbursement for officials' game fees and expenses should be mailed to the officials within 10 days after the competition or, if payment can be processed before their departure, given to the hockey committee representative to distribute.

8. A minimum of four tickets shall be available for officials to purchase for any tournament session in which they officiate.
9. The alternate official shall be in uniform. If transportation and housing are required, the alternate official shall be reimbursed according to the regular tournament formula for expenses. If the alternate official officiates a game, the fee will be the same as for the official he or she replaced. Alternate officials' fees will be as follows:  
Quarterfinals: The alternate referee shall receive a fee of \$130 per game and the linesman shall receive \$100 per game.  
Frozen Four: The alternate referee shall receive a fee of \$250 per game and the linesman shall receive \$150 per game
10. Game officials shall wear an NCAA patch on their uniforms or jackets while officiating in NCAA tournament play. Any other patch will not be permitted.
11. Officials shall be housed in separate quarters from teams and/or their followers, and shall not fraternize or socialize with them.
12. All officials shall arrive at the game site two hours before faceoff time, and with the tournament manager and committee representative, survey the arena.
13. Officials will not participate in any tournament-related activities before, during or after the game, except officiating the contest.

The tournament manager shall be responsible for the following:

1. Reserve a room for each official in a hotel separate from the teams and/or their fans. Establish a master account for officials' rooms and tax, to be paid by the host institution and included in the financial report filed after the competition.
2. At regional and championship sessions, arrange for seating for the officials when they are not working a game. [Note: Their seats should not be in the press area or in the section reserved for a team.]
3. Determine from the women's ice hockey committee representative whether the officials wish to purchase tickets to the session in which they are officiating.
4. Give the officials' fees and expense forms, and NCAA patches, to the women's ice hockey committee representative on his or her arrival, in preparation for the latter's meeting with the officials.

## Postgame Interview Policy

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

Throughout the championship, press conferences are scheduled for the convenience of the press representatives, the coaches and the student-athletes representing the participating institutions. They are designed to provide the media with tournament information required for thorough coverage and to limit the time demands placed on the coaches and student-athletes.

**Coaches' Obligation.** Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the cooling-off period. The coach cannot

delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter, unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the dressing room before the cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area.

**Open Locker Room Policy.** NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site. Locker rooms will be open for a period of 15 minutes directly after the cooling-off period.

**Cooling-Off Period.** A cooling-off period has been set aside for a coach to be with the student-athletes in the locker room after the game. The period begins when the coach enters the dressing room immediately after the game or interview with NCAA broadcast partners (CBS, Turner, ESPN and IMG College) or NCAA Productions. The period will be 10 minutes for the winning team and 10 minutes for the non-winning team. A coach may shorten the cooling-off period, but may not extend it.

**Order of Appearance.** The winning coach and players shall be scheduled in the interview room before the non-winning coach and players, with the exception of the national championship game, after which the non-winning coach and players shall be scheduled first. The players should report to the interview room wearing their game jerseys.

## Practice Schedules

Teams shall be allowed to practice in the arena the day or evening preceding the opening of the tournament, the day of the game and the day or evening between sessions. The women’s ice hockey committee is authorized to schedule or reassign practice times.

All practices taking place the day prior to competition shall be closed to the public but open to the media. On the day prior to the quarterfinal game, each team will be provided a 90 minute practice opportunity on the game ice. Practice times should take into account travel plans for the visiting team and must be approved by the NCAA site representative assigned to the quarterfinal game. If a game begins at 3 p.m. or later, each team will be provided a one hour game day practice opportunity. The game day practice will not begin prior 10 a.m. and must be completed by 1 p.m. Exceptions to these policies must be approved by the NCAA site representative assigned to the game. In all cases practice opportunities must be equal for both teams beginning the day prior to the quarterfinal game.

## Programs

*[Reference: Advertising in the Division I General Section and Bylaw 31.1.12 in the NCAA Manual.]*

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No

competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

**Advertising.** Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your institution would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

**Editorial.** If you are interested in the specific content of the program you will receive, please contact Chad Laytham (chad.laytham@imgworld.com; 859/226-4511).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG College will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Mr. Laytham at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year’s recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Mr. Laytham at IMG College.

**Program Supplements and Update Sheets.** Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event, please mail two samples of each supplement to Chad Laytham (IMG College, 904 North Broadway, Suite 200, Lexington, Kentucky 40505, Attn.: Chad Laytham).



For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event, please mail two samples of each update sheet to Mr. Laytham (IMG College, 904 North Broadway, Suite 200, Lexington, Kentucky 40505, Attn.: Chad Laytham).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

#### Program Sales.

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections.
  - a. Contracts.
    - i. After site selections, all contracts are e-mailed to each site representative.
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575).
    - iii. An IMG College representative will track the return of all signed vending contracts to IMG College.
  - b. Settlement Reports.
    - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575).
    - ii. The vendor will have two weeks to submit payment to IMG College.
    - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments.

- iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA.
- v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
- vi. Please include the event number on the check that is sent.

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

#### Pucks

The NCAA shall provide pucks for all rounds of the championship.

#### Rules

*[Reference: Bylaw 31.1.6 in the NCAA Manuals.]*

Per NCAA Bylaw 18.6, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

#### Squad Size

*[Reference: Bylaw 31.1.5 in the NCAA Manuals.]*

Participating teams are limited to 18 skaters plus not more than three nor fewer than two goalies. Only six non-playing personnel shall be allowed on the bench, providing a maximum bench limit of 27. Replacements are permitted consistent with NCAA game protocol; but after the game begins, no replacements shall be permitted for any reason.

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

#### Starting Times

Starting times for the quarterfinals will be recommended by the host institution and the committee will reserve the right to approve these times. All quarterfinals will conclude by March 12. The preferred day for quarterfinal competition is Saturday, March 12.

**Time between semifinal games.** During the Women's Frozen Four, the second semifinal will not begin prior to the scheduled start time but may begin after this time depending on the completion of the first game. After the completion of semifinal #1 and the resurfacing of the ice, a minimum of 43:00 (time to begin when ice resurfacing machine leaves the ice) will be put on the scoreboard. The only exception to this is when a goal

is scored five minutes or less into any overtime session. In this case, the ice will not be resurfaced and a minimum of 48:00 (time to begin after players and officials have left the ice) will be put on the clock. In all cases warm-ups for the second game will begin at 38:00, according to the NCAA ice hockey protocol.

## Strobe Lights

A maximum of three sets of strobe lights may be installed at an arena, upon approval of the NCAA Women's Ice Hockey Committee representatives, for media agencies requiring immediate news coverage under the following priorities:

1. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.
2. Sports Illustrated.
3. A single pool unit for all other media agencies, installed and administered by USA Today. If USA Today does not utilize a strobe, the NCAA media coordinator shall coordinate the activity.
4. Should Sports Illustrated, AP, Reuters or USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the NCAA media coordinator.

No single agency may install more than one set of strobes at a site, regardless of the number of units that will be used.

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt-seconds at any championship site. All strobes must flash at a duration less than 1/2,000th of a second.

All hanging or installed strobes must be placed as close to the playing surface as possible, depending on the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The NCAA Women's Ice Hockey Committee representative(s) will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the NCAA Women's Ice Hockey Committee for an exception. This written request and explanation shall be submitted to the committee at least two weeks before the event.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard unless approved by the appropriate committee representatives.

## Teleconference Schedule

**QUARTERFINALS:** A conference call will be conducted by the assigned NCAA site representative at a time to be determined on Monday, March 7.

**FROZEN FOUR:** A conference call will be conducted at 2 p.m. Eastern time, Monday, March 14, with the semifinalists' directors of athletics, coaches and sports information directors, the local organizing committee, and the National Collegiate Women's Ice Hockey Committee.

## Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines that are located online at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index).

## Television News

Unless the NCAA has awarded live television rights for a championship, the games committee of that championship may permit single television stations or broadcast and/or cable networks to air action footage of the championship on a live or delayed basis on their regular television news programs. If live rights to the championship have been awarded, game coverage only may be presented after the game being documented has been completed. Unless otherwise approved by the NCAA, such coverage shall not exceed three minutes of action footage of the championship unless broadcast rights have been secured from the NCAA by payment of a rights fee. Such a "news program" shall be a regularly scheduled program devoted exclusively to general news and/or sports news. Sports entertainment programs do not qualify under this provision. The NCAA president shall be authorized to interpret and apply these provisions as necessary.

## Tickets

*[Reference: Tickets in this handbook and Bylaw 31.1.11 in the NCAA Manual.]*

**General.** Ticket prices, allocations and locations shall be approved by the National Collegiate Women's Ice Hockey Committee. After complying with the ticket requirements specified by the NCAA for the participating institutions, game officials, etc., the tournament manager shall be responsible for the disposition of the remaining tickets. The minimum ticket price for quarterfinals shall be \$3 for students with identification and \$5 for adults. The minimum price for an all-session ticket for the Women's Frozen Four shall be \$20.

There shall be no complimentary tickets for press, radio and television organizations or personnel, except for the credential necessary to secure working space.

Any unsold all-session tickets only may be broken and sold as single-session tickets 24 hours before faceoff of the first game at the site.

**Participating Institutions.** Admittance credentials (pins) shall be issued to 34 members of the official traveling party of each participating institution. The combination of players in uniform and other individuals not in uniform allowed in the bench area shall not exceed 27. Only the players in uniform and individuals with special bench passes will be permitted on the team bench.

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for the student-athletes. Tournament managers should establish a "pass gate" for the involved individuals. A designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament manager) at the arena. The individuals will proceed through the pass gate to a nearby area (to be determined by the tournament manager) with a table or booth that will accommodate one individual from each institution. At the table,

each individual will be identified by a representative of the appropriate participating institution. Each individual will be given a ticket stub and directed to his or her seat.

Band members, including the director, not to exceed 25 in number, who are in uniform and performing at the championship, will not be charged admission to the competition. The host shall inform each participating institution of the location of seats that have been designated for band members.

Full payment for tickets must be forwarded to the tournament director within 30 days of the last date of competition at the site. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. A \$500 fine shall be assessed for each day an institution fails to pay for its tickets after the 30-day deadline. The women's ice hockey committee may waive this provision based on extenuating circumstances. If there are any outstanding payments on the 30th day after the competition at that site, the tournament manager should notify the NCAA national office on the same date with details regarding this delinquency.

For the 2011 championship, participating institutions' tickets shall be allocated by the following policies:

**Quarterfinals.** An adequate number of tickets should be provided to the visiting team. The women's ice hockey committee reserves the right to determine the number of tickets.

**Semifinals and Final.** Each institution participating in the semifinals and final may purchase 200 tickets for both sessions. An institution may return any of the 200 unsold all-session tickets by 5 p.m. local time of the participating institution one day before the semifinal competition. Single-session tickets may not be returned to the tournament manager. The institution will be obligated to purchase any of the 200 all-session tickets not returned to the tournament manager before the 5 p.m. deadline. Any tickets not sold before the specified deadline should be offered to the other participating institutions that desire additional tickets.

## Uniforms

*[Reference: Bylaw 12.5.4 in the NCAA Manuals.]*

Each participating institution should bring both home and away uniforms to the site of the competition. Student-athletes shall wear their jerseys at all press conferences.

**Logos.** Bylaw 12.5.4-(b) indicates that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, caps 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).

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

A student-athlete representing an institution in intercollegiate competition is limited

to wearing apparel items that include only the logo (**not to exceed 2¼ square inches**) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any 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.

**Division I Additional Requirements.** The logo restriction on student-athletes' apparel set forth in 12.5.4 shall apply during the NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in news conferences. Please note that those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel as set forth in 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

## DVDs, Films and Still Photographs

*[Reference: Bylaw 31.6.4.3 in the NCAA Manuals.]*

Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The DVDs may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the Women's Frozen Four, the host institution will be required to duplicate copies of the competition.

**DVD Exchange.** Teams participating in the quarterfinal round are required to forward a DVD of their most recent game to their opponent for arrival prior to noon on Tuesday. The copy should be of high quality and contain the complete game. Teams participating in the semifinals of the Women's Frozen Four must forward a DVD of their quarterfinal game to their semifinal opponent for arrival prior to noon on Tuesday. The copy should be of high quality and contain the complete game. Non-compliance with this policy will be treated as misconduct and the committee will sanction schools as appropriate.

Teams are permitted to use an electronic video exchange if both parties are in agreement. The host institution and/or facility must videotape the entire ice from the time teams take the ice for pregame warm-ups, until they leave the ice after the completion of the game.

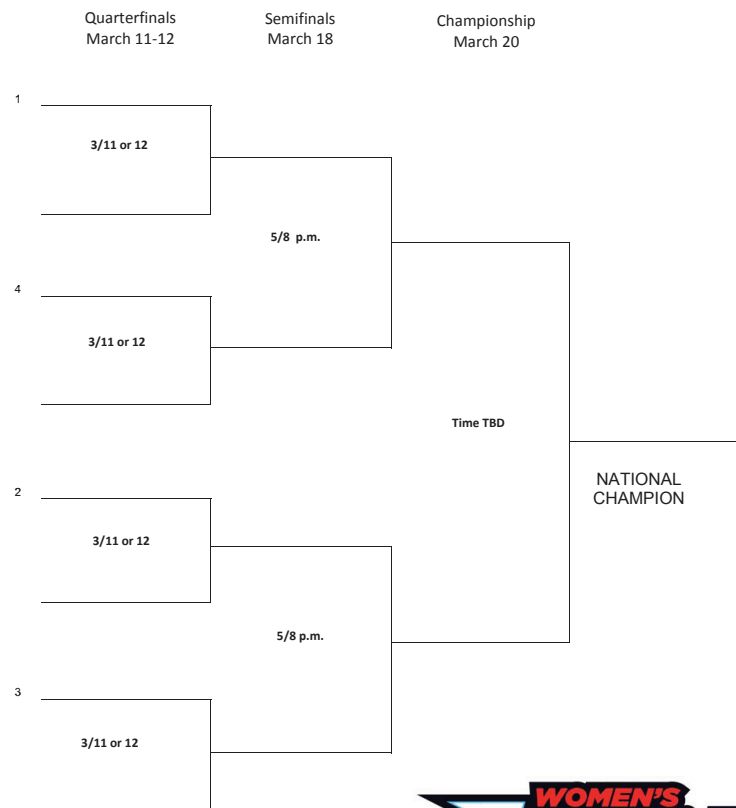
## Web Site

Please refer to the NCAA Broadcast Manual policies and guidelines that are located online at [http://www.ncaa.org/wps/portal/ncaahome?WCM\\_GLOBAL\\_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index](http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/broadcast/media/broadcasting/broadcasting+manual/index).

# Appendix A



## 2011 National Collegiate Women's ICE HOCKEY CHAMPIONSHIP



Note: All game times are local and subject to change.

\* Denotes host institution.

# Appendix B

## Teleconference Checklist

This is a checklist for teleconferences relating to the National Collegiate Women's Ice Hockey Championship. Participating will be the directors of athletics, coaches and sports information directors of competing institutions, NCAA national office staff members, and National Collegiate Women's Ice Hockey Committee representatives.

1. Introductions.
  - a. Congratulate participating teams.
  - b. Have individuals introduce themselves, their affiliation and responsibilities.
  - c. Thank host institution/sponsoring agency.
2. Schedule.
  - a. Games.
  - b. Practice times (day prior and game day).
  - c. Banquet.
  - d. Pretournament meeting.
3. Travel.
  - a. Transportation arrangements/time of arrival.
  - b. Lodging.
  - c. Local transportation.
  - d. Equipment drop-off.
4. Travel Party (34).
  - a. Squad size (21).
  - b. Per diem.
  - c. Credentials for travel parties.
  - d. Credentials for others (with tickets).
5. Uniforms and Equipment.
  - a. Game.
  - b. Practice/logos.
  - c. Laundry.
  - d. Skate sharp.
  - e. Locker room.
6. Tickets.
  - a. Number available/returns.
  - b. Will-call.
  - c. Re-entry policy.
  - d. Seats for noncompeting teams.
7. Media.
  - a. Credentials.
  - b. Sports information director arrival.
  - c. Television.
  - d. Radio rights.



- e. Videotaping.
- f. Media room.
- 8. Band/Cheerleaders/Mascot.
  - a. Number.
  - b. Band protocol.
  - c. Mascot on ice between periods.
- 9. Drug Testing.
  - a. Drug testing.
  - b. Misconduct (be on time).
  - c. Disqualification.
- 10. Misconduct/Sportsmanship.
- 11. Games Committee.
  - a. Role.
  - b. Committee.
  - c. Institutional representatives.
- 12. Medical and emergency procedures.
- 13. Security arrangements (identify the individual responsible for security).
- 14. Game officials.
- 15. Minor officials, goal judges.
- 16. Video Replay
- 17. Crowd-control statement.
- 18. Signage.
- 19. Starting lineup procedures.
- 20. Video taping/video exchange.
- 21. Miscellaneous.

# Appendix C

## Pretournament Meeting Checklist

1. Introductions.
  - a. Have individuals introduce themselves, their affiliation and series responsibilities.
  - b. Congratulate participating institutions.
  - c. Thank host institution/sponsoring agency.
  - d. Name and identify games committee.
2. Game information.
  - a. Time, day, date of game(s), practice times.
  - b. Arrival of participating teams at site.
  - c. Team parking.
  - d. Team entrance.
  - e. Confirm participating teams' uniforms.
  - f. Squad size—18 skaters plus no more than three nor less than two goalies.
  - g. Identify bench and warm-up areas.
  - h. Pucks.
  - i. Starting lineup procedures.
3. Pregame schedule (Subject to change for NCAA championships with television).

Activity	Clock Time
On and off-ice officials* meeting with NCAA committee.	90:00
Captains meeting with on-ice officials.	60:00
Officials on ice.	39:00
Home team on ice, followed by visiting team.	38:00
Home team leaves ice, followed by visiting team.	23:00
Starting lineups submitted.	15:00
Crowd control statement read.	14:00
Officials notify teams to return to ice (three-minute warning).	10:00
Home team returns to ice, followed by visiting team.	7:00
Introduction of teams at respective blue lines and U.S. national anthem.**	5:00
Faceoff.	0:00

[Note 1: Home team is higher-seeded team.]

[Note 2: Game protocol is subject to change based on television needs.]

\* Off-ice officials should include game timekeeper, penalty timekeeper, official scorer, goal judges, announcer and alternate official.

\*\* Review procedures

4. Starting lineup procedures.
5. National anthem.
6. Sportsmanship.
  - a. Crowd Control Statement. The following statement should be printed in the program

and announced before (between 15 and seven minutes prior to faceoff) and during the contests as needed:

The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, you are reminded that consumption or possession of alcoholic beverages is prohibited.”

- b. Banners and signs.
- c. Administrator’s role.
7. Intermission (15 minutes). Per NCAA protocol, page HR-93. Off-ice officials shall notify teams three minutes before faceoff (home team followed by visiting team).
8. Security.
  - a. Benches.
  - b. Officials.
  - c. Penalty box.
  - d. Emergency procedures.
9. Band/mascots/cheerleaders.
10. Tickets.
  - a. Sales.
  - b. Will-call.
  - c. No re-entry.
  - d. Seats for non-competing teams (identify).
11. Television.
  - a. Timeouts.
  - b. Interviews (between periods and postgame).
  - c. Videotaping.
  - d. Start of second game.
  - e. TV production requests.
12. Overtime procedures for semifinals.

See page 86 in the 2008-10 NCAA Men’s and Women’s Ice Hockey Rules.
13. Video replay procedures.
14. Postgame schedule.
  - a. On-ice handshake (coaching staff included).
  - b. Notification of drug testing, if applicable.
  - c. Ten-minute cooling off period.
  - d. Winning team press conference.
  - e. Non-winning team press conference.

**Order of press conferences will be reversed for the championship game only.**
15. Drug testing.
16. Press conference protocol.
  - a. Respective participating teams’ SIDs responsible for bringing coach and student-athletes to interview area.
  - b. Questions of the officials by the media regarding clarification of call are directed to

the chair of the games committee, who will meet with the officials and respond to same.

- c. Institutional representatives are reminded that public comments regarding the media that are deemed inappropriate will be reviewed under NCAA Bylaw 31.1.8.3.
17. NCAA policy review.
  - a. No Alcohol. Participating institutions are reminded that there is no sale or consumption of alcoholic beverages allowed anywhere in the facility, locker rooms or meeting areas any time during the championship.
  - b. Misconduct statement.
  - c. Disqualification.
18. Saturday schedule (Final site only).
  - a. Practice.
  - b. Meeting.
  - c. Press conference.
  - d. Other.
19. Questions or comments pertaining to the administration of the games.

# Appendix D

## Pre-Championship Game Meeting Checklist (Finals Site Only)

1. Game information.
2. Pregame schedule.
3. Practices.
4. Overtime procedures.
5. Awards ceremony.
6. Postgame schedule.
7. Media/television.
8. Tickets.
9. Band/mascots/cheerleaders.

Note: Coaches and administrators of teams participating in the championship game shall attend this meeting.

# Appendix E

## Officials Pregame Meeting Checklist

**Time.** Ninety minutes before opening faceoff.

**Place.** The officials dressing room, unless otherwise specified by the tournament director.

**Materials.** Current NCAA rules book, stick-measuring device, tape measure, hockey stick, goalie stick, blackboard, official tournament program.

**In Attendance.** Referee, assistant referee, linesman, game timekeeper, penalty timekeeper, official scorer, goal judges, announcer, alternate official, tournament director and members of the appropriate NCAA committee attending the championship.

The following items should be discussed and/or reviewed with the various game officials:

### On-Ice Officials—Referees, Assistant Referees or Linesman

1. Personal appearance.
2. Player list (official lineup for warm-ups) of each team, including captains and alternates.
3. Warm-up duties.
4. NCAA rules and interpretations.
5. Signals.
6. On-ice discussions with captains, players, coaches.
7. Disallowed goals (report to scorer).
8. Video replay.
9. Debris procedures (stop play, clear ice of players).
10. High-sticking/fighting incidents (duties of each official).
11. Body checking/contact.
12. Condition of nets before start of each period.
13. Officials teamwork.
14. Faceoffs.
15. Offsides.
16. Relationship to news media (explanation of rulings).

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

### Official Scorer

1. Official game program review (three copies of player lists, starting lineups, captains).
2. Crediting goals and assists.
3. Penalty report and recording.
4. Definition of shot on goal.
5. Postgame procedures (required signatures, copies to coaches).

### Game and Penalty Timekeeper

1. Fifteen-minute pregame warm-up.
2. Required materials (NCAA rules book, stick-measuring device, tape measure, alternate timing device, penalty work sheet, note pad).
3. Clock-malfunction procedures.
4. Penalty situations.
5. Overtime procedures.
6. Fifteen minutes between periods.
7. Three-minute notification before expiration of intermission period to officials/teams.

### Goal Judges

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

### Announcer

1. Pregame-introduction procedures.
2. Announcement (play in progress, end of period).
3. Announcement of roster changes.
4. Procedures for goal/penalty announcements.

# Appendix F

## Regional Advisory Committee

*[Reference: Regional Advisory Committees in this handbook and Bylaws 21.4.1.4 and 21.5.1.6 in the NCAA Manuals.]*

The regional advisory committees that have been appointed to assist in the evaluation of teams throughout the season are:

### East Region

Nate Handrahan, Robert Morris University, chair	(exp: 2012)
Joseph Bertagna, Hockey East Association	(exp: 2013)
John Burke, Rensselaer Polytechnic Institute	(exp: 2012)
Shannon Desrosiers, Clarkson University	(exp: 2013)
Megan McHugo, Ivy Group	(exp: 2013)

### West Region

Chris Schneider, The Ohio State University, chair	(exp: 2013)
Brad Frost, University of Minnesota	(exp: 2013)
Brian Idalski, University of North Dakota	(exp: 2013)
Chris Mackenzie, Niagara University	(exp: 2013)
Shannon Miller, University of Minnesota Duluth	(exp: 2012)

# Appendix G

## 2010-11 AACCA College Cheerleading Safety Rules

### Section A - Definitions

1. Base - A person who is in direct contact with the performing surface and is supporting another person's weight.
2. Controlled environment - A performance environment that meets the following conditions: the surface is matted; the area is clear of non-cheer personnel; and the event is not a pre-game, game-time or a time-out. Basketball post-game, football half-time, an alumni function, practices and competition settings are all examples of a controlled environment if they are matted and sufficiently clear of non-cheer personnel.
3. Cradle - Dismount from a stunt/pyramid/toss in which the top person lands in a face-up, semi-piked position.
4. Cupie/Awesome - A stunt in which both of the top person's feet are in one hand of the base.
5. Dive Roll - An aerial forward roll where the feet of the performer are at or above the performer's waist prior to the hands making contact with the performing surface.
6. Flatback - A stunt in which the top person is in a face-up, straight-body position parallel to the performing surface.
7. Flip - When a person is airborne while the feet pass over the head.
8. Height-increasing Apparatus - Any type of equipment that increases the height of a skill.
9. Helicopter Toss - A stunt in which the top person is tossed into the air with the body parallel to the ground and completes a 360 degree horizontal rotation (like the blades of a helicopter.)
10. Loading Position - Any intermediate position below shoulder level that uses continuous motion to put a top person in a stunt or pyramid. Examples: Elevator/sponge load, basket load, smoosh, scoop from the back, etc.
11. Middle - A person who is being supported by a base while also supporting a top person.
12. Pyramid - A skill in which a top person is being supported by a middle layer person.
13. Rewind - Skill in which the top person starts with BOTH FEET on the ground, is tossed into the air and performs a backward or side rotation into a stunt, pyramid or loading position (this would include a cradle).
14. Spotter - A person who is responsible for assisting or catching the top person in a partner stunt or pyramid. This person cannot be in a position of providing primary support for a top person but must be in a position to protect the top person coming off of a stunt or pyramid.
15. Stunt - A skill in which a top person is supported by a base or bases.
16. Top - A person who is either being supported by another while off of the performing surface or who has been tossed into the air by another person.
17. Toss - A movement by a participant or group of participants that propels a person into the air so that the person is airborne (i.e., free of contact with the performing surface).

### Section B - General Program Guidelines

1. Cheerleading squads should be placed under the direction of a qualified and knowledgeable advisor or coach.
2. All practice sessions should be supervised by the advisor/coach and held in a location suitable for the activities of cheerleaders (e.g., use of appropriate matting, away from excessive noise and distractions, etc.)
3. Prior to the performance of any skill, the immediate environment for the activity should be taken into consideration including, but not limited to proximity of non-squad personnel, performance surface, lighting and/or precipitation. Technical skills should not be performed on concrete, asphalt, wet or uneven surfaces or surfaces with obstructions.
4. Advisors/coaches should recognize the particular ability level of all participants and should limit the squad's activities accordingly. Participants should not be pressed to perform activities until they are safely prepared.
5. Skills that have not been mastered should be performed only in a supervised practice environment.
6. Thorough training in proper spotting techniques should be mandatory for all squads.
7. All cheerleaders should receive proper training before attempting any form of cheerleading gymnastics (tumbling, partner stunts, pyramids and jumps).
8. All cheerleading squads should adopt a comprehensive conditioning and strength building program.
9. An appropriate warmup exercise should precede all cheerleading activities.
10. All programs should qualify cheerleaders according to accepted teaching progressions. Appropriate spotting should be used until all performers demonstrate mastery of the skill, and when spotting is required by specific rule.
11. In environments where there is close proximity to the athletic event and out of bounds plays pose a significant risk of injury to the participant, no technical skills should be performed while the ball is in play.
12. All partner stunts, pyramids, and tosses should be reviewed and approved by the coach prior to execution.

### Section C - General Restrictions

1. The use of any height-increasing apparatus (e.g. mini-trampoline, etc.) other than a spring floor is prohibited for performance.
2. The top person in a partner stunt, pyramid or transition cannot be released from bases with the intent to land or be caught in an inverted body position.
3. An individual may not jump, flip or dive over, under, or through partner stunts, pyramids or individuals from basket tosses, similar tosses, partner stunts or other tosses from hands.
4. Drops (knee, seat, thigh, front, back and split) from a jump, stand or inverted position are prohibited unless the majority of the weight is first borne on the hands/feet which breaks the impact of the drop.
5. Jewelry of any kind is prohibited (e.g., navel jewelry, tongue jewelry, earrings, necklaces, etc.) Medical bracelets are allowed provided they are taped to the body.
6. Soft-soled athletic shoes must be worn while cheering or competing. Gymnastics shoes, jazz shoes and/or boots are prohibited.
7. Basket and Elevator/Sponge Tosses are prohibited on surfaces other than grass (real or artificial) or a mat.

8. Flipping skills into or from stunts, tosses or pyramids are prohibited on surfaces other than grass (real or artificial) or a mat.
9. Two and one half high pyramids are prohibited on surfaces other than grass (real or artificial) or a mat.

## Section D - Partner Stunts

1. Twisting dismounts with more than a 360 degree rotation require an additional spotter that assists on the cradle.
2. Released load-ins from a handstand position (stationary or through a handspring load in) to a partner stunt require an additional spotter.
3. Stunts in which the base uses only one arm for support require a spotter when:
  - a. the stunt is anything other than a cupie/awesome or basic liberty. All other one-arm stunts require a spotter (e.g., heel stretch, arabesque, high torch, scorpion, bow and arrow, etc.).
  - b. the load-in or dismount involves a twist. The spotter must be in place during the twist and assist on the cradle during twisting dismounts.
  - c. the top person is popped from one arm to the other.
4. Single based split catches are prohibited.
5. Flips into or from partner stunts are prohibited, with the following exceptions. (Note this entire rule has been rewritten. Please read it carefully.)
  - a. Rewinds into a pyramid, stunt, loading position or cradle are allowed under the following conditions:
    1. The top person is limited to one and one quarter rotations and may not twist.
    2. Bases are limited to one quarter turn under the top person.
    3. An active spotter is required throughout the skill.
    4. If the rewind is continuous to a cradle, the spotter must assist in the cradle.
    5. In a rewind to a pyramid or to another base, the original base may serve as the spotter.
  - b. Flips from stunts in which the top person is in an upright position standing in the hand(s) of the base(s) are allowed under the following conditions:
    1. Front flips are allowed from shoulder level and below single base stunts to a cradle or the performing surface on the feet with assistance from the base.
    2. Front and back flips are allowed from shoulder level and below double base stunts to a cradle.
    3. The top person is limited to one and one quarter flipping rotation.
    4. Only dismounts to a cradle may have up to one half twist.
    5. Must have additional spotter active throughout the skill. In a single base stunt, the spotter may not assist in the initiation of the flip.
  - c. Flips from stunts in which the top person is in a horizontal position not being supported at their feet are allowed under the following conditions:
    1. Front flips and back flips from shoulder level double base stunts to a stunt, loading position, cradle or the performing surface with assistance from a base. Note that flips are not permitted from a horizontal position below shoulder level or from a single base.
    2. The top person is limited to one rotation and may not twist.
    3. A spotter is not required.
6. All leg pitch, toe pitch, walk-in, sponge, and straddle catch flips are prohibited.

7. Twisting dismounts greater than two rotations are prohibited. Exception: side facing stunts - i.e. Arabesque, Scorpion, double full twisting cradles to the front are legal.
8. Front, back and side tension drops are prohibited.

## Section E - Pyramids

1. Pyramids higher than 2 1/2 body lengths are prohibited. Pyramid height is measured by body lengths as follows: chairs, thigh stands and shoulder straddles are 1 1/2 body lengths; shoulder stands are 2 body lengths; extended stunts (i.e. extension, liberty, etc.) are 2 1/2 body lengths. Exception: an extended stunt on top of a thigh stand is allowed.
2. In all pyramids, there must be at least two spotters designated for each person who is above two persons high and whose primary support does not have at least one foot on the ground. Both spotters must be in position as the top person is loading onto the pyramid. One spotter must be in the back and the other must be at front of the pyramid or at the side of the pyramid in position to get to the front. Once the pyramid shows adequate stability and just prior to the dismount, this spotter can move to the back to catch the cradle.
3. Cradles from pyramids over two high must use at least two catchers, one on each side of the top person.
4. All flips into or from pyramids are prohibited, with the exception of a forward flip dismount to a cradle and legal rewinds.
5. Front, back and side tension drops are prohibited.

## Section F - Tosses

1. Basket tosses or similar tosses may only be performed from ground level, can use no more than four bases, and must be cradled by three of the original bases, one of which must catch in a scoop under the head and shoulders.
2. Basket and elevator/sponge tosses may not be directed so that the bases must move to catch the top person.
3. Basket and elevator/sponge tosses cannot exceed one flipping and two twisting rotations.
4. Twisting skills in basket tosses or similar tosses are only allowed in controlled environments (see definition for "controlled environments".)
5. In flipping basket or elevator/sponge tosses (tuck, layout, or pike position) only two additional skills are allowed. One twisting rotation is considered to be one skill.

Examples:

Legal (two skills)

Tuck flip, X-out, Full Twist

Double Full-twisting Layout

Kick, Full-twisting Layout

Pike, Open, Double Full Twist

Arabian Front, Full Twist

Illegal (three skills)

Tuck flip, X-out, Double Full Twist

Kick, Double Full-twisting Layout

Kick, Full-twisting Layout, Kick

Pike, Split, Double Full Twist  
Full-twisting Layout, Split, Full Twist

Note: An Arabian Front followed by a 1 1/2 twist is considered to be a legal skill. A Kick Double Full Twist with no flip is legal.

6. Basket and elevator/sponge load-ins can land in a stunt or pyramid provided that the toss does not significantly exceed the height of the intended skill. Flips into stunts or pyramids from a basket or elevator/sponge load-in are prohibited.

## Section G – Tumbling/Jumps

1. Tumbling skills performed over, under or through partner stunts, pyramids or individuals are prohibited.
2. Tumbling skills that exceed one flipping rotation are prohibited.
3. Tumbling skills with two or more twisting rotations are prohibited.
4. Dive rolls are prohibited.
5. Added 10/20/2009 - Airborne drops to a prone position on the performing surface are illegal. (Examples: A back flip or a jump landing in a push-up position is illegal. A handspring to a push-up position is legal as it is not airborne prior to the prone landing.)

## Section H - Specific Basketball/Indoor Court Rules

Base - A person who is in direct contact with the performing surface and is supporting

1. On a basketball court surface, the following skills are prohibited except during halftime or postgame performances where the area is free of obstructions and non-cheer personnel, and all skills are performed on a matted surface. Pregame and timeouts are not exceptions to this rule and are subject to the listed restrictions.
  - a. Basket tosses, elevator/sponge tosses and other similar multi-based tosses.
  - b. Partner stunts in which the base uses only one arm to support the top person. Exception: Cupies/awesomes are allowed with an additional spotter.
  - c. Flips or released twists into or from partner stunts. Exception: Front and back flips to a stunt or cradle are allowed if the top person is braced on both sides by hand/arm to hand/arm contact.
  - d. Two and one half person high pyramids.
  - e. Inversions in partner stunts and pyramids. Exception: Inversions that begin on the ground and go to an upright position where the top person is in constant contact with a base or spotter are allowed.
  - f. Twisting tumbling skills.person.

*The above safety rules are general in nature and are not intended to cover all circumstances. All cheerleading gymnastics, including tumbling, partner stunts, pyramids, jumps and tosses should be carefully reviewed and supervised by a qualified and knowledgeable advisor or coach. The American Association of Cheerleading Coaches and Advisors makes no warranties or representations, either expressed or implied, that the above guidelines will prevent injuries to individual participants.*

*For the most recent safety rules and information, visit <http://www.aacca.org>.*