



**DIII SOCCER
CHAMPIONSHIP**

2010 DIVISION III WOMEN'S SOCCER CHAMPIONSHIP HANDBOOK

Updated 8/20/2010



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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, five are National Collegiate Championships, 12 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).

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.



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Division III Women's Soccer Championships Information

Important Dates

Monday, August 16—Memo sent to Athletics Directors/coaches outlining hosting opportunities and procedures.

Friday, September 10—Deadline for team schedules to be submitted through online score-reporting process.

Monday, September 27—Deadline for updating online score-reporting form, noon local time.

Monday, October 4—Deadline for updating online score-reporting form, noon local time.

Monday, October 11—Deadline for updating online score-reporting form, noon local time.

Monday, October 18—Deadline for updating online score-reporting form, noon local time.

Wednesday, October 20—First regional ranking released.

Monday, October 25—Deadline for updating online score-reporting form, noon local time.

Wednesday, October 27—Second regional ranking released.

Friday, October 29—Deadline for submitting proposed budgets for first-, second- and sectional rounds of the championship, noon Eastern time.

Monday, November 1—Deadline for updating online score-reporting form, noon local time.

Wednesday, November 3—Third and final regional ranking released.

Sunday, November 7—Deadline for updating online score-reporting form, noon local time.
63 team field announcement.

Monday, November 8—Championship bracket announced.

Thursday, November 11—One first-round match completed.

Friday or Saturday, November 12-13—Fifteen first-round matches completed.

Saturday or Sunday, November 13-14—Fifteen second-round matches completed.

Sunday, November 14—One second-round match completed. Four sectional sites announced.

Friday-Saturday or Saturday-Sunday, November 19-20 or 20-21—Sectionals

Friday-Saturday, December 3-4—NCAA Division III men's and women's soccer semifinals and final, Blossom Soccer Stadium; San Antonio, Texas; Trinity University (Texas) and San Antonio Sports, co-hosts.

Future Championship Dates

(Subject to change)

	1st Round	2nd Round	Three-game 1st/2nd Rounds	Sectionals (Fri.-Sat. or Sat.-Sun.)	Semifinals and Final (Fri-Sat.)
2011	Nov. 10	Nov. 13	Nov. 11-12 or 12-13	Nov. 18-19 or 19-20	Dec. 2-3
2012	Nov. 8	Nov. 11	Nov. 9-10 or 10-11	Nov. 16-17 or 17-18	Nov. 29- Dec. 1
2013	Nov. 14	Nov. 17	Nov. 15-16 or 16-17	Nov. 22-23 or 23-24	Dec. 6-7

General Administration

2010 Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Division III Manual.]

Thursday, November 11—One first-round match.

Friday or Saturday, November 12-13—Fifteen first-round matches.

Saturday or Sunday, November 13-14—Fifteen second-round matches.

Friday-Saturday or Saturday-Sunday, November 19-20 or 20-21—Sectionals

Friday-Saturday, December 3-4—Semifinals and Finals - Blossom Soccer Stadium; San Antonio, Texas; Trinity University (Texas) and San Antonio Sports, co-hosts.

First- and second-round and sectional rounds of the championship will be conducted on the campus of one of the participating institutions. The men's and women's semifinals and finals will be conducted at Blossom Soccer Stadium in San Antonio, Texas. A third-place game will not be conducted.

Start Times

All single-game sessions shall start at 1 p.m. or 6 p.m., if lights are available. All doubleheader sessions shall start at 11 a.m. or 5 p.m., if lights are available. There shall be a 30-minute break between games of a doubleheader. If the visiting team and host site cannot agree on a start time, the women's soccer committee will make the final decision. After the start times have been established, the highest-seeded team at the four-team sites will have the opportunity to select which start time it prefers.

A host institution desiring to deviate from these times shall indicate its requested start time(s) on the facility evaluation form and notify its regional advisory committee chair before site selections.

Site Selection

NCAA Championships Policy Related to Sports Wagering. No pre-determined 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.

The Championships Committee has prioritized the following site-selection criteria for all championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Geographical location (which may include such factors as rotation of sites, weather, accessibility and transportation costs);
3. Seeding; and
4. Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

In addition, the women's soccer committee includes the following site-selection deliberations:

- Hosts for all rounds of the championship must have the ability to charge admission.

- Preference is given to grass/grass-like surfaces.
- Preference is given to playing surfaces 70 yards x 115 yards or larger. The minimum field size is 65 yards x 110 yards.
- Hosts must be able to establish a barrier to separate the spectators from the field of play.
- The potential host must have played the majority of their home games on the field they are submitting for consideration.

A competing institution that cannot charge admission at its home facility and/or cannot establish a barrier to separate the spectators from the field of play and/or does not have a field that meets minimum-size requirements (65 yards x 110 yards) may not serve as host.

An evaluation will be made of institutional facilities to determine if they are acceptable for championship play. Selection of host sites will be based partly upon the quality of the playing facility. A facility evaluation form must be completed online with a deadline of October 29. Instructions on accessing and completing the online facility evaluation will be mailed to the directors of athletics of all eligible Division III institutions sponsoring women's soccer. The facility evaluation is one of the tools used in determining site selection.

Waiver of site-selection criteria. Institutions that play the majority of home games with inadequate playing surfaces (e.g., carpet-like synthetic surface, minimum dimensions, etc.) may request a waiver of the policy giving preference to grass/grass-like surfaces and field sizes of 70 yards x 115 yards and larger. Institutions with carpet-like, synthetic turf that are requesting a waiver should submit two proposed budgets for each round of competition in which it is interested in hosting: one for its carpet-like, synthetic-turf site and one for an alternate site with a grass/grass-like surface, in case the scenario develops that it may be paired with another institution that has carpet-like, synthetic turf. If the opponent has no objection, the game could be played on carpet-like, synthetic turf. It is the responsibility of the regional chair to speak with both institutions regarding this situation (if it presents itself) before the committee's conference call to select subsequent-round sites. The NCAA Division III Women's Soccer Committee has the final decision on all waiver requests.

Joint Hosting Information. The NCAA Division III Championships Committee has approved a recommendation from the NCAA Division III Men's and Women's Soccer Committees to establish hosting guidelines for institutions whose men's and women's teams earn berths in their respective championships. The committees established these guidelines to eliminate potential conflicts created by hosting both championship events, to assist institutions in preparing for hosting opportunities and to ensure the opportunity of providing a quality championship experience for all teams involved in both championships.

Institutions with both men's and women's teams in the championships will follow these hosting guidelines:

	1st Round	2nd Round	1st/2nd Rounds	Sectionals
Even Years	Men host	Women host	Men host	Women host
Odd Years	Women host	Men host	Women host	Men host

If conflicts prevent another institution from hosting while following these guidelines, the combined men's and women's committees will determine which team will play first at the same site.

The men's and women's committees are concerned with conflicts created when institutions attempt to host both men's and women's championship events, and the impact those conflicts have on the committees during site selection, and on the institution during the administration of the events. The committees prefer that institutions not host both men's and women's events in the same round of the championships.

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure having to choose to host one championship event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees' primary concerns include the following:

- The potential for field conditions to deteriorate, particularly in the second games;
- The institutional administrative pressure to host both championship events and/or to choose between which championship event it will host if it cannot host both events;
- The magnification of weather issues if an institution attempts to host both championship events; and
- The condition and availability of practice facilities.

Sports Committees

[Reference: Administration and Management in the Division III General Section, and Bylaws 31.1.1 and 31.1.2 in the NCAA Division III Manual.]

The NCAA soccer championship is under the control, direction and supervision of the NCAA Women's Soccer Committee. Current members of the committee are:

Division III Women's Soccer Committee

John Neese - (West Region) National Committee chair

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Jonathan Harper - New England Region chair

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Keri Luchowski - Great Lakes Region chair

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Sean Sullivan - South Atlantic Region chair

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Aliceann Wilbur - East Region chair

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Annual Forms

Bid Proposal Forms. The NCAA has implemented an online proposed budget and financial report process. Prospective hosts will no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at http://web1.ncaa.org/champs_bid/. Please note that the online 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 and on each sport specific Web site. If you have any questions regarding the new process, please contact the appropriate NCAA sport liaison.

Institutions interested in hosting first-, second- and/or sectional round(s) of championship competition should submit the online proposed budget and online key contact form. In addition, a facility evaluation form must be completed and forwarded to John Williams (e-mail: jawilliams@ncaa.org; fax: 317/917-6237), director of championships at the NCAA national office. **The deadline for all of these documents is 5 p.m. Eastern time Friday, October 29.** Prospective hosts need to submit a separate proposed budget for each round in which they are interested in hosting. These forms can be accessed on the NCAA Web site in the championships administration section ([www.ncaa.org/Sports/Women's Soccer](http://www.ncaa.org/Sports/Women's%20Soccer)).

Failure to follow the prescribed procedures and meet the proposed budgets deadline could eliminate your institution from consideration as host.

[Reference: Budgets in the Division III General Section.]

Expense Reimbursement Form. Each institution selected to the Division III Women's Soccer Championship must submit an expense reimbursement form after the conclusion of its championship experience in order to receive the per diem and any applicable transportation costs from the NCAA. The form and instructions are available on the NCAA Web site in the championships administration section. Any questions concerning the reimbursement process should be directed to the NCAA travel department (Phone: 317/917-6757; e-mail: travel@ncaa.org).

[Reference: Official Traveling Party, Transportation, Expense Forms and Per Diem in the Division III General Section, and Bylaw 31.4.6 in the NCAA Division III Manual.]

Financial Report Form. The host for each championship round must complete a financial report form, which is incorporated as part of the proposed budget form and

located on the NCAA Web site. A separate financial report form must be submitted for each round of competition. Each form must be submitted to the NCAA not later than 60 days after the conclusion of the competition. Failure to submit the report within 60 days will result in financial penalties.

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

Online Score-Reporting Form. In an effort to streamline the score-reporting process for the 2010 Division III men's and women's soccer season, the championships committee has mandated online score-reporting for all institutions sponsoring Division III soccer. Hard copies of the score-reporting forms no longer will be disseminated or accepted by the committees.

Your institution is required to enter your team's schedule on your initial online score-reporting form by Friday, September 10. It will be your institution's responsibility to enter all game results, starting with your first match. Updated score-reporting forms with the latest results are due by noon on the following dates:

September 27—Deadline for scores to be updated

October 4—Deadline for scores to be updated

October 11—Deadline for scores to be updated

October 18—Deadline for scores to be updated

October 25—Deadline for scores to be updated

November 1—Deadline for scores to be updated

November 7—Deadline for scores to be updated (Selection Sunday).

A memo outlining the steps to access the online score-reporting form has been sent to the Division III soccer coaches, directors of athletics, senior women administrators and sports information directors at each institution sponsoring women's soccer. The institutional username and password have not changed from 2009 and are in the possession of each director of athletics.

Determination of Competing Institutions

Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Championship Format

The Division III Championships Committee has approved an expanded bracket for the Division III Women's Soccer Championship, providing a maximum field of 63 teams in a single-elimination tournament. One team will receive first-round bye. One, two-team first-round match will be played to determine the team that advances to the second-round to play the team that received a first-round bye. Fifteen, four-team sites will conduct first- and second-round play on the first weekend of the championship. The sixteen second-round winners will advance to the four, four-team sectionals. Four teams will advance from the sectionals to the semifinals. In addition, 42 conferences have been granted automatic qualification for the 2010 championship.

The one, two-team first-round game will be played on the Thursday before the one second-round game on the campus of the higher-seeded institution, depending on geographic proximity and review of the host bid and facility evaluation. The fifteen, four-team sites will conduct play on Saturday-Sunday (or Friday-Saturday), on the initial weekend of the championships. The four, four-team sectionals will be conducted on the second weekend of the championship. All four-team sites will conduct play on Saturday or Sunday, except for sites where an institution has an exemption for Sunday play. In these instances, play will be conducted on Friday and Saturday. First, second-round and sectional competition will be conducted on the campuses of the participating institutions. The semifinals and finals will be conducted at the Blossom Soccer Stadium in San Antonio, Texas.

First- and second-round sites will be announced by the NCAA Division III Women's Soccer Committee immediately after team selections on Monday, November 8. Sectional sites will be announced on Sunday, November 14.

If, due to unforeseen circumstances, it becomes impossible to play a match(es) during the championship, the committee is authorized to determine which team or teams advance in the bracket.

A championship bracket can be found in Appendix A. A summary of the automatic-qualifying conferences and their members, along with the Pool B candidates, is listed in Appendix B.

Championship Selection

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

Teams shall be selected for the championship by the eight-member NCAA Division III Women's Soccer Committee. Each member of the committee serves as the chair of the advisory committee in his/her respective region. Regional advisory committees (RACs) assist the national committee by evaluating teams, sites and officials within their regions through a series of conference calls.

Conference calls will be conducted by the national committee to make the final determination of the participating teams. If possible, all selections will be made by November 7-8.

In order that the chairs of the RACs have complete information on each team in their region, it is imperative that each institution submit the scores from each match with the NCAA's online score-reporting service (http://web1.ncaa.org/champsel_new/exec/login).

Allocation of Berths - Pools A, B and C

1. Pool A will be composed of the conference champions from each conference that meets the requirements for automatic qualification (NCAA Bylaw 31.3.4). Conferences that meet automatic-qualification requirements are guaranteed only one Pool A berth. After the determination of the automatic (Pool A) berths, the committee will determine the Pool B selections followed by the Pool C selections.
2. Pool B will be composed of independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification.
3. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champion and the remaining teams in Pool B.
4. Berths from Pools B and C will be selected on a national basis, **using regional selection criteria**. There will be no predetermined regional allocations for Pools B and C.
5. There will be no maximum or minimum number of berths from one region.
6. No conference will receive more than one automatic berth.

The Championships Committee has clarified Bylaw 31.3.4 to reflect that institutions participating in conferences that meet the automatic-qualification requirements and are eligible to be selected to a championship via Pool A and/or Pool C, may not elect instead to be selected via Pool B as an independent institution.

2010 Division III Women's Soccer Sponsorship Data

Division III institutions sponsoring women's soccer: 427
 Provisional institutions (not eligible for the championship): 13
 Declared NAIA (not eligible for the NCAA championship): 2
 Institution reclassifying to Division II (not eligible for Division III championship): 3
 Institutions eligible for NCAA championship: 415
 Conferences meeting automatic qualifying requirements: 42
 Eligible teams in automatic-qualifying conferences: 402

Pool B teams: 1

Access ratio (eligible teams in AQ conferences/# of AQ conferences): 1:9.57 Based on the sponsorship data, the following allocations will be implemented for the 2010 championship:

Bracket	63 teams	# of Eligible 2009 institutions (409)/6.5
Pool A	42 teams	
Pool B	1 teams	# Pool B teams/Access ratio
Pool C	20 teams	Field size - Pool A - Pool B

Automatic Qualifiers

The 42 conferences granted automatic qualification for the 2010 championship from Pool A are:

Allegheny Mountain Collegiate Conference
 American Southwest Conference
 Capital Athletic Conference
 Centennial Conference
 College Conference of Illinois and Wisconsin
 Colonial States Athletic Conference
 Commonwealth Conference
 Commonwealth Coast Conference
 Empire 8
 Freedom Conference
 Great Northeast Athletic Conference
 Great South Athletic Conference
 Heartland Collegiate Athletic Conference
 Iowa Intercollegiate Athletic Conference
 Landmark Conference
 Liberty League
 Little East Conference
 Massachusetts State College Athletic Conference
 Michigan Intercollegiate Athletic Association
 Midwest Conference
 Minnesota Intercollegiate Athletic Conference
 New England Collegiate Conference
 New England Small College Athletic Conference
 New England Women's and Men's Athletic Conference
 New Jersey Athletic Conference
 North Atlantic Conference
 North Coast Athletic Conference
 North Eastern Athletic Conference
 Northern Athletics Conference
 Northwest Conference

Ohio Athletic Conference
 Old Dominion Athletic Conference
 President's Athletic Conference
 Skyline Conference
 St. Louis Intercollegiate Athletic Conference
 Southern California Intercollegiate Athletic Conference
 Southern Collegiate Athletic Conference
 State University of New York Athletic Conference
 University Athletic Association
 USA South Athletic Conference
 Upper Midwest Athletic Conference
 Wisconsin Intercollegiate Athletics Conference

Countable Games

Only games listed on the institution's originally submitted schedule will be considered for tournament-selection purposes. Postseason games decided by the penalty-kick tiebreaker procedure shall be considered as ties for selection purposes. The addition of games not listed on the institution's published schedule as an aid for selection shall not be considered.

In-Region Competition.

In region competition is defined as:

- All competition within an institution's defined region.
- All competition within a 200-mile radius from one institution to another.
- All competition within an institution's membership geographical region (Bylaw 4.13.1.1)

The country is divided into four membership regions as listed below. (You may review a map of the regions at <http://monarch.tamu.edu/~smrs/12241516.gif>.) For most institutions, the change in definition should result in an expanded list of potential in-region opponents than in the past.

Region 1

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, Vermont

Region 2

New York, Pennsylvania

Region 3

Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, South Carolina, Tennessee, Virginia, West Virginia

Region 4

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wisconsin, Wyoming

Scheduling Requirements

To be considered during the at-large selection process (Pools B or C), an institution must play at least 50 percent of its competition against Division III in-region opponents, unless a waiver has been approved by the Division III Championships Committee.

Bylaw 31.3.3.1 – Countable Competition.

For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.4) of United States four-year, degree-granting institution. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

Selection Criteria.

Primary Criteria

The primary criteria emphasize regional competition (all contests leading up to NCAA championships); all criteria listed will be evaluated (not listed in priority order).

- Win-loss percentage against regional opponents.
- Strength-of-schedule (only contests versus regional competition).
 - Opponents' Average Winning Percentage (OWP).
 - Opponents' Opponents' Average Winning Percentage (OOWP).
 - Weighted scale. For a minimum of two championship seasons (2009-10 and 2010-11), a weighted scale will apply for the following team sports: baseball, men's and women's basketball, field hockey, men's and women's ice hockey, men's and women's lacrosse, men's and women's soccer, softball and volleyball. Once the Opponents' Average Winning Percentage (OWP) and Opponents' Opponents' Winning Percentage (OOWP) are calculated, they are to be combined on a weighted scale (e.g., 2/3 weight for OWP and 1/3 weight for OOWP) and this combined number becomes the strength of schedule.
- See Appendix F for explanation of OWP and OOWP calculations.
- In-region head-to-head competition.
- In-region results versus common regional opponents.
- In-region results versus regionally ranked teams.
 - Ranked opponents are considered ranked once they appear one time in the sports official ranking.
 - Conference postseason contests are included.
 - Contests versus provisional and reclassifying members in their third and fourth years shall count in the primary criteria. Provisional and reclassifying members shall remain ineligible for rankings and selection.

Secondary Criteria

If the evaluation of the primary criteria does not result in a decision, the secondary criteria will be reviewed. All the criteria listed will be evaluated (not listed in priority order). The secondary criteria introduce results against out-of-region Division III and all other opponents including those contests versus opponents from other classifications (i.e., provisionals, NAIA, NCAA Divisions I and II).

- Out-of-region head-to-head competition.
- Overall Division III win-loss percentage.
- Results versus common non Division III opponents.
- Results versus all Division III ranked teams.
- Overall win-loss percentage.
- Results versus all common opponents.
- Overall DIII Strength of Schedule.
- Should a committee find that evaluation of a team's win-loss percentage during the last

25 percent of the season is applicable (i.e., end of season performance), it may adopt such criteria with approval from the championships committee.

Additionally, input is provided by regional advisory committees for consideration by the women's soccer committee. In order to be considered for selection for Pools B or C, an institution must play at least 50 percent of its competition against Division III in-region opponents. Coaches' polls and/or any other outside polls or rankings are not used as a selection criterion by the women's soccer committee for selection purposes.

Pairings and Site Selection.

Once automatic qualifiers are identified and the Pools B and C teams are selected, the following guidelines should be followed:

- Teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.
- The highest-seeded team that meets all selection criteria (and after a review of the submitted host materials) will be selected as the host institution, provided geographic proximity is maintained.

Flights will be kept to a minimum. The higher-seeded team at the four team sites will have the opportunity to select which game time it prefers.

The higher-seeded team will be listed at the top of the competition bracket. The top team on the bracket is the designated home team and will wear the light-colored (white) jersey. The higher-seeded team will sit on the bench to the right of the scorer's table when facing the field.

Note: Media and/or coaches polls are not factors in the selection process.

Regional Alignments

Each Division III women's soccer team is assigned to one of eight geographic "evaluation" regions. The primary criteria used for ranking and selection is based on how a team performs against other Division III "in-region" teams. In addition, results versus Division III opponents within 200 miles or less of a team's campus, but outside its assigned geographic region, will be considered "in-region" and part of the primary selection/ranking criteria.

For women's soccer, all conference members are placed in the same region for evaluation purposes, unless the championships committee has granted an exception. The Allegheny Mountain Collegiate Conference, Northeastern Athletic Conference, Southern Collegiate Athletic Conference and the University Athletic Association have been granted exceptions. Members of these conferences will be placed in their natural geographic regions for evaluation purposes.

Regional rankings. The women's soccer committee will release regional rankings on the following dates:

- Wednesday, October 20
- Wednesday, October 27
- Wednesday, November 3

The committee will rank the top 15 percent of teams in each region (or a minimum of six teams, whichever is greater), by applying the championships selection criteria. Based on 2010 sponsorship reports, the following number of teams will be ranked in each region:

East Region—7
 Central Region—6
 Great Lakes Region—7
 Mid-Atlantic Region—7
 New England Region—12
 North Region—7
 South Atlantic Region—8
 West Region—6

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division III General Section and Bylaws 31.2.1.7 and 3.2.4 in the NCAA Division III 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. Member institutions are reminded to notify NCAA liaison, John Williams, before the November 7 selection date of any student-athlete who may have participated in regular-season competition, but subsequently is determined to be ineligible or unavailable for the 2010 championship.

Religious/Commencement Conflicts Policies

The NCAA Division III Presidents Council has approved the following policies for the 2009-10 championships:

Religious Reasons. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA championship staff liaison in writing, not later than one week before the selection date for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution.

Commencement Reasons. If an institution's commencement conflicts with participation in the championships, the institution shall inform the NCAA championships staff liaison in writing not later than one week before the selection date for the governing sports committee to accommodate a request to alter the championship schedule.

Instructions to Participants

All-Tournament Team

An All-Tournament Team will be selected at the championship finals site only. The committee will select the team. The selection process includes a two-step nomination procedure:

1. Prior to the first semifinal match, the four coaches at the finals site will nominate a maximum of six of their own players for consideration.
2. A selection subcommittee will create a second list after the semi-final contests.

The two lists will be merged, and a final ballot will be developed prior to the championship final. The 11-person all-tournament team will be selected from the final ballot. There are no position limitations on the all-tournament team. Of the 11 athletes on the all-tournament team one will be named the outstanding offensive player and another will be named the outstanding defensive player of the championships.

Attendance

Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the on-line proposed budget and the on-line final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a “turnstile” count (e.g., 34,575 paid attendance (12, 456 turnstile attendance)).

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.

Awards

[Reference: Awards in the Division III General Section and Bylaw 31.1.10 in the NCAA Division III Manual.]

Official NCAA trophies and individual awards will be presented to the official traveling party for each of the final four teams in the championship. Non-advancing semifinalists will receive a semifinalist team trophy and 27 individual mini-trophies. The runner-up team will receive a second-place trophy and 27 individual mini-trophies. The champion team will receive the championship trophy and 22 watches. Up to five additional watches may be sent.

Participation awards will be presented to a maximum of 22 student-athletes for each team competing or in uniform at the championship. The participant awards will be presented to the teams at the competition site following their elimination from the championship. Teams advancing to the finals site receive individual mini-trophies and will not receive the participation medallions.

Ball

The Wilson NCAA championship soccer ball (Wilson Avanti) will be used in all NCAA tournament games. These balls will be sent by the manufacturer to the tournament manager at the host institution for each round of competition. The host institution is responsible for “breaking in” the game balls before each tournament game.

The game balls may be distributed after the games by giving one to each of the participating schools. After each participating team receives at least one ball, any remaining balls can be used as promotional giveaways during the game or as donations to a local youth group.

Banquet

A championship banquet for a minimum of 400 people will be arranged at the championship finals site by the host institution for the night before the semifinals. Proper attire is strongly encouraged. Preliminary-round banquets are not permitted.

Bench Area/Assignments

Teams shall include a maximum of 22 student-athletes who are identified at the time of roster submission in uniform and a maximum of 32 persons in the team bench area from the start of the pregame warm-up through the entire game. Of the maximum of 32 credentials to be distributed for the bench area, two are designated for institutional medical personnel. An institution that is advised it is in violation of this regulation and does not promptly conform 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. The event manager may provide additional chairs for the tournament doctor and a security representative, who shall not be included in the bench limitation. The home team, or higher-seeded team (if at a neutral site), shall occupy the bench to the right of the scorer’s table (when facing the field), and wear light-colored (white) jerseys.

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 upon 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.

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 in the General Section of the Championships Handbook.) 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 use of trampolines, stunts more than two persons high, "basket tosses" and cheerleader flips is not permitted. Tournament managers must inform participants if the host facility has more stringent restrictions, which shall be applied. If necessary, the director of athletics at each institution shall be asked to apprise the appropriate individuals of this policy and ensure their cooperation.

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

Conference Calls

First- and Second-Round Hosts

A conference call will be conducted at 2 p.m. Eastern time Monday, November 8, to review administration for the first and second rounds. All first- and second-round hosts are required to participate in the call.

Sectional Hosts

A conference call will be conducted at Noon Eastern time, Monday, November 15, to review administration for the sectional contests. All sectional hosts are required to participate in the call.

Semifinal Teams

A conference call will be conducted at Noon Eastern time Monday, November 22, to review the administration of the semifinals and final. The head coach and administrator from each of the four semifinal teams, the tournament director and additional staff, along with the women's soccer committee and NCAA liaison will participate in the call.

Drug Testing

[Reference: Drug Testing in the General Section, and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]

Student-athletes who compete in this championship may be subjected to drug tests in accordance with NCAA 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 this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Lodging

The host institution shall make reservations for competing teams in all rounds of competition and advise them of the arrangements. The selection of a host institution

may be dependent on availability and quality of rooms for participating institutions.

An institution is not obligated to stay at the designated property; however, it is responsible for confirming or canceling its reservations and then securing its own accommodations. If an institution prefers to stay in another hotel, it must:

1. Contact the host institution about its plans.
2. Obtain a release for the rooms from the hotel manager; or
3. Use the rooms for persons accompanying the official traveling party.

The competing institution is responsible for the first night's room charges even if it fails to utilize those rooms. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

Media Arrangements

[Reference: Publicity and Program Material in the Division III General Section.]

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

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.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

Post-competition Interviews. Immediately after a 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its dressing room), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of 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 10-minute cooling-off period. The coach cannot delay a post competition 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.

Coaches cannot make themselves available to selected media representatives before

the conclusion of the 10-minute cooling-off period. 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 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Meetings

[Reference: Misconduct in the Division III General Section, and Bylaw 31.1.8 in the NCAA Division III Manual.]

A mandatory meeting of the head coaches of the competing teams, officials and games committee shall be held before each tournament session to review playing rules, pregame meeting agenda and any other administrative matters that may be necessary. The chair of the games committee shall conduct a pregame meeting to acquaint the head coaches of the competing teams with the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct.

See Appendix C for an agenda of the coaches meeting.

Merchandise

Teams selected to participate in NCAA championships will be given the opportunity to preorder first-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. Upon selection, teams will be given the information to place orders. These team orders will be shipped directly to the institution the week after first-round competition. Questions regarding the online team ordering process may be directed to Whitney Claycamp at Event 1 at 888/800-2467.

National Anthem

The United States of America national anthem (“Star Spangled Banner”) shall be played before each first- and second-round game, and before the first game of each session at the sectionals. At the championships site, the anthem will be played before the first semifinal game and before the championship game. The national anthem will be played before player introductions.

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.

Official Traveling Party

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

Transportation and per diem expenses will be provided for an official traveling party of a maximum of 27. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at ncaa.org/Sports/General Information/Travel and Reimbursement Information.

Officials

Selection of Officials. Officials for all rounds of competition will be selected based on recommendations received from conference offices, regional advisory committees and the NCAA Division III men’s soccer committee. Officials will be assigned by the NCAA national assignor in conjunction with the men’s soccer committee.

System. The diagonal system of control (three officials) will be used to officiate all tournament games. Officials are to dress alike and should wear shirts of which the color is in contrast to the colors worn by the competing teams.

Uniform Patch. Game officials shall wear an NCAA patch on their uniforms or jackets while officiating in NCAA tournament play. No other patches will be permitted.

Dressing Room. Only the game officials assigned to a tournament contest, designated representatives of the soccer committee and the tournament director will be permitted in the officials’ dressing room before, during or after a game.

Fees. Fees shall be as follows per game: center official—\$173, assistant referees—\$124; alternate officials—\$78. At the championship finals site, each official will receive a flat fee of \$298.

Transportation. All officials (including the alternate official) in first-, second- and sectional-round games shall receive approved ground transportation expenses based on 50 cents per mile.

Officials in the first-, second- and sectional rounds must drive to the competition site. Only the officials for semifinals and championship final games may be reimbursed for air travel, not to exceed jet coach air fare. If an official must fly, travel arrangements must be made through the NCAA travel service at Short’s Travel Management, 866/655-9215.

Lodging. Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA. The alternate official should be from the area and should not have to stay in a hotel.

Per Diem. All officials will receive \$45 per diem for meals and incidentals on each day of the championships, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive \$45 per diem.

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. Officials for all NCAA post season games shall be appointed by the respective soccer committee in conjunction with the NCAA national (and regional) coordinator for officials using a comprehensive list based on input from the regional advisory committees, conferences and other officiating organizations.

Online Score Reporting Form

In an effort to streamline the score-reporting process for the 2010 Division III men's and women's soccer season, the championships committee has implemented an online score-reporting process for all institutions sponsoring Division III soccer. Hard copies of the score-reporting forms no longer will be disseminated or accepted by the committees.

Your institution is required to enter your team's schedule on your initial online score-reporting form by September 10. It will be your institution's responsibility to enter all game results, starting with your first match. Updated score-reporting forms with the latest results are due by noon on the following dates:

September 27—Deadline for scores to be updated

October 4—Deadline for scores to be updated

October 11—Deadline for scores to be updated

October 18—Deadline for scores to be updated

October 25—Deadline for scores to be updated

November 1—Deadline for scores to be updated

November 7—Deadline for scores to be updated (selection Sunday)

A memo outlining the steps to access the online score-reporting form, along with your institution's username and password, has been sent to the director of athletics of each institution sponsoring women's soccer.

Player Introductions

It is recommended that the following format be used in NCAA tournament games:

- The four officials and the 22 players from each team line-up across the middle of the field before the start of the introduction procedures. The officials should be at midfield between the two teams.
- The announcer introduces the officials.
- The announcer introduces the visiting team's reserves, followed by the starters. Each athlete steps forward when introduced and then retreats to her team line.
- The announcer introduces the home team's reserves, followed by the starters. Each athlete steps forward when introduced and then retreats to her team line.

The teams should lineup on the side of the field on which their bench is located. Players, coaches and officials are expected to stand at attention during the playing of the national anthem. After both teams have been introduced, the players should shake hands and return to the sideline. As the players are returning to their respective benches, the head coaches may be introduced.

Practice

The opposing teams shall be allowed at least a one-hour practice on the day before the game on the field on which the championship competition will be played (weather permitting). If weather conditions are averse, no teams shall be permitted on the competition field. Alternate practice facilities should be available for each team. The NCAA regional chair, in consultation with host institution, has final approval over the practice schedule, taking into consideration factors such as travel arrangements and potential missed class time.

Pregame Schedule

Host institutions should follow the pregame schedule listed in Appendix E.

Teams shall warm up with a maximum of 22 players. Nonparticipating players (those above the maximum) shall not participate in the pregame warm-up.

Postgame Media Responsibilities

All coaches and student-athletes must be made available for post-competition interviews following the "cooling off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Programs

[Reference: Advertising in the Division I General Section and Bylaw 31.1.14.1 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 school 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 Dan King (859/226-4588; dan.king@imgworld.com).

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 will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Mr. King 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. King 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 Dan King (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

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. King (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

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. Upon 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.

Publicity and Promotion

Championship Publicity. The NCAA Division III Women's Soccer Committee strongly emphasizes the necessity for competing institutions to cooperate fully in sending publicity and promotional materials to tournament managers as soon as possible after the selection announcement or the team's victory.

As soon as a team is selected, the sports information director of that institution shall rush (including overnight delivery) appropriate information to the sports information director of the host institution.

"Appropriate information" referred to in the preceding paragraph includes the following: brochures; rosters (including first and last names, position, jersey numbers on both sets of uniforms [if different], height, weight, class in school, number of varsity letters won and hometown); season record, including scores of all games in the order in which they were played; up-to-date regular-season statistics on each player and team totals; an assortment of head and posed actions shots of individual players; and a 200-

word summary of the team's season.

Teams winning second-round matches shall forward to Ms. Mary Japhet, sports information contact at San Antonio Sports (see contact information below), the following information on Sunday, November 14: general information on the college, team and coaching staff; roster; and preliminary media list that includes radio stations likely to need phone lines at the championship site.

Sectional winners must forward to Ms. Japhet as soon as possible after their victory and no later than 6 p.m. local time Tuesday, November 23, updated roster information, updated statistics, box scores from NCAA tournament play, notes of media interest and preliminary travel information.

Sports information directors of teams advancing to the championship site shall poll members of their local media to determine who will accompany the teams to the finals and shall provide a list of those individuals to Ms. Japhet by 6 p.m. local time on Tuesday, November 23. Championship site media coordinator:

Ms. Mary Japhet	Mr. Justin Parker
Associate Director	Sports Information Director
San Antonio Sports	Trinity University (Texas)
100 Montana Street	One Trinity Place
San Antonio, Texas 78203	San Antonio, Texas 78212
E-mail: mjaphet@sanantonioports.org	E-mail: jparker@trinity.edu
Phone: 210-820-2123	Phone: 210-999-8447

Reporting of Scores

The sports information director of the host institution, or an appointed representative, is responsible for reporting all tournament results promptly to the press wire services, www.ncaa.com and regional news outlets. A standardized box score form for soccer will be sent in advance to the institutions serving as hosts to these games.

Radio

[Reference: Advertising in the Division III General Section.]

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.

Reporting Results

During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official Web site. Please e-mail a copy of results to updates@ncaa.com. Please be sure to submit all information in the following manner:

- Send the information to updates@ncaa.com.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an e-mail or send e-mail as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the e-mail.

For the Division III Women's Soccer Championship, the following information must

be sent at the appropriate times:

- Halftime scores at intermission
- End of regulation scores (even if the contest is headed to overtime)
- Final score with details of overtime and shootouts, if applicable
- Final box score
- Game story
- Photos, if possible

For team sports only: Please e-mail results to updates@ncaa.com IMMEDIATELY following or during breaks in competition. This number does not preclude you from electronically sending the required information.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA Web site in a timely manner, should contact:

Kristen Jacob Smith
Assistant Director of Online Properties and Media for Championships
kjsmith@ncaa.org
317/917-6584

In addition, after each tournament match, each host institution will e-mail Bonnie Senappe, NCAA assistant director of statistics (bsenappe@ncaa.org), the Stat Crew packed file from each NCAA tournament match. This information is required immediately at the national office for records, statistics, permanent files, etc. If you do not use Stat Crew, please mail one set of complete results to Bonnie Senappe, National Collegiate Athletics Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

Per NCAA Bylaw 17.33, 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 the NCAA rules books, or those rules adopted by an outside organization.

The NCAA Men's and Women's Soccer Rules shall be followed to the letter.

Schedule of Events - Championship Weekend

The following is a tentative schedule of activities to be held in conjunction with the championship: (Game times subject to change)

Thursday, December 2

Team Practice Sessions - Beginning at 10 a.m. Eastern time
Championship Banquet - 7:00 p.m.

Coaches Meeting - following banquet

Friday, December 3

Men's Semifinal No. 1 - 11 a.m.
Men's Semifinal No. 2 - 1:30 p.m.
Women's Semifinal No. 1 - 5 p.m.
Women's Semifinal No. 2 - 7:30 p.m.

Saturday, December 4

Men's Championship - 1 p.m.
Women's Championship - 5 p.m.
Awards Ceremony - immediately following each match

Scouting (Live)

Live scouting of potential opponents is permissible during any round of the championship.

Start Times

All single-game sessions shall start at 1 p.m. or 6 p.m., if lights are available. All doubleheader sessions shall start at 11 a.m. or 5 p.m., if lights are available. There shall be a 30-minute break between games of a doubleheader. If the visiting team and host site cannot agree on a start time, the women's soccer committee will make the final decision. After the start times have been established, the highest-seeded team at the four-team sites will have the opportunity to select which start time it prefers. Game times may be adjusted at the discretion of the NCAA Women's Soccer Committee.

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Division III Manual.]

Squad size for each team shall include a maximum of 22 student-athletes in uniform. A maximum of 32 persons, which includes two medical personnel, may be within the team bench area from the start of the pregame warm-up through the entire game. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [www.ncaa.org/Sports/General Information/Travel and Reimbursement Information](http://www.ncaa.org/Sports/GeneralInformation/TravelandReimbursementInformation).

Suspended Games

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Men's and Women's Soccer Rules.

If a game is suspended or postponed, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA representative and tournament manager shall contact John Williams (office: 317/917-6316; cellular: 317/966-6447). Only after contacting Mr. Williams may a game be suspended until the following day.

Television

[Reference: Advertising in the Division III General Section.]

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.

Tickets

[Reference: Tickets in the Division III General Section, and Bylaw 31.1.11 in the NCAA Division III Manual.]

Ticket prices for first-, second- and sectional-round play will be determined by the tournament director in consultation with the Division III Women's Soccer Committee or its representative.

First, Second and Sectional Rounds Minimum Ticket Prices (Per Session)		Semifinals and Finals Ticket Prices (All Sessions)
\$6	General Admission	\$15.00
\$3	Senior Citizens / Military	\$10.00
\$3	Students	\$10.00
\$2	Children ages three to 12	\$5.00

Children ages two and under shall be admitted at no charge.

Uniforms

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

Competing teams shall have both light- and dark-colored jerseys, and light- and dark-colored stockings available. In preliminary competition, the home team must wear a uniform white in color and in clear contrast with the visiting team. A team's stockings must be the same color as the jersey. For the semifinals and final, the games committee will determine the home teams.

Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. This applies to both warm-ups and competitive uniforms.

Logos. 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 or parallelogram).

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

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

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

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.

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.3 in the NCAA Division III Manual.]

The videotaping or filming of an opponent's game is not permitted without prior approval of the participating teams. If in-person scouting occurs, the scout(s) shall pay the regular admission price.

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 videotapes 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. The host institution shall provide a comparable location for both competing teams.

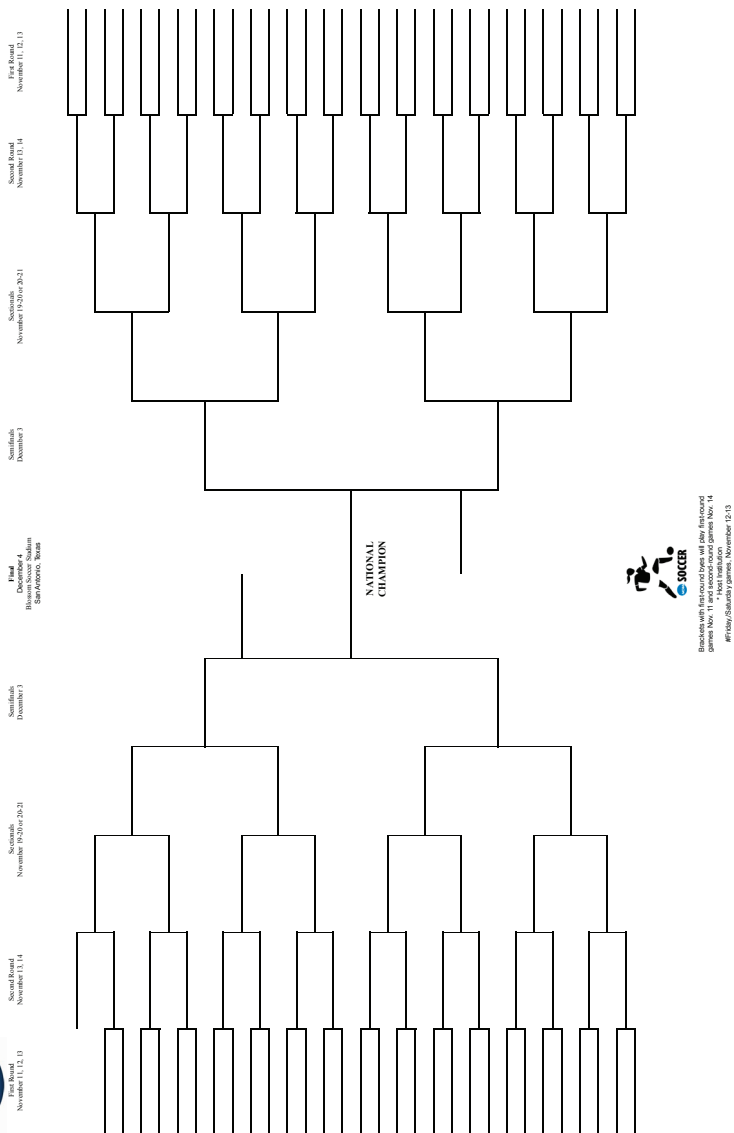
Web site

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.



Appendix A

Division III Women's Bracket



Appendix B

Automatic-Qualifying Conferences

CENTRAL EVALUATION REGION

College Conference of Illinois & Wisconsin (8)

Augustana College (Illinois)	Millikin University
Carthage College	North Central College
Elmhurst College	North Park University
Illinois Wesleyan University	Wheaton College (Illinois)

AQ- Post Season Tournament Champ

Michigan Intercollegiate Athletic Association (9)

Adrian College	Kalamazoo College
Albion College	Olivet College
Alma College	St. Mary's College (Indiana)
Calvin College	Trine University
Hope College	

AQ – Regular Season Champ, No Tournament

Northern Athletics Conference (13)

Alverno College	Lakeland College
Aurora University	Maranatha Baptist Bible College
Benedictine University (Illinois)	Marian University (Wisconsin)
Concordia University Chicago	Milwaukee School of Engineering
Concordia University (Wisconsin)	Rockford College
Dominican University (Illinois)	Wisconsin Lutheran College
Edgewood College	

AQ- Post Season Tournament Champ

St. Louis Intercollegiate Athletic Conf. (8 + 1 prov.)

Blackburn College	Principia College
Eureka College	Spalding University [prov. 12]
Fontbonne College	Webster University
Greenville College	Westminster College (Missouri)
MacMurray College	

AQ- Post Season Tournament Champ

Southern Collegiate A.C. (1) [MRW]

Rhodes College

AQ – Regular Season Champ, No Tournament

University Athletic Association (2) [MRW]

University of Chicago	Washington University (Missouri)
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AQ – Regular Season Champ, No Tournament

Pool B Institutions (0)

EAST EVALUATION REGION

Allegheny Mountain Collegiate Conference (3) [MRW]

D'Youville College
Hilbert College

Medaille College

AQ - Post Season Tournament Champ

Empire 8 (9)

Alfred University
Elmira College
Hartwick College
Ithaca College
Nazareth College

Rochester Institute of Technology
St. John Fisher College
Stevens Institute of Technology
Utica College

AQ - Post Season Tournament Champ

Liberty League (8)

Clarkson University
Hamilton College
Rensselaer Polytechnic Institute
Skidmore College

St. Lawrence University
Union College (New York)
Vassar College
William Smith College

AQ - Post Season Tournament Champ

North Eastern AC (5 + 1 prov.) [MRW]

Cazenovia College
Keuka College
Morrisville State College

**State University of New York at
Cobleskill [prov.-12]**
State University of New York Institute of
Technology
Wells College

AQ - Post Season Tournament Champ

Skyline Athletic Conference (10)

Bard College
State University of New York at
Farmingdale
State University of New York Maritime
College
Mount Saint Mary College (New York)
College of Mount St. Vincent

Purchase College, State University of
New York
St. Joseph's College (Long Island)
State University College at Old Westbury
The Sages College
Yeshiva University

AQ - Post Season Tournament Champ

State University of New York Athletic Conference (10)

Buffalo State College
College at Brockport, State University of
New York
Plattsburgh State University of New York
State University College at Fredonia
State University College at New Paltz

State University College at Oneonta
State University College at Oswego
State University College at Potsdam
State University of New York at Cortland
State University of New York at
Geneseo

AQ - Post Season Tournament Champ

University Athletic Association (2) [MRW]

New York University

University of Rochester

AQ - Regular Season Champ, No Tournament

Pool B (4)

The City College of New York*
John Jay College of Criminal Justice*

Medgar Evers College*
College of Staten Island*

* City University of New York Athletic Conference - No AQ

GREAT LAKES EVALUATION REGION

Allegheny Mountain Colleg. Conf. (6+1 prov.) [MRW]

Franciscan University [prov.-11]

La Roche College
Mount Aloysius College
Penn State, Altoona

Penn State-Behrend
University of Pittsburgh, Bradford
University of Pittsburgh, Greensburg

AQ - Post Season Tournament Champ

Capital Athletic Conference [MRW] (1)

Frostburg State University

AQ - Regular Season Champ, No Tournament

Heartland Conference (10)

Anderson University (Indiana)
Bluffton University
Defiance College
Earlham College
Franklin College

Hanover College
Manchester College
College of Mount St. Joseph
Rose-Hulman Institute of Technology
Transylvania University

AQ- Post Season Tournament Championship

North Coast Athletic Conference (8)

Allegheny College
Denison University
Hiram College
Kenyon College

Oberlin College
Ohio Wesleyan University
Wittenberg University
College of Wooster

AQ - Post Season Tournament Champ

Ohio Athletic Conference (10)

Baldwin-Wallace College
Capital University
Heidelberg College
John Carroll University
Marietta College

Mount Union College
Muskingum College
Ohio Northern University
Otterbein College
Wilmington College (Ohio)

AQ - Post Season Tournament Champ

Presidents' Athletic Conference (9+1 prov.)

Bethany College (West Virginia)
Chatham University
Geneva College [prov.-11]
Grove City College
Saint Vincent College

Thiel College
Thomas More College
Washington and Jefferson College
Waynesburg University
Westminster College (Pennsylvania)

AQ - Post Season Tournament Champ

Southern Collegiate A.C. (2) [MRW]

Centre College De Pauw University

AQ – Regular Season Champ, No Tournament

University Athletic Association (2) [MRW]

Carnegie Mellon University Case Western Reserve University

AQ – Regular Season Champ, No Tournament

Pool B Institutions (0)

MID-ATLANTIC EVALUATION REGION

Centennial Conference (11)

Bryn Mawr College
Dickinson College
Franklin & Marshall College
Gettysburg College
Haverford College
Johns Hopkins University
McDaniel College
Muhlenberg College
Swarthmore College
Ursinus College
Washington College (Maryland)

AQ – Post Season Tournament Champ

Colonial States Athletic Conference (11)

Baptist Bible College
Cabrin College
Cedar Crest College
Centenary College (New Jersey)
Gwynedd-Mercy College
Immaculata University
Keystone College
Marywood University
Neumann College
College of Notre Dame (Maryland)
Philadelphia Biblical University

AQ – Post Season Tournament Champ

Commonwealth Conference (8)

Albright College
Alvernia College
Arcadia University
Elizabethtown College
Lebanon Valley College
Lycoming College
Messiah College
Widener University

AQ – Post Season Tournament Champ

Freedom (8)

Delaware Valley College
DeSales University
Eastern University
Fairleigh Dickinson University, Florham
King's College (Pennsylvania)
Manhattanville College
Misericordia University
Wilkes University

AQ – Post Season Tournament Champ

Landmark Conference (7)

Catholic University
Drew University
Goucher College
Juniata College
Moravian College
University of Scranton
Susquehanna University

AQ – Post Season Tournament Champ

North Eastern AC (4 + 1 prov.) [MRW]

Penn State Abington [prov.-13]

Penn State Berks College
Penn State Harrisburg

College of Saint Elizabeth
Wilson College

AQ – Post Season Tournament Champ

Pool B Teams (1)

Lancaster Bible College

NEW ENGLAND EVALUATION REGION

Great Northeast Conference (13)

Albertus Magnus College
Emerson College
Emmanuel College (Massachusetts)
Johnson and Wales University
Lasell College
Mount Ida College
Norwich University
Pine Manor College
Rivier College
Simmons College
Saint Joseph's College (Connecticut)
Saint Joseph's College (Maine)
Suffolk University

AQ – Post Season Tournament Champ

Little East A.C. (8)

Eastern Connecticut State University
Keene State College
University of Massachusetts-Boston
University of Massachusetts-Dartmouth
Plymouth State College
Rhode Island College
University of Southern Maine
Western Connecticut State University

AQ – Post Season Tournament Champ

Massachusetts State College Athletic Conf. (8)

Bridgewater State College
Fitchburg State College
Framingham State College
Massachusetts College of Liberal Arts
Massachusetts Maritime Academy
Salem State College
Westfield State College
Worcester State College

AQ – Post Season Tournament Champ

New England Collegiate Conference (9)

Bay Path College
Becker College
Daniel Webster College
Elms College
Lesley University
Mitchell College
Newbury College
Southern Vermont College
Wheelock College

AQ – Post Season Tournament Champ

New England Women's & Men's Athletic Conf. (10)

Babson College
Clark University (Massachusetts)
Massachusetts Institute of Technology
Mount Holyoke College
Smith College
Springfield College
U.S. Coast Guard Academy
Wellesley College
Wheaton College (Massachusetts)
Worcester Polytechnic Institute

AQ – Post Season Tournament Champ

New England Small College Athletic Conference (10)

Amherst College Middlebury College
Bates College Trinity College (Connecticut)
Bowdoin College Tufts University
Colby College Wesleyan University (Connecticut)
Connecticut College Williams College

**AQ – Post Season Tournament Champ
North Atlantic Conference (8)**

Castleton State College Lyndon State College
Green Mountain College University of Maine, Farmington
Husson College Maine Maritime Academy
Johnson State College Thomas College

AQ - Post Season Tournament Champ

The Commonwealth Coast Conference (14)

Anna Maria College New England College
Colby-Sawyer College Nichols College
Curry College Regis College (Massachusetts)
Eastern Nazarene College Roger Williams University
Endicott College Salve Regina University
Gordon College Wentworth Institute of Technology
University of New England Western New England College

**AQ – Post Season Tournament Champ
University Athletic Association (1) [MRW]**

Brandeis University

**AQ – Regular Season Champ, No Tournament
Pool B Teams (1 Dual Member)**

University of Maine at Presque Isle**

** Dual Membership with NAIA - Ineligible for championship

NORTH EVALUATION REGION

Iowa Intercollegiate Athletic Conference (9)

Buena Vista University Loras College
Central College (Iowa) Luther College
Coe College Simpson College
Cornell College Wartburg College
University of Dubuque

**AQ – Post Season Tournament Champ
Midwest Conference (10)**

Beloit College Lake Forest College
Carroll College (Wisconsin) Lawrence University
Grinnell College Monmouth College (Illinois)
Illinois College Ripon College
Knox College St. Norbert College

AQ- Post Season Tournament Champ

Minnesota Intercollegiate Athletic Conference (12)

Augsburg College Macalester College
Bethel University (Minnesota) College of St. Benedict
Carleton College St. Catherine University
Concordia College, Moorhead Saint Mary's University of Minnesota
Gustavus Adolphus College St. Olaf College
Hamline University University of St. Thomas (Minnesota)

**AQ – Post Season Tournament Champ
Upper Midwest Athletic Conference (8)**

Bethany Lutheran College Northland College
Crown College (Minnesota) Northwestern College
Martin Luther College Presentation College
University of Minnesota, Morris College of St. Scholastica

AQ – Post Season Tournament Champ

Wisconsin Intercollegiate Athletics Conference (9)

University of Wisconsin, Eau Claire University of Wisconsin, Stevens Point
University of Wisconsin, La Crosse University of Wisconsin, Stout
University of Wisconsin, Oshkosh University of Wisconsin, Superior
University of Wisconsin, Platteville University of Wisconsin, Whitewater
University of Wisconsin, River Falls

**AQ – Regular Season Champ, No Tournament
Pool B Institutions (3 + 1 Dual Member)**

Finlandia University Nebraska Wesleyan University**
Mount Mary College North Central University

** Dual Membership with NAIA - Eligible for championship

SOUTH ATLANTIC EVALUATION REGION

Capital Athletic Conference [MRW] (8)

Hood College St. Mary's College of Maryland
University of Mary Washington Stevenson University
Marymount University (Virginia) Wesley College
Salisbury University York College (Pennsylvania)

**AQ – Post Season Tournament Champ
Old Dominion Athletic Conference (12)**

Bridgewater College (Virginia) Randolph College
Eastern Mennonite University Randolph-Macon College
Emory & Henry College Roanoke College
Guilford College Sweet Briar College
Hollins University Virginia Wesleyan College
Lynchburg College Washington and Lee University

AQ – Post Season Tournament Champ

Great South Athletic Conference (8 + 1 prov.)

Agnes Scott College	Piedmont College
Covenant College [prov.-13]	Salem College
Huntingdon College	Spelman College
La Grange College	Wesleyan College (Georgia)
Maryville College (Tennessee)	

AQ – Regular Season Champ, No Tournament

New Jersey Athletic Conference (10)

Kean University	Rowan University
Montclair State University	Rutgers the State University of New Jersey-Camden
The College of New Jersey	Rutgers the State University of New Jersey-Newark
New Jersey City University	William Paterson University of New Jersey
Ramapo College	
Richard Stockton College of New Jersey	

AQ – Post Season Tournament Champ

North Eastern Athletic Conference (1) [MRW]

Gallaudet University

AQ – Post Season Tournament Champ

Southern Collegiate AC (4 + 1 reclass.) [MRW]

Birmingham-Southern College	Oglethorpe University
[reclass. - 11] %	Rhodes College
Millsaps College	University of the South

% Reclassifying from DI - Ineligible for championship

AQ – Regular Season Champ, No Tournament

University Athletic Association (1) [MRW]

Emory University

AQ – Regular Season Champ, No Tournament

USA South Athletic Conference (10)

Averett University	Meredith College
Christopher Newport University	Methodist College
Ferrum College	North Carolina Wesleyan College
Greensboro College	Peace College
Mary Baldwin College	Shenandoah University

AQ – Post Season Tournament Champ

Pool B Institutions (1 + 1 prov.)

Berry College [prov.-13]	Trinity College (District of Columbia)
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WEST EVALUATION REGION

American Southwest Conference (14)

Concordia University Texas	McMurry University
East Texas Baptist University	Mississippi College
Hardin-Simmons University	University of the Ozarks (Arkansas)
Howard Payne University	Schreiner University
LeTourneau University	Texas Lutheran University
Louisiana College	University of Texas at Dallas
University of Mary Hardin-Baylor	University of Texas at Tyler

AQ – Post Season Tournament Champ

Northwest Conference (9)

George Fox University	University of Puget Sound
Lewis & Clark College	Whitman College
Linfield College	Whitworth College
Pacific Lutheran University	Willamette University
Pacific University (Oregon)	

AQ – Regular Season Champ, No Tournament

Southern California Intercollegiate Athletic Conf. (7)

California Lutheran University	Occidental College
Claremont McKenna-Harvey Mudd-Scripps Colleges	Ponoma-Pitzer Colleges
University of La Verne	University of Redlands
	Whittier College

AQ – Post Season Tournament Champ

Southern Collegiate Athletic Conf. (4) [MRW]

Austin College	Southwestern University (Texas)
Hendrix College	Trinity University (Texas)

AQ – Regular Season Champ, No Tournament

Pool B Institutions (3 + 1 reclass. + 1 Dual Member)

California State University, East Bay	Chapman University
[reclass. to DII-11]%	Mills College**
University of California, Santa Cruz	University of Dallas

** Dual Membership with NAIA - Ineligible for championship
% Reclassifying to DII - Not eligible for championship

Appendix C

Pregame Coaches Meeting Agenda

The chair of the games committee will conduct a meeting at least two hours before the coin toss involving the respective directors of athletics, sports information directors, competing head coaches, game officials and announcers. THIS MEETING IS MANDATORY FOR HEAD COACHES.

After introductions have been made, the chair of the games committee or host director of athletics may have remarks. Be sure all items listed below are reviewed.

1. Introductions and welcome.
2. Games Committee: Identify the games committee, which generally includes members of the NCAA men's soccer committee in attendance and/or representatives of the participating institutions. The games committee is responsible for the supervision and conduct of the event and will ensure that the event is conducted in accordance with NCAA policies and procedures.
3. Review schedule of events and practice schedule.
4. Review parking, locker room and ticketing policies.
5. Pre-game warm-ups.
 - a. Define when and where the warm-up will occur.
 - b. Review time schedule.
 - c. Warm-up music (home team will play their music for warm-ups.)
 - d. Warm-up is not to be taken behind goals if another game is in progress.
6. Review pregame schedule. (see Appendix A in the men's handbook; Appendix E in the women's handbook.)
7. Review pregame ceremonies. Determine how teams will enter the field, line up and be presented during pregame ceremonies. Refer to procedures outlined in this handbook and review with the public-address announcer.
8. Determine halftime arrangements.
 - a. Length can be 10 or 15 minutes upon agreement between the coaches.
 - b. If no agreement can be reached, halftime length will be 15 minutes.
 - c. For televised games, the length shall be 15 minutes.
 - d. Determine if teams will go to the locker rooms or another location.
9. Overtime procedures. Review NCAA Men's and Women's Soccer Rules 7-1-b and 7-1-c regarding overtime procedures.
10. Postgame.
 - a. Remind coaches that, according to NCAA interview policies, they must make themselves and their team members available to the media 10 minutes after the game.
 - b. Secure bench area during awards ceremony, if applicable.
 - c. If applicable, explain awards ceremony format and responsibilities (including appropriate attire).
 - d. If applicable, each school must submit names of those receiving awards.
 - e. Review awards script.
 - f. Postgame apparel.

11. Red card procedures. Review protocol if a red card is presented.
12. Security personnel should:
 - a. Provide protection for equipment and warm-ups before and after the game, and at halftime.
 - b. Prevention of alcohol use on the field and in the stands shall be assured.
 - c. Enforce ban on artificial noisemakers within the facility.
 - d. Available to escort disqualified person(s) to the locker room.
13. Rosters. Exchange four signed team roster forms, including correct jersey numbers. Roster must indicate a maximum of 32 bench personnel and must be in accordance with the following provisions (Refer to "Squad Size" and "Team Benches" in the championships handbooks):
 - a. List the maximum of 22 eligible student-athletes that will be in uniform.
 - b. List the head coach, assistant coach(es), team trainer(s), manager(s) and others.
 - c. Extra players not in uniform should not be permitted on the bench unless they are counted in the team bench limit.
 - d. Two of the 32 available spots must be reserved for team medical personnel.
14. Uniforms. Confirm team uniform colors and designate home team (determine in advance whenever possible).
 - a. Review team uniform colors (home team designee in white).
 - b. Check jersey numbers of all players.
 - c. Be sure team uniform colors contrast with each other and with referee uniforms. Also, be sure multicolored uniforms do not conflict with referees' uniforms.
 - d. Review adherence to the NCAA team uniform policy (refer to "Uniforms" in the championships handbook).
15. Balls.
 - a. The Wilson Avanti NCAA championship ball will be used during the championships.
 - b. Each team will receive one game ball after the competition.
16. Ball persons. It is recommended that at least six ball persons (minimum of four) be provided by the host institution and that these ball persons be at least 10 years of age. The expectation is that the ball people will be diligent, unbiased and expeditious throughout the game so as not to delay play. Refer to Rule 6-5 of the NCAA Men's and Women's Soccer Rules.
17. Scorers and timers.
 - a. The host institution is required to provide an official scorekeeper for all games.
 - b. One scorer from each team is to be at the timer's table during the game.
 - c. Rosters are to be obtained by the scorers in the locker room before the game.
 - d. Rosters are to be given to press box personnel and the announcer as early as possible but not later than 15 minutes before the game.
 - e. Scorers are to keep a record of the number of players who participate in the game (22 maximum from each team).
 - f. A back-up time piece will be available.
 - g. Official NCAA box score forms and roster forms will be used.
 - h. A horn shall be used to designate substitutions.
18. Injuries.
 - a. Only the trainer(s) and/or coach of an injured player may enter the field when

summoned by the referee. There shall be no coaching by the coach while he or she is on the field.

b. An injured player shall be removed from the field safely but as quickly as possible (see NCAA Men's and Women's Soccer Rule 3-5-b).

c. Review medical procedures.

19. Sports Information.

a. One scorer from each team is to be at the timer's table during the game.

b. Rosters are to be given to the press box personnel and the announcer as early as possible, but no later than 15 minutes before the game.

c. Identify videotaping and photographers areas.

d. Identify area designated for post-event interviews.

20. Review NCAA logo policy (refer to General Section of the Championships Handbook.)

21. Misconduct. The games committee chair shall review the provisions of NCAA Bylaws 31.1.1.2 and 31.1.10, which prescribe conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition due to misconduct. Refer to the Division III General Section.

To be read at the meeting: "The men's and women's soccer committees want to emphasize that as representatives of the NCAA, teams selected for championship play are expected to conduct themselves appropriately. The referees will follow NCAA Men's and Women's Soccer Rules to the letter. It is the duty of the referees to control the game, and coaches and players are expected to accept the referees' judgment decisions."

22. Evaluations. Remind coaches to complete and submit the NISOA evaluation forms.

Appendix D

Conference Call Checklist

This is a checklist for the precompetition conference call between the competing teams' directors of athletics, coaches and sports information directors, and the NCAA women's soccer committee or NCAA national office representatives, to review the following:

1. Welcome and congratulate participants, thank host.
2. Institutional introductions.
3. Review bracket.
4. Establish games committee.
5. Review competition dates and times.
6. Review practice schedules.
7. Define official traveling party - 27 people.
8. Lodging.
9. Transportation plans.
10. Local transportation.
11. Expense forms (per diem and transportation).
12. Special activities for teams (banquet format, hospitality).
13. Site, day and time of prechampionships meeting (exchange of team rosters).
14. Locker rooms.
15. Uniforms (squad size—22).
16. Dimensions of field.
17. Filming/videotaping.
18. Scouting.
19. Bands.
20. Press box and local media.
21. Medical services.
22. Ticket policies (travel party).
23. Merchandise.
24. Music.
25. Game Balls.
26. Programs (Host Communications).
27. Cheerleaders/dance.
28. Radio.
29. Awards (Finals only).
30. Water (Finals only).
31. CBS Seasonal Show (Finals only).
32. Evaluation forms.

Appendix E

Pregame Schedule

The following schedule should be used for all sessions during the women's soccer championships.

Game Clock	Time of Day	
60:00	_____	Teams may begin warm-up.
	_____	Captains and officials meet.
15:00	_____	Game rosters submitted and exchanged.
10:00	_____	Teams clear field. Public address welcome. Introduction of officials and players. 1. Officials. 2. "Visiting team" nonstarters followed by starters and head coach. (22 eligible student-athletes) 3. "Home team" nonstarters followed by starters and head coach. (22 eligible student-athletes)
3:00	_____	National anthem.
0:00	_____	Game begins.
Second Game of Session (if applicable)		
40:00	_____	Teams may begin warm-up. (If first game goes into overtime, teams will be guaranteed a 30-minute warm-up on the game field.)
	_____	Captains and officials meet.
15:00	_____	Game rosters submitted and exchanged.
10:00	_____	Teams clear field.
9:00	_____	Introduction of officials and players. 1. Officials. 2. "Visiting team" nonstarters followed by starters and head coach. 3. "Home team" nonstarters followed by starters and head coach.
0:00	_____	Game begins.

Note: Length of warm-up may be reduced at the discretion of the NCAA representatives.

Appendix F

Opponents' Average Winning Percentage (OWP) and Opponents' Opponents' Average Winning Percentage (OOWP) Calculation Explanation

Opponents' Average Winning Percentage (OWP). Take each opponent's regular won-lost percentage against other Division III teams (excluding the results against the team in question) and average the percentages.

To calculate: Team A Schedule is as follows:

Opponent	Record	vs Team A	Revised Record	Revised W-L Percentage
Team B	21-7	0-1	21-6	.7778
Team C	11-15	0-1	11-14	.4400
Team D	7-20	0-1	7-19	.2692
Team E	13-13	0-1	13-12	.5200
Team F	23-6	1-0	22-6	.7857
Total			74-56 (.5692)	.5585 (OWP)

Team A's Opponents' Average Winning Percentage = .5585

Opponents' Opponents' Average Winning Percentage (OOWP). The strength of each opponents' schedule is measured by computing the opponents' winning percentage for each opponent, then averaging the percentages. This recognizes the fact that two opponents with similar won-lost records may have played far different schedules (in terms of strength of opponents).

To calculate: Take Team B, C, D, E and F schedules and perform the same calculation as above (OWP). It is important to note that the OOWP will support the OWP (i.e., if Teams A and B have the same OWP of .5692; Team A has a OOWP of .6125 and Team B has a OOWP of .4567; it would indicate team A has the stronger strength of schedule).

Appendix G

Regional Advisory Committees

[References: Regional Advisory Committees in the Division III General Section and Bylaws 21.3.1.4, 21.8.1.1 in the NCAA Division III Manual.]

Sports committees shall appoint an advisory committee in each of their respective regions to assist in the evaluation of teams throughout the season. Members of the 2010 regional advisory committees are:

Central

Lee Ellis, Principia College chair
Ali Alamdari, Adrian College
Randy Crady, Eureka College
Kanute Drugan, Aurora University
Paul Webster, Elmhurst College

East

Aliceann Wilbur, William Smith College, chair
Chris Case, Fredonia State
Colette Gilligan, Hamilton College
Jill McCabe, St. John Fisher College
Tyler Renaud, SUNY Institute of Technology
Chris Roche, Farmingdale State

Great Lakes

Keri Luchowski, North Coast Athletic Conference, chair
Mark Batman, Ohio Northern University
Jeff Cummings, Thomas More College
Bob Dean, Hiram College
Michael Fulton, Transylvania University
Mike Idland, University of Pittsburgh, Bradford

Mid-Atlantic

Todd Anckaitis, Swarthmore College, chair
Jamie Gluck, Haverford College
Colleen Murphy, University of Scranton
Brian Sheehan, Widener University
Andrew Smith, Marywood University
Mark Stauffer, Misericordia University

New England

Jonathan Harper, Little East Conference, chair
Keith Bosley, Husson College
Jodi Kenyon, Endicott College
Chris Legates, Saint Joseph College (Maine)

Denise Lyons, Keene State College
Damien Houlden, Mitchell College
Mike Smith, Trinity College (Connecticut)
Luis Reis, Wheaton College (Massachusetts)
Nikki Wood, Salem State College

North

Erin Coppernoll, University of Wisconsin, Oshkosh, chair
Liz Bartley, Beloit College
Jason Berna, University of Dubuque
Enzo Fuschino, University of Wisconsin, Platteville
Dave Reyelts, The College of St. Scholastica
Dan Weiler, Concordia College, Moorhead

South Atlantic

Sean Sullivan, York College (Pennsylvania), chair
Stephen Andrew, Piedmont College
Beverly Biancur, North Carolina Wesleyan College
Brian Doherty, Kean University
Graeme Miller, Stevenson University
Todd Olsen, Lynchburg College

West

John Neese, Hardin-Simmons University, chair
Pat Burns, Austin College
Daryl Longabaugh, Mississippi College
Colm McFeely, Occidental College
Scott Shields, Whitman College