



2009 DIVISION II WOMEN'S LACROSSE CHAMPIONSHIP HANDBOOK

Updated 2/4/09

Second update: 2/9/2009

Third update: 2/20/2009

Fourth update: 2/26/2008

Fifth update: 4/22/2009

Sixth update: 4/23/2009

Seventh update: 4/28/2009



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Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (NCAA.org).

How to Use This Publication. The handbook is divided into three sections: (1) General Administration; (2) Determination of Competing Institutions; and (3) Instructions to Participants. Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
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NCAA.org
January 2009

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Women's Lacrosse Championship Information

Important Dates

- Monday, January 12*—Score reporting form available on Web.
- Monday, March 16*—Institutions must have complete schedule input in the online score reporting system.
- Tuesday, March 31*—Division II regional advisory committees and national committee orientation call.
- Wednesday, April 1*—National committee ranking call orientation.
- Tuesday, April 7*—Division II first ranking call with regional advisory committees.
- Wednesday, April 8*—First national committee ranking call (non-publicized).
- Tuesday, April 14*—Second ranking call with regional advisory committees.
- Wednesday, April 15*—Second national ranking call. Rankings will be published. Warning letters will be sent to institutions who fail to report by the Monday 3 p.m. deadline.
- Friday, April 17*—Proposed budget and facility evaluation forms due at the national office from institutions interested in hosting a preliminary round of competition. Deadline for individuals to submit site rep availability forms.
- Tuesday, April 21*—Third ranking call with regional advisory committees.
- Wednesday, April 22*—Third national ranking call. Rankings will be published. Committee will assess fines (in the amount of \$50) for institutions that do not report by the Monday, 3 p.m. deadline.
- Tuesday, April 28*—Fourth ranking call with regional advisory committees.
- Wednesday, April 29*—Fourth national ranking call. Rankings will be published. Committee will assess fines (in the amount of \$50) for institutions that do not report by the Monday, 3 p.m. deadline.
- Friday-Saturday, May 1-2*—Regional advisory committees' recommendation calls to national committee/Final ranking call with regional advisory committees.
- Sunday, May 3*—National committee selection call. Committee will assess fines (in the amount of \$50) for institutions that do not report scores from games between April 28 and May 4.
- Monday, May 4*—Conference call with preliminary round site representatives, chair and liaison. (11 a.m. Eastern Time)
- Tuesday, May 5*—Conference call with first-round participating institutions and NCAA site representative or committee member. (11 a.m. Eastern Time)
- Saturday, May 9*—First-round competition on campuses of teams participating in the championship. (2 on-campus sites)
- Monday, May 11*—Conference call with semifinalists, NCAA liaison, committee members and host championship tournament director. (11 a.m. Eastern Time)
- Saturday, May 16*—Semifinals.
- Sunday, May 17*—Championship game.

General Administration

Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manual.]

2009 First Round—Saturday, May 9—on campus.

2009 Semifinals and Final—Saturday and Sunday, May 16 and 17.

Date Formula - New 2009

Each year the championship semifinals and final are conducted the third full weekend in May (Saturday-Sunday)

Future Dates and Sites

2010 Semifinals and Finals—Saturday, May 22 and Sunday, May 23 at Clark Field in Gettysburg, Pennsylvania.

2011 Semifinals and Finals—Saturday, May 21 and Sunday, May 22 at TBD site.

Sports Committee

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

The Division II Women's Lacrosse Championship is under the control, direction and supervision of the Division II Women's Lacrosse Committee. Current members of the committee are:

Division II Women's Lacrosse Committee

Tom Campolettano, Molloy College

Kristen Selvage, Lock Haven University of Pennsylvania, chair

Brendan Sullivan, Stonehill College

For additional information about the Division II women's lacrosse championship, contact:

Jeff Jarnecke

Assistant Director of Championships

NCAA

P.O. Box 6222

Indianapolis, Indiana 46206-6222

Phone: 317/917-6229

Fax: 317/917-6237

E-mail: jjarnecke@ncaa.org

Regional Advisory Committees

[Reference: Regional Advisory Committees in the Division II General Section and Bylaws 21.5.1.4 and 21.6.1.6 in the NCAA Manual.]

Sports committees shall appoint an advisory committee in each of their respective regions to assist in the evaluation of teams throughout the season. Each regional advisory committee will conduct weekly conference calls to evaluate teams in their respective regions.

Members of the 2009 regional advisory committees for Divisions II are as follows:

North

Tom Campolettano, Molloy College
Mary Squire, Southern New Hampshire University
Brendan Sullivan, Stonehill College

South

Michelle Gober, Kutztown University
Kristen Selvage, Lock Haven University of Pennsylvania
Scott Tucker, Limestone College
Barb Waltman, Millersville University

Annual Forms

Host Bid Forms. An institution wishing to bid to host the women's lacrosse championship must submit a complete bid package which includes a proposed budget, key contact, facility evaluation and certificate of insurance. A proposed budget form, key contact, and facility evaluation form are available on the NCAA Web site at: www.ncaa.org under Spring Sports, Lacrosse (W), Championship Information.

The NCAA Division II Women's Lacrosse Championship will be played at a predetermined site. Institutions that are interested in hosting were to submit forms by March 1, 2009.

Proposed Budget Form. A separate proposed budget must be completed for each round an institution desires to host. Budgets for the conduct of NCAA events must be approved by the national office before competition. The budget may be accessed at www.ncaa.org under Spring Sports, Lacrosse (W), Championship Information. Proposed budgets must be completed online, as the NCAA national office will not accept hard-copies.

[Reference: *Dates and Sites in the Championship Information section of this handbook and Budgets in the Division II General Section.*]

Financial Report Form. A financial report, which is part of the online proposed budget form, from each championship site must be submitted to the NCAA not later than 60 days after the competition. Please note that as part of the online process, statement of expense forms and lodging receipts for officials and NCAA representatives no longer need to be provided to the national office. However, these documents shall be kept on file by the host institution in the event an audit is conducted. The women's lacrosse committee may assess a financial penalty against an institution that fails to submit the financial report within 60 days after the conclusion of the competition.

Expense Reimbursement Form. Expense forms with instructions will be available on the NCAA Web site in the championships administration section (www.ncaa.org/champadmin). Once the championship is completed, participating institutions should submit online the expense report forms to the NCAA travel department (travel@ncaa.org) at the national office within 30 days of the championship.

[Reference: Per Diem in the Division II General Section and Bylaw 31.4.6 in the NCAA Manual.] Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging, meal expenses and other miscellaneous expenses.

Determination of Competing Institutions

Certification of Eligibility/ Availability

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

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. For institutions that are under consideration for selections, we require that their athletics directors and chancellors or presidents complete the form located on the NCAA Web site at http://web1.ncaa.org/surveys/d2_elig_verify.html and submit it by May 1. If the status of a student-athlete changes after the deadline, please contact Jeff Jarnecke. Institutions that fail to provide this information may be withheld from championship selection.

Championship Structure

The Division II Women's Lacrosse Championship provides for a six-team, single-elimination tournament.

Championship Selection

To be considered for selection to the championship, regular-season games that are tied after regulation play must be decided with an overtime period. Teams must play a minimum of 10 contests.

The committee will select teams for the championship Sunday, May 3. All teams will be notified of their selection not later than Sunday evening. Only teams selected will be called. The brackets will be available on the NCAA's official Web site, NCAA.com.

Game Times

Recommended starting times for the Division II championship games shall be as follows:

Semifinals—11 a.m. and 2 p.m., Eastern Time

Final—noon, Eastern Time

Changes to these times must be approved by the women's lacrosse committee.

Selection Criteria

The Division II Women's Lacrosse Committee will evaluate teams by considering the following factors (not in priority order):

Primary selection criteria (not in any preferential order)

- Division II in-region win/loss record

- Strength of schedule.
 - In-region winning percentage and opponents' winning percentage.
 - Head-to-head competition
 - Results versus common opponents
 - Wins over teams with records above .750
 - Overall Division II record
- Secondary selection criteria
- Late-season performance

An institution desiring to participate in the championship must complete all games before the final scheduled selection call of the women's lacrosse committee.

Seeding

Each region will seed three teams (1-3) from each region. Teams will be paired by regions.

Score Reporting Procedure

In an effort to streamline the score reporting process for the 2009 Division II women's lacrosse season, the NCAA Division II Championships Committee has implemented an online score-reporting process for all institutions sponsoring Division II Women's Lacrosse. Hard copies of score reporting forms no longer will be disseminated or accepted by the NCAA Division II Women's Lacrosse Committee.

Each institution must report results of each regular-season game via the online score reporting system, which can be found at: web1.ncaa.org/champsel/exec/login.

Each institution's username and password were given to the athletics director last year and is the same for this year.

Each institution is required to enter its team's schedule on the initial online score-reporting form by March 16. It will be each institution's responsibility to enter all game results, starting with the first game through postseason play. Updated score reporting forms with the latest results are due each Monday by 3 p.m. Eastern time.

For more detailed information on the features of the online score reporting forms go to the login screen, web1.ncaa.org/champsel/exec/login and click the "Instructions" link.

If at any point you misplace or would like to change your username or password for the online score-reporting form, please contact Jeff Jarnecke, assistant director of championships, at 317/917-6229 or jjarnecke@ncaa.org. The request for a change of password must be submitted by the director of athletics.

Site Selection

[Reference: Dates and Sites, and Pairings in this handbook, Site Selection in the Division II General Section and Bylaw 31.1.3 in the NCAA Manual.]

The site-selection criteria have been prioritized in the following order for the Division II championships:

1. Complex must be enclosed so that admission can be charged.

2. Barrier should be established for safety purposes and to separate the spectators from the field of play.
3. Quality and availability of the facility and other necessary accommodations.
4. Field size and markings according to minimum requirements by current NCAA Women's Lacrosse Rules and Interpretations.
5. Facility amenities (e.g. restrooms, controlled press area/box/tent, locker rooms, concessions, media).
6. Event management (e.g., hotels, restaurants, transportation, locations).
7. Revenue potential (e.g., financial guarantee or guideline that ensures fiscal responsibility and is appropriate for the particular event as recommended by the women's lacrosse committee and approved by the Division II Championships Committee).
8. Attendance history and potential.
9. Additionally, all sites selected to host a round of competition must meet current NCAA Women's Lacrosse Rules and Interpretations required field dimensions.

Instructions to Participants

All-Tournament Selection

Twelve outstanding players will be selected at each championship. The announcement of the outstanding players, including a most outstanding player, will be made after the presentation of awards.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines on www.ncaa.com/broadcast.

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 online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference/loc should provide an estimated attendance figure. The host institution/conference/loc has the option to provide a “turnstile” count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

Awards

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

Official NCAA trophies and individual awards will be presented to the official travel party of the top four teams in each championship. Participation awards will be provided to all student-athletes competing in or in uniform at the championships, who do not receive a team award. These awards will be sent to predetermined host sites.

Ball Retrievers

It is the responsibility of the host institutions to provide an adequate number of ball retrievers. Ball retrievers must be at least 12 years of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. The host institution is required to train and provide for the safety of the ball retrievers.

Balls

The Brine yellow lacrosse ball will be used in all tournament games. These balls will be sent by the manufacturer to the tournament manager at the host institution for each round of competition.

Each team must provide its own practice balls.

Banners

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

Banquet

The championship banquet will be conducted the evening of May 15 at 7 p.m.

Bench Passes

For all NCAA championship games, the NCAA representative(s) will designate the bench areas for the teams. The higher-seeded team will be assigned the bench to the right as one faces the scorer’s table from the field.

A total of 30 team personnel may be in the bench area during competition for the championship. This total must include an administrator from the participating institution and not more than 24 participants in uniform. Additional personnel in the bench area must be institutional personnel or team members. Please note that anyone exceeding the official travel party number must purchase a ticket to the competition, even if they receive a bench pass.

Each institution must designate one person to serve at the officials’ table. This person may be exempt from the bench pass limit.

Cheerleaders, Mascots and Bands

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus a cheer coach and 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 sideline during the progress of the game. The cheerleaders shall be located in a designated area by the tournament manager.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). 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 are 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 and ensure compliance.

The use of trampolines, stunts more than two persons high, “basketball 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.

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, halftime, between games, and before and after the competition.

Drug Testing

[Reference: Drug Testing in the Division II General Section and Bylaws 18.4.1.5 and

31.2.3 in the NCAA Manual.]

Student-athletes who compete in this championship may be subject to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Equipment

In accordance with Bylaw 12.5.4, athletics equipment (e.g., shoes, gloves, helmets, sticks) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. Failure to comply with this regulation may jeopardize a student-athlete's eligibility.

Protective Eyewear. For the championship, all student-athletes must wear protective eyewear that meets current American Society of Testing and Materials (ASTM) lacrosse standards.

All equipment must conform to the specifications outlined in current NCAA Women's Lacrosse Rules and Interpretations.

Field Phones

Electronic communication between coaches (e.g., field phones, walkie talkies) is permissible. Electronic communication between coaches and field players is prohibited.

Film/ Videotape Exchange

Competing institutions may exchange and view regular-season game film/ videotape, but may not exchange or view film/ videotape from NCAA tournament games. Institutions are encouraged to exchange film directly with their opponents. All film/ videotape exchanged must be of complete games.

Game Films/ Videotape

Subject to prior approval of the NCAA, participating institutions may film/ videotape games in which they participate.

Lodging

The host institution must make local reservations for the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. (Campus housing is not recommended.)

An institution is not obligated to stay at the designated property; however, it is responsible for canceling its reservations according to the hotel's policy and those below, then securing its own accommodations.

Institutions are responsible for the rooms reserved. Twenty rooms should be reserved for each team participating in the Division II semifinals and final.

If an institution prefers to stay in another hotel, it must (a) obtain a release for the rooms from the hotel manager or (b) use the rooms for persons accompanying the official traveling

party. 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 Promotion in the Division II 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. To obtain credentials, contact the host institution's sports information office.

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

Open Practices. Representatives of the credentialed media will be permitted access to team practices in the stadium only on the game field during scheduled practice hours.

Postgame Interviews. Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coaches 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. The general policy is that the non-advancing team will be interviewed first. Coaches may waive the cooling-off period if they desire.

Regardless of any regular-season radio or television contract(s), the coach is obligated to address all media covering the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a postgame 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.

All coaches and student-athletes must be made available for post competition interviews after 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 women's lacrosse committee.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker 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 locker room before the 10-minute cooling-off period has ended, the locker 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 II General Section and Bylaws 31.0.2.3 and 31.1.8 in the NCAA Manual.*]

Games Committee Meeting. Before the coaches meeting, the games committee will meet to discuss policies and procedures relating to the championship. The national committee will serve as the games committee.

Coaches Meeting. A pretournament conference call will be conducted Monday, May 11. Representatives from all participating teams, the host institution and the women’s lacrosse committee will be required to participate.

A coaches meeting also shall be conducted before the first day of competition. The purpose of the meeting is to review policies and procedures governing the conduct of the championship, and to introduce the games committee. The head coach, sports information representative and designated athletics representative of each team must be present.

Officials Meeting. For championship competition, the head official will conduct a field inspection not later than the day before the semifinals and before the coaches meeting. The officials meeting will take place the morning of the semifinals.

Music

At the championship site (semifinal and final), teams may not play their music during warm-ups; the NCAA will provide neutral music. The host’s regular season warm-up music may not be used. The games committee reserves the right to review the music to ensure appropriate content.

News, Media, Press Conferences and Satellite Feeds

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

Official Traveling Party

Transportation expenses and per diem will be provided for the official traveling party.

Officials

Officials for all tournament games will be selected and assigned by the women’s lacrosse assignor.

Three field officials and one table official will be assigned to officiate each game, and each must hold a nationally recognized rating.

The first round officials will receive \$200 per game, and the semifinals officials will be paid a fee of \$225 per game. For the final, officials shall be paid a fee of \$325 per game. All officials will receive travel expenses of 51 cents per mile, but not including local transportation. In addition, all officials for the final site are approved for air transportation, if necessary.

Officials will receive a \$45 per diem for meals and incidentals on each day of their assignments, beginning with the day of arrival and ending with the day of departure.

The host institution shall provide an announcer, two clock operators, an official scorer, two statisticians (one for each team) and ball persons (minimum of four).

Practice

Practice access to all designated host-site fields is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field will be available to both teams the day before the game. All practices held the day before games will be closed to all but credentialed media and credentialed participants.

Practice times will be assigned by the NCAA in consultation with the host institution. The host institution is required to provide one set of goal cages for each team on the practice field and is urged to provide two (and creases, if possible). A team is limited to not more than the 30 members of its traveling party participating in the practice sessions.

On game days, each team will be guaranteed a minimum of 45 minutes on the field for its pregame warm-up before the introduction of the players.

For the semifinals and finals, practice times will be determined based on which region is playing in the first game and then the higher seed gets the first choice from the allocated slots. No team will be permitted to practice on the game field at any time other than its officially assigned time.

Practice Times

Friday: Teams shall be provided 30 minutes on an adjacent field (an open grass space or one end of a field; if available, cages shall be provided with crease and lines drawn for goalie warm-up and team stretching). Each team then would move to the competition field for a one-hour practice.

Alternate/Adjacenet Field	Time on the Competition Field
8-8:30 a.m.	8:30-9:30 a.m.
10:10-10:40 a.m.	10:40-11:40 a.m.
12:20-12:50 p.m.	12:50-1:50 p.m.
2:30-3 p.m.	3-4 p.m.

Saturday: No shoot-arounds shall be conducted. Teams shall be provided time on an alternate field for stretching with stick check and a 45-minute warm-up on the game field before the game.

Sunday: The highest seed in the game will have the choice of shoot-around times.

7:45-8:15 a.m.
8:20-8:50 a.m.

Programs

[Reference: Publicity and Promotion and Advertising in the Division II General Section and Bylaw 31.6.3 in the Division II 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 Marianne Stoess (859/226-4549; marianne.stoess@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 College will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess 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 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 Ms. Stoess 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 Marianne Stoess (IMG College 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

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). 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 Ms. Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

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. A IMG College representative will track the return of all signed vending contracts

- to Host Communications
- 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. A 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.

Protest Procedure

The protest committee shall consist of the four officials; in case of a split decision, the decision of the head field official will be final. (The NCAA representative will be present during discussions regarding protest situations.)

In the event of a protest, the coach must proceed to the scorer's table, within a reasonable amount of time, and explain to the table official what is being protested. Only the misapplication of a rule may be protested; an official's judgment may not. The table official will determine whether the situation is protestable and, if so, will call a timeout at the next dead ball so play will not be interrupted. The four officials will discuss the protest and advise the coaches of their decision.

Publicity and Promotion

As the season progresses, an institution desiring to participate in the Division II championship, and whose record indicates that it is under consideration for selection should send promotional material to the host tournament manager and IMG College at the earliest possible moment.

Promotional material should include up-to-date won-lost records, data on outstanding players, cumulative statistics, news releases and brochures.

The sports information director of the host institution will provide to the sports information directors of the competing teams a listing of the news outlets to which publicity materials are to be directed and shall indicate how each visiting director may assist in the promotion of the tournament. Further, host SIDs are responsible for sending information to www.ncaass.com during the championship. The following should be included:

- Game score
- Score by half
- Box score
- Recap story
- Game photo (submit in appropriate digital format)
- Radio

Please refer to the NCAA Broadcast Manual policies and guidelines on NCAA.com/broadcast.

Rules of Play

The 2009 championship will be conducted according to the 2009 NCAA Women's Lacrosse Rules Book. Questions regarding the interpretation of rules should be addressed to Pat Dillon at 301/656-6522. Rules books may be ordered through the NCAA Web site.

Scouting of Opponents

All scouting of championship games must be done in person. No restrictions will be made to preclude competing teams from scouting another game of the championship; however, complimentary admission for scouts is not allowed.

Severe Weather Policy

In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-D, Lightning Safety. For the semifinals and finals, if a game is delayed, the following warm-up times will be allowed before re-starting play:

- Up to 45-minute delay—10-minute warm-up
- 45- to 60-minute delay—15-minute warm-up
- More than one-hour delay—20-minute warm-up.
- The warm-up times may be waived if both coaches agree.

Site Selection

[Reference: Site Selection in the Championship Information Section of this handbook and Bylaw 31.1.3 in the NCAA Manual.]

The governing sports committees shall evaluate prospective sites for the NCAA championships in terms of the specific criteria approved by the Division II Championships Committee. The Division II Championships Committee may assign specific priorities to these criteria for their respective championships. A governing sports committee that desires to use additional criteria shall obtain the approval of the Division II Championships Committee before doing so.

Squad Size

Participating teams are limited to a maximum of 24 players in uniform in Division II for any one contest. Each team must designate its 24 players to be used during the pregame meeting. After the game starts, no replacements will be permitted for any reason. 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.

Starting Times

The national committee shall determine starting times for the semifinal and championship games in consultation with the host and broadcast partners.

Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines on www.ncaa.com/broadcast.

Transportation

Local Transportation for Teams. The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

Game Officials' Transportation. Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or 51 cents per mile, but not including airport terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866/655-9215.

Tickets

[Reference: Tickets in the Division II General Section.]

The minimum ticket prices for the championship are \$8 for adults and \$5 for students with ID cards. Children 12 years of age and younger may be admitted to any game for \$2. Children aged two and under are free.

Uniform Logos

The provisions of Bylaw 12.5.4 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

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

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any practices, 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. Noncompliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

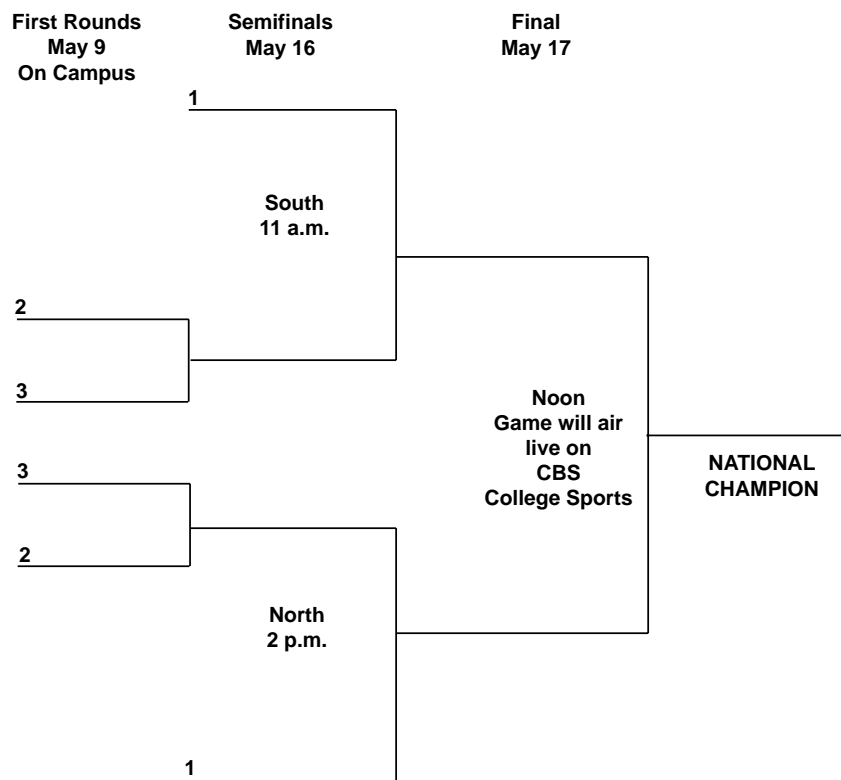
Uniforms

The higher-seeded team (as determined by the women's lacrosse committee) will wear light-colored uniforms for all rounds of competition.

In competition and during related ceremonies (pregame/ warm-up, introductions, award ceremonies and postgame interviews), student-athletes in the Division II championship shall wear exclusively the official game uniforms of their institutions. This applies to warm-up uniforms and competitive uniforms.

Tights and undergarments worn must be of a matching solid color.

Appendix A



All games will be played at Kerr Stadium in Salem, Virginia.

All times are Eastern time.

Appendix B

2008-09 NCAA Division II Regions

NORTH

Adelphi University
American International College
Assumption College
Bentley College
Bryant University
Chestnut Hill College
C.W. Post Campus/ Long Island University
Dominican College (New York)
Dowling College
Franklin Pierce College
Georgian Court University

Merrimack College
Molloy College
University of New Haven
Philadelphia University
Saint Anselm College
St. Michael's College
St. Thomas Aquinas College
Southern Connecticut State University
Southern New Hampshire University
Stonehill College
Wilmington College (Delaware)

SOUTH

Belmont Abbey College
Bloomsburg University of Pennsylvania
East Stroudsburg University of Pennsylvania
Gannon University
Indiana University of Pennsylvania
Kutztown University of Pennsylvania
Lees-McRae College
Limestone College
Lock Haven University of Pennsylvania
Mercyhurst College

Millersville University of Pennsylvania
Pfeiffer University
Presbyterian College
Queens University of Charlotte
Regis University (Colorado)
Rollins College
St. Andrews Presbyterian College
*Seton Hill University
Shippensburg University of Pennsylvania
Slippery Rock University of Pennsylvania
West Chester University of Pennsylvania

*Provisional

Appendix C

Sample Championship Schedule

Prematch Schedules

- No game will begin before its scheduled starting time;
- Halftime will be 10 minutes;
- At the conclusion of each game, there will be a 10-minute cooling-off period. Institutions' SIDs will be responsible for assisting with the postgame interviews.

Friday

8-9:30 a.m.	Practice - Game 1
10:10-11:40 a.m.	Practice - Game 1
12:20-1:50 p.m.	Practice - Game 2
2:30-4 p.m.	Practice - Game 2

Saturday

Game 1

Clock Time	Actual Time	
	9:55 a.m.	Stick measurement
45:00	10:05 a.m.	Pregame warm-up
5:00	10:45 a.m.	Captains meeting
0:00	10:50 a.m.	Field cleared—stick check
	10:55 a.m.	Introduction of teams/National Anthem
	11 a.m.	Game 1 Begins

Team trophy presentation immediately after conclusion of game.

Upon completion of the awards ceremony, the clock will be reset for 45 minutes of warm-up for the second game, using the same format as Game 1. Stick measurement will take place 10 minutes before warm-ups. Game 2 will start at approximately 2 p.m.

If games fall behind schedule, the following schedule will be used to guarantee the 45-minute warm-up.

45:00	Field available for warm-ups
5:00	Captains meeting
0:00	Field cleared for stick check
	Introduction of teams

Sunday

7:45-8:15	Shoot-around time #1
8:20-8:50	Shoot-around time # 2

Championship Game

Clock Time	Actual Time	
	11:00 a.m.	Stick measurement
45:00	11:05 a.m.	Pregame warm-up
5:00	11:45 a.m.	Captains meeting
0:00	11:50 a.m.	Field cleared---stick check
	11:55 a.m.	Introduction of teams/National Anthem
	Noon	Game Begins

Team trophy presentation immediately after conclusion of game

All teams will be guaranteed 45 minutes of warm-up time on the stadium field.

Schedule is subject to change depending on final decision of the NCAA Division II Women's Lacrosse Committee.

Appendix D

Preliminary Agenda

This is a checklist for the conference call between representatives of the four competing teams and the NCAA committee and liaison.

- Welcome and congratulate participants, thank host.
- Game date and time.
- Site, date and time of pregame meeting.
- Officials assigned.
- Uniforms.
- Filming/videotaping of competing institutions.
- Will institutions bring their bands and cheerleaders?
- Lodging arrangements.
- Establish practice schedule.
- Press box arrangements.
- Medical service and assistance available.
- Arrangements for VIPs of competing institutions.
- Note that the handbook states that no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams.
- Remind teams that expense forms must be forwarded to the NCAA national office.
- No television or filming under any circumstances without approval from the NCAA national office.
- Radio rights are established. Find out if either team has a radio station covering the game.
- Explain squad-size limitations and sideline passes. Review table personnel.
- Review tentative transportation plans (plane, bus charter, etc.).
- Host institutions or sponsoring agencies are encouraged to extend the utmost courtesy to the competing teams.
- Games committee will determine team arrangements should a game be rescheduled due to weather.
- Open media access to practices on game field only.
- Remind teams that sticks will be measured before each game.

Appendix E

CONDITIONS PLACED ON USE OF CREDENTIALS

The following should be printed on the back of all credentials:

This credential is for identification and entry into this event and must be worn in full view at all times.

Bearer agrees to comply with the “Conditions Placed on the Use of Credentials” that are published on the NCAA Web Site and are available at the credential-distribution location.

The following should be available at credential distribution at all NCAA Championships.

2008-09 CONDITIONS PLACED ON USE OF MEDIA CREDENTIALS

This working credential is issued for the sole purpose of providing facility access to an accredited media entity’s employee or designated representative who has a legitimate working function (media or game service) in connection with this championship. It is nontransferable. The person receiving this credential (“Credential Holder”) and the entity which the credential holder is representing (“Credential Entity”) are subject to the terms of this credential. The National Collegiate Athletic Association (“NCAA”) and its designated championship host personnel reserve the right to all remedies against Credential Holder and Credential Entity, for unauthorized use of this credential, including ejection from the facility and prosecution for criminal trespass.

All media entities observing NCAA championship competition should recognize that any still picture, motion picture, audio, film/videotape/digital capture or drawing (collectively, Representations) may be used only in connection with news/sports coverage within a 72-hour period following the Competition for which credential has been issued (“Competition”) and the Representations portion of each such showing will not exceed three (3) minutes in length; All Internet media entities and new media entities (e.g., companies providing content for mobile and PDAs) observing NCAA championship competition recognize that Representations may be used only in connection with news/sports coverage within a 24-hour period following the Competition, and the Representations portion of each showing will not exceed three (3) minutes in length. Any secondary use of any Representations obtained under use of this credential of the Competition made by the Credential Holder or Credential Entity (including but not limited to use in delayed editorial or non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the National Collegiate Athletic Association.

NCAA Blogging Policy

Each Credential Holder (including television, Internet, new media, and print publications) has the privilege to blog (e.g., real-time or time delayed journal entries) during competition through the Credential Entity. Any blog representing an NCAA championship must submit the appropriate link to ncaasports.com Blog Central. In return, all media entities entering a blog must post the ncaasports.com logo/link on their

site. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy. A blog description includes in-Competition updates on score and time remaining in competition as well as description of the championship and competition taken place during the given time. The NCAA and its designated championship personnel shall be the final authority about whether a Credential Holder or Credential Entity is following the NCAA Blogging Policy.

The following is the NCAA's policy for the number of blogs allowed during a Competition or Session (i.e., where more than one contest takes place under the same admission ticket). It applies to both genders. Overtime limitations will be provided on-site unless otherwise indicated.

Lacrosse: Three per quarter; one at halftime

All Credential Holders and Credential Entities are prohibited from providing Representations to any other person or entity in any media form without advance written permission from the NCAA, even though the planned use may be editorial in nature. Such Representations may be publicly displayed only by the Credential Entity and only for editorial purposes. These rights may not be assigned, transferred or otherwise disposed to any person, subsidiary, parent, or any other entity. Any agency wishing to use Representations of NCAA competition in any manner must obtain written permission for such usage from the NCAA.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

Appendix F

OFFICIAL TRAVEL PARTY FORM

2009 NCAA Division II Women's Lacrosse Championship - 30 members

Institution:	
Head Coach	
Emergency Contact:	Number:
Championship Hotel Information:	

	Name	Uniform No.		Name	Uniform No.
1.			13.		
2.			14.		
3.			15.		
4.			16.		
5.			17.		
6.			18.		
7.			19.		
8.			20.		
9.			21.		
10.			22.		
11.			23.		
12.			24.		

25.		Head Coach
36.		Administrator
27.		
28.		
29.		
30.		

**** Please note all listed individuals outside of the student-athletes must be institutional personnel.**
Please hand carry a completed copy of this form to all coaches' meetings at every round of the championship.