Field Hockey Guidelines
2017-2018
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GENERAL PLAYING GUIDELINES

• Scheduling/Support Guidelines:
  o Start Time/Scheduling:
    ▪ Start times for all weekend games should be no earlier than 1:00 p.m. and no later than 3:00 p.m. on Saturday and at 12:00 p.m. on Sunday unless mutually agreed upon by all institutions involved in weekend play.
    ▪ Each team shall play once per season, alternating home and away sites yearly unless changes in membership dictate otherwise.
    ▪ NCAA guidelines for OT rules will apply.
  o Playing Agreement:
    ▪ The NAC has a playing agreement with the North Eastern Athletic Conference (NEAC).
      • NAC schools represent the East Division of the NAC, while NEAC schools (Bryn Athyn College, Keuka College, Wells College and Wilson College) will represent the West Division of the NAC.
  o Cancellations/Rescheduling:
    ▪ Conference members must make conference games their first priority at all times. All rained out or cancelled games should be made up if at all possible.
    ▪ Decisions to cancel a game will be made by the host athletic director, with direct communication from the visiting head coach and visiting athletic director. The commissioner will also be notified within 24 hours of postponement.
    ▪ Once a visiting team has left campus en route to the competition site, every possible attempt will be made to complete the contest to avoid repeat travel.
  o Travel Support:
    ▪ Lodging-The host institution shall assist all NAC institutions by providing a list of hotel accommodations in the area.
  o Conference Scouting Policy:
    ▪ It is permissible to share scouting information on conference members with other conference members. It is impermissible to share any information beyond video on conference members with non-conference institutions.
  o Conference Stick Check Policy:
    ▪ Stick checks are not required prior to the start of the contest. A coach or an official has the option to request a stick be checked at an appropriate time if it appears to be out of compliance.

• Home Team Responsibilities:
  o Setting competition times/sites i.e. if a field/venue is not playable, if there are two games, etc.
  o Providing a field that meets minimum NCAA regulation standards (unless the
Conference Office is informed otherwise).
- Natural fields must be maintained with grass length of 3/4 - 1 1/2 inches.
- Providing a certified athletic trainer at each contest.
  - All visiting teams must provide their own training supplies.
- Providing game personnel including: 2 officials, official scorer, stat keeper, ball people, etc.
- 4 NCAA regulation game balls must be provided by host institution.
- Providing event programs including at minimum the lineups for each team.
- Providing locker rooms for the visiting team at all games.
- All home games should be supervised by an athletic administrator/site director who is responsible for sportsmanship/behavior of fans.
- If at an off-campus venue, the home team is responsible for having a game administrator present at least one hour prior to the contest to greet the visiting team.
- Announcing the below NCAA sportsmanship advisory prior to each game:

  *The NCAA and the North Atlantic Conference promote good sportsmanship by the student-athletes, coaches and spectators at today's contest. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from (site of competition). Any spectators that enter the playing area during a contest, will be removed from (site of competition).*

- **Pre-Game Protocol**

  - The NAC will follow the National Guidelines for Pre-Game protocol as noted in sportsmanship overview (page 6).
  - Time Before Game/Clock Action
    - 53 minutes/45:00 *Teams must be guaranteed 45 minutes on field.*
    - 8 minutes/00:00 Captains and Umpires meet.
    - 8 minutes/00:00 *Starters submitted and exchanged.*
    - 7 minutes/00:00 Teams clear field. Public address welcome.
    - Introduction of officials and players.
    - 3 minutes/00:00 National anthem.

- **Official Conference Ball:**

  - Penn Monto Elite Turf Ball (2014) is the official conference ball and must be used in all conference games. While new balls are not required, all game balls should appear clean and in good shape (November 2009). Host should have colored ones on hand for inclement weather.
• Film Exchange (2017):
  o Each institution is expected to film all conference contests. If the host is unable to film, unrelated to weather, they are expected to inform the opponent a week in advance.
  o Krossover will be utilized for the exchange of film within the conference.
  o The film exchange will work as an open pool for conference contests.
  o Each institution hosting a conference game will be required to film and upload it to the film exchange platform (Krossover) within 24 hours.
    ▪ There will be no fines during the Fall 2017 season.
    ▪ Starting with the Fall 2018 season, a fine of $25.00 shall be placed on the institution each time they do not follow through with the film exchange policy.
    ▪ If there are any technical issues with film (filming or uploading), coaches MUST email their peers and the conference office prior to the 24 hour deadline. In Fall 2018, if there are issues “beyond the institution’s control,” fines may be waived.
    ▪ Hosts are not required to provide a DVD copy after the game.
    ▪ All uploaded conference film needs to be able to be downloaded into a raw film format to ensure flexibility for editing and sharing software.
    ▪ Tournament film will be required to be uploaded by the hosting institution, win or lose and within conference timeframe regulations.
    ▪ Dissemination of scouting information on member institutions to non-conference institutions is not permitted beyond video (phone, email, written materials, etc.). It is permissible to share scouting information about conference opponents with other conference members.
  o Protocol for Filming games:
    ▪ It is important to place the camera in a position that will allow for the best picture and most useable/teachable format for the teams and their coaches.
    ▪ The camera should be positioned on an elevated, level, and stable surface located within the fields restraining lines. The camera view should be unrestricted and free of obstructions during filming to ensure a quality outcome.
    ▪ The camera person should cut to scoreboard shots during natural break in play within the game (quarters, halftime, goals, penalties, injuries, timeouts).
    ▪ The video person may ONLY pause taping during long periods of “inaction”, meaning between quarters, at halftime, during timeouts, and weather delays.
    ▪ Audio should be used.

• Awards:
  o It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SIDs) and annual (Coaches) awards through the NAC website.
Weekly awards will begin the Monday following the first week of competition in which at least half of the member schools have competed. Weekly honors will conclude the Monday following the NAC Championship. Weekly nominations are due Monday at 10:00 a.m. and winners will be selected by the conference staff.

The following weekly awards will be selected:
- Player of the Week
- Defensive Player of the Week
- Rookie of the Week

Nominations for annual awards will be submitted following the conclusion of regular season conference play. Annual awards will be selected through a vote by conference coaches and will be announced no later than the Thursday before the NAC Championship.

The following annual awards will be selected:
- Player of the Year
- Defensive Player of the Year
- Rookie of the Year
- Senior Scholar-Athlete of the Year
- Coach of the Year
- Sportsmanship Team
- All-Conference First Team

All-Conference First Team
- The top four forwards, top three midfielders, and top three defenders along with the goalkeeper with the highest point total, will be named first team all-conference.
- Coaches may nominate up to five players from their own team regardless of position using the position specific forms in the awards system on the NAC website. When nominating, coaches are required to rank their student-athletes by position (e.g. 1F, 2F; 1M; 1D, 2D) (December 2015). Eligible positions are Forward (F), Midfield (M), Defender (D) and Goalkeeper (G). Only conference statistics will be included on the ballot.

Regional and National Award Voting
- Coaches are strongly encouraged to become members of their respective coaching groups and to nominate worthy players and teams for award consideration. Participation in the voting process is strongly encouraged to increase the potential for the recognition of NAC student-athletes on the regional and national stages.

Sports Information:

- Maintaining an accurate schedule, including non-conference contests and notifying the conference office when there are postponements and cancelations.
- Maintaining an accurate stat roster on the NAC website.
- Submitting the score of all home contests and away non-conference contests to the Conference through the NAC website as soon as contests are complete.
- Sending packed stat game file to the visitor and uploading the XML to both the NAC website and the NCAA statistics and score reporting site following the contest.
- Submitting nominations for weekly honors and recaps through the NAC website.
- Submitting nominations for annual awards through the NAC website.
SPORTSMANSHIP INITIATIVE
Field Hockey

“Creating an Atmosphere of Respect.”

At the direction of the North Atlantic Conference Presidents and with the support of the Directors of Athletics, the conference embraces the theme "Creating an Atmosphere of Respect" for each of our sports. The ultimate goal for the NAC is to create an atmosphere that places the highest regard for exemplary behavior of all participants, coaches, administrators, fans and officials. The Field Hockey community has agreed to a set of behavioral expectations for coaches and student-athletes.

Behavioral Objectives for “Creating an atmosphere of respect” Initiative

- All conference members will show respect for opponents, teammates, coaches, officials, and the game.
- Coaches will set a positive tone for their teams, exhibiting and expecting integrity and appropriate behavior.
- Conference members will establish high expectations for all remembering that all individuals must represent their team, institution and conference well.
- Coaches will interact with game officials in a respectful manner.
- A conference pre-game protocol was accepted. All the student-athletes from each team will be led onto the field in two lines by the umpires. The first in line for each team will be the captains followed by the starting goalkeeper. The remainder of the starters then reserves will follow. At midfield, the teams, in single file will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the venue. After the playing of the national anthem (or after introductions if the game is the second of a double-header), Coaches will shake hands with each other at the half line.
- Following each NAC Conference Match, visiting coaches and event managers will have the option (2012) to provide feedback on the behavior of other coaches, student-athletes and fans through the use of an evaluation tool aimed not at punitive action but on the enhancement of all NAC programs. To access the form online, go to www.nacathletics.com, and log into the administrative section of the website to obtain the Contest Feedback form. The Commissioner will follow up with appropriate individuals on all feedback submitted.

NAC Expectations for Good Sportsmanship (from NAC Bylaws):

- Observing and supporting the rules of the game.
- Promoting the spirit as well as the letter of the rules.
- Placing fairness first as a goal in all competition.
- Taking personal responsibility for high standards of play and conduct.
- Showing civility toward competitors, coaches and officials.
- Playing cleanly while playing hard.
- Showing maturity and integrity in conduct on and off the field of play.
- Being a gracious competitor and accepting both wins and losses with dignity.
CHAMPIONSHIP GUIDELINES

• 2017 North Atlantic Conference Championship Dates and Format:
  o Coaches Chair: Andrea Thebarge, Thomas
  o Coaches Vice Chair: TBD
  o Sport Liaison: Deanna Tyson, Castleton
  o Last play date: Saturday, October 21, 2017 (unless approved by conference office).
  o Seeding for the Divisional Tournament will take place following the completion of all conference contests and will be announced on the Conference website.
  o Divisional Format will be as follows:
    ▪ Top 4 teams qualify for tournament.
    ▪ Divisional Semifinals: Wednesday, October 25, at the higher seeded institutions.
      • Pairings: #4 @ #1 and #3 @ #2
    ▪ Divisional Finals: Saturday, October 28, at the highest remaining seed.
  o Crossover Tournament:
    ▪ Crossover with the West Division: Saturday, November 4 (tentative) at SUNY Morrisville.
      • Sunday is saved for a rain date.
      • The winner of the crossover championship will receive an automatic berth to the NCAA championships.

• Championship Game Times:
  o No Facility Conflicts
    ▪ Semifinals
      • Start time will be between 1:00 p.m. - 3:00 p.m. For venues without lights, contests must commence by 2:00 p.m.
    ▪ Finals
      • If one game, game time is 1:00 p.m.
  o Facility Conflicts (August 2015)
    For Sites with Football Home Contest on Tournament Date:
    ▪ One Tournament Contest (on football field)
      • Football game must commence by 12:00 p.m.
      • Tournament game will follow with a start by 5:00 p.m.
    ▪ Two Tournament Contests (on football field)
      • If one traveling team is out of region (i.e. Vermont or New Hampshire traveling to Maine or the reverse), the out of region team will play in the first contest on Saturday with a 4:30 p.m. start.
      • If both visiting teams are in or out of region, the first Tournament game will be sport with the largest gap from prior round will follow with a start by 4:30 p.m. (Field Hockey or Women’s Soccer 2017).
• Saturday Second Tournament game will follow with preferred start by 7:00 p.m.

**Three Tournament Contests (on football field)**

• Sport with largest gap from prior round will play on Friday with a start time between 5:00 p.m. and 7:00 p.m. (Field Hockey 2017).
• Saturday contests will be determined as follows: If one traveling team is out of region (i.e. Vermont or New Hampshire traveling to Maine or the reverse), the out of region team will play in the first contest on Saturday with a 4:30 p.m. start.
• If both visiting teams are in or out of region, the first Tournament game will be sport with the largest gap from prior round will follow with a start by 4:30 p.m. (Women’s Soccer 2017).
• Saturday Second Tournament game will follow with preferred start by 7:00 p.m.

For Sites with 2-3 Sports utilizing same venue (no football game)

**Two Tournament Contests**

• If one traveling team is out of region (i.e. Vermont or New Hampshire traveling to Maine or the reverse), the out of region team will play in the first contest on Saturday.
• If both visiting teams are in or out of region, the first Tournament game will be sport with the largest gap from prior round. (Field Hockey or Women’s Soccer 2017).
• Second Tournament game will follow with a start by 5:00 p.m.

**Three Tournament Contests**

• If one traveling team is out of region (i.e. Vermont or New Hampshire traveling to Maine or the reverse), the out of region team will play in the first contest on Saturday.
• If two or more traveling teams are out of region, the sport with largest gap from prior round will play first game on Saturday.
• The second and third games will follow in the same manner.
• Preferred start for the third game will be by 5:00 p.m.

Game times listed for Championships are preferred. In cases where a disagreement occurs between the competing institutions, or when both institutions would like to schedule outside of the preferred game times, an Ad Hoc Committee will convene to make a determination. The committee will include, Championship Chairperson, Commissioner, and Sport Liaison (unless the Sport Liaison is from one of the institutions competing, then another AD will be selected by the Commissioner).
During the last half of October and the first half of November, all football playing institutions are requested to schedule home contests for Noon, 12:00 p.m.

- **Hosting:**
  - Higher seeds in all rounds of Championship play have the opportunity to host, if they meet the following criteria:
    - Field: Minimum International Field Hockey and NCAA requirements (100 yards by 60 yards).
    - Closely cut grass (turf) and clearly visible lines.
    - Bench capacity of 24.
    - If there are two games back-to-back, the teams playing the second game must have access to a warm up site.
    - Adequate Parking.
    - Adequate Security and Crowd Control.
    - Official scorers table on the field or in the press box.
    - Visible score board and game clock.
    - 4 NCAA regulation game balls must be provided by host institution. The NAC official ball is the Penn Monto Elite Turf Ball (2014). Host should have colored ones on hand for inclement weather.
  - Institutions should meet all guidelines to host conference championships.
  - Any institution that does not exactly meet the standards, but wishes to host, may submit request w/hosting form to Commissioner for consideration at the August meeting of the Athletic Directors Council.
  - Host institution may request permission to use off-site facility within approximately 90 minutes from their campus or located between host school and opponent, to meet host requirements for championship play (March 2018).
  - For a single game, if higher seed is unable to meet the above hosting criteria, the lower seed will have the opportunity to host. When using a final four format, if the higher seed is unable to host, the next highest seed will have the opportunity.

- **Coaches Meeting:**
  - Coaches will participate in a **Pre-Tournament teleconference on Monday, October 23, 2017, at 11:00 a.m. (tentative)**. The Sport Liaison and Conference Commissioner will facilitate this meeting. All coaches are invited to participate; attendance is mandatory for coaches of teams participating in the tournament. When there is a conflict with a scheduled contest, the Athletic Director or another institutional representative may serve as a substitute for the coach.
  - A Conference call of all coaches will be scheduled following the season at which point field hockey issues and ideas will be discussed. The Sport Chairperson will be responsible for scheduling the call and will work with the conference office on the call agenda.
  - For all sport conference calls, all future Agenda items must be submitted two weeks prior to call so that these can be distributed to all coaches and
AD’s prior to conference call. (November 2010)

- **Seedings/Format:**
  - The Conference Commissioner and Associate Commissioner will seed teams following the last NAC competition date using results provided by the institution through the Conference website. Tiebreaking results will be shared with the Sport Liaison, Sport Chair and Championships Chair. The following criteria will be used to seed teams:
    - Conference winning % - must have completed 2/3 of conference games to be eligible. Contests against institutions failing to meet this requirement will not be counted as conference contests for purposes of seeding.
  - In case of a tie, the following tie-break procedures will be followed:
    - Head-to-head result (two-way tie).
    - In ties among three or more schools, the following criteria will be applied, in order, until a team is (or teams are) separated. At that point, the process begins anew, (returning to the first criteria) with the remaining teams.
      - Best conference record among tied teams. During this step, the conference will only examine records of tied teams in contests with each other.
      - Comparison of results against conference opponents one team at a time starting with the highest ranked team and continuing in downward rank order until the tie is broken.
      - Comparison of results against non-conference common opponents. During this step, non-conference games with conference opponents will not be considered.
      - Comparison of winning percentage vs. NCAA Division III opponents (added 3/2009) with .500+ winning.
      - Overall winning percentage.
      - Coin toss.

- **Uniforms:**
  - The higher seed will be the home team during all rounds of championship play and will wear dark uniforms.
  - Color of uniforms may be changed to accommodate teams playing back-to-back if agreed upon by both athletic directors.

- **Officials:**
  - It is the responsibility of the host institution to secure and pay officials for all rounds of tournament play.
  - The same officiating crews should not be used for more than one round of championship play.
  - All games are to have two officials.
• Pre-game announcement:
  o The standard conference announcement regarding good sportsmanship (shown above on page 5) must be read before each game.

• Athletic Training:
  o Certified on-site training personnel must be available one and a half hours before game time and one half hour post-game.
  o Supplies will be provided by each institution.
  o Access to emergency transport required.

• Locker rooms:
  o Must accommodate two teams/game.
  o If only two are available, game times should reflect needs.
  o Chalk Talk board should be available for each team.

• Bathroom Facilities:
  o Must be adequate, in close proximity to playing venue, and meet ADA requirements.

• Contest Management:
  o Site Director
  o Security/crowd control
  o Official scorer
  o Stat personnel
  o Ball/laces people
  o Official timer/clock operator
  o Official Announcer
  o Official Videotape Personnel
  o Student or Staff hosts to show teams to locker rooms and other parts of the athletic facility

• Pre-Game Meeting:
  o A mandatory pre-game meeting will take place prior to each round of championship play with the officials, head coaches and host administrator to discuss tie-break rules, weather/field conditions, ground rules etc.

• Game Programs:
  Game programs should include:
  o Name of all competing institutions
  o Complete roster of teams participating at specific site
  o Institutional synopsis of participating teams
  o NAC history/information etc.
  o Previous year’s tournament information including the previous sports champions

*Continued on next page . . .*
• **Championship Awards:**

  - Awards must be presented by a Conference Representative, the Sport Chairperson, the Athletics Director of host institution or another host institution representative. A script will be distributed to the host for awards ceremony.
  - Awards will be presented after championship contest. All-Tournament Team members from previous games should be mentioned during the presentation.
  - Awards should be displayed prior to championship game if possible.
  - It is the responsibility of the conference office to order awards and to have them delivered to the host institution in a timely manner.
  - All-Tournament Team will be named for each championship.
    - 3rd and 4th place teams receive two selections each
    - 2nd place team receives three selections
    - Champion receives four selections plus an MVP selection

• **Host site SID/Site director:**

  - Entering contests into NAC Scoreboard and confirm game times.
  - Providing programs for all tournament contests.
  - Maintaining in contest scores on the NAC website.
  - Providing updates on social media platforms using institution and conference handles and conference hashtags.
  - Submitting the final score to the Conference through the NAC website.
  - Sending packed stat game file to the visitor and uploading the XML to the NAC website following the contest.
  - Share neutral game summary and box score with opponent, conference office and media outlets following all hosted contests (media outlets must be provided to host institution in advance).
  - Taking a digital Championship Team Photo and sending it to the conference office with the neutral contest story. Photo should also be shared with championship team.

• **Protests:**

  - All protests will be handled in accordance with NCAA Regulations.

• **Ties:**

  - Follow NCAA tie-breaker rules. These rules are to be discussed in the mandatory pre-game meeting with officials, head coaches and host administrator.

• **Weather:**
- If inclement weather occurs and games cannot be rescheduled by the day prior to the finals and the semifinals cannot be played, the higher seeds will automatically advance to the finals.
- The decision to postpone/cancel must be made by Host AD, traveling AD and conference commissioner. A rain or snow date will be built into the championship dates, should inclement weather continue, the top seed will be declared the divisional champion and will proceed to the crossover championship.
- The home team must certify that their field or one within approximately 90 minutes of their campus or located between host school and opponent, will be playable for championship play. If weather precludes play on the scheduled date, the game may be moved to the next day or any subsequent day, as long as the game can be played prior to the Tuesday before the Crossover Championship. The host must secure a backup site that is playable by the Tuesday prior to the Crossover Championship or the game will be moved to the opponent’s site (2017).

- **Tickets/Concessions:**
  - Ticket sales and concessions are optional.
  - If a gate is charged, institutions are permitted to charge the same prices they utilized during the regular season.
  - If a gate is being charged, all institutions must be notified in advance and complementary tickets for each tournament participant must be provided.
  - # of complementary tickets will be limited to two institutional representatives and two/roster member.
APPENDIX A

Cold Weather Best Practice

In the interest of health and safety for student-athletes, coaches, athletics staff, and spectators, the NAC has instituted cold weather best practices to prevent cold weather-related injuries and illnesses to all participants. These recommendations are in accordance with the National Athletic Trainers’ Association and the guidelines set forth by the NCAA. The athletic training staffs of the NAC institutions have conferred and agreed upon these standards.

These best practices are to be enforced in instances of conference competitions only. This best practice is not intended to override any school’s practice policy.

The following best practices pertain to “Active” sports (Men’s and Women’s Lacrosse, Men’s and Women’s Soccer, and Field Hockey) and “Limited Activity” sports (Baseball, Softball, Men’s and Women’s Track & Field, Men’s and Women’s Tennis, Men’s and Women’s Cross Country, and Men’s Golf).

The concern for student athletes that participate in Limited Activity sports is the student-athlete will be exposed to wind and cold temperatures during long periods of inactivity. During these times, student athletes may have difficulty maintaining proper body temperature due to exposure and lack of metabolic activity, thus, additional considerations are to be made to protect those student-athletes.

All temperatures indicated below are to represent the Wind Chill Temperature. The effects of the wind are to be taken into account. Ideally, the on-field conditions are to be used to determine the participation status. Furthermore, whenever possible, indoor warming facilities are to be made available to participants and spectators. When indoor warming facilities are not available, postponement is required at the previous step.

**Cold Weather Best Practice for “Active” Sports**

>32 degrees F – No restrictions on activities are required. Advisement is to be given to coaches to the temperature. Maintain regular hydration breaks.

20-32 degrees F – Required skin coverage for all athletes, including gloves, hats, long sleeves, and leggings/pants. Monitor for cold weather injuries and have facilities available for rewarming if needed.

15-20 degrees F – Required skin coverage as described above. Indoor rewarming should be available. For timed events, allow indoor rewarming for no less than 15 minutes following on field warmups and during halftime. For non-timed events, allow indoor rewarming for no less than 15 minutes during the first stoppage of play after 45 minutes of activity. *If no indoor rewarming facilities are available, activities are to be postponed at <20 degrees F.

<15 degrees F – Postponement of athletic contests are required.