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GENERAL PLAYING GUIDELINES

• Scheduling/Support Guidelines
  o Start times/Scheduling:
    ▪ Preferred start times for double header contests will be 1:00 p.m. and 3:30 p.m.; adjusted as needed for lighting and weather; Midweek game times will be adjusted by mutual agreement between schools.
    ▪ Start times for all weekend games should be no earlier than 1:00 p.m. and no later than 3:30 p.m. on Saturday and no earlier or later than 12:00 p.m. on Sunday unless mutually agreed upon by all institutions involved in weekend play.
    ▪ The best practice of providing 45 minutes of warm up prior to second game will be utilized (8/2015).
    ▪ Each team shall play once per season, alternating home and away sites yearly unless changes in membership or conference scheduling rotation dictate otherwise.
    ▪ NCAA guidelines for overtime rules will apply.
  o For Men’s and Women’s double headers:
    ▪ Women will play second during the first half of the season and first during the second half of the season. The flip from women second to women first will occur on Monday, April 8, (after weekend games on April 6-7). During certain weather circumstances, order may be reversed to preserve field integrity.
  o Cancellations/Rescheduling:
    ▪ Conference members must make conference games their first priority at all times. All cancelled games should be made up if at all possible. All changes must be communicated to the conference office.
    ▪ 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 information beyond video on conference members with non-conference institutions.
  o The Commissioner (in consultation with the executive committee) has the authority to adjust the conference schedule so as to ensure (as much as is possible) the completion of the regular season conference schedule. This especially applies to scheduled competitions that could impact qualification for post-season play.
• Home Team Responsibilities
  o Setting competition times/sites-i.e. if a venue is not playable, if there are two
games, etc.
  o Providing a field that meets minimum NAC regulation standards.
  o Providing a certified athletic trainer at each contest.
    ▪ All visiting teams must provide their own training supplies.
  o Providing game personnel including: 3 officials, official scorer, official timer,
penalty timer, stat keeper (*stat crew*), ball persons, crowd control, etc.
  o Providing event programs including at minimum the lineups for each team.
  o Providing locker rooms for the visiting team at all games.
  o All home games should be supervised by an athletic administrator/site
director who is responsible for sportsmanship/behavior of fans.
  o 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.
  o Announcing the following NCAA sportsmanship advisory prior to each game:

  *The NCAA, (competing institution names), and the North Atlantic
Conference promote good sportsmanship by the student-athletes,
coaches and spectators at today’s/tonight’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).*

• Official Conference Ball
  o Yellow with NOCSAE label.

• Film Exchange Program (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 (Field Hockey Precedence - November 2010).
  o Krossover will be utilized for the exchange of films within the conference.
  o *Filming expectations:*
    ▪ 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, Half Time, Goals, Penalties, Timeouts). The video person
may ONLY pause taping during long periods of “inaction”, meaning
between quarters, at half time, during timeouts, and weather delays.
Exchange Policies:

- The film exchange will work as an open pool.
- All hosting institutions are required to upload conference game film per conference timeframe rules.
- Each institution hosting a conference game will be required to film and upload it to the film exchange platform (Krossover) within 24 hours of a mid-week competition or by twelve noon on the Monday following a weekend competition.
- Hosts are not required to provide a DVD copy after the game.
- A fine of $25.00 shall be placed on an institution each time they do not follow through with the film exchange policy.
  - If there are any technical issues with film, coaches are required to email their peers and the conference office prior to the 24 hour deadline for midweek competition and prior to twelve noon on the Monday following a weekend competition. If there are issues “beyond the institution’s control,” fines may be waived.
- 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 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, e-mail, written materials, etc.). It is permissible to share scouting information about conference opponents with other conference members.

Awards

- It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SID’s) and annual awards (coaches) 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 for Women’s Lacrosse:
  - 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. Women’s Lacrosse will select the following annual awards:
  - Player of the Year
  - Defensive Player of the Year
- Rookie of the Year
- Coach of the Year
- Sportsmanship Team
- Senior Scholar Athlete of the Year
- All-Conference First and Second Team
  - All-Conference First and Second Team
  - The top 4 attackers, top 4 midfielders, and top 4 defenders along with the goalkeeper with the highest point total, will be named to the first team. The next top 4 attackers, top 4 midfielders, and top 4 defenders along with the goalkeeper with the second highest point total, will be named to the second team
  - Coaches may nominate up to seven players from their own team regardless of position using the All-Conference Team form. When nominating, coaches are required to rank their student-athletes by position (e.g. 1A, 2A; 1M; 1D, 2D) *(September 2016)*. 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 file 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.
  - Assisting in the submission of nominations and votes for annual awards through the NAC website.
2019 Sportsmanship Initiative
Women’s Lacrosse
“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. As a means to move to this end, the NAC initiative was created and is comprised of the following primary elements:

Behavioral Objectives for “Creating an atmosphere of respect” Initiative

- Women's Lacrosse Coaches will engage in the process of “Creating an atmosphere of respect” by agreeing to basic behaviors that will be expected of all conference members. In turn, they will share this information with their respective teams and set the highest of expectations for achieving program objectives.
- All conference members will show respect for the opponent, teammates, coaches, officials, and the game.
- 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.
- The following pre-game protocol will be followed prior to the start of each contest: as they are introduced, starters will shake hands with the opposing coach at the sideline before running onto the field to take their place among the other starters. Once all starting players have been introduced, both coaches will meet at midfield along the sideline to exchange a handshake. The national anthem will be played after introductions (if the game is the first of a double-header).
- Following each NAC Conference Game, visiting coaches and event managers will have the option 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 online form, go to www.nacathletics.com, select Inside the NAC and from Member Services, click on 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.

We all benefit by “Creating an Atmosphere of Respect.”
CHAMPIONSHIP GUIDELINES

• 2019 North Atlantic Conference Championship Dates and Format
  o Coaches Chair: TBD
  o Coaches Vice Chair: TBD
  o Sport Liaison: Deb Biche-Labbe, Thomas
  o Last play date: Tuesday, April 23, 2019
  o Seeding will take place following the completion of all conference contests and will be announced on the Conference website.
  o Format will be as follows:
    ▪ Top FOUR teams qualify for the tournament
    ▪ Semifinals: Saturday, April 27, at the higher seeded institutions.
      • Winner of #4 at #1
      • Winner of #3 vs. #2
    ▪ Finals: Saturday, May 4, at the highest remaining seed.

• Championship Game Times
  o No Facility Conflicts:
    ▪ Semifinals:
      • Start time will be between 2:00 p.m. – 4:00 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):
    ▪ Two Tournament Contests utilizing the same venue
      • 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 on Saturday will be sport with the largest gap from prior round (Women’s Lacrosse 2018).
      • Second Tournament game will follow with a start by 5:00 pm (or as lighting dictates).
    ▪ Two Tournament Contests with Baseball field conflict
      • Baseball to follow this scheduled format: Friday 3 games, Saturday 2 games, and Sunday 1-2 games.
      • Other contest will be played on Saturday with a start by 5:00 p.m. (Men’s Lacrosse or Women’s Lacrosse).
    ▪ Three Tournament Contests with Baseball field conflict
      • Baseball to follow this scheduled format: Friday 3 games, Saturday 2 games, and Sunday 1-2 games.
      • 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 following baseball on Saturday with a preferred start time of 4:30 p.m.

- If both visiting teams are in or out of region, the first contest on Saturday will be sport with the largest gap from prior round (Women’s Lacrosse 2018).
- The second contest will follow with preferred start by 7:00 p.m.

**Note:** When the gap between contests is the same, sport with the shortest gap between first round of NCAA tournament and NAC Championship Final, will play earliest contest. Women’s Lacrosse altered tournament schedule will make facility conflict involving more than two teams less likely for early rounds of play.

- 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 Administrator will be selected by the Commissioner).

**Hosting**

- Higher seeds in all rounds of Championship play have the opportunity to host, if they meet the following criteria:
  - Field must meet minimum NAC Standards (110 yards long X 60 yards wide).
  - Closely cut grass or artificial turf and clearly visible lines.
  - Bench capacity for 24.
  - If there are two games back-to-back, the teams playing the second game must have access to a warm-up area.
  - Adequate Parking.
  - Adequate Security and Crowd Control.
  - Official scorer’s table on the sideline.
  - Visible score board and game clock.
  - Eight NCAA regulation game balls must be provided by host institution.
  - Adequate and trained statistics crew.

- Institutions should meet all guidelines to host conference championships.
- Any institution that does not exactly meet the standards, but wishes to host, may submit a request with **Intent to Host** form to the 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.

• Coaches Meeting

  o Coaches will participate in a Pre-Tournament teleconference on Wednesday, April 24, 2019, at 10:00 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.

  o A Conference call of all coaches will be scheduled following the season at which point women’s lacrosse 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.

  o 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)

• Seeding/Format

  o 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 percentage - 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.

  o 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 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 with .500+ winning. (added 3/2009)
• Overall winning percentage.
• Coin toss.

• **Uniforms**
  - The higher seed will be the home team during all rounds of championship play and will wear home 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 three officials.

• **Pre-game announcement**
  - The standard conference announcement regarding good sportsmanship (see page 4) must be read before each game.

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

• **Locker Rooms**
  - Must accommodate two teams per game.
  - If only two are available, game times should reflect needs.
  - Chalk Talk board should be available for each team.

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

• **Contest Management**
  - Site Director
  - Security/crowd control
  - Statistics crew personnel
  - Official scorer & Official timer/clock operator
  - Penalty timer
  - PA announcer
  - Official Videotape Personnel
  - Ball persons
- Staff or student hosts to show teams to locker rooms and other parts of the athletic facility.

- **Pre-Game Meeting**
  - 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 overtime, rules, etc.

- **Game Programs**
  Game programs should include:
  - Name of all Competing institutions
  - Complete roster of teams participating at specific site
  - Institutional synopsis of participating teams
  - NAC history/information, etc.
  - Previous year’s tournament information including the previous sports champions
  - NAC/NCAA Sportsmanship expectations
  - NAC logo
  - Institutions’ logos
  - Award Guys logo (sponsor)

- **Championship Awards**
  - Awards must be presented by a Conference Representative, the Sport Liaison, the Athletic Director of host institution or other 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 and each honoree will be recognized in the championship presentation (12 selections total):
    - 3rd and 4th place teams will receive two selections each
    - Runner-up will receive three selections
    - Champion will receive 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 file to the NAC
website following the contest.
  o 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).
  o 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**
  o All protests will be handled in accordance with NCAA Regulations.

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

- **Weather**
  o If inclement weather occurs and games cannot be rescheduled by the day
    prior to the semifinals and the quarterfinals cannot be played, the higher
    seeds will automatically advance to the semifinals.
  o The decision to postpone/cancel must be made by Host AD, traveling AD and
    conference commissioner.
  o A rain or snow date will be built into the championship dates, should
    inclement weather continue, the top seed will be declared the conference
    champion for the NCAA selections of the AQs.
  o 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 tournament games. If weather precludes play on the
    scheduled date, the game may be moved to the next day provided the
    institution can certify the field will be playable and the NCAA deadline for
    submission of the AQ permits this. If the host is not able to certify as
    required, the game will be moved to the opponent’s site. (January 2018)

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