



2009 Centennial Conference Men's Lacrosse Championship Guidelines

I. TOURNAMENT SCHEDULE

Conference Call for Participating Team	Monday, April 27, TBA
First Semifinal (at No. 1 seed)	Friday, May 1
Second Semifinal (at No. 1 seed)	Friday, May 1
Final (at No. 1 seed)	Sunday, May 3 at 1 p.m.

The top seed determines the order of the semifinal games. Conflicts will be worked out between the committee chair and the Conference Office. Travel expenses and time will be taken into consideration for start times and order of semifinal games.

II. GAMES COMMITTEE

The Conference Office will name a games committee to assure the proper conduct of the tournament championship. The committee will generally be comprised of, but not limited to, the host Director of Athletics and/or Senior Woman Administrator, and representatives of the visiting team and the Conference Office.

	Semifinals	Final
Host Administrator:		
Conference representative:		
#2 seed representative:		
#3 seed representative:		
#4 seed representative:		

III. INCOMPLETE TOURNAMENT POLICY

If a tournament cannot be completed by the end of the day on May 3, and each team has completed at least one tournament contest, the highest remaining seed will be the Conference's champion and automatic qualifier to the NCAA tournament. Otherwise, the top seed as determined by the regular season will receive the automatic qualifier.

IV. EXPENSES

The host institution is responsible for **securing and paying** the personnel needed to ensure the best possible operation of the playoff contests, including:

- security
- clock operator
- official scorer
- public address announcer.

All game management expenses are paid by the host institution. **The host institution will be reimbursed for officiating expenses.** Hosts should complete the attached budget report and return to the Conference Office immediately following the tournament.

V. CHAMPIONSHIP TROPHY

The previous year's champion is responsible for bringing the championship trophy to the championship site. The trophy **must** be engraved (updated) by the previous year's champion. The Centennial Conference championship trophy will be presented immediately following the conclusion of the championship game. Both teams are requested to return to their respective benches after post-game handshakes. A short ceremony will follow with the captain(s) being called forward to receive the trophy.

VI. CHAMPIONSHIP ADMINISTRATION

Ball Retrievers

It is the responsibility of the host institution to provide an adequate number of ball retrievers. Ball retrievers must be at least 10 years of age. The host institution is required to train, protect and provide for the safety of the ball retrievers. These individuals must wear helmets and be dressed so that their "uniform" colors do not blend with those of the participating teams. Ball retrievers must stand or sit toward the sidelines. By rule, they are not permitted directly behind the goals.

Balls

The Centennial Conference does not have an official ball, but the ball must be stamped "Meets NCAA-Approved Specs." The Brine lacrosse ball is used in the NCAA Tournament.

Filming / Videotaping

If teams need special arrangements for videotaping its contest, please contact the host institution ASAP.

Laundry Service

Teams should contact the top seed **prior** to Saturday if they will require laundry service after Saturday's game. Requests on Saturday may not be able to be accommodated.

Locker Room Assignments

Provided by host institutions during conference call.

Officials

The Conference Office, in cooperation with the host institution, will secure three (3) officials for each match of the Conference playoffs. Members of the coaching staff or other representatives of participating institutions shall not make public statements critical of officiating in any Centennial Conference playoff game.

Practice at Championship Site

No practice will be permitted at the team championship site (host team excluded) prior to game day. No practice is permitted on the game field prior to the warm-up for the first semifinal. Prior to the championship game, the facility will be made available for official warm-ups 60 minutes prior to the start of play.

Training / Medical Services

Please contact the host institution ASAP if you have special needs so that arrangements can be made.

Uniforms and Bench Assignments

The higher seed will wear white or light-colored uniforms for all rounds of competition. In competition and during related ceremonies (pre-game/warm-up, introductions, award ceremonies and post-game interviews), student-athletes in the championship shall wear exclusively the official game uniforms of their institutions. This applies to warm-up uniforms as well as competitive uniforms. The higher seed will use the bench usually occupied by the home team during the regular season.

Warm-Up Area

Information provided by host institution during conference call.

Pregame Schedules (please post in locker rooms)

Semifinal No. 1

Game Clock

60:00	Officials meet with timer and ball retrievers
36:00	Start 30-minute clock
8:00	Teams meet with officials for coin toss
6:00	Players return to benches
5:00	Visiting starter introductions (go to wing line / remain) Home start introductions (go to wing line / remain) Teams huddle and then line up along sideline
2:00	Announcer reads "Sportsmanship Statement"
1:30	National Anthem
0:00	Face-Off

Semifinal No. 2

Begins not before TBA and not later than 45 minutes after conclusion of Semifinal #1.

36:00	Start 30-minute clock
8:00	Teams meet with officials for coin toss
6:00	Players return to benches
5:00	Visiting starter introductions (go to wing line / remain) Home start introductions (go to wing line / remain) Teams huddle and then line up along sideline
2:00	Announcer reads "Sportsmanship Statement"
1:30	National Anthem
0:00	Face-Off

Final - 1 p.m. start

Game Clock

60:00	Officials meet with timer and ball retrievers
36:00	Start 30-minute clock
8:00	Teams meet with officials for coin toss
6:00	Players return to benches
5:00	Visiting starter introductions (go to wing line / remain) Home start introductions (go to wing line / remain) Teams huddle and then line up along sideline
2:00	Announcer reads "Sportsmanship Statement"
1:30	National Anthem
0:00	Face-Off

VII. HOST INSTITUTION RESPONSIBILITIES

Crowd Control

The responsibility for crowd control rests with the director of athletics of the host institution. Host institutions must provide adequate security for effective crowd management. The host Director of Athletics or Senior Woman Administrator shall be prepared to use the public address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. The following announcement should be made:

"The Centennial Conference promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site."

Game Staffing

The host institution shall provide all table personnel for both semifinal and championship games, including: an announcer, a clock operator, a scoreboard operator, an official scorer, and statisticians. Table personnel should be experienced and knowledgeable of the game of men's lacrosse. It is the responsibility of the host institution 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.

National Anthem

The national anthem ("Star-Spangled Banner") shall be played or sung before each tournament game.

Noisemakers

Artificial noisemakers, air horns or electronic amplifiers are not permitted.

Programs

The host institution is responsible for the production of 100 programs (or a typical amount for a regular-season home game) for the first-round game and 1,000 programs for the semifinals and championship game.

Public Address Announcer

The PA announcer for the Conference tournament shall be impartial. The public address announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the Centennial Conference representative and games committee at each site.

1. No special announcements shall be made without the committee representative approval.
2. The announcer shall not be a "cheerleader" for any team. The announcer shall adhere to Conference procedures rather than usual institutional procedures during the regular season.
3. Prior to the start of competition, the PA announcer shall read the Centennial Conference sportsmanship statement.

"The Centennial Conference promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site."

4. The announcer shall do the following:
 - a. learn correct pronunciation of players and coaches for both teams
 - b. Identify all substitutes.
 - c. Identify the goal scorer and the players receiving assists. *
 - d. Announce the team taking the timeout.

*** The <name of team> goal, scored by <player number and name>. Assisted by <player number and name>. Time of the goal: <time into the half>.**

Example: The Centennial goal, scored by number 10, Steve Ulrich. Assist to number 1, Kim Wenger. Time of the goal: 10:15. Goal 10 Ulrich, Assist 1 Wenger at 10:15.

5. The announcer shall meet with a committee representative prior to the match to review time schedules, coordination of the national anthem, lineups and the start of the match.
6. An announcer shall not recognize corporate contributors or tournament sponsors.

Scorekeepers

The host institution **must** provide the official scorekeeper/statistician at the scorer's table for both semifinals and the final. The visiting team is entitled to a representative at the scorer's table. At the conclusion of the contest, the official score sheet will be the one recorded by the host team.

Security

The host institution should:

- a. provide protection for equipment and warm-ups before and after the game, and at halftime;
- b. assure the prevention of alcohol use on the field and in the stands;
- c. enforce ban on artificial noisemakers within the facility;
- d. be available to escort disqualified person(s) to the locker room.

Statistics

The host Director of Sports Information is responsible for contacting the following outlets with the score and submitting a copy of the official box score immediately following the contest: NCAA, Conference Office, the SIDs of all participating playoff teams, and to local and regional media.

Tickets

No admission charge will be assessed at the tournament.

Videotapes, Films and Still Photographs

Institutions are permitted to videotape championship competition by their teams for archival, coaching or instructional purposes. An institutional representative shall contact the event coordinator at the host site for camera space at the site.

In-Game Announcements During Breaks in Action

Want to know more about the Centennial Conference? Log onto www.centennial.org - your one-stop source for news, scores, stories and more on Centennial athletes and athletics. Read our blog ... watch our YouTube channel ... follow us on Twitter. That's www.centennial.org.

For your convenience, restrooms are located --

For your convenience, a concession stand is located --

We would like to remind all fans that smoking is not permitted anywhere inside the <VENUE>. Thank you for your cooperation.

approximately halfway through 1st and 2nd halves:

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

Halftime (on Sunday)

In scores from other Centennial Conference championship action today ...

Baseball -

Softball -

also you can read the above in-game announcements at halftime as well.

Post-Game Trophy Presentation Script

During breaks in the final five minutes of the contest ...

"Ladies and gentlemen, we ask that you stay with us at the conclusion of today's game for the presentation of the Centennial Conference championship trophy."

At the conclusion of the contest ...

"Ladies and gentlemen, we ask that you stay with us for the championship trophy presentation which will begin in a few moments."

Trophy Presentation

"Ladies and gentlemen, and now the trophy presentation. Here to present the Centennial Conference championship trophy is <choose one>

- Steve Ulrich, Executive Director of the Centennial Conference
- Kimberly Wenger, Associate Director of the Centennial Conference
- Director of Athletics, <name> College
- President, <name> College

First, let's have a round of applause for the two teams that provided us with a terrific championship game.

At this time, we would like to recognize the <year> Centennial Conference runners-up from <college>. Congratulations to captains -- <names> -- head coach <name> and the rest of the <nickname> on a fine <W-L> record. Let's have a round of applause for <college>.

And now, we introduce to you the <year> Centennial Conference champions from <college>. Congratulations to captains -- <names> -- head coach <name> and the entire <nickname> team on an outstanding <W-L> season that will continue in the NCAA tournament as the Conference's automatic qualifier. We would like to ask the members of the senior class to please come forward and accept the championship trophy.

Thank you very much for attending today's championship game and for your support of the Centennial Conference and its student-athletes. Please arrive home safely.



Men's Lacrosse Championship Budget Report May 1-3, 2009

HOST SCHOOL _____

HOST ATHLETIC DIRECTOR _____

CHAMPIONSHIP EXPENSES

A. GAME OFFICIALS \$ _____

1. _____	Umpire	\$ _____
2. _____	Umpire	\$ _____
3. _____	Umpire	\$ _____
4. _____	Umpire	\$ _____
5. _____	Umpire	\$ _____
6. _____	Umpire	\$ _____
7. _____	Umpire	\$ _____
8. _____	Umpire	\$ _____
9. _____	Umpire	\$ _____

B. HOSPITALITY \$ _____

TOTAL REIMBURSEABLE EXPENSES \$ _____

Administrator Signature _____